

POLICY NO.	I.16
POLICY SUBJECT	Placement of Memorial Plaques <u>Outside Cemeteries</u>
ADOPTION DATE	<u>20 February 2010 (C.19/0210) 25 June 2020</u>

Purpose

To stipulate the circumstances where a memorial plaque can be placed in public places outside the Shire's cemeteries and the conditions that apply.

Application

A small memorial plaque measuring no more than 100mm x 60mm is permitted to be placed at the base of a tree planted in a Shire of Bridgetown-Greenbushes controlled park or reserve, in memory of a recently deceased member of the Bridgetown-Greenbushes community subject to the following conditions:

- Applications including proposed wording must be in writing addressed to the CEO;
- The wording of the plaque must be approved by the CEO or his nominated officer;
- The plaque will be ordered and installed by Shire of Bridgetown-Greenbushes staff in consultation with the proponent;
- The cost of the plaque and installation shall be paid for by the proponent requesting the plaque.

Where a family wishes to place a small memorial plaque on a park bench or similar type of park furniture an application can be submitted to the Chief Executive Officer. In these instances the same conditions as contained above will apply in addition to the applicant being responsible for purchase of the item or park furniture.

If the deceased person is buried in a cemetery within the Shire or a memorial plaque (with or without ashes) has been placed in a cemetery within the Shire, an application for a memorial plaque to be placed at the base of a tree in a public park or reserve in a public place will not be approved.

It is noted that plaques will not be approved to memorialise community members who died prior to 2009. It is also noted this policy does not extend to family pets nor to the erection of memorial crosses within road reserves to memorialise deaths from traffic accidents.

Historically there are four larger memorials located in public places within the Shire and for these the following maintenance responsibility exists:

- Scott Memorial, Bridgetown-Boyup Brook Road (note this road is under the jurisdiction of Main Roads Western Australia) – maintenance of this memorial rests with the family and not the Shire.
- Wheatley Memorial, Brockman Highway - maintenance of this memorial rests with the family and not the Shire.
- "A Man's Best Friend" plinth and plaque, Town Square, Bridgetown – maintenance of this memorial rests with the Shire of Bridgetown-Greenbushes.
- "Sunday 14th March 1954 commemoration plinth and plaque, Gifford Road - maintenance of this memorial rests with the Shire of Bridgetown-Greenbushes.

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POLICY NO.	M.41
POLICY SUBJECT	Bereavement Notices
ADOPTION DATE	25 June 2020

Purpose

To recognise deceased persons who have been closely associated with the Shire and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the community of the Shire of Bridgetown-Greenbushes.

Scope

Those to be recognised on their passing are to be limited to:

- (a) Current and former councillors and Chief Executive Officers;
- (b) Current employees; and
- (c) Identities of the Shire of Bridgetown-Greenbushes as agreed by the Shire President and the Chief Executive Officer.

Application

When informed of the death of a person entitled to bereavement recognition the Shire Administration is to ensure one or all of the following tasks are completed to reflect this policy:

- Councillors and employees are notified;
- A notice is placed in the Bereavement Notices section of the West Australian newspaper or Manjimup Bridgetown Times newspaper.



ROLLING ACTION SHEET

ROLLING ACTION SHEET
June 2020 (encompassing Council Resolutions up to Council Meeting held 28 May 2020)

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

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	✓
C.14/0310 Preliminary Report – Plantation Exclusion Zones	<p>That Council:</p> <ol style="list-style-type: none"> Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document. 	S Donaldson	<ol style="list-style-type: none"> Noted. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012. Noted. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. 	<p>June 2020 Meeting with DLPH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment.</p>	

	<p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy. <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>		<p>New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).</p> <p>November 2018 New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion.</p> <p>December 2018 CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p>January 2019 Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review.</p> <p>February 2019 Bushfire Hazard Level Assessment feedback sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review.</p> <p>March 2019 Final Bushfire Hazard Level Assessment</p>		
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			<p>received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review.</p> <p>April 2019 Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>July 2019 Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>August 2019 BHL to be presented to Council in November 2019.</p> <p>September 2019 Draft BHL referred to DPLH and DFES for preliminary feedback, before being presented to Council.</p> <p>October 2019 Preliminary response received from DFES on draft BH. Pending feedback from DPLH.</p> <p>November 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>December 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>January 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>February 2020 Preliminary response received from DFES</p>		
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			<p>on draft BHL. Pending feedback from DPLH.</p> <p>March 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>April 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>May 2020 Preliminary response received from DFES on draft BHL. Contact with DPLH made in May 2020 for pending feedback. Meeting to be scheduled shortly</p>		
C.16/0513 Greenbushes Overnight Stay Facility	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion. 2. Endorse the proposal to redevelop the old cricket pavilion to a "camper's bunkhouse" with 4 bunks being provided. 3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse 4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse. 	T Clynych	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p> <p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015).</p> <p>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017).</p>	<p>June 2020 No progress since last report</p>	

			<p>November 2018 The processes involved in Council's acquisition of the Dumping Gully Precinct is far longer and complicated than originally estimated by all parties however there is a commitment from both DBCA and Water Corporation to progress it.</p> <p>In the meantime the process for preparing a concept plan for the Greenbushes Sportsground precinct could be commenced and this will be referred to the next Concept Forum for discussion.</p> <p>January 2019 Refer item in Council agenda about de-vesting of Greenbushes water supply catchment area which is the first step in the Dumping Gully dams being vested in the Shire for recreational and irrigation purposes.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>April 2019 Discussion at the April Concept Forum occurred and identified the need to complete the planning phase of this project and re-engage with the Greenbushes community. A report will be presented to Council.</p> <p>September 2019 A large scale plan (encompassing the feedback from previous community consultation) is currently being prepared for presentation at a forthcoming community engagement session.</p> <p>October 2019 A draft plan has been prepared as a</p>		
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			<p>precursor to community consultation.</p> <p>December 2019 Update Plan has been completed. Next round of community consultation to commence in January.</p> <p>February 2020 Community consultation currently occurring.</p> <p>March 2020 Awaiting completion of community engagement period before any submissions will be assessed.</p> <p>April 2020 Submissions currently being assessed.</p> <p>May 2020 Update provided to May Concept Forum. Intending to present findings of community consultation to the Greenbushes community prior to matter being presented to Council. Timing of community presentation subject to further easing of COVID-19 public gathering restrictions.</p>		
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.	T Clynh	<p>A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).</p> <p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p> <p>At the budget workshop held on 17 May 2018 the annual review of the Corporate Business Plan was workshopped. The updated Corporate Business Plan is being presented to the June council meeting and</p>	<p>June 2020 No progress since last report</p>	

			<p>includes a new Action (2.5.1.9) requiring a desktop investigation into the financial cost and feasibility of establishing an organic waste service (June 2018).</p> <p>November 2018 Due to other work priorities this project hasn't progressed. The CEO recently met with the Acting CEO of the Shire of Augusta-Margaret River to obtain feedback on similar investigations it recently carried out. Progression of this project is earmarked for early 2019.</p> <p>December 2018 The CEO had a recent discussion with the CEO of the Bunbury Harvey Regional Council about arranging a council visit to the regional waste site to view and discuss organic waste issues. Further details to be arranged in early 2019.</p> <p>January 2019 A meeting of the regional waste working group is being planned for February 2019.</p> <p>March 2019 The processing of organic waste will be factored into the studies into establishment of either a single or multiple regional waste processing facilities however the timeframe for development of such facilities is likely to be 5-10 years.</p> <p>October 2019 At a Regional Waste Group meeting held on 21 October 2019 the future development of sub-regional composting facilities to support sub-regional food and garden waste (FOGO) collection services. Notwithstanding this longer term vision it is intended to conduct a desktop exercise to determine the approximate costs of implementing a FOGO collection service in this Shire. The Shire of</p>		
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			<p>Augusta Margaret River has recently introduced a FOGO bin service and consultation is planned to assist in our investigations.</p>		
<p>C.06/0416 Bridgetown Railside Landscaping Project</p>	<p>That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.</p>	<p>T Clynch</p>	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017).</p> <p>A new application has been submitted to Arc Infrastructure seeking approval to plant a 100 metre long, 3 metre wide landscaping strip from the town square southwards. The application has nominated the following ground cover selections for consideration by Arc Infrastructure:</p> <ul style="list-style-type: none"> • Banksia blechnifolia • Banksia integrifolia • Hemiandra pungens (March 2018) <p>Discussions held with representative of Arc Infrastructure with indications given that</p>	<p>June 2020</p> <p>The Shire's lease of the railway reserve has been amended to recognise the area adjacent to the rail line that we have been trying to get approval to landscape for several years. Staff are now submitting details of the planting to Arc Infrastructure for specific approval.</p>	

			<p>approval to this proposal should be provided by June (May 2018).</p> <p>An update has been requested from Arc Infrastructure (July 2018). A follow-up reminder has been sent in August (September 2018).</p> <p>Arc Infrastructure has indicated that it is prepared to grant approval to this proposal once the Shire has signed off on a proposed interface agreement for rail crossings. The contents of the interface agreement have been subject to extensive discussions between the Shire and Arc Infrastructure with particular reference to an un-gazetted rail crossing on Pratt Road. A solution to this issue has been identified – being the ceding of Pratt Road from the railway reserve and this is being progressed and should be presented to Council in November (October 2018)</p> <p>November 2018 Presentation of the Pratt Road issue to Council couldn't occur in November as Arc Infrastructure has yet to provide (despite several reminders) the necessary plans showing the extent of railway reserve to be ceded as a public road reserve. Arc Infrastructure has committed to approving the railside landscaping proposal once the Pratt Road issue has been resolved.</p> <p>January 2019 A request has again been submitted to Arc Infrastructure seeking progression of this matter.</p> <p>May 2019 A meeting is currently being sought with Arc</p>		
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			<p>Infrastructure to progress this and other rail related issues.</p> <p>June 2019 The CEO attended a meeting with Arc Infrastructure on 17 June where this matter was discussed and a commitment given by Arc Infrastructure to progress the required approvals.</p> <p>July 2019 Since the meeting in June there has been further communication with Arc Infrastructure about this and other outstanding matters requiring a decision by Arc Infrastructure.</p> <p>September 2019 Further communication with Arc Infrastructure regarding Pratt Road has occurred. Arc Infrastructure has linked resolution of the Pratt Road issue with progressing the rail side landscaping approvals.</p> <p>March 2020 In February discussions were held with Arc Infrastructure. A draft agreement is being prepared by Arc Infrastructure as a precursor to a licence being issued for the work.</p> <p>April 2020 Communication with Arc Infrastructure has occurred with more details of the proposed landscaping provided.</p> <p>May 2020 The Shire's lease of the railway reserve has been amended to define the landscaping area. Now that has been achieved a specific approval for the proposed landscaping is required and a plan detailing the proposal has been submitted to Arc Infrastructure.</p>		
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<p>C.03/1116 RV Friendly Towns</p>	<p>That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.</p>	<p>T Clynych</p>	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p>	<p>June 2020 No progress since last report</p>	
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			<p>November 2018 Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p>February 2019 Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p>March 2019 Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p>April 2019 An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p> <p>June 2019 At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p>October 2019 The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced.</p> <p>The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p> <p>November 2019</p>		
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			<p>Application for sewer connection for dump point in railway car park has been submitted to Water Corporation.</p> <p>February 2020 Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown.</p> <p>Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p>May 2020 Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring.</p> <p>Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynh	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter</p>	<p>June 2020 No progress since last report</p>	

			<p>(September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>November 2018 Refer comments for Resolution C.16/0513 on Page 5.</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about</p>		
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			<p>growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020</p> <p>A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>		
C.05/1216 Greenbushes Townsite Carpark	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area. 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways. 4. Requests the CEO to identify suitable funding opportunities for the project. 	T Clynych	<p>Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).</p> <p>Cr Scallan provided an update to the February 2018 Standing Committee meeting advising:</p> <ul style="list-style-type: none"> • Consultation still in progress • Owner now supportive of concept • Commercial discussions to commence • Once agreement in place discussions will be had with other landowners • Detailed design work now progressing in parallel <p>The CEO meet with Grow Greenbushes representatives on 31 May 2018 to discuss pathway for acquiring land and investigating</p>	<p>June 2020</p> <p>Land acquisition is to be funded by Talison as part of the Greenbushes CBD Parking & Safety Enhancement Project in the Growth Strategy. Advice was received from Talison in June that due to economic factors the funding of the land acquisition had to be deferred until 2021/22.</p>	

			<p>grant opportunities (June 2018).</p> <p>An updated concept plan has been received and is being assessed (July 2018).</p> <p>Letters have been sent to land owners requesting written agreement to the proposals for land acquisition (September 2018).</p> <p>Responses have been received from 2 of the 3 land owners with the other advising that a response will be provided by early to mid November (October 2018).</p> <p>November 2018 Two grant applications have been submitted for this project and will be determined by March 2018.</p> <p>January 2019 Revised offers for land acquisition are to be sent to the property owners.</p> <p>February 2019 Awaiting confirmation from Talison about funding commitment to the land acquisition component of the project before sending updated offers to affected land owners.</p> <p>March 2019 Grant application was unsuccessful.</p> <p>April 2019 Updated land acquisition offers have been sent to affected property owners.</p> <p>May 2019 This is one of the projects identified for inclusion in Council's infrastructure plan prepared for the purpose of assessing and leveraging the expected population increase associated with the Talison Expansion Project.</p> <p>August 2019</p>		
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			<p>Car park design is being amended to reflect decision of one of the land owners not to accept offer to purchase land.</p> <p>September 2019 Discussions have been held with Talison on the proposed revised design of the car park, excluding the land unable to be purchased. A final plan and cost estimates are expected by the end of September.</p> <p>October 2019 Talison has made some variations to the carpark design and intends to consult with the Greenbushes community on those changes. The updated plan is to be presented to the November Concept Forum.</p> <p>November 2019 Discussions being held with Talison Lithium P/L on final negotiations with affected property owners and process to follow for acquisition of the subject land.</p> <p>February 2020 Meeting held with Talison Lithium to discuss project. Board approval to meet land acquisition costs is currently being obtained. Talison Lithium is also reviewing construction cost estimates.</p> <p>March 2020 Updated land acquisition costs provided to Talison to enable its Board to consider funding allocation to the project.</p>		
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.	T Clynych	<p>Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared for June meeting. Further reporting is to occur by the end of the year.</p> <p>Council workshop to occur in February.</p>	<p>June 2020 At the June 2020 Concept Forum staff and councillors workshopped the hierarchical classifications and the setting of hierarchies for each park and reserve. This information feeds into the next workshop planned for the August Concept Forum which will be for the identification of specific service levels for each hierarchy.</p>	

			<p>Workshop held on 22.2.18 with the directions from that workshop to be used to refine the service levels before formal presentation back to Council (March 2018)</p> <p>Investigation into processes and specifications for calling tenders for selected outsourcing is currently occurring (July 2018).</p> <p>November 2018 A tender document for mowing of passive open spaces is currently being prepared.</p> <p>December 2018 The completion of the tender document has been deferred until completion of the organisational restructure and new workforce plan. Discussion on this occurred at the Council workshop held on 10.12.18.</p> <p>February 2019 With completion of the Workforce Plan preparation of the park mowing tender is to be progressed.</p> <p>June 2019 Discussion on parks and gardens service levels occurred at the June concept forum and the intent is to revisit those service levels commencing with a councillor/staff workshop to be scheduled in September/October. In the meantime the proposal to investigate outsourcing of mowing services will be deferred.</p> <p>August 2019 Taking into account restrictions imposed on council under its 'Election Caretaker Period' Policy the proposed workshop on parks and gardens service levels will be scheduled for November.</p> <p>October 2019 A scope for the proposed workshop has</p>		
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			<p>been developed and will be presented to the November Concept Forum as well as an update on “service level” modelling being done by the south west integrated planning network (of which the Shire is a member).</p> <p>November 2019 Discussion occurred at November Concept Forum with workshop scheduled for approximately February 2020.</p> <p>December 2019 Update Discussion occurred at November Concept Forum. Council workshop to be held in February 2020.</p> <p>February 2020 Workshop to be scheduled for March.</p> <p>March 2020 Due to other urgent matters arising the scheduling of the workshop in March didn't occur. A date in April is to be sought.</p>		
C.05/0217 Registration as a “Waterwise Council”	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a “Waterwise Council”.	T Clynh	<p>Request has been submitted (April 2017).</p> <p>Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)</p> <p>A reminder has been sent to Water Corporation requesting an update on the status of Council's registration (July 2018).</p> <p>Water Corporation has requested the Shire prepare a Waterwise Council Action Plan and this is to be progressed through the Sustainability Advisory Committee (September 2018).</p> <p>August 2019 The CEO met with the responsible Water Corporation officer at the recent Local Government Convention in Perth and arrangements are to be made for the Shire's</p>	<p>June 2020 No progress since last report</p>	

			<p>registration to be progressed.</p> <p>February 2020</p> <p>The CEO will refer development of key components of the Action Plan to SAC Committee for discussion.</p> <p>March 2020</p> <p>A request has been submitted to Water Corporation for updated community and council water use reports so we can make a start on reviewing our water consumption. The intention is to develop a Waterwise Action Plan with the assistance of the Sustainability Advisory Committee.</p>		
<p>C.08/0917</p> <p>Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed. Notes the appointment of Lush Fire & Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief 	S Donaldson	<ol style="list-style-type: none"> Noted. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018). Noted. Noted. Correspondence sent to WAPC on 26 October 2017. Response received. 	<p>June 2020</p> <p>Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p>	

	<p>Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire</p>		<p>6. Noted. To be actioned.</p> <p>November 2018 Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p>December 2018 Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p>January 2019 Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p>February 2019 Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>March 2019 Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>April 2019 Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>May 2019 Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p>June 2019</p>		
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	<p>of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <ul style="list-style-type: none"> (i) the local government of each district that adjoins the local government district; (ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme; (iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and (iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005. 		<p>Further liaison with planning consultant continuing.</p> <p>July 2019 Further liaison with planning consultant and DLPH continuing.</p> <p>August 2019 Further liaison with planning consultant required.</p> <p>September 2019 Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p>October 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>November 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>December 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>January 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>February 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>March 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>April 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>May 2020</p>		
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			Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. feedback		
C.07/1217 Ratio Action Plan – Fair Value Accounting & Depreciation Expense	That Council endorse the following Ratio Improvement Action Plan: <ul style="list-style-type: none"> A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value. 	M Larkworthy	<p>Relevant Staff will receive training in condition rating and useful life assessment as part of the Department's Asset Management Capacity Building program. Last training session is scheduled for 27 February 2018. (February 2018). Training complete. Inspections at component level of all Shire buildings is currently being undertaken. An assessment of furniture & equipment has been undertaken (May 2018).</p> <p>Inspection of Shire buildings is now complete. Data (including the remaining useful life of each component) is now being collated to inform Council's future depreciation expenditure for this asset class. A review of 'remaining useful life' for Council's infrastructure assets at component level will now commence. (September 2018).</p> <p>November 2018 Work is ongoing.</p> <p>December 2018 Work is ongoing</p> <p>February 2019 Work is ongoing, current focus is on Road Infrastructure assets</p> <p>April 2019 Work is ongoing, current focus is on Road Infrastructure assets.</p> <p>May 2019 Work is ongoing, current focus is on Road Infrastructure assets.</p>	June 2020 No progress since last report	

	<ul style="list-style-type: none"> An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure. 	<p>November 2019 A full review of condition and useful life estimates has been undertaken for individual plant & equipment and furniture & equipment assets, depreciation expenditure recalculated accordingly.</p> <p>January 2020 Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed.</p> <p>Progress on the Ratio Improvement Action Plan is now being reviewed as a regular item by the Audit Committee.</p> <p>March 2020 A recent comparison of this Shire's 2018/19 depreciation expense compared to South West and similar sized Councils throughout Western Australia has been undertaken. The comparison shows that Council's depreciation expenditure in total and per head of population is less than the average. This is a positive indicator that work done to date in this area has had a positive impact on Council's depreciation expense number flowing into the financials.</p> <p>April 2020 Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed</p> <p>This assessment will occur following completion of the 2017/18 annual financial statements (September 2018).</p> <p>November 2018 The 2017/18 annual financial statements are now complete and the audit report is pending. This assessment will now be undertaken and results presented to the first</p>		
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			<p>Audit Committee meeting to be held in 2019.</p> <p>December 2018 Data collection has commenced</p> <p>February 2019 Results of data analysis to be presented to the Audit Committee Meeting scheduled for 18 March 2019</p> <p>March 2019 A report on the analysis of data collected was considered by the Audit Committee at its meeting held 18 March 2019. The Committee resolved that further investigation into this Shire's level of rating income, other revenue sources, employee costs and insurance expense compared to benchmark Councils be undertaken.</p> <p>April 2019 Work is ongoing</p> <p>May 2019 Work is ongoing. Results of the further investigations as identified in March will be presented to the Audit Committee at its September 2019 meeting.</p> <p>November 2019 Following finalisation of Council's 2018/19 Annual Financial Report a further comparison of income and expenditure categories against benchmark Council's will be undertaken. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p>January 2020 The 2018/19 comparisons of income and expenditure categories against benchmark Council's has commenced. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p>February 2020 The 2018/19 comparisons of income and expenditure categories against benchmark</p>		
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	<ul style="list-style-type: none"> Develop a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works. That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks. The results of these scenarios to be workshopped with Council. 	<p>Council's is complete. Results of the comparison will be presented to the Audit Committee in March 2020.</p> <p>March 2020 The Audit Committee reviewed results of the 2018/19 data comparison of South West and similar sized Councils at its meeting held 17 March. The review highlighted that the Shire remains below average in 'rate revenue' and 'other revenue' sources. Council's insurance expense is also higher than average. Further investigation into these revenue/expenditure categories will be undertaken including a review of Council's rating structure during 2020/21 as included in Council's Corporate Business Plan.</p> <p>April 2020 No action since last update</p> <p>Policy will be developed following full review of Council's asset depreciation expenditure in point 1 above.</p> <p>November 2018 No progress since last report</p> <p>December 2018 No progress since last report as point 1 is ongoing</p> <p>January 2020 No action since last update</p> <p>April 2020 No progress as point 1 is ongoing.</p> <p>A review of Council's Long Term Financial Plan will commence in conjunction with the Corporate Business Plan and 10 Year Capital Works plans annual reviews.</p> <p>The draft Long Term Financial Plan will be</p>		
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			<p>workshopped at Council's October 2018 Concept Forum before formal presentation to Council (September 2018).</p> <p>LTFP presented to October Concept Forum, final draft will now be prepared and presented to Council in November. (October 2018)</p> <p>November 2018 The 2018/19 to 2032/33 Long Term Financial Plan is included in this agenda for Council endorsement.</p> <p>December 2018 Council adopted its Long Term Financial Plan (LTFP) in November. It should be noted that this will be an annual process. The workshop approach for Council's review of the draft LTFP including predicted ratio results is suggested.</p> <p>April 2019 Next revision of the LTFP has commenced.</p> <p>May 2019 Works are continuing on the LTFP. The plan is being updated with results from Council's review of the 10 year asset/works plans and Corporate Business Plan.</p> <p>August 2019 An item was presented to Council's August Concept Forum that outlined the 2019/20 timeline for review of all Integrated Planning and various capital works plans with the Long Term Financial Plan due to be adopted in June 2020. A workshop will be held prior to adoption when the consideration of ratio results will be undertaken.</p> <p>January 2020 Work on Council's 2020/21 to 2034/35 LTFP is progressing.</p> <p>February 2020</p>		
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			<p>Work on Council's 2020/21 to 2034/35 LTFF is progressing.</p> <p>April 2020</p> <p>Work on Council's 2020/21 to 2034/35 LTFF is continuing.</p>		
<p>C.06/0418</p> <p>Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown</p>	<p>That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8:</p> <ol style="list-style-type: none"> 1. Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11. 2. Pursuant to s.58 of the Land Administration Act 1997 supports the proposed closure of unmade and unnamed road adjoining Roe Street, Bridgetown, between Lot 3 (99) and Lot 4 (101) Roe Street, Bridgetown, for amalgamation with adjoining land. 3. Directs the Chief Executive Officer to forward relevant information to the Department of Planning, Lands and Heritage seeking approval from the Minister for Lands in relation to Point 2. 	S Donaldson	<ol style="list-style-type: none"> 1. Noted. 2. Noted. 3. Referred to DPLH on 2 May 2018, response pending. <p>November 2018</p> <p>A list of all outstanding actions referred to the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting requested with relevant staff of that department in order to progress them to conclusion.</p> <p>December 2018</p> <p>No progress since November update.</p> <p>January 2019</p> <p>Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed.</p> <p>March 2019</p> <p>Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DPLH staff.</p> <p>May 2019</p> <p>DPLH response still pending.</p>	<p>June 2020</p> <p>DPLH response still pending.</p>	

			<p>June 2019 Response from DPLH still pending.</p> <p>July 2019 Response from DPLH still pending.</p> <p>August 2019 Response from DPLH still pending.</p> <p>September 2019 Liaison continuing with DPLH regarding land distribution.</p> <p>October 2019 Liaison continuing with DPLH regarding land distribution.</p> <p>November 2019 Pending final response from DPLH.</p> <p>November 2019 Pending final response from DPLH.</p> <p>January 2020 DPLH response still pending. Contact made January 2020.</p> <p>February 2020 DPLH response still pending.</p> <p>March 2020 DPLH response still pending.</p> <p>April 2020 DPLH response still pending.</p> <p>May 2020 DPLH response still pending.</p>		
C.08/0718 Licence to Occupy – Greenbushes Railway Station	<p>That Council:</p> <ol style="list-style-type: none"> Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, Greenbushes as an extension to that facility. Inform Arc Infrastructure that the Shire of Bridgetown Greenbushes and Greenbushes Discovery Centre have 	T Clynh	<p>Correspondence has been forwarded to Arc Infrastructure (September 2018)</p> <p>November 2018 A response to the Shire's correspondence is yet to be received.</p> <p>May 2019 A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues.</p> <p>June 2019 At a meeting with Arc Infrastructure held on 17 June this matter was discussed. The</p>	<p>June 2020 No progress since last report</p>	

	<p>received letters from the Public Transport Authority giving permission for the relocation of the building when finances/grant funding opportunities enable this to occur.</p> <ol style="list-style-type: none"> 3. Enquire whether a Licence to Occupy the land and buildings would be necessary given the agreement with the PTA for community end-use for the building. 4. Assist the Greenbushes Discovery Centre finalise the business plan for consideration by all parties, including potential funding partners. 		<p>Public Transport Authority (PTA) has granted its approval to the proposed removal of the railway station from its current site and Arc Infrastructure will now prepare an agreement for amendment of its licence with PTA.</p> <p>March 2020 No progress since last update. Note this project is not a 'Shire' project but a 'Grow Greenbushes' project so Shire involvement is minimal.</p>		
C.03/0818 Installation of Condom Dispensing Machines in Library Toilets	<p>That Council approves the installation of condom dispensing machines in the male and female toilets at the Bridgetown Regional Library subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The machines are being installed on a 6 month trial basis after which a review into making the installations permanent will be held. 2. That Blackwood Youth Action is responsible for purchase of the dispensing machines and purchase of stock noting that the CEO has discretion to provide a one-off monetary donation to assist in this initiative. 3. That the Shire will be responsible for installation of the dispensing machines, storage of stock (condoms) and replenishing the stock in the machines using the stock purchased by Blackwood Youth Action. 4. That signage (posters) be displayed in the male and female toilets explaining the importance of having free condom 	T Clynych	<p>Advice of the Council decision was conveyed to Blackwood Youth Action.</p> <p>November 2018 Advice has recently been received from Blackwood Youth Action that it is progressing the acquisition and installation of the machines and stock.</p> <p>December 2018 The CEO provided a \$200 donation to BYA to assist with purchase of machines and stock.</p> <p>February 2019 A project update has been requested from Blackwood Youth Action</p> <p>March 2019 Blackwood Youth Action has secured the machines and installation will occur shortly.</p> <p>April 2019 Condom machines currently being installed.</p> <p>May 2019 A process is being put in place for library cleaners to monitor and record stock and replace when necessary.</p> <p>June 2019</p>	<p>June 2020 Discussions held last week with Blackwood Youth Action about possible relocation of condom dispensing machines to Leisure Centre as well as changing to coin operated machines with minimal charge to prevent abuse of products.</p>	

	<p>dispensing machines in our community.</p> <p>5. That Blackwood Youth Action coordinates the making of suitable posters for display in the male and female toilets requesting respect for the initiative and responsible use of stock</p>		<p>Machines have been installed. Trial will end mid-December 2019.</p> <p>July 2019 Trial continuing.</p> <p>August 2019 Trial will end in December 2019.</p> <p>December 2019 Update Trial ends December. Review to occur by February 2020</p> <p>February 2020 Communication has been sent to Blackwood Youth Action initiating the review process.</p> <p>March 2020 Feedback has been received from Blackwood Youth Action. Discussions with library staff to occur with report to be presented to council in April. In the meantime the condom machines remain in the library toilets.</p> <p>April 2020 Due to period of library closure consultation with library staff wasn't completed in time for report to be provided to April Council meeting. Will be completed for May meeting.</p> <p>May 2020 Feedback has been obtained from library staff and further discussions with Blackwood Youth Action are to be scheduled with report to Council expected in June.</p>		
<p>C.02/0419 Desktop Review of Strategic Community Plan</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes: <ul style="list-style-type: none"> • Page 6 – Last paragraph change “at a depth of 45-50 degrees” to read “at depth at 45-50 degrees”. • Page 8 – First paragraph delete “as these workers are permanently based elsewhere” from last sentence. 	<p>T Clynych</p>	<p>June 2019 This resolution will remain on the rolling action sheet until the report back (by March 2020) has occurred on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p> <p>February 2020 Some discussion occurred at February 2020 Concept Forum with more information to be</p>	<p>June 2020 No progress since last report</p>	

	<ul style="list-style-type: none"> Page 8 – Fifth paragraph amend first sentence to read “.... within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23.” <p>2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.</p>		<p>provided to March Forum.</p> <p>March 2020 An item is included in the March Concept Forum agenda on this subject.</p> <p>April 2020 Discussion occurred at March Concept Forum. A suitable consultant will be sourced to provide a proposal (quote) for preparation of proposed community survey with funding to be included in 2020/21 budget.</p> <p>May 2020 Assessment of prospective consultants to assist with preparation of survey is currently occurring.</p>		
C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown	<p>That Council:</p> <p>1. Resolves to purchase the southern portion of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 222161, Volume/Folio 1327/46) for the sum of \$50,000 plus subdivision and legal costs of approximately \$7,000, as shown in Attachment 10.</p>	S Donaldson	<p>May 2019 1. Correspondence sent to landowner on 6 May 2019 confirming Council resolution to support partial purchase.</p> <p>June 2019 Surveyor quotes still be sourced.</p> <p>July 2019 Surveyor quotes currently being sourced.</p> <p>August 2019 Surveyor appointed with work to commence early September.</p> <p>September 2019 Plan of Subdivision completed. Application to be lodged with WAPC.</p> <p>October 2019 Surveyor appointed and Plan of Subdivision prepared. Subdivision application to be lodged with WAPC in October 2019.</p> <p>November 2019 Subdivision application lodged with WAPC, response pending.</p> <p>December 2019 Subdivision referral response sent to DLPH. Decision pending.</p> <p>January 2020 Subdivision approval granted by the WAPC</p>	<p>June 2020 Pending settlement, expected July 2020.</p>	

	<p>2. That the unbudgeted expenditure of \$50,000 purchase price and estimated \$7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$57,000 from the Land & Buildings Reserve.</p> <p>3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 22161), and amalgamation with adjoining Lot 873 (83) Steere Street, Bridgetown (on Diagram 98062).</p>		<p>on 15 January 2020. Single condition to be cleared to enable further action.</p> <p>February 2020 Deposited Plan finalised by surveyor. Condition clearance request to be lodged with the Water Corporation.</p> <p>March 2020 Deposited Plan lodged with DPLH for final endorsement, then application to Landgate for new titles prior to land transfer/settlement.</p> <p>April 2020 Pending settlement.</p> <p>May 2020 Settlement agents appointed. Settlement pending.</p> <p>2. Noted.</p> <p>3. Surveyor quotes currently being sourced.</p>		
C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification	<p>That Council:</p> <p>1. Amend its 2018/19 budget to include \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook.</p>	T Clynych	<p>June 2019 Consulting engineer still to be engaged.</p> <p>August 2019 The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and</p>	<p>June 2020 No progress since last report</p>	

	<p>2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation.</p> <p>3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure.</p>		<p>revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p>September 2019 The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p>October 2019 A request for quote has been prepared and has been sent to three selected landscape architects.</p> <p>February 2020 A meeting with interested consultants is being scheduled.</p> <p>March 2020 Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p> <p>April 2020 Consultant selected to prepare scope of works.</p> <p>May 2020 Scope of works completed. Next step is to seek quotes/proposals from consultants (landscape designers/engineers) for the project.</p>	
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<p>C.14/0519 Bridgetown Youth Precinct Community Consultation Report</p>	<p>That Council</p> <ol style="list-style-type: none"> 1. Endorse the Bridgetown Youth Precinct Community Consultation report. 2. Progress the Bridgetown Youth Precinct project to the concept design and preliminary cost estimate stage. 3. Increase expenditure in the Youth Precinct Hang Out Space account (PJ06) by \$5,000 by transferring \$5,000 from account PJ07 (Youth Event) to account PJ06 (Youth Precinct Hang Out) to complete the concept design and preliminary cost estimates for the Youth Precinct Project. 	<p>M Richards</p>	<p>June 2019 Quotes are currently being sought to progress the concept and preliminary cost estimate stage. These are anticipated to be received in July and work commenced in August 2019. July 2019 As per June update. August 2019 Quotes received in July 2019 from 2 potential consultants with a determination and appointment to be made on review (to complete the development of concept plans and preliminary costings) September 2019 Quotes currently being assessed. October 2019 This will be a discussion item at the November Concept Forum. November 2019 Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows <i>"concept design consultation will be held on the 22 November 2019 with each school and afterschool at the skate park. This consultation will inform the final concept design and cost estimate. Once finalised the design and costings will be presented to Council"</i>. December 2019 Consultants are currently finalizing the outcomes of the consultation, concept plans and preliminary costings based on the youth and community consultation held in November; with information to be presented at March Concept Forum. February 2020 As per December comment. March 2020 Consultant presentation delivered at March</p>	<p>June 2020 Following Council decision in May 2020 consultants are progressing preparation of detailed design plans and cost estimates. This information is to be received by end of July.</p>	
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			<p>Concept Forum. Outcomes unknown due to deadline conflict with updating Rolling Action Sheet prior to Concept Forum due to change in date of March Meeting from the 2nd to the 3rd Thursday of the month.</p> <p>April 2020 Final report from consultant received; agenda report to be tabled at the May Council meeting to finalise the design and costings for this project.</p> <p>May 2020 Item tabled at May Council meeting on this project.</p>		
C.02/0619 Installation of Statue	<p>That Council:</p> <ol style="list-style-type: none"> 1. Considers investigating the installation of a Statue to acknowledge DW Stinton as the founder of the Tin Fields in 1886 and the subsequent significant impact ongoing mining of Tin, Tantalum and now Lithium has, and is continuing to have on Greenbushes, the Shire of Bridgetown Greenbushes, the Region and Western Australia. 2. In progressing such an investigation, the proposal be presented to the Blackwood Valley Arts Alliance with a view to developing a working partnership or group with possible representation from Grow Greenbushes and the Shire to develop a project plan and to identify funding sources for the proposal. 	E Denniss	<p>July 2019 Letters of invitation issued to Grow Greenbushes, Blackwood Valley Arts Alliance and Ms Trudy Clothier seeking to arrange a meeting to discuss the project and the development of public art in general.</p> <p>August 2019 Each group/individual has confirmed receipt of the letter. Grow Greenbushes and Blackwood Valley Arts Alliance responses pending. Ms Trudy Clothier response confirmed interest in attending meeting.</p> <p>October 2019 All Stakeholders have confirmed interest in a collaborative approach to the development of Public Art, in Particular a proposal to expand art trails in Greenbushes and Bridgetown. EMCS, Grow Greenbushes Representatives and Ms Trudy Clothier will attend a meeting of Blackwood Valley Arts Alliance (Blackwood Creative) on 5 November to formally identify roles, responsibilities and progress of project planning and grant funding.</p> <p>November 2019 EMCS attending a meeting of Blackwood Creative Inc on Tuesday 5 November, along</p>	<p>June 2020 No progress since last report</p>	

			<p>with representatives from Grow Greenbushes. Discussion on potential funding bodies and the need for the development of a business plan, including full budget (income and expenditure) and concept designs/artist selection process/community engagement ensued. Inform agreement to progress stage 3 to include Greenbushes statue, revision of art trail booklet to include existing and proposed public art in Greenbushes and to identify key future public art proposals in Bridgetown. Formal acknowledgement of establishment of working partnership with Grown Greenbushes, Shire and Blackwood Creative to be documented and issued to all parties via correspondence by 30 November 2019.</p> <p>December 2019 No responses from stakeholders received as yet. Informal discussions with Grow Greenbushes and Blackwood Creatives continuing.</p> <p>January 2020 Review of Council's Public Art Strategy is scheduled for February 2020 to include preliminary feedback from discussions with Grow Greenbushes and Blackwood Creatives. Council endorsement of this document will be sought in due course.</p> <p>February 2020 EMCS meeting with Blackwood Creatives and Grow Greenbushes on 10 March to discuss public art and progress of project planning for relevant projects.</p> <p>March 2020 Blackwood Creatives have provided written confirmation to support the collaborative approach to public art in Bridgetown and Greenbushes. Grow Greenbushes written</p>		
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			<p>confirmation pending. EMCS attended March meeting of Blackwood Creatives and preliminary discussions regarding how to proceed were held (pending correspondence from Grow Greenbushes confirming involvement). Suggested start points include review of Public Art Strategy and the Art Trail Booklet (to include Water Corp funded art and all existing public art in Greenbushes). Focus would then shift to the overall proposal to develop additional public art in both towns.</p> <p>April 2020 Letter of response from Grow Greenbushes still pending. Verbal advice is that the Committee support the collaborative approach. No meetings held to progress collaboration due to COVID19. EMCS to commence review of Public Art Strategy in May 2020.</p>		
<p>C.13/0619 Community Engagement Outcomes – Visitor Information Management Model and Visitor Information Services Location</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Host a consultation event to engage with the local business and tourism sector/s with regard to the management model and location of service delivery of the Visitor Centre. 2. Directs the CEO to commence formal discussions with the Bridgetown-Greenbushes Business and Tourism Association to explore the viability of a community management model under their auspice. 3. Determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services. 	E Denniss	<p>July 2019 Staff have developed a data base of main street traders, local business and tourism operators (including existing VC members) and are in the process of arranging date, time and venue of consultation (to be held in partnership with BGBTA as a follow up to the June After 5 Networking Function where Paul Matenaar (Chairman of SFBVTA) provided an update on the progress/development of the SFBVTA. Date of consultation likely to be early August (TBC).</p> <p>August 2019 Invitations have been issued to the forum scheduled for 5.30pm on Wednesday 28 August at Scott's.</p> <p>September 2019 Consultation event held on 28 August 2019 in partnership with the BGBTA.</p>	<p>June 2020 No progress since last report</p>	

			<p>Business/tourism industry survey prepared to be opened 16 September and conclude 31 October.</p> <p>October 2019 Online survey remains open until 31 October 2019. Responses to be assessed and report to Council November 2019.</p> <p>November 2019 Consultation event completed. Survey of industry (business/tourism operators) completed and findings presented at November Concept Forum. Formal approaches to Bridgetown CRC and Blackwood Creatives Inc to be completed by 30 November. Preparation of business case to outsource service provision of visitor information services (in current location) to commence.</p> <p>December 2019 Investigations into suitable consultants to assist with preparation of business case have commenced. No response from either stakeholder to correspondence issued in November received to date.</p> <p>January 2020 Response from Bridgetown CRC has been received indicating interest in exploring the management model and opportunities to outsource service delivery of the Visitor Centre received. CEO and EMCS to meet with CRC Board on 11 February 2020.</p> <p>February 2020 CEO and EMCS met with Bridgetown CRC to discuss relevant issues. Meeting with BGBTA to be scheduled.</p> <p>March 2020 Bridgetown CRC board have submitted an overview as to how this organization could foresee the delivery of visitor information services within their auspice. BGBTA have</p>		
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			<p>not yet responded to an invitation to meet. A follow up letter will be issued inviting them to progress their interest via submission of an overview as to how it sees the delivery of visitor information services within their auspice. Depending on the response to this request, the business case development aspect of the review can begin with either or both overviews as the starting point (via appointed consultant to work with either or both groups).</p> <p>April 2020 A follow up letter was issued to BGBTA. EMCS advised verbally on 22 April BBTAs are considering the preparation of a framework of how/what services they see aligning with their operations. Anticipate this will be received in May.</p> <p>May 2020 Update provided to the May Concept Forum where it was noted that the business case will be based on 2 options, one being the Bridgetown CRC managing the visitor centre and jigsaw gallery and the other option being the Bridgetown CRC managing the visitor centre and the BGBTA managing the jigsaw gallery.</p>		
C.04/1019 Pink & Grey Galah Control	That Council request the Blackwood Biosecurity Group (BBG) investigate the possibility of reducing the numbers of the Pink & Grey Galahs in Bridgetown.	T Clynnh	<p>November 2019 Request sent to Blackwood Biosecurity Inc.</p> <p>December 2019 Update Correspondence sent to Blackwood Biosecurity.</p> <p>February 2020 A response has been received from Blackwood Biosecurity advising they are unable to take on this project. A report will be presented to March Concept Forum.</p> <p>March 2020 An item is included in the March Concept Forum agenda on this subject.</p>	<p>June 2020 Council resolved last month to not take any further action progressing this matter.</p>	✓

			April 2020 This matter was discussed at March Concept Forum and a report will be presented back to the May Council meeting. May 2020 Item included in May council agenda.		
C.07/1119 Proposal to Remove Two Parking Bays in Steere Street	That Council: <ol style="list-style-type: none"> 1. Defer any consideration for removal of car parking bays in Steere Street pending investigations into possible redesign of the Civic Centre car park and conversion of Stewart Street into a one way thoroughfare. 2. Request the CEO to investigate and report back on the possibility and practicalities of changing Stewart Street to a one way street, including an assessment of whether the Hampton Street end of the street can be retained as two way access. 3. Request the CEO to investigate and report back on redesigning the Civic Centre car park including the possibility of making each entrance to the car park one-way only. 	T Clynch	March 2020 No progress since last update April 2020 Work has commenced on preparing plans for possible redesign of car park as well as investigations into Stewart Street design and traffic flow. May 2020 Plans completed and will be presented to June Concept Forum.	June 2020 Awaiting feedback from MRWA before tabling plans at Concept Forum.	
C.07/0220 Proposed Reserve Rationalisation	That Council gives in-principle support to the proposed change in purpose from Public Recreation to Public Purpose and rationalisation of Reserve 48886, Lot 1 Balmoral Drive, Bridgetown, facilitated through partial road widening and closure of Balmoral Drive, as shown on Attachment 8, and directs the Chief Executive Officer to undertake necessary public consultation with a subsequent report presented to Council for further consideration.	S Donaldson	March 2020 Advertising commenced on 25 March 2020 with the comment period to conclude on 30 April 2020. April 2020 Public comment period to conclude on 30 April 2020. Report to be presented to Council at May 2020 meeting. May 2020 Report presented to Council in May 2020 for further consideration.	June 2020 Written request forwarded to DLPH for Minister's approval. See C.14/0520.	√

C.03/0320 Request for Pathway connecting Highland Estate to Town Centre	That Council: 1. Receive the correspondence noting the request by residents of Highland Estate for construction of a pathway for pedestrian and cycling between the Estate and town centre. 2. Request the CEO to investigate the potential alignment of a pathway connecting Highland Estate to the existing Nelson Street pathway. The results of this investigation, including cost estimates and potential funding sources, is to be presented back to Council for the 2020/21 review of the 10 Year Strategic Works Program.	T Clynych	April 2020 Response has been sent to proponent of the petition.	June 2020 No progress since last report	
C.04/0320 Order to Take Measures to Prevent Straying Stock	1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road. 2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.	T Clynych	April 2020 Order has been withdrawn. Work yet to be commenced on cattle grids position/policy.	June 2020 No progress since last report	
C.05/0320 Statement of Local Environmental Risks and their Mitigation	That Council: 1. Receive the 'Statement of Local Environmental Risks and their Mitigation' prepared by Sustainability Advisory Committee. 2. Consider in the upcoming review of the Corporate Business Plan the bringing forward the preparation of a climate change strategy to 2020/21.	T Clynych	April 2020 Work on scope yet to commence.	June 2020 At the June Concept Forum discussion occurred on a recent initiative put forward at a meeting of the Warren Blackwood Alliance of Councils which proposes the member local governments joining together to prepare a sub-regional climate change strategy. Further investigations into this initiative will occur in early 2020/21 and if a sub-regional approach is agreed the preparation of a local climate change strategy would be deferred until	

	3. Direct the CEO to prepare a scope for preparation of a climate change strategy and present back to Council by July 2020.			after the sub-regional strategy is completed.	
C.07/0320 Petition – Halt to Deployment of 5G (Fifth Generation) Wireless Network	<p>1. That Council receive the petition noting that most upgrades of 4G networks to 5G utilises existing mobile phone towers and therefore do not require approval from Local Government. Applications are required for any new phone towers and such applications will be fully assessed if received.</p> <p>2. That more technical information be sought as to the current and potential future status of 5G in the Bridgetown-Greenbushes Shire specifically, and that the subsequent information be considered by Council to determine if public consultation is required on the issue.</p>	T Clynh	<p>April 2020 Response has been sent to proponent of the petition.</p> <p>Work yet to commence on obtaining further information about rollout of 5G in our Shire.</p> <p>May 2020 Item included in May council agenda.</p>	<p>June 2020 Council at its May 2020 meeting resolved to note the technical information provided.</p>	✓
C.14/0520 Proposed Reserve Rationalisation	That Council noting that no public submissions were received, and pursuant to Section 51, 56 and 58 of the Land Administration Act 1997, supports the proposed change in purpose from Public Recreation to Public Purpose and rationalisation of Reserve 48886, Lot 1 Balmoral Drive, Bridgetown, facilitated through partial road widening and closure of Balmoral Drive, as shown on Attachment 13, and directs the Chief Executive Officer to seek approval from the Minister for Lands.	S Donaldson	Noted.	<p>June 2020 Written request forwarded to DLPH for Minister's approval. See C.14/0520.</p>	



SHIRE OF BRIDGETOWN-GREENBUSHES

AUDIT REGULATION 17 REVIEW

JUNE 2020

1. Background

Pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer of a local government is to:

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

2. Overview and Objectives

In accordance with requirements outlined in the *Local Government (Audit) Regulations* and specifically regulation 17, a review of systems and procedures in relation to risk management, internal control and legislative compliance at the Shire of Bridgetown-Greenbushes has been undertaken. This report summarises the findings and observations of the review and makes recommendations as appropriate to improve any weaknesses in systems and controls.

The primary objective of the review is to provide assurance to the Council that its systems and procedures in these areas are appropriate and operating effectively.

3. Methodology

This review was conducted as an internal process by the Executive Leadership Team using a model prepared by LGIS Risk which is the model that was used for the previous Audit Regulation 17 Review. The previous review was conducted in November 2016 by staff with assistance from LGIS Risk. The process undertaken was guided by the Department of Local Government, Sport and Cultural Industries' Operational Guideline Number 09 – Audit in Local Government. Appendix 3 of the guideline provides details of the issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance.

Since the last review the Office of the Auditor General has released a number of performance audit reports and the findings of these reports have been considered in this Audit Regulation 17 Review.

The Executive Leadership Team does participate in ongoing professional development of which risk management, internal controls and legislative compliance are usually topical issues. These issues are brought back for discussion and

consideration either for day to day operational improvements or for consideration in strategic tasks such as this review.

4. Scope

The scope has been developed taking into account Appendix 3 of the Audit in Local Government Operational guideline which suggests the following issues should be considered in a review of Risk Management, Internal Controls and Legislative Compliance.

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;

- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Assessing the Local Government's framework for management of supplier contracts;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks;
- Assess whether existing employment practices provide sufficient protections to the employer and employee.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;

- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Maintaining an annual compliance calendar;
- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the

conduct of audit projects, and report compliance and ethics issues to the audit committee;

- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest;
- Ensuring that customers are provided with relevant and accurate information.

5. Areas Examined and Findings

Audit Regulation 17 of the *Local Government (Audit) Regulations 1996*, requires the Chief Executive Officer of a local government is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

The following pages contain the findings of a review into a number of key operational areas as listed below. An assessment of risk management, internal controls and legislative compliance was performed conjunctively.

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

Shire of Bridgetown-Greenbushes

Audit Regulation 17 Review

Risk Dashboard Report - June 2020

<u>Asset Sustainability Practices</u>			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Prepare a public open space strategy	Dec-21		ELT	
Develop asset hierarchy and intervention levels for parks asset classes (service level review)	Sep-20		AMT	
Review transport asset registers and condition ratings to inform 10 Yr Infrastructure Plans	Mar-21		EMDI	
Develop and Implement Contract Performance Review Methodology	Dec-20		ELT	

<u>Business & Community Disruption</u>			Risk	Control
			Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Business Continuity Plan updated to respond to pandemics	Dec-20		ELT	
Update Recovery Plan to determine emergency power supply for key community facilities	Aug-20		CESM & MBAP	
Implement recommendations for emergency power supply for key community facilities via budget allocations	Dec-20		MBAP	

<u>Failure to Fulfil Compliance Requirements (Statutory, Regulatory)</u>			Risk	Control
			Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Develop process for monitoring of Government Gazette and associated implications for local government	Aug-20		CEO	
Review mandatory training procedure	Aug-20		HR/GOV	

<u>Document Management Processes</u>			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Develop, implement and enforce a revised correspondence (including emails) tracking procedure	Sep-20		EMCOR	
Provide records management training to relevant staff	Dec-20		HR/GOV	

<u>External Theft & Fraud (Including Cyber Crime)</u>			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Submit applications for CCTV funding for rollout of CCTV Action Plan	Jun-23		CEO	
Affix ID labels/bar codes on all portable assets	Jun-22		EMCOR	
Develop an integrity calendar that raises awareness of fraud prevention and employee responsibilities	Dec-20		ELT	
Review processes and develop new procedure and guidelines for the management of supplier master files	Sep-20		EMCOR	
Develop a procedure where staff with purchasing delegation reaffirm their commitment to compliance and probity(linked to annual CEO to staff delegations review	Mar-21		CEO	
Conduct triennial purchasing training for relevant staff	Jun-22		EMCOR	
Review current tender register including assessment of converting to an electronic register	Jun-21		EMCOR	

<u>Management of Facilities / Venues & Events</u>			Risk	Control
			Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Develop an Events Procedure	Jun-20		EMCS	
Implement Events Procedure including consultation with key community groups	Feb-21		EMCS	
Prepare/review facility operation manuals for all bookable facilities	Mar-21		ELT	

<u>IT & Communication Systems and Infrastructure</u>			Risk	Control
			Low	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Bi-annually test IT Disaster Recovery Plan	Jun-21		EMCOR	
Develop an ICT Strategy	Jun-21		EMCOR	

<u>Misconduct</u>			Risk	Control
			Low	Effective
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Conduct detailed internal audit on systems and compliance (minimum of one audit per annum)	ongoing		ELT	

Shire of Bridgetown-Greenbushes

Audit Regulation 17 Review

Risk Dashboard Report - June 2020

Review induction procedure to increase emphasis on records management responsibilities	Sep-20		HR/GOV				
Develop quick reference guides to assist staff with registering documents in the electronic records management system	Dec-20		EMCOR				

<u>Employment Practices</u>			Risk	Control
			Low	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Conduct bi-annual random sample audit of payroll deductions to ensure currency	ongoing		EMCOR	
Conduct bi-annual random sample audit of employee pay rates to ensure currency	ongoing		EMCOR	
All authorised staff be provided with identity cards	Dec-20		CEO	
Develop a procedure for ongoing verification of employee identity and legal requirements for specific positions	Sep-20		HR/GOV	
Schedule whole of organisation staff meetings for provision of information and team building	ongoing		ELT	
Introduce 100 point identity check process for preferred applicants	Sep-20		HR/GOV	
Undertake training for supervisors to improve understanding of the annual performance review	Sep-20		HR/GOV	

<u>Engagement Practices</u>			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Review community engagement policy to incorporate integrated planning processes and project related strategies	Sep-20		ELT	
Develop an internal procedure to improve identification and processing of complaints	Sep-20		ELT	

<u>Environment Management</u>			Risk	Control
			Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Develop a Public Health Plan	Jun-21		EHO	
Develop a Litter Collection Policy	Jun-22		EMDI	
Develop contaminated sites registers	Dec-20		ELT	
Develop roadside weed control strategy	Dec-21		EMDI	

<u>Project Management</u>			Risk	Control
			Low	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Nil				

<u>Safety and Security Practices</u>			Risk	Control
			Low	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Vehicle tracking be installed on all vehicles that are used for work in isolated areas	Dec-20		ELT	
Implement a Contractor Management Process (including site inductions)	Sep-20		HR/GOV & MBAP	
Develop hazard registers for all facilities	Dec-20		HR/GOV	

<u>Supplier / Contract Management</u>			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
Review Contracts Register and develop key date notification system and insurance monitoring	Sep-20		HR/GOV	
Develop a performance monitoring checklist for material and service contracts	Feb-21		HR/GOV & MBAP	
Develop procedure for checking of insurance obligations under contracts where contracts are for more than a one off project	Jun-21		ELT	
Develop a procedure for assessment of any proposed contract renewals including a documented assessment of current contractor performance which is to determine whether a contract renewal should be considered	Dec-20		ELT	

Shire of Bridgetown-Greenbushes

Audit Regulation 17 Review

Risk Dashboard Report - June 2020

<i>Include environmental management information in new residents package</i>	<i>Jun-21</i>		<i>CEO</i>	<i>Develop a procedure providing guidance on what constitutes a contract variation and when a separate procurement process is required</i>	<i>Feb-21</i>		<i>ELT</i>
<i>Develop annual schedule for health inspections</i>	<i>Dec-20</i>		<i>EMDI</i>	<i>Develop checklist for new contracts to ensure the Shire's rights, obligations and risks are protected within the contract</i>	<i>Dec-20</i>		<i>ELT</i>
<i>Prepare a climate change strategy</i>	<i>Jun-22</i>		<i>ELT</i>				

Errors, Omissions & Delays			Risk	Control
			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Completed	Responsibility	
<i>Develop a complaints register for all complaints</i>	<i>Jun-21</i>		<i>CEO</i>	
<i>Identify topics for new information sheets and frequently asked questions</i>	<i>Nov-20</i>		<i>ELT</i>	
<i>Develop standard template for information sheets and reformat existing information sheets</i>	<i>Feb-21</i>		<i>ELT</i>	
<i>Develop new information sheets</i>	<i>Jun-21</i>		<i>ELT</i>	
<i>Develop process for delivering staff awareness on issues</i>	<i>Sep-20</i>		<i>ELT</i>	

Responsibility Legend

Chief Executive Officer
 Executive Leadership Team
 Executive Manager Community Services
 Executive Manager Corporate Services
 Executive Manager Development & Infrastructure

CEO
 ELT
 EMCS
 EMCOR
 EMDI

Manager Building Assets & Projects
 Asset Management Team
 Community Emergency Services Manager
 Human Resource Officer/Governance
 Environmental Health Officer

MBAP
 AMT
 CESM
 HR/GOV
 EHO

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.

These include fleet, buildings, roads, playgrounds, boat ramps and all other assets during their lifecycle from procurement to disposal. Areas included in the scope are;

-Inadequate design (not fit for purpose)

-Ineffective usage (down time)

-Outputs not meeting expectations

-Inadequate maintenance activities.

-Inadequate financial management and planning (capital renewal plan).

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include:

Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of formal or appropriate scheduling (maintenance / inspections)
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Controls	Type	Date	Rating
Asbestos Management Program (Register & Plan)	Preventative	May-20	Adequate
Asset Management Plan	Preventative	May-20	Adequate
Asset Register (roads, buildings, playgrounds, etc)	Detective	May-20	Adequate
Asset replacement program - Buildings	Preventative	May-20	Adequate
Asset replacement program - Equipment	Preventative	May-20	Adequate
Asset replacement program - Infrastructure	Preventative	May-20	Inadequate
Asset replacement program - Parks	Preventative	May-20	Inadequate
Asset replacement program - Plant	Preventative	May-20	Effective
Equipment unavailable or specialist equipment privately available	Preventative	May-20	Effective
Reactive maintenance program	Recovery	May-20	Adequate
Routine infrastructure Maintenance Program: Hard Infrastructure (Roads, buildings, footpaths)	Preventative	May-20	Adequate
Routine infrastructure Maintenance Program: Parks, Reserves & play equipment	Preventative	May-20	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Service interruption, Financial	Consequence:	Moderate
	Likelihood:	Unlikely
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Asset Consumption Ratio (The ratio highlights the aged condition of stock of physical assets)	Leading	Departments Benchmark - 50% or >
Asset Renewal Funding Ratio (The financial capacity to fund asset renewal as required, and continue to provide existing levels of services)	Leading	Departments Benchmark - 75% or >
Asset Sustainability Ratio (Measures the extent to which assets are replaced as they reach the end of their useful lives)	Leading	Departments Benchmark - 90% or >
Accidents and / or damage to property	Lagging	Zero
Breakdowns	Lagging	2 per month
Notifications from members of the public	Lagging	Not applicable
Contract Disputes	Lagging	2 per annum

Asset Sustainability Practices

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Prepare a public open space strategy</i>	<i>Dec-21</i>		<i>ELT</i>
<i>Develop asset hierarchy and intervention levels for parks asset classes (service level review)</i>	<i>Sep-20</i>		<i>AMT</i>
<i>Review transport asset registers and condition ratings to inform 10 Yr Infrastructure Plans</i>	<i>Mar-21</i>		<i>EMDI</i>
<i>Develop and Implement Contract Performance Review Methodology</i>	<i>Dec-20</i>		<i>ELT</i>

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include:

Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic Factors
Epidemic / Pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure
Climate change	

Controls	Type	Date	Rating
Business Continuity Framework (Policy, Procedures & Plans)	Preventative	May-20	Inadequate
Community fire prevention education	Preventative	May-20	Adequate
Community recovery preparation	Preventative	May-20	Adequate
Current Emergency Management Plan	Preventative	May-20	Effective
Generator	Recovery	May-20	Inadequate
IT. Disaster Recovery Plan	Recovery	May-20	Adequate
Regular Local and District Emergency Management Committee meetings (LEMC / DEMC)	Detective	May-20	Effective
All vehicles are stocked with relevant PPE	Preventative	May-20	Adequate
Current LEMA & Recovery Plans	Recovery	May-20	Adequate
Emergency resources and support budget	Recovery	May-20	Effective
Fire break inspections and enforcement	Detective	May-20	Adequate
Fully trained fire Wardens	Preventative	May-20	Effective
Functional Local Emergency Management Committee	Preventative	May-20	Effective
LEM Exercises	Detective	May-20	Adequate
Maintain regular communications with agencies and support services	Preventative	May-20	Effective
Bush Fire Mitigation Planning	Detective	May-20	Effective
Regular debriefing and reviewing of incidents	Detective	May-20	Effective

Overall Control Ratings: **Effective**

Consequence Category	Risk Ratings	Rating
Service Interruption / Reputation	Consequence:	Moderate
	Likelihood:	Possible
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Extended utility outages	Leading	Not applicable
Non-compliance with Emergency Management Legislation	Leading	Zero

Business & Community Disruption

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Business Continuity Plan updated to respond to pandemics</i>	<i>Dec-20</i>		<i>ELT</i>
<i>Update Recovery Plan to determine emergency power supply for key community facilities</i>	<i>Aug-20</i>		<i>CESM & MBAP</i>
<i>Implement recommendations for emergency power supply for key community facilities via budget allocations</i>	<i>Dec-20</i>		<i>MBAP</i>

Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

Jun-20

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.

It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices").

Potential causes include:

Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping/ failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation
Impulsive decision making	Attitudinal problems
Councillor turnover	

Controls	Type	Date	Rating
Audit Committee	Preventative	May-20	Adequate
Compliance Audit Return (DLGC)	Detective	May-20	Effective
Compliance Calendar	Preventative	May-20	Adequate
Compliance framework & standard operating procedures	Preventative	May-20	Adequate
Councillor / Staff Induction Process	Preventative	May-20	Effective
External Auditor reviews (Statutory Audit)	Detective	May-20	Effective
Online access to current legislation	Detective	May-20	Effective
Online access to Government Gazette	Detective	May-20	Inadequate
Standardised checklists - forms	Preventative	May-20	Adequate
Strict tender and procurement process (including eQuotes)	Preventative	May-20	Adequate
Subscriptions (WALGA / DLGC / LGMA and other peak bodies)	Preventative	May-20	Effective
Use of Consultants / Contractors for legal interpretation	Preventative	May-20	Adequate
Agenda Items - Statutory Obligations	Preventative	May-20	Effective
Annual and Primary Returns	Preventative	May-20	Effective
Synergy Soft have overriding responsibility for compliance of software across all their users and provide updates on regular basis	Preventative	May-20	Effective
Councillor / Staff training	Preventative	May-20	Adequate
Disability Access and Inclusion plan	Detective	May-20	Effective
Financial management reviews	Detective	May-20	Adequate
Staff Network Channels - interdepartmental meetings	Preventative	May-20	Adequate
Audit Reg 17 Triennial Review	Detective	May-20	Effective

Overall Control Ratings:	Effective
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Consequence Category	Risk Ratings	Rating
Reputation, Financial	Consequence:	Moderate
	Likelihood:	Unlikely
	Overall Risk Ratings:	Moderate

Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

Jun-20

Indicators	Type	Tolerance Level	
<i>Audit notifications (qualifications)</i>	Lagging	Zero	
<i>Increased scrutiny from regulators or agencies (specific to Council only)</i>	Lagging	Zero	
<i>Litigation, fines or penalties</i>	Lagging	Zero	
<i>Statutory complaints (Rules of Conduct)</i>	Lagging	Zero	
Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Develop process for monitoring of Government Gazette and associated implications for local government</i>	<i>Aug-20</i>		<i>CEO</i>
<i>Review mandatory training procedure</i>	<i>Aug-20</i>		<i>HR/GOV</i>

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation. This includes:

- Contact lists.
- Procedural documents, personnel files, complaints.
- Applications, proposals or documents.
- Contracts.
- Forms or requests.

Potential causes include:

Spreadsheet/database/document corruption or loss	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed
Incompatible systems	Incomplete Authorisation Trails
Lack of awareness of the State Records Act	Lack of awareness of use of network drives and folders
Historical legacies	

Controls	Type	Date	Rating
Archival process and secure archive storage room	Preventative	May-20	Adequate
Disposal and retention schedule.	Preventative	May-20	Adequate
Document / correspondence receipt & action process	Preventative	May-20	Adequate
Document security (physical and electronic)	Preventative	May-20	Adequate
Documentation management process audits	Detective	May-20	Inadequate
Electronic records back up	Recovery	May-20	Effective
Incoming documents are scanned and registered	Preventative	May-20	Adequate
SynergySoft electronic document management system	Preventative	May-20	Adequate
Checks in place to look at network drives - folders and their growth	Detective	May-20	Adequate
Controlled environment storage facility	Preventative	May-20	Adequate
Information sheets	Preventative	May-20	Adequate
Ongoing awareness training and education	Preventative	May-20	Inadequate
Record Keeping Plan	Preventative	May-20	Adequate
Regular reminders to staff to follow document management processes	Preventative	May-20	Inadequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Compliance / Reputation	Consequence:	Minor
	Likelihood:	Likely
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Number of non ephemeral documents not stored electronically or appropriately archived	Leading	Zero
Complaints of failure to respond to correspondence	Lagging	Zero
Complaints relating to documentation	Lagging	Zero

Document Management Processes

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Develop, implement and enforce a revised correspondence (including emails) tracking procedure</i>	<i>Sep-20</i>		<i>EMCOR</i>
<i>Provide records management training to relevant staff</i>	<i>Dec-20</i>		<i>HR/GOV</i>
<i>Review induction procedure to increase emphasis on records management responsibilities</i>	<i>Sep-20</i>		<i>HR/GOV</i>
<i>Develop quick reference guides to assist staff with registering documents in the electronic records management system</i>	<i>Dec-20</i>		<i>EMCOR</i>

Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).

This includes:

- Not having appropriately qualified or experienced people in the right roles.
- Insufficient staff numbers to achieve objectives.
- Breaching employee regulations.
- Discrimination, harassment & bullying in the workplace.
- Poor employee wellbeing (causing stress).
- Key person dependencies without effective succession planning in place.
- Industrial activity.

Potential causes include

Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Controls	Type	Date	Rating
Employee Assistance Program & HR support	Recovery	May-20	Adequate
Ensure position descriptions reflect current duties	Preventative	May-20	Adequate
Enterprise Bargaining Agreement process	Preventative	May-20	Adequate
Exit interview	Recovery	May-20	Adequate
Health and Wellbeing incentives	Preventative	May-20	Effective
HR Policies and Procedures	Preventative	May-20	Adequate
Induction process	Preventative	May-20	Effective
Insurance	Recovery	May-20	Effective
Management of leave liability	Preventative	May-20	Adequate
Ongoing staff training and education program	Preventative	May-20	Adequate
Performance review process (per financial year)	Detective	May-20	Adequate
Workforce plan	Detective	May-20	Effective
Internal relief capacity	Recovery	May-20	Adequate
Open door policy	Detective	May-20	Effective
Probation checklist	Detective	May-20	Effective
Succession Planning	Recovery	May-20	Adequate
Succession Planning	Preventative	May-20	Adequate
Organisation/Team Meetings	Detective	May-20	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Compliance, Health, Reputational, Financial	Consequence:	Minor
	Likelihood:	Unlikely
	Overall Risk Ratings:	Low

Indicators	Type	Tolerance Level
Employee Satisfaction survey % Unsatisfied	Leading	10%
Average absenteeism (sick leave)	Lagging	Greater than 1 week per employee
Employee Turnover (% Staff turnover rate)	Lagging	20%PA
Legal claims, fines	Lagging	Zero
Successful unfair-dismissal claims	Lagging	Zero
Workers Compensation claims (stress claims)	Lagging	Zero

Employment Practices

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Conduct bi-annual random sample audit of payroll deductions to ensure currency	ongoing		EMCOR
Conduct bi-annual random sample audit of employee pay rates to ensure currency	ongoing		EMCOR
All authorised staff be provided with identity cards	Dec-20		CEO
Develop a procedure for ongoing verification of employee identity and legal requirements for specific positions	Sep-20		HR/GOV
Schedule whole of organisation staff meetings for provision of information and team building	ongoing		ELT
Introduce 100 point identity check process for preferred applicants	Sep-20		HR/GOV
Undertake training for supervisors to improve understanding of the annual performance review process	Sep-20		HR/GOV

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so. For example;

-Following up on any access & inclusion issues

-Infrastructure Projects

-Local planning initiatives

-Strategic planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups
Geographic distance	Media attention

Controls	Type	Date	Rating
Advisory committees / groups	Detective	May-20	Effective
Annual Electors meetings	Preventative	May-20	Effective
Community engagement framework	Preventative	May-20	Adequate
Community-based committees, forums & workshops	Preventative	May-20	Adequate
Complaints and customer feedback management process	Recovery	May-20	Inadequate
Customer Service charter	Detective	May-20	Adequate
Distribution of bi-monthly newsletter	Preventative	May-20	Effective
Integrated planning consultation	Preventative	May-20	Adequate
Network with other Government agencies (DEC, DOW)	Preventative	May-20	Adequate
Project community engagement	Preventative	May-20	Adequate
Recognise local Volunteer groups	Preventative	May-20	Adequate
Social media platforms (Facebook)	Preventative	May-20	Adequate
Website communication	Preventative	May-20	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Moderate
	Likelihood:	Possible
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
% of electors participating in bi-annual community survey	Lagging	15%
Number of substantiated complaints referring to poor engagement	Lagging	Zero

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Review community engagement policy to incorporate integrated planning processes and project related strategies	Sep-20		ELT
Develop an internal procedure to improve identification and processing of complaints	Sep-20		ELT

Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed & mosquito / Vector control.
- Environmental Health controls.
- Illegal dumping.
- Illegal clearing / land use

Potential causes include:

Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc)	Competing land use (growing population vs conservation)
Poor management of contaminated sites	Weed and pest management difficulties
Clandestine drug labs disposing of chemicals illegally	Bio-diversity hotspots
Weather events / natural disasters	Fuel or chemical spills
Climate change	Illegal firewood collection / burning / hunting
Complex legislation	

Controls	Type	Date	Rating
Control land use through the Local Planning Scheme	Preventative	May-20	Adequate
Encourage recycling efforts (glass, oil, batteries, etc)	Recovery	May-20	Adequate
Enforce existing Heritage provisions in planning scheme	Preventative	May-20	Adequate
Landfill / waste transfer station managed	Preventative	May-20	Adequate
Litter collection schedule	Preventative	May-20	Inadequate
Contaminated Sites Register for Shire Land and management program	Preventative	May-20	Inadequate
Contaminated Sites Register for Private Land	Preventative	May-20	Inadequate
Post-closure reserve funds held	Recovery	May-20	Effective
Roadside weed control	Preventative	May-20	Inadequate
Shire Reserves weed control	Preventative	May-20	Adequate
Supervision at landfill sites	Preventative	May-20	Adequate
Support and work with environmental & land care groups	Preventative	May-20	Adequate
Community education / engagement e.g. schools etc. /new home-owner packs	Preventative	May-20	Inadequate
Conduct environmental health inspections	Preventative	May-20	Inadequate
Environmental management strategy / Plan	Preventative	May-20	Inadequate
Liquid waste management	Preventative	May-20	Adequate
Revegetating remnant bushland areas	Recovery	May-20	Adequate

Overall Control Ratings:	Inadequate
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Consequence Category	Risk Ratings	Rating
Environment, Reputation, Financial	Consequence:	Minor
	Likelihood:	Likely
	Overall Risk Ratings:	Moderate

Environment Management

Jun-20

Indicators	Type	Tolerance Level	
<i>Increased scrutiny from Regulators or Agencies</i>	Lagging	Zero	
<i>Litigation, fines or penalties</i>	Lagging	Zero	
Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Develop a Public Health Plan</i>	<i>Jun-21</i>		<i>EHO</i>
<i>Develop a Litter Collection Policy</i>	<i>Jun-22</i>		<i>EMDI</i>
<i>Develop contaminated sites registers</i>	<i>Dec-20</i>		<i>ELT</i>
<i>Develop roadside weed control strategy</i>	<i>Dec-21</i>		<i>EMDI</i>
<i>Include environmental management information in new residents package</i>	<i>Jun-21</i>		<i>CEO</i>
<i>Develop annual schedule for health inspections</i>	<i>Dec-20</i>		<i>EMDI</i>
<i>Prepare a climate change strategy</i>	<i>Jun-22</i>		<i>ELT</i>

Errors, Omissions & Delays

Jun-20

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. Examples include;

- Incorrect planning, development, building, community safety and Emergency Management advice
- Incorrect health or environmental advice
- Inconsistent messages or responses from Customer Service Staff
- Any advice that is not consistent with legislative requirements or local laws.
- Human error

- Inaccurate recording, maintenance, testing or reconciliation of data.
- Inaccurate data being used for management decision-making and reporting.
- Delays in service to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include:

Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Poor use of check sheets / FAQ's	Lack of understanding
Unrealistic expectations from community, council or management	Health issues
Poor internal communication between teams	Historical decisions / advice
Disconnect between financial receipting and systems	Complex legislation
Changes to legislation	

Controls	Type	Date	Rating
Complaints Register	Detective	May-20	Inadequate
Complaints resolution process	Recovery	May-20	Adequate
Delegation register / delegated authority	Preventative	May-20	Effective
Documented information sheets / website information / FAQ's to assist in providing advice to customers	Preventative	May-20	Inadequate
Performance development KPI's & reviews	Preventative	May-20	Adequate
Customer Service requests system	Preventative	May-20	Adequate
Customer Service Charter	Preventative	May-20	Adequate
Administrative procedures for specific day to day tasks	Recovery	May-20	Adequate
External consultants such as legal	Preventative	May-20	Adequate
Finance and costing review	Detective	May-20	Adequate
Property information requests	Preventative	May-20	Adequate
Regular staff awareness reminders	Preventative	May-20	Inadequate
Staff inductions	Preventative	May-20	Effective

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Reputation / Compliance	Consequence:	Moderate
	Likelihood:	Possible
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Negative Ombudsman Findings	Lagging	Zero
Substantiated complaints regarding errors, omissions, delays or inaccurate advice / information	Lagging	Zero
Substantiated Insurance Claims for Errors, Omissions & Delays	Lagging	Zero

Errors, Omissions & Delays

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Develop a complaints register for all complaints</i>	<i>Jun-21</i>		<i>CEO</i>
<i>Identify topics for new information sheets and frequently asked questions</i>	<i>Nov-20</i>		<i>ELT</i>
<i>Develop standard template for information sheets and reformat existing information sheets</i>	<i>Feb-21</i>		<i>ELT</i>
<i>Develop new information sheets</i>	<i>Jun-21</i>		<i>ELT</i>
<i>Develop process for delivering staff awareness on issues</i>	<i>Sep-20</i>		<i>ELT</i>

External Theft & Fraud (Including Cyber Crime)

Jun-20

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud: benefit or gain by deceit
- Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft: stealing of data, assets or information

Potential causes include:

Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Controls	Type	Date	Rating
Admin building security access controls (alarms, keypad access)	Preventative	May-20	Adequate
Awareness of cyber crime reminders sent to staff bi-annually	Preventative	May-20	Adequate
Cash handling processes	Preventative	May-20	Effective
CCTV at strategic areas	Recovery	May-20	Inadequate
Depot security access controls	Preventative	May-20	Effective
Duress alarms	Recovery	May-20	Effective
Insurance for loss	Recovery	May-20	Effective
Key Register and Controls	Preventative	May-20	Effective
Stringent IT security systems	Preventative	May-20	Adequate
Appropriate Identification of assets	Recovery	May-20	Inadequate
Processes for IT passwords	Preventative	May-20	Adequate
Visitor sign In	Preventative	May-20	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Financial / Property	Consequence:	Moderate
	Likelihood:	Unlikely
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Cyber breaches	Lagging	Zero
Insurance claims	Lagging	Zero
Number of incidents of theft or fraud	Lagging	Zero

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Submit applications for CCTV funding for rollout of CCTV Action Plan	Jun-23		CEO
Affix ID labels/bar codes on all portable assets	Jun-22		EMCOR
Develop an integrity calendar that raises awareness of fraud prevention and employee responsibilities	Dec-20		ELT
Review processes and develop new procedure and guidelines for the management of supplier master files	Sep-20		EMCOR
Develop a procedure where staff with purchasing delegation reaffirm their commitment to compliance and probity(linked to annual CEO to staff delegations review	Mar-21		CEO
Conduct triennial purchasing training for relevant staff	Jun-22		EMCOR
Review current tender register including assessment of converting to an electronic register	Jun-21		EMCOR

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage quality or availability.
- Poor crowd control
- Ineffective signage
- Booking issues
- Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility)
- Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Potential causes include:

Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)
Falsifying hiring agreements (alcohol on site / lower deposit)	Renovations
Unaccompanied minors/children	Animal Contamination
Failed chemical / health requirements	

Controls	Type	Date	Rating
Accompanied by an adult age restrictions in place	Preventative	May-20	Effective
Shire Managed Event process in place	Detective	May-20	Adequate
Private Events on Shire Property procedures	Preventative	May-20	Inadequate
Facility operational manuals and service plans	Preventative	May-20	Adequate
Operational manuals for Bookable Facilities	Preventative	May-20	Inadequate
Inspection, maintenance and cleaning schedules	Detective	May-20	Adequate
Key return / bond system / check of facility	Recovery	May-20	Adequate
Monitor staff mandatory qualification requirements	Preventative	May-20	Adequate
Playground inspections	Detective	May-20	Adequate
Post event evaluations (major events)	Detective	May-20	Inadequate
Regular pool water testing and restricted access to water activities if required	Detective	May-20	Adequate
Relevant departments are kept informed about activities taking place at venues	Preventative	May-20	Inadequate
Royal Life Saving Society of WA assessments	Preventative	May-20	Effective

Overall Control Ratings: Inadequate

Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor
	Likelihood:	Possible
	Overall Risk Ratings:	Moderate

Indicators	Type	Benchmark / Tolerance Level
% Community satisfaction with services and facilities	Leading	60%
Complaints regarding Facilities / Venues / Events	Lagging	Zero
Injuries / incidents	Lagging	Zero
Insurance claims	Lagging	Zero

Management of Facilities / Venues & Events

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
<i>Develop an Events Procedure</i>	<i>Jun-20</i>		<i>EMCS</i>
<i>Implement Events Procedure including consultation with key community groups</i>	<i>Feb-21</i>		<i>EMCS</i>
<i>Prepare/review facility operation manuals for all bookable facilities</i>	<i>Mar-21</i>		<i>ELT</i>

Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

-Hardware or software

-Networks

-Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

-Configuration management

-Performance monitoring

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include:

Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Incompatibility between operating systems	Vulnerability to user error
Cyber crime and viruses	Failure of vendor
Turnover of system administration support	Equipment purchases without input from IT department
Software vulnerability	

Controls	Type	Date	Rating
Disaster Recovery Plan	Recovery	May-20	Adequate
Formal IT Infrastructure replacement / refresh program	Preventative	May-20	Adequate
IT security access protocols and firewalls	Preventative	May-20	Effective
Multiple data back-up systems	Recovery	May-20	Effective
Ongoing upgrades to virus protection	Preventative	May-20	Effective
Service level agreement with contractor / Vendor	Preventative	May-20	Adequate
Software support by contractor / Vendor	Preventative	May-20	Adequate
Testing of back-up systems	Preventative	May-20	Adequate
UPS (90min)	Recovery	May-20	Effective
VoIP telephone system	Detective	May-20	Effective
Virtualised infrastructure redundancies	Recovery	May-20	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Service disruption	Consequence:	Moderate
	Likelihood:	Rare
	Overall Risk Ratings:	Low

Indicators	Type	Tolerance Level
Cyber breaches	Lagging	Zero
Non-availability of network infrastructure during business hours (due to failure)	Lagging	1 day per year
System downtime	Lagging	1 week per year

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Bi-annually test IT Disaster Recovery Plan	Jun-21		EMCOR
Develop an ICT Strategy	Jun-21		EMCOR

Misconduct

Jun-20

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Inappropriate use of plant, equipment or machinery
- Inappropriate use of social media.
- Inappropriate behaviour at work.
- Purposeful sabotage

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

Potential causes include:

Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Disgruntled employees	Sharing of confidential information
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures

Controls	Type	Date	Rating
Annual drivers licence checks	Preventative	May-20	Effective
Audit trail functionality within Council's financial system (SynergySoft)	Detective	May-20	Adequate
Budget monitoring	Detective	May-20	Effective
Cash Handling procedures	Preventative	May-20	Effective
Credit card policies	Preventative	May-20	Effective
Delegation authority framework	Detective	May-20	Effective
External Audits	Detective	May-20	Effective
Financial Interests return declarations	Detective	May-20	Effective
Fuel card procedure	Preventative	May-20	Adequate
Induction Process (Code of Conduct)	Preventative	May-20	Effective
Insurance for loss	Recovery	May-20	Effective
IT security access framework (profiles & passwords, and access levels for all staff are consistent with job requirements)	Preventative	May-20	Adequate
Police clearances	Detective	May-20	Effective
Primary and annual returns	Detective	May-20	Effective
Procurement authorisation control - Authority	Detective	May-20	Effective
Procurement process (Purchase order process)	Preventative	May-20	Effective
Segregation of duties (Financial / IT.)	Preventative	May-20	Effective
Social Media policy	Preventative	May-20	Adequate
Strong management culture around intolerance to misconduct	Preventative	May-20	Adequate
Delegated authority for procurement	Preventative	May-20	Effective
Elected Member training	Preventative	May-20	Adequate
Tender procurement process	Preventative	May-20	Adequate

Overall Control Ratings:

Effective

Misconduct

Jun-20

Consequence Category	Risk Ratings	Rating
Reputation / Finance	Consequence:	Major
	Likelihood:	Rare
	Overall Risk Ratings:	Low

Indicators	Type	Tolerance Level
Budget variances outside of Council's variance policy	Lagging	Zero
Failed Audits	Lagging	Zero
Incidents warranting dismissal	Lagging	Zero
Wilful breach of segregation of duties	Leading	Zero
Suppliers not being paid or complaints from suppliers (not involved in collusion or bribery with staff)	Lagging	Zero

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Conduct detailed internal audit on systems and compliance (minimum of one audit per annum)	ongoing		ELT

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes. This includes:

-Inadequate understanding of the impact of project change on the business.

-Failures in the transition of projects into standard operations.

-Inadequate handover process

This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Potential causes include:

Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	Lack of project methodology knowledge and reporting requirements
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	

Controls	Type	Date	Rating
Clear project ownership	Preventative	May-20	Adequate
Community engagement policy and framework	Preventative	May-20	Adequate
Good internal communication between departments	Preventative	May-20	Adequate
Post-project debriefs	Detective	May-20	Adequate
Project Brief	Preventative	May-20	Adequate
Project status reporting	Detective	May-20	Adequate
Projects based on seasonal factors	Preventative	May-20	Adequate
Risk assessments are conducted before, during and after handover	Preventative	May-20	Adequate
Risk items included in Council Agenda	Detective	May-20	Adequate
Stakeholder meetings and consultation	Preventative	May-20	Adequate
Timesheet allocations and leave cycles considered	Preventative	May-20	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Rating
Financial / Reputational / Health	Consequence:	Minor
	Likelihood:	Unlikely
	Overall Risk Ratings:	Low

Indicators	Type	Tolerance Level
Missed deadlines / milestones	Lagging	10%
Budget overruns / blowouts over Council variance policy	Lagging	Zero
Failed objectives	Lagging	Zero
Deviations from the project scope	Lagging	Zero

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Nil			

Safety and Security Practices

Jun-20

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.
It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Potential causes include:

Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc)
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Controls	Type	Date	Rating
Comprehensive suite of OSH policies and procedures	Preventative	May-20	Effective
Contractor site inductions	Preventative	May-20	Adequate
Employee Assistance Program	Preventative	May-20	Adequate
Emergency procedures	Recovery	May-20	Adequate
Hazardous Substance and Dangerous Goods registers	Detective	May-20	Adequate
Health and Wellbeing program	Preventative	May-20	Effective
Incident register / incident reporting procedures	Detective	May-20	Effective
Isolated worker management	Preventative	May-20	Inadequate
Organisational Emergency Management Plan and evacuation diagrams	Preventative	May-20	Effective
Regional Risk Coordinator	Preventative	May-20	Adequate
Regular documented safety inspections	Detective	May-20	Effective
Safe work procedures	Preventative	May-20	Adequate
Staff inductions	Preventative	May-20	Effective
Toolbox meetings/Staff Meetings	Preventative	May-20	Adequate
Fitness for work policy	Preventative	May-20	Adequate
Hazard register	Detective	May-20	Inadequate
LGIS OSH / Safety Audits	Preventative	May-20	Adequate
OSH Committee	Preventative	May-20	Effective
Provision of PPE	Preventative	May-20	Effective
Report on incidents & near misses	Detective	May-20	Effective
Return to work programs	Recovery	May-20	Effective
Staff training register	Detective	May-20	Adequate
Trained first aiders	Preventative	May-20	Effective
Workplace inspections (administration offices)	Preventative	May-20	Effective
Workplace inspections / Audits (external sites)	Preventative	May-20	Effective

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Rating
Health	Consequence:	Major
	Likelihood:	Rare
	Overall Risk Ratings:	Low

Indicators	Type	Tolerance Level
Disciplinary action / staff not following safety procedures	Leading	Zero
Failed safety inspections	Leading	Zero
Repeated/same near misses	Leading	Zero
Poor OSH Audit results	Leading	75%
Lost Time Injuries	Lagging	5% of staff
Workers Compensation claims	Lagging	5% of staff

Safety and Security Practices

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Vehicle tracking be installed on all vehicles that are used for work in isolated areas	Dec-20		ELT
Implement a Contractor Management Process (including site inductions)	Sep-20		HR/GOV & MBAP
Develop hazard registers for all facilities	Dec-20		HR/GOV

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues (contracts awarded to one supplier)
- Vendor sustainability

Potential causes include:

Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining
Suppliers not willing to provide quotes	Limited availability of suppliers

Controls	Type	Date	Rating
Confirmation of contract completion prior to final payment	Detective	May-20	Effective
Contractor's insurance confirmed	Recovery	May-20	Inadequate
Contracts to include milestone and associated payment schedule	Detective	May-20	Adequate
Managerial oversight at contract establishment stage	Preventative	May-20	Adequate
Professional advice (to confirm correct drafting of documentation and to prevent unknowingly accepting liability of the contractor or other parties)	Preventative	May-20	Adequate
Strict tender / procurement management process	Preventative	May-20	Adequate
Supplier / contractor review meetings	Detective	May-20	Adequate
Tender register	Preventative	May-20	Adequate
Utilise WALGA preferred suppliers	Preventative	May-20	Effective
Reviews of Contractor contracts (contracts register)	Preventative	May-20	Inadequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Rating
Service interruption, Financial	Consequence:	Major
	Likelihood:	Unlikely
	Overall Risk Ratings:	Moderate

Indicators	Type	Tolerance Level
Customer complaints regarding contractor performance	Leading	Zero
Increased costs above contingency	Leading	Zero
Negative staff feedback on contractor performance	Leading	Zero
Number of expired contracts not yet renewed	Lagging	Zero
Contract conditions not met	Lagging	Zero

Supplier / Contract Management

Jun-20

Current Issues / Actions / Treatments	Due Date	Completion Date	Responsibility
Review Contracts Register and develop key date notification system and insurance monitoring	Sep-20		HR/GOV
Develop a performance monitoring checklist for material and service contracts	Feb-21		HR/GOV & MBAP
Develop procedure for checking of insurance obligations under contracts where contracts are for more than a one off project	Jun-21		ELT
Develop a procedure for assessment of any proposed contract renewals including a documented assessment of current contractor performance which is to determine whether a contract renewal should be considered	Dec-20		ELT
Develop a procedure providing guidance on what constitutes a contract variation and when a separate procurement process is required	Feb-21		ELT
Develop checklist for new contracts to ensure the Shire's rights, obligations and risks are protected within the contract	Dec-20		ELT

6. Conclusion

A review of Council's risk management, internal controls and legislative compliance systems and procedures has been undertaken in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Two areas of inadequate systems, controls or procedures were identified, being 'management of facilities, venues and events' and 'environment management'. For both of these areas a number of actions and treatments have been identified to ensure improvements occur.

Whilst the other areas are not classified as having inadequate systems, controls or procedures, various items have been raised as actions/treatments to provide further opportunity for improvement and strengthening of Council's overall controls.

The overall findings of this review have found that Council's risk management, internal controls and legislative compliance systems and procedures are appropriate and effectively maintain significant controls.



Minutes of the meeting of the Audit Committee held in the Committee Room on Thursday, 11 June 2020, commencing at 3:30pm.

Attendance, Apologies and Leave of Absence

Presiding Member - Cr J Nicholas
 Councillors - J Bookless
 - J Moore
 - P Quinby
 In Attendance - T Clynch, Chief Executive Officer
 - M Larkworthy, Executive Manager Corporate Services

AC.01/0620 Confirmation of Previous Minutes

A motion is required to confirm the Minutes of the Meeting held 17 March 2020 as a true and correct record (Attachment 1).

Committee Decision

Moved Cr Moore, Seconded Cr Bookless

AC.01/0620 That the Minutes of the Meeting held 17 March 2020 are confirmed as a true and correct record.

Carried 4/0

Reports of Officers

ITEM NO.	AC.02/0620	FILE REF.	224
SUBJECT	Local Government (Audit) Regulations - Regulation 17 Review 2020		
OFFICER	Chief Executive Officer		
DATE OF REPORT	4 June 2020		

Attachment 2 Audit Regulation 17 Review June 2020

OFFICER RECOMMENDATION

That the Audit Committee recommend that Council receive the Audit Regulation 17 Review Report June 2020, and adopt the 56 recommendations contained in the report.

Summary/Purpose

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

In accordance with Audit Regulation 17 the Chief Executive Officer has undertaken a review of the Shire's systems and procedures in relation to risk management,

internal controls and legislative compliance. This report (Attachment 2) is presented for the Audit Committee's review.

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) risk management
- (b) internal control
- (c) legislative compliance.

The review may relate to any or all of the matters referred to, but each of those matters is to be the subject of a review not less than once in every three financial years. The Chief Executive Officer is to report to the Audit Committee the results of that review.

Previously the review of risk management, internal control and legislative compliance was required not less than once in every two calendar years. Following amendments to the *Local Government (Audit) Regulations 1996* in June 2018 the timing of the reviews has been changed to not less than once in every three financial years. The previous review of risk management, internal control and legislative compliance was presented to the Audit Advisory Committee on 6 December 2016 with the recommendations from the Committee being endorsed by Council at its ordinary meeting held on 15 December 2016.

A further report is now due to be presented to the Audit Committee and Council prior to 30 June 2020.

Officer Comment

This review was conducted as an internal process by the Executive Leadership Team using a model prepared by LGIS Risk which is the model that was used for the previous Audit Regulation 17 Review. The review was guided by the Department of Local Government, Sport Cultural Industries' Operational Guideline Number 09 – Audit in Local Government. Appendix 3 of the guideline provides details of the issues that should be considered for inclusion in the Chief Executive Officer's review of risk management, internal control and legislative compliance.

The attached report highlights the areas examined and includes recommendations for future actions that will further enhance the Shire's systems and procedures. Two areas of inadequate systems, controls or procedures were identified, being 'management of facilities, venues and events' and 'environment management'. For both of these areas a number of actions and treatments have been identified to ensure improvements occur.

The overall findings of this review have found that Council's risk management, internal controls and legislative compliance systems and procedures are appropriate and effectively maintain significant controls.

The recommendations of the Audit Committee will be presented to Council.

Statutory Environment

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

17. CEO to review certain systems and procedures

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

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 financial years.

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

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 5.2.3 Ensure organisational capability

Strategy 5.2.8: Ensure all legislative responsibilities are met

➤ Corporate Business Plan

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

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan – Nil

➤ Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

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

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Bookless, Seconded Cr Quinby
AC.02/0620 That the Audit Committee recommends that Council receive the
Audit Regulation 17 Review Report June 2020, and adopts the 56
recommendations contained in the report. Carried 4/0**

ITEM NO.	AC.03/0620	FILE REF.	224
SUBJECT	Progressive Reporting – 2019 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	3 June 2020		

Attachment 3 May 2020 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

OFFICER RECOMMENDATION

That the Audit Committee note the contents of the May 2020 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.

Summary/Purpose

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

A report on the progress of actions identified in the 2019 review of these systems and procedures is presented for the Audit Committee's review (Attachment 3).

Background

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

"That Council:

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

Officer Comment

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

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

Statutory Environment

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

17. CEO to review certain systems and procedures

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

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

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

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

Strategic Implications

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

Policy – Not Applicable

Budget Implications – Not applicable

Whole of Life Accounting – 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.

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Quinby, Seconded Cr Bookless

AC.03/0620 That the Audit Committee notes the contents of the May 2020 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.

Carried 4/0

Closure

Meeting closed – 3:55pm

List of Attachments

Attachment	Item No.	Details
1	AC.01/0620	Minutes of the Meeting Held 17 March 2020
2	AC.02/0620	Audit Regulation 17 Review June 2020
3	AC.03/0620	May 2020 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

Minutes checked and authorised by CEO T Clynch		15.6.20
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SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

October 2019

February 2020 (Budget Review)

April 2020

July 2020

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 May 2020

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note	\$	\$	\$	\$	%
Operating Revenues					
Governance	929	800	1,504	704	88.02%
General Purpose Funding - Rates	4,777,678	4,772,483	4,763,172	(9,311)	(0.20%)
General Purpose Funding - Other	961,152	951,272	1,901,716	950,444	99.91%
Law, Order and Public Safety	1,250,662	566,227	566,276	49	0.01%
Health	14,100	14,088	13,700	(388)	(2.75%)
Education and Welfare	7,609	459	797	338	73.55%
Housing	22,160	20,106	17,417	(2,689)	(13.37%)
Community Amenities	1,090,047	1,072,641	1,062,483	(10,158)	(0.95%)
Recreation and Culture	949,190	295,138	279,177	(15,961)	(5.41%)
Transport	1,848,393	1,397,142	1,439,832	42,690	3.06%
Economic Services	142,884	135,890	135,913	23	0.02%
Other Property and Services	207,236	191,025	207,970	16,945	8.87%
Total Operating Revenue	11,272,040	9,417,271	10,389,957	972,686	
Operating Expenses					
Governance	(1,093,210)	(955,829)	(867,385)	88,444	9.25%
General Purpose Funding	(127,834)	(113,155)	(93,952)	19,203	16.97%
Law, Order and Public Safety	(1,249,956)	(1,072,641)	(1,019,438)	53,203	4.96%
Health	(127,673)	(104,742)	(97,164)	7,578	7.23%
Education and Welfare	(237,783)	(219,415)	(176,099)	43,316	19.74%
Housing	(21,660)	(28,682)	(28,486)	196	0.68%
Community Amenities	(1,882,489)	(1,592,922)	(1,499,084)	93,838	5.89%
Recreation and Culture	(2,750,850)	(2,365,440)	(2,237,320)	128,120	5.42%
Transport	(3,786,346)	(3,414,246)	(3,115,874)	298,372	8.74%
Economic Services	(793,003)	(662,867)	(626,089)	36,778	5.55%
Other Property and Services	(100,623)	(8,268)	(121,699)	(113,431)	(1371.93%)
Total Operating Expenditure	(12,171,427)	(10,538,207)	(9,882,591)	655,616	
Funding Balance Adjustments					
Add back Depreciation	3,578,305	3,269,589	3,245,367	(24,222)	
Adjust (Profit)/Loss on Asset Disposal	4,000	4,000	4,960	960	
Less Grants Recognised in Prior Year	(311,228)	0	(311,228)	0	
Changes due to accounting policies			(72,505)		
Adjust Provisions and Accruals	0	0	2,904	2,904	
Net Cash from Operations	2,371,690	2,152,653	3,376,864	1,607,944	
Capital Revenues					
Proceeds from Disposal of Assets	244,092	178,728	51,728	(127,000)	(71.06%)
Total Capital Revenues	244,092	178,728	51,728	(127,000)	
Capital Expenses					
Land and Buildings	(1,742,079)	(660,456)	(538,320)	122,136	18.49%
Infrastructure - Roads	(1,051,043)	(1,047,027)	(891,326)	155,701	14.87%
Infrastructure - Footpaths	(13,000)	(8,000)	0	8,000	100.00%
Infrastructure - Drainage	(94,017)	(82,649)	(62,300)	20,349	24.62%
Infrastructure - Parks and Ovals	(53,329)	(28,329)	(14,522)	13,807	48.74%
Infrastructure - Bridges	(1,005,321)	(1,005,321)	0	1,005,321	100.00%
Infrastructure - Other	(376,463)	(132,827)	(54,130)	78,697	59.25%
Plant and Equipment	(893,365)	(745,265)	(136,898)	608,367	81.63%

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Capital Expenses (Continued)						
Furniture and Equipment		(52,108)	(28,437)	(26,861)	1,576	5.54%
Total Capital Expenditure	9	(5,280,725)	(3,738,311)	(1,724,357)	2,013,954	
Net Cash from Capital Activities						
		(5,036,633)	(3,559,583)	(1,672,629)	1,886,954	
Financing						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%
Transfer from Reserves	7	1,457,325	722,269	722,269	0	0.00%
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%
Transfer to Reserves	7	(651,239)	(47,193)	(47,193)	0	0.00%
Net Cash from Financing Activities						
		561,521	553,678	553,678	0	
Net Operations, Capital and Financing						
		(2,103,422)	(853,252)	2,257,913	3,494,898	
Opening Funding Surplus(Deficit)						
	2	2,093,422	2,093,422	2,093,422	(0)	
Closing Funding Surplus(Deficit)						
	2	(10,000)	1,240,170	4,351,335	3,494,898	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,665,928	4,665,841	4,665,074	(767)	(0.02%)
Operating Grants, Subsidies and Contributions		1,759,447	1,573,078	2,533,916	960,838	61.08%
Grants, Subsidies and Contributions for the Development of Assets		2,822,589	1,244,913	1,284,317	39,404	3.17%
Fees and Charges		1,652,617	1,608,315	1,578,276	(30,039)	(1.87%)
Interest Earnings		156,628	143,992	136,606	(7,386)	(5.13%)
Other Revenue		214,831	181,132	191,769	10,637	5.87%
Profit on Disposal of Assets	8	0	0	0	0	
Total Operating Revenue		11,272,040	9,417,271	10,389,957	972,686	
Operating Expenses						
Employee Costs		(4,597,343)	(4,078,933)	(3,937,865)	141,068	3.46%
Materials and Contracts		(3,018,578)	(2,334,395)	(1,840,989)	493,406	21.14%
Utility Charges		(313,515)	(277,961)	(278,422)	(461)	(0.17%)
Depreciation on Non-Current Assets		(3,578,305)	(3,269,589)	(3,245,367)	24,222	0.74%
Interest Expenses		(72,216)	(36,058)	(36,713)	(655)	(1.82%)
Insurance Expenses		(261,563)	(261,016)	(260,052)	964	0.37%
Other Expenditure		(325,907)	(276,255)	(278,225)	(1,970)	(0.71%)
Loss on Disposal of Assets	8	(4,000)	(4,000)	(4,960)	(960)	(24.00%)
Total Operating Expenditure		(12,171,427)	(10,538,207)	(9,882,591)	655,616	
Funding Balance Adjustments						
Add back Depreciation		3,578,305	3,269,589	3,245,367	(24,222)	
Adjust (Profit)/Loss on Asset Disposal	8	4,000	4,000	4,960	960	
Less Grants Recognised in Prior Year		(311,228)	0	(311,228)	0	
Changes due to accounting policies				(72,505)		
Adjust Provisions and Accruals		0	0	2,904	2,904	
Net Cash from Operations		2,371,690	2,152,653	3,376,864	1,607,944	
Capital Revenues						
Proceeds from Disposal of Assets	8	244,092	178,728	51,728	(127,000)	(71.06%)
Total Capital Revenues		244,092	178,728	51,728	(127,000)	
Capital Expenses						
Land and Buildings		(1,742,079)	(660,456)	(538,320)	122,136	18.49%
Infrastructure - Roads		(1,051,043)	(1,047,027)	(891,326)	155,701	14.87%
Infrastructure - Footpaths		(13,000)	(8,000)	0	8,000	100.00%
Infrastructure - Drainage		(94,017)	(82,649)	(62,300)	20,349	24.62%
Infrastructure - Parks and Ovals		(53,329)	(28,329)	(14,522)	13,807	48.74%
Infrastructure - Bridges		(1,005,321)	(1,005,321)	0	1,005,321	100.00%
Infrastructure - Other		(376,463)	(132,827)	(54,130)	78,697	59.25%
Plant and Equipment		(893,365)	(745,265)	(136,898)	608,367	81.63%
Furniture and Equipment		(52,108)	(28,437)	(26,861)	1,576	5.54%
Total Capital Expenditure	9	(5,280,725)	(3,738,311)	(1,724,357)	2,013,954	
Net Cash from Capital Activities		(5,036,633)	(3,559,583)	(1,672,629)	1,886,954	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Proceeds from New Debentures	10	0	0	0	0	
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%
Transfer from Reserves	7	1,457,325	722,269	722,269	0	0.00%
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%
Transfer to Reserves	7	(651,239)	(47,193)	(47,193)	0	0.00%
Net Cash from Financing Activities		561,521	553,678	553,678	0	
Net Operations, Capital and Financing		(2,103,422)	(853,252)	2,257,913	3,494,898	
Opening Funding Surplus(Deficit)	2	2,093,422	2,093,422	2,093,422	(0)	
Closing Funding Surplus(Deficit)	2	(10,000)	1,240,170	4,351,335	3,494,898	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance							
Members of Council		610	560	880	320	57.14%	
Other Governance		319	240	624	384	160.08%	
General Purpose Funding - Rates							
Rates		4,777,678	4,772,483	4,763,172	(9,311)	(0.20%)	
Other General Purpose Funding		961,152	951,272	1,901,716	950,444	99.91%	▲
Law, Order and Public Safety							
Fire Prevention		1,120,550	518,593	519,191	598	0.12%	
Animal Control		26,562	24,171	23,478	(693)	(2.87%)	
Other Law, Order and Public Safety		103,550	23,463	23,607	144	0.61%	
Health							
Prev Services - Inspection and Admin		14,100	14,088	13,700	(388)	(2.75%)	
Education and Welfare							
Other Education		609	459	797	338	73.55%	
Aged and Disabled - Other		5,000	0	0	0		
Other Welfare		2,000	0	0	0		
Housing							
Staff Housing		22,160	20,106	17,417	(2,689)	(13.37%)	▼
Community Amenities							
Sanitation - General Refuse		995,233	993,677	987,398	(6,279)	(0.63%)	
Sanitation - Other		200	0	0	0		
Sewerage		24,500	22,719	22,100	(619)	(2.72%)	
Urban Stormwater Drainage		11,364	947	0	(947)	(100.00%)	
Protection of Environment		0	0	276	276		
Town Planning and Regional Develop		33,500	31,127	30,525	(602)	(1.93%)	
Other Community Amenities		25,250	24,171	22,184	(1,987)	(8.22%)	
Recreation and Culture							
Public Halls and Civic Centres		220,157	13,425	9,162	(4,263)	(31.75%)	▼
Other Recreation and Sport		695,938	250,159	240,500	(9,659)	(3.86%)	
Libraries		12,960	12,140	9,132	(3,008)	(24.77%)	▼
Heritage		1,435	714	771	57	7.93%	
Other Culture		18,700	18,700	19,611	911	4.87%	
Transport							
Streets and Road Construction		1,670,001	1,223,966	1,264,317	40,351	3.30%	
Streets and Road Maintenance		178,242	173,076	174,495	1,419	0.82%	
Parking Facilities		50	0	120	120		
Traffic Control		100	100	900	800	800.00%	
Economic Services							
Tourism and Area Promotion		51,984	47,535	40,033	(7,502)	(15.78%)	▼
Building Control		40,500	37,992	39,791	1,799	4.74%	
Economic Development		400	363	0	(363)	(100.00%)	
Other Economic Services		50,000	50,000	56,088	6,088	12.18%	▲
Other Property and Services							
Private Works		69,400	57,668	54,928	(2,740)	(4.75%)	
Plant Operation Costs		42,000	39,576	41,348	1,772	4.48%	
Salaries and Wages		35,000	35,000	43,961	8,961	25.60%	▲
Corporate Services Department		4,000	4,000	4,000	0	0.00%	
Admin and Finance Activity Units		150	132	1,612	1,480	1121.58%	▲

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues (Continued)							
Planning and Environment Department		0	0	0	0		
Chief Executive Office Department		0	0	7,471	7,471	100.00%	▲
Community Services Department		0	0	0	0		
Unclassified		56,686	54,649	54,650	1	0.00%	
Total Operating Revenue		11,272,040	9,417,271	10,389,957	972,686		
Operating Expenses							
Governance							
Members of Council		(371,208)	(323,236)	(323,521)	(285)	(0.09%)	
Other Governance		(722,002)	(632,593)	(543,864)	88,729	14.03%	▲
General Purpose Funding							
Rates		(126,903)	(112,865)	(93,649)	19,216	17.03%	▲
Other General Purpose Funding		(931)	(290)	(303)	(13)	(4.45%)	
Law, Order and Public Safety							
Fire Prevention		(1,081,076)	(918,924)	(858,954)	59,970	6.53%	▲
Animal Control		(96,003)	(86,923)	(92,231)	(5,308)	(6.11%)	▼
Other Law, Order and Public Safety		(72,877)	(66,794)	(68,253)	(1,459)	(2.18%)	
Health							
Maternal and Infant Health		(6,000)	0	0	0		
Prev Services - Inspection and Admin		(97,475)	(83,045)	(78,504)	4,541	5.47%	▲
Preventative Services - Pest Control		(1,131)	(826)	(744)	82	9.93%	
Preventative Services - Other		(23,067)	(20,871)	(17,916)	2,955	14.16%	▲
Education and Welfare							
Other Education		(22,885)	(21,170)	(19,519)	1,651	7.80%	
Care of Families and Children		(60,721)	(56,271)	(56,108)	163	0.29%	
Aged and Disabled - Other		(62,407)	(54,546)	(51,370)	3,176	5.82%	▲
Other Welfare		(91,770)	(87,428)	(49,102)	38,326	43.84%	▲
Housing							
Staff Housing		(21,660)	(28,682)	(28,486)	196	0.68%	
Community Amenities							
Sanitation - General Refuse		(851,810)	(720,687)	(703,279)	17,408	2.42%	
Sanitation - Other		(46,897)	(43,375)	(34,406)	8,969	20.68%	▲
Sewerage		(74,243)	(54,717)	(52,840)	1,877	3.43%	
Urban Stormwater Drainage		(289,035)	(242,571)	(239,559)	3,012	1.24%	
Protection of Environment		(80,912)	(77,307)	(73,091)	4,216	5.45%	▲
Town Planning and Regional Develop		(310,632)	(252,123)	(208,210)	43,913	17.42%	▲
Other Community Amenities		(228,960)	(202,142)	(187,700)	14,442	7.14%	▲
Recreation and Culture							
Public Halls and Civic Centres		(167,157)	(142,787)	(120,489)	22,298	15.62%	▲
Swimming Areas and Beaches		(13,901)	(12,613)	(10,560)	2,053	16.28%	▲
Other Recreation and Sport		(2,016,718)	(1,712,452)	(1,637,380)	75,072	4.38%	
Television and Radio Re-Broadcasting		(4,456)	(4,123)	(2,479)	1,644	39.87%	▲
Libraries		(417,290)	(380,555)	(370,186)	10,369	2.72%	
Heritage		(67,386)	(59,485)	(46,882)	12,603	21.19%	▲
Other Culture		(63,942)	(53,425)	(49,345)	4,080	7.64%	▲
Transport							
Streets and Road Maintenance		(3,732,927)	(3,396,095)	(3,101,077)	295,018	8.69%	▲
Parking Facilities		(46,423)	(11,584)	(10,376)	1,208	10.43%	▲

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Expenses (Continued)							
Traffic Control		(5,996)	(5,567)	(3,421)	2,146	38.55%	▲
Aerodromes		(1,000)	(1,000)	(1,000)	0	0.00%	
Economic Services							
Tourism and Area Promotion		(367,225)	(303,083)	(284,037)	19,046	6.28%	▲
Building Control		(254,440)	(217,499)	(199,709)	17,790	8.18%	▲
Economic Development		(122,688)	(100,434)	(98,218)	2,216	2.21%	
Other Economic Services		(48,650)	(41,851)	(44,125)	(2,274)	(5.43%)	
Other Property and Services							
Private Works		(62,488)	(57,542)	(55,476)	2,066	3.59%	
Develop & Infrastructure Management		0	(10,721)	(2,956)	7,765	72.43%	▲
Waste Activity Unit		0	1,719	(9,159)	(10,878)	(632.84%)	▼
Works Activity Unit		0	18,159	(2,053)	(20,212)	(111.31%)	▼
Fleet Activity Unit		0	1,905	(6,979)	(8,884)	(466.33%)	▼
Plant Operation Costs		0	25,449	35,430	9,981	39.22%	▲
Salaries and Wages		(35,000)	(24,238)	(43,961)	(19,723)	(81.37%)	▼
Corporate Services Department		(4,000)	15,016	19,371	4,355	29.00%	▲
Chief Executive Office Department		0	22,227	4,630	(17,597)	(79.17%)	▼
Building Assets Department		17,350	24,644	(8,535)	(33,179)	(134.63%)	▼
Administration Activity Units		0	(2,480)	(2,480)	(0)		
Development Services Department		0	4,407	(28,964)	(33,371)	(757.23%)	▼
Community Services Department		0	(13,946)	(9,495)	4,451	31.91%	▲
Unclassified		(16,485)	(12,867)	(11,070)	1,797	13.96%	▲
Total Operating Expenditure		(12,171,427)	(10,538,207)	(9,882,591)	655,616		
Funding Balance Adjustments							
Add back Depreciation		3,578,305	3,269,589	3,245,367	(24,222)		
Adjust (Profit)/Loss on Asset Disposal	8	4,000	4,000	4,960	960		
Less Grants Recognised in Prior Year		(311,228)	0	(311,228)	0		
Changes due to accounting policies				(72,505)			
Adjust Provisions and Accruals		0	0	2,904	2,904		
Net Cash from Operations		2,371,690	2,152,653	3,376,864	1,607,944		
Capital Revenues							
Proceeds from Disposal of Assets	8						
Governance							
Other Governance		53,000	33,636	33,636	0	0.00%	
Law, Order & Public Safety							
Fire Prevention		3,592	3,592	3,592	(0)	(0.01%)	
Other Law, Order & Public Safety		30,000	0	0	0		
Transport							
Road Plant Purchases		141,500	141,500	14,500	(127,000)	(89.75%)	▼
Economic Services							
Building Control		16,000	0	0	0		
Total Capital Revenues		244,092	178,728	51,728	(127,000)		
Capital Expenses							
Governance							
Other Governance		(155,408)	(92,362)	(87,627)	4,735	5.13%	▲

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses (Continued)							
Law, Order and Public Safety							
Fire Prevention		(577,105)	(39,705)	(39,705)	0	0.00%	
Other Law, Order and Public Safety		(102,100)	0	0	0		
Housing							
Staff Housing		(6,500)	(6,500)	(6,963)	(463)	(7.12%)	
Community Amenities							
Sanitation - General Refuse		(30,000)	0	0	0		
Urban Stormwater Drainage		(94,017)	(82,649)	(62,300)	20,349	24.62%	▲
Other Community Amenities		(3,000)	(3,000)	(691)	2,309	76.97%	▲
Recreation and Culture							
Public Halls and Civic Centres		(408,538)	(23,190)	(20,467)	2,723	11.74%	▲
Swimming Areas and Beaches		(19,500)	(19,500)	(14,612)	4,888	25.06%	▲
Other Recreation and Sport		(862,219)	(495,583)	(390,616)	104,967	21.18%	▲
Libraries		(7,500)	(7,500)	(7,543)	(43)	(0.57%)	
Heritage		(5,500)	(5,500)	(5,100)	400	7.27%	
Transport							
Streets and Road Construction		(2,084,164)	(2,067,648)	(893,372)	1,174,276	56.79%	▲
Road Plant Purchases		(602,410)	(597,410)	(22,490)	574,920	96.24%	▲
Parking Facilities		(16,337)	(16,337)	(16,337)	(0)	(0.00%)	
Economic Services							
Tourism and Area Promotion		(61,000)	(36,000)	(13,481)	22,519	62.55%	▲
Building Control		(32,000)	(32,000)	0	32,000	100.00%	▲
Other Property and Services							
Unclassified		(213,427)	(213,427)	(143,053)	70,374	32.97%	▲
Total Capital Expenditure	9	(5,280,725)	(3,738,311)	(1,724,357)	2,013,954		
Net Cash from Capital Activities		(5,036,633)	(3,559,583)	(1,672,629)	1,886,954		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Self-Supporting Loan Principal	10	8,651	4,285	4,285	0	0.00%	
Transfer from Reserves	7	1,457,325	722,269	722,269	0		
Repayment of Debentures	10	(253,216)	(125,683)	(125,683)	0	0.00%	
Transfer to Reserves	7	(651,239)	(47,193)	(47,193)	0		
Net Cash from Financing Activities		561,521	553,678	553,678	0		
Net Operations, Capital and Financing		(2,103,422)	(853,252)	2,257,913	3,494,898		
Opening Funding Surplus(Deficit)	2	2,093,422	2,093,422	2,093,422	(0)		
Closing Funding Surplus(Deficit)	2	(10,000)	1,240,170	4,351,334.76	3,494,898		

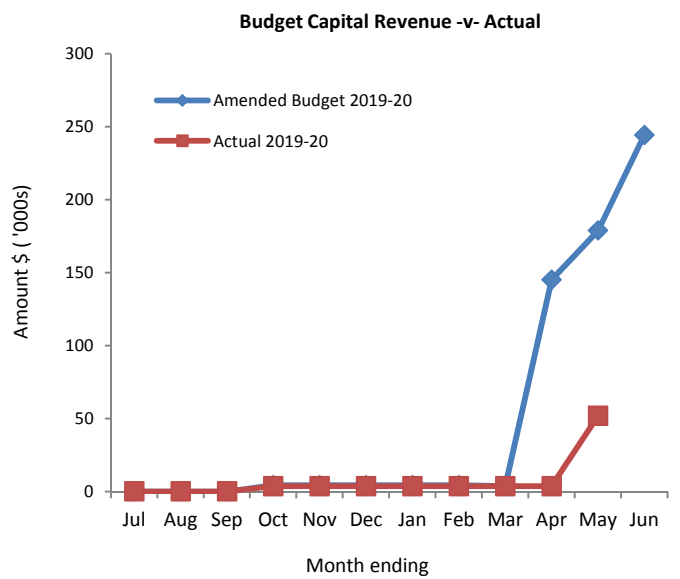
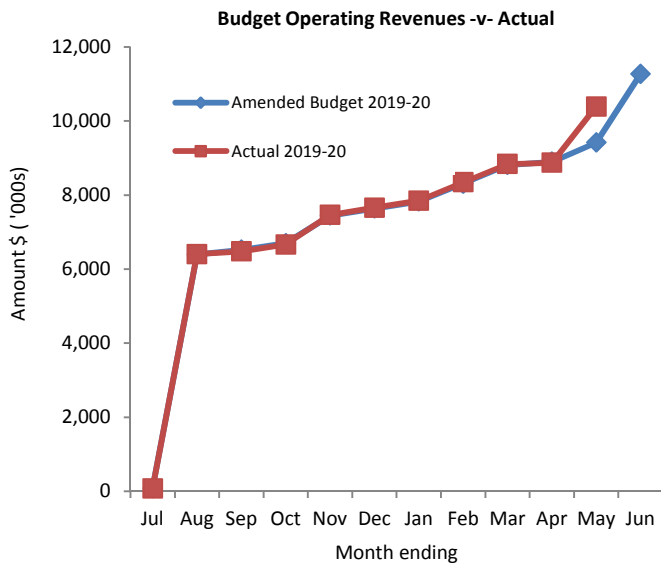
▼ Deficit ▲ Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

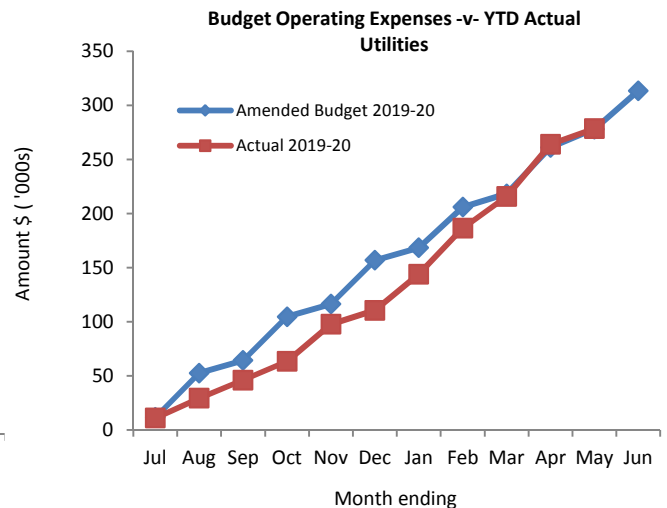
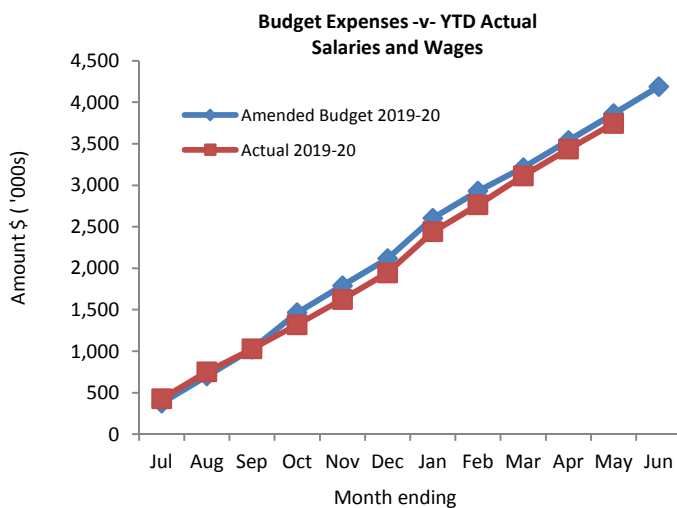
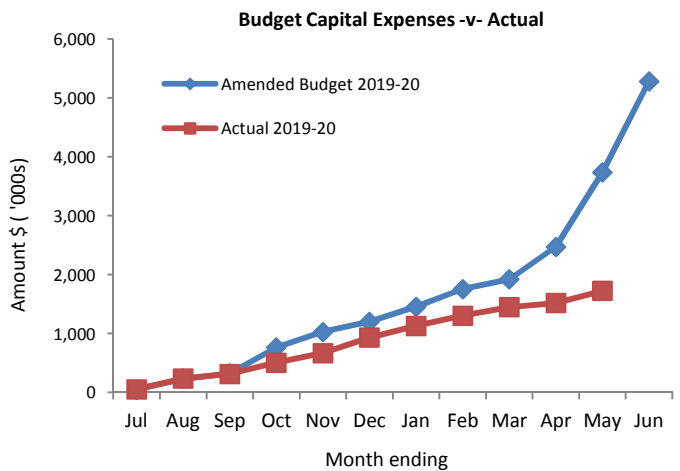
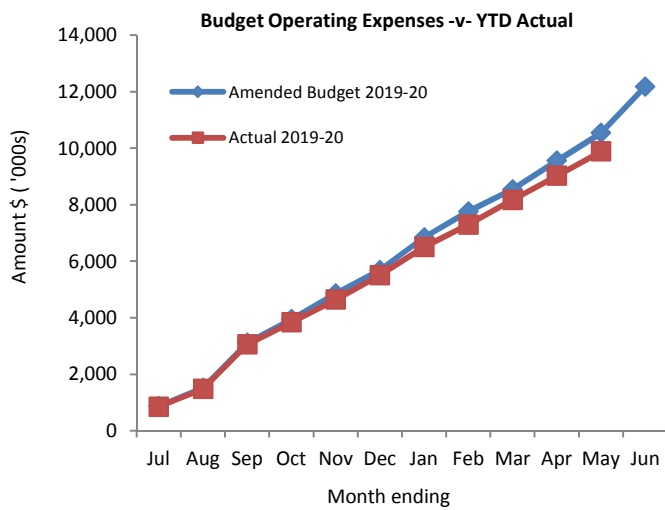
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

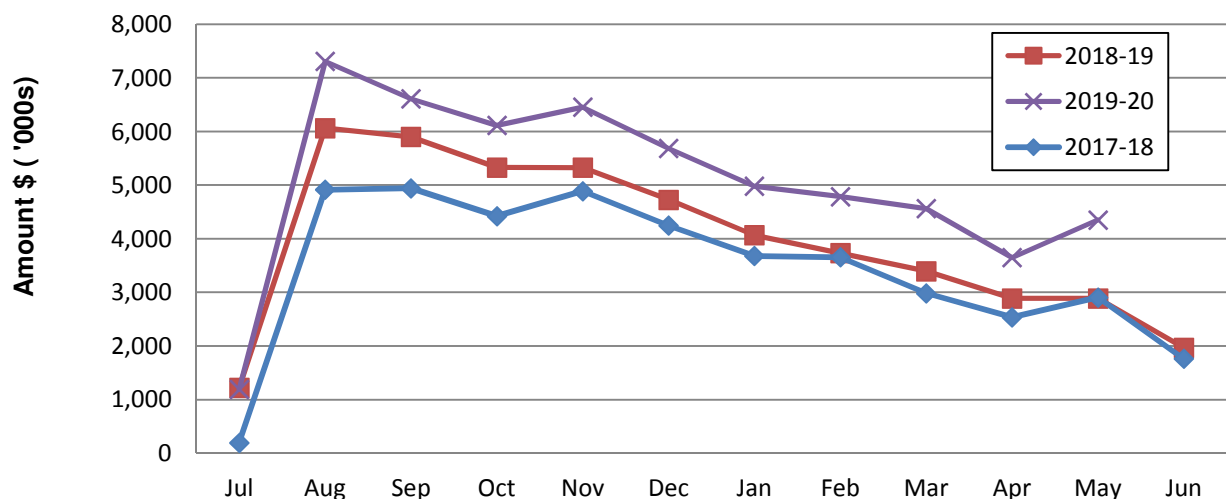


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2020	Last Period	Estimated 30 June 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	5,425,365	4,514,556	3,178,215
Cash Restricted	5	2,717,470	2,621,006	3,392,546
Receivables - Rates	6	312,773	361,661	141,352
Receivables - Sundry Debtors	6	27,775	48,351	110,790
Receivables - Other		114,318	121,297	94,676
Inventories		23,242	23,819	20,857
		8,620,943	7,690,690	6,938,437
Less: Current Liabilities				
Payables		(1,017,987)	(872,529)	(1,014,521)
Provisions		(842,359)	(854,846)	(864,650)
		(1,860,346)	(1,727,375)	(1,879,171)
Less: Cash Reserves	7	(2,717,470)	(2,621,006)	(3,392,546)
Less: Loans - Clubs/Institutions		(4,365)	(4,365)	(8,651)
Add: Current Leave Provision Cash Backed		185,040	184,330	182,136
Add: Current Loan Liability		127,533	127,533	253,216
Net Current Funding Position		4,351,335	3,649,806	2,093,422

Note 3 - Liquidity Over the Year



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
General Purpose Funding - Rates					
Other General Purpose Funding	950,444	99.91%	▲	Permanent	Advance payment of the 2020/21 Financial Assistance Grant \$954,829. Balance relates to interest earned less than estimated.
Housing					
Staff Housing	(2,689)	(13.37%)	▼	Permanent	Rental income received on staff housing less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	(4,263)	(31.75%)	▼	Permanent	Bridgetown hall hire less than estimated due to COVID-19 restrictions.
Libraries	(3,008)	(24.77%)	▼	Permanent	Income for Library programs less than estimated due to Covid-19 restrictions.
Economic Services					
Tourism and Area Promotion	(7,502)	(15.78%)	▼	Permanent	Visitor Centre commissions and counter sales less than estimated due to COVID-19 restrictions.
Other Economic Services	6,088	12.18%	▲	Permanent	Sale of water from standpipe greater than estimated.
Other Property and Services					
Salaries and Wages	8,961	25.60%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Admin and Finance Activity Units	1,480	1121.58%	▲	Permanent	Reimbursement of property insurance valuation.
Chief Executive Office Department	7,471	100.00%	▲	Permanent	Reimbursement received for long service leave claimed.
Operating Expenses					
Governance					
Other Governance	88,729	14.03%	▲	Permanent/ Allocations/ Timing	Wage allocations \$29,321 to this program less than estimated due to staff vacancy and timing of leave. One-off projects expenditure \$50,438, and other various expenditure less than estimated at this time.
General Purpose Funding					
Rates	19,216	17.03%	▲	Permanent/ Allocations	Bank fees \$2,593, rates valuations and collection expenditure \$13,832 less than estimated. Balance relates to wage allocations to this program less than estimated due to timing of staff leave.
Law, Order and Public Safety					
Fire Prevention	59,970	6.53%	▲	Permanent/ Timing	Fire prevention one-off projects \$60,831 less than estimated. Various DFES expenditure items greater than estimated at this time.
Animal Control	(5,308)	(6.11%)	▼	Permanent	Wage allocation to this program greater than estimated because of payment of entitlements due to employee leaving.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Health					
Prev Services - Inspection and Admin	4,541	5.47%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Preventative Services - Other	2,955	14.16%	▲	Permanent	Wage allocations to this program less than estimated due to staff vacancy.
Education and Welfare					
Aged and Disabled - Other	3,176	5.82%	▲	Permanent	Expenditure on seniors programmes less than estimated.
Other Welfare	38,326	43.84%	▲	Timing	Expenditure on youth non-recurrent projects less than estimated at this time.
Community Amenities					
Sanitation - Other	8,969	20.68%	▲	Timing	Expenditure on streetscape bins less than estimated at this time.
Protection of Environment	4,216	5.45%	▲	Timing	Environmental Officer expenses less than estimated at this time.
Town Planning and Regional Develop	43,913	17.42%	▲	Permanent	Wage allocations to this program less than estimated due to staff vacancy.
Other Community Amenities	14,442	7.14%	▲	Timing/ Permanent	Public conveniences building operation, maintenance \$4,247 and other building minor building maintenance \$4,150 expenditure less than estimated at this time. Community bus \$6,045 less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	22,298	15.62%	▲	Timing	Building operations and maintenance of halls and civic centres less than estimated at this time.
Swimming Areas and Beaches	2,053	16.28%	▲	Timing	Building maintenance of Greenbushes swimming pool less than estimated at this time.
Television and Radio Re-Broadcasting	1,644	39.87%	▲	Allocations	Expenditure on SBS building operations less than estimated at this time.
Heritage	12,603	21.19%	▲	Timing	Heritage building maintenance expenditure less than estimated at this time.
Other Culture	4,080	7.64%	▲	Permanent	Summer film festival expenditure less than estimated.
Transport					
Streets and Road Maintenance	295,018	8.69%	▲	Timing/ Allocations	Bridge, verge and road maintenance \$106,728 expenditure less than estimated at this time Balance relates to road, verge and bridge wage allocations less than estimated at this time due to internal resources being directed to capital program.
Parking Facilities	1,208	10.43%	▲	Timing	Expenditure on parking sign & marking bays less than estimated at this time.
Traffic Control	2,146	38.55%	▲	Permanent	Costs for road wise committee less than estimated.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Economic Services					
Tourism and Area Promotion	19,046	6.28%	▲	Permanent/ Timing	Information bay grounds maintenance \$4,724, Visitor Centre building maintenance & operations \$6,767 less than estimated at this time. Visitor centre stock purchases \$2,733 less than estimated. Balance relates to wage allocations to this program less than estimated due to centre closure.
Building Control	17,790	8.18%	▲	Timing	Timing of wage allocations to this program less than estimated due to leave.
Other Property and Services					
Develop & Infrastructure Management	7,765	72.43%	▲	Timing/ Allocations	Variance in overhead recovery due to timing of leave and staff vacancies.
Waste Activity Unit	(10,878)	(632.84%)	▼	Timing	Variance in overhead recovery due to timing of leave being taken.
Works Activity Unit	(20,212)	(111.31%)	▼	Allocations	Variance due to reduced overhead recovery as a result of staff vacancies. Overhead rate to be monitored.
Fleet Activity Unit	(8,884)	(466.33%)	▼	Allocations	Program currently under recovered. Overhead rate to be monitored.
Plant Operation Costs	9,981	39.22%	▲	Allocations	Plant operation costs currently over recovered, to be monitored.
Salaries and Wages	(19,723)	(81.37%)	▼	Permanent	Workers compensation costs greater than anticipated, offset by increased income.
Corporate Services Department	4,355	29.00%	▲	Timing	Variance in overhead recovery due to timing of leave and training being taken.
Chief Executive Office Department	(17,597)	(79.17%)	▼	Timing	Variance in overhead recovery due to timing of leave and staff vacancies.
Building Assets Department	(33,179)	(134.63%)	▼	Timing	Variance in overhead recovery due to timing of leave being taken.
Development Services Department	(33,371)	(757.23%)	▼	Timing/ Allocations	Variance in overhead recovery due to additional leave taken and staff vacancies. Overhead rate to be monitored.
Community Services Department	4,451	31.91%	▲	Timing	Variance in overhead recovery due to timing of leave being taken.
Unclassified	1,797	13.96%	▲	Timing	CEO donations less than estimated at this time.
Capital Revenues					
Transport					
Road Plant Purchases	(127,000)	(89.75%)	▼	Timing	Purchase orders raised for trade of heavy plant.
Capital Expenses					
Governance					
Other Governance	4,735	5.13%	▲	Timing	IT software to be purchased. Balance relates to Admin building works continuing.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Community Amenities					
Urban Stormwater Drainage	20,349	24.62%	▲	Timing	Various drainage jobs less than estimated at this time.
Other Community Amenities	2,309	76.97%	▲	Timing	Expenditure on Hampton Street toilets \$2,309 less than estimated at this time.
Recreation and Culture					
Public Halls and Civic Centres	2,723	11.74%	▲	Timing	Bridgetown Civic Centre expenditure less than estimated at this time.
Swimming Areas and Beaches	4,888	25.06%	▲	Timing	Greenbushes Pool toilet \$2,314 expenditure less than estimated at this time. Balance relates to savings on BBQ installation.
Recreation and Culture (continued)					
Other Recreation and Sport	104,967	21.18%	▲	Timing/ Permanent	Bridgetown Gym expansion \$33,660, Blackwood River boardwalk \$28,437, Memorial Park drainage \$25,000 and Somme Park \$13,123 less than estimated at this time. Balance relates to some savings made on projects.
Transport					
Streets and Road Construction	1,174,276	56.79%	▲	Timing	Bridge Construction works \$1,005,321 and various road construction jobs less than estimated at this time, refer to Note 9 for further detail.
Road Plant Purchases	574,920	96.24%	▲	Timing	Purchase orders raised for purchase of heavy plant.
Economic Services					
Tourism and Area Promotion	22,519	62.55%	▲	Timing	Bridgetown Septage dump point expenditure less than estimated at this time.
Building Control	32,000	100.00%	▲	Timing	Light vehicle purchase order not yet raised
Other Property and Services					
Unclassified	70,374	32.97%	▲	Timing	Land purchases less than estimated at this time.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
PJ64	Pool windsock & eye wash station	C.12/0819	Operating Expenses			(7,000)	(7,000)
06EN	Gas chlorine auto shut down system	C.12/0819	Capital Expenses			(1,500)	(8,500)
Reserve 125	Building maintenance	C.12/0819	Reserve Transfer		8,500		0
19BU	Greenbushes Old Court House	C.06/0919	Capital Expenses			(5,500)	(5,500)
Reserve 125	Building maintenance	C.06/0919	Reserve Transfer		5,500		0
03CA	Catterick Hall building operations - electricity	C.05/1019	Operating Expenses			(600)	(600)
56BU	Bridgetown Sportsground horse stalls	C.06/1019	Capital Expenses			(30,000)	(30,600)
Reserve 127	Matched grants	C.06/1019	Reserve Transfer		10,000		(20,600)
1344530	Other Recreation & Sports contributions	C.06/1019	Operating Revenue		20,000		(600)
1110220	Bridgetown Child Health - rental assistance	C.16/1119	Operating Expenses			(3,000)	(3,600)
02BU	Bridgetown Civic Centre - Lotterywest grant	C.11/1219	Capital Expenses			(204,148)	(207,748)
1324330	Lotterywest grant for Civic Centre	C.11/1219	Operating Revenue		204,148		(3,600)
	Budget Review Changes						
Various	Budget Review Changes to Operating Revenue	C.11/0320	Operating Revenue			(497,567)	(501,167)
Various	Budget Review Changes to Operating Expenses	C.11/0320	Operating Expenses			(18,052)	(519,219)
Various	Budget Review Changes to Capital Revenue	C.11/0320	Capital Revenue			(78,808)	(598,027)
Various	Budget Review Changes to Capital Expenses	C.11/0320	Capital Expenses		702,662		104,635
Various	Budget Review Changes to Reserve Transfers	C.11/0320	Reserve Transfer			(83,991)	20,644
Various	Increase in Opening Funds as at 1 July 2018	C.11/0320	Opening Surplus(Deficit)		33,587		54,231
Various	Adjustment to loss and profit on sale of assets and depreciation	C.11/0320	Non Cash Item	15,527			69,758
Various	Transfer of Budget review surplus	C.11/0320	Reserve Transfer			(69,758)	0
	Permanent Changes After Budget Review						0
PJ68	3 Tier Youth mental health program	C.08/0320	Operating Expenses			(10,000)	(10,000)
PJ69	SFBVTA social media component	C.08/0320	Operating Expenses			(2,000)	(12,000)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Permanent Changes After Budget Review (Continued)						
Reserve 127	Matched grants	C.08/0320	Reserve Transfer		2,000		(10,000)
PJ70	Bridgetown Railway Station detailed plans	C.16/0320	Operating Expenses			(4,500)	(14,500)
PJ71	Economic modelling	C.16/0320	Operating Expenses			(19,500)	(34,000)
Reserve 126	Strategic Projects	C.16/0320	Reserve Transfer		24,000		(10,000)
PJ15	Blackwood River Foreshore	C.17/0420	Operating Expenses			(3,930)	(13,930)
10IN	Blackwood River Boardwalk	C.17/0420	Capital Expenses		3,930		(10,000)
PJ06	Youth Precinct Hand Out Space	C.17/0520	Operating Expenses			(20,981)	(30,981)
Reserve 126	Strategic Projects	C.17/0520	Reserve Transfer		20,981		(10,000)
							(10,000)
				15,527	1,035,308	(1,060,835)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Various	998,830				998,830	CBA/Westpac	At Call
Trust Bank Account	Various			4,848		4,848	CBA/Westpac	At Call
Visitor Centre Trust Account	Nil			10,245		10,245	CBA/Westpac	At Call
Cash On Hand	Nil	2,100				2,100	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	1.53%	504,010				504,010	Westpac	06-Jun-20
Municipal Funds	1.39%	400,000				400,000	Westpac	20-Jun-20
Municipal Funds	0.42%	500,000				500,000	NAB	28-Jun-20
Municipal Funds	1.22%	400,000				400,000	NAB	02-Jul-20
Municipal Funds	1.17%	400,000				400,000	NAB	06-Jul-20
Municipal Funds	1.05%	251,984				251,984	Westpac	18-Jul-20
Municipal Funds	1.05%	558,323				558,323	Westpac	20-Jul-20
Municipal Funds	1.05%	352,789				352,789	Westpac	02-Aug-20
Municipal Funds	0.95%	450,000				450,000	NAB	19-Aug-20
Municipal Funds	0.95%	607,330				607,330	Westpac	28-Aug-20
Reserve Funds	0.45%		2,717,470			2,717,470	Westpac	28-May-20
Total		5,425,365	2,717,470	15,093	0	8,157,929		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 6: RECEIVABLES

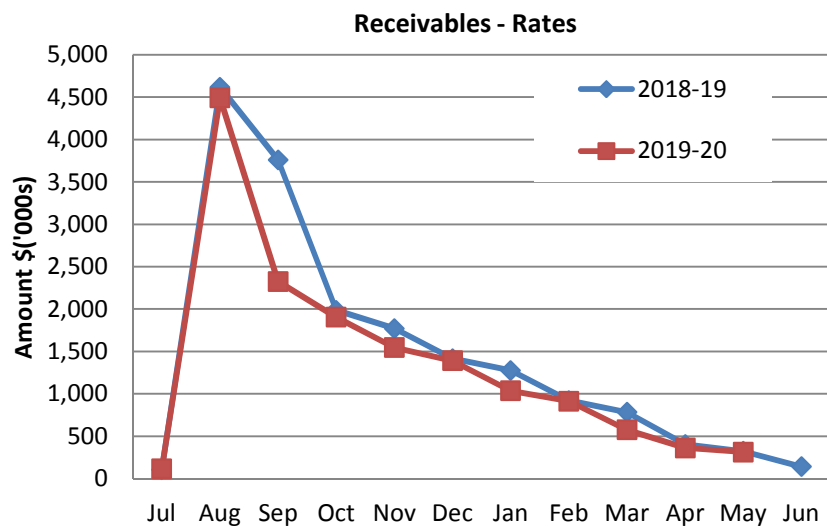
Receivables - Rates

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

Net Rates Collectable

% Collected

YTD 31 May 2020	30 June 2019
\$	\$
141,352	126,308
4,666,464	4,538,968
(4,495,044)	(4,523,923)
312,773	141,352
312,773	141,352
93.49%	96.97%



Receivables - Sundry Debtors

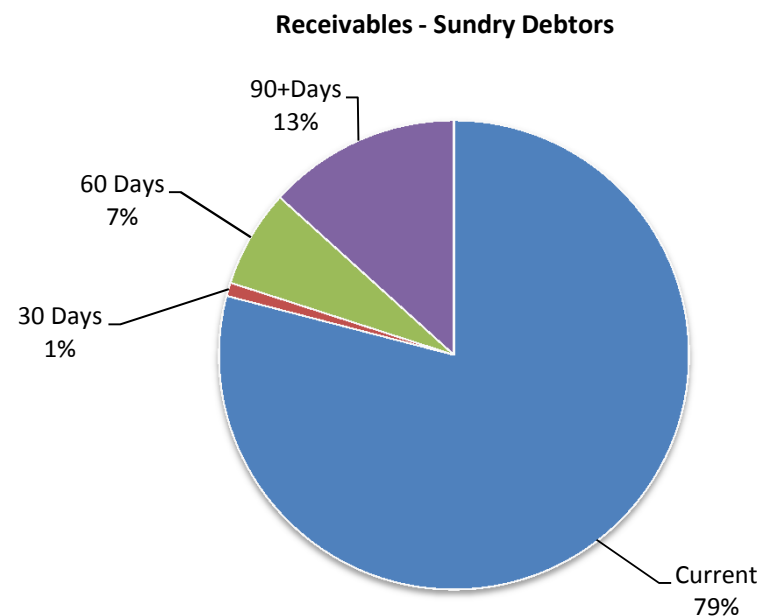
Receivables - Sundry Debtors

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
21,956	259	1,870	3,690

Total Sundry Debtor Receivables Outstanding

27,775

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 7: CASH BACKED RESERVE

2019-20										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	182,136	2,800	2,904	0		0		184,936	185,040
102	Plant Reserve	424,561	6,528	6,770	250,550		(386,000)		295,639	431,331
103	Land and Building Reserve	714,400	11,017	9,233	25,000		(174,410)	(174,410)	576,007	549,223
104	Bush Fire Reserve	10,739	165	45	10,000		(10,000)	(10,000)	10,904	784
105	Maranup Ford Road Maintenance Reserve	5,256	81	84	0		0		5,337	5,340
106	Subdivision Reserve	390,331	6,001	4,715	10,000		(187,164)	(191,969)	219,168	203,077
107	Sanitation Reserve	65,647	1,009	1,047	33,423		(50,000)		50,079	66,694
109	Recreation Centre Floor and Solar Reserve	190,314	2,926	3,035	10,000		0		203,240	193,349
112	Refuse Site Post Closure Reserve	219,017	3,368	3,492	5,000		(43,000)		184,385	222,510
113	Drainage Reserve	21,084	324	336	19,758		0		41,166	21,420
114	Community Bus Reserve	50,374	775	803	5,000		0		56,149	51,177
115	SBS Tower and Infrastructure Reserve	31,589	486	504	0		0		32,075	32,093
118	Playground Equipment Reserve	30,497	469	486	3,850		0		34,816	30,983
119	Swimming Pool Reserve	4,429	68	71	0		0		4,497	4,500
121	Car Park Reserve	948	15	15	0		0		963	963
123	ROMANS Reserve	4,721	0	8	0		(4,721)	(4,730)	0	0
125	Building Maintenance Reserve	145,768	2,241	2,214	25,000		(14,000)	(13,600)	159,009	134,382
126	Strategic Projects Reserve	98,934	1,521	1,514	40,000		(44,981)	(4,500)	95,474	95,949
127	Matched Grants Reserve	38,293	588	521	20,000		(19,124)	(7,124)	39,757	31,690
128	Aged Care Infrastructure Reserve	56,022	861	893	0		0		56,883	56,916
129	Equipment Reserve	6,010	92	96	0		0		6,102	6,106
130	Assets and GRV Valuation Reserve	57,656	886	986	40,588	4,730	0		99,130	63,372
131	Bridgetown Leisure Centre Reserve	117,894	1,813	1,117	0		(58,300)	(58,300)	61,407	60,711
132	Trails Reserve	21,285	327	339	5,000		0		26,612	21,625
133	Light Fleet Vehicle Reserve	64,021	985	1,021	92,570		(124,300)	(9,308)	33,276	55,734

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 7: CASH BACKED RESERVE

2019-20										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Cash Backed Reserves (Continued)		0							
134	Prepaid Rates Reserve	30,097	0	53	0		(30,097)	(30,150)	(0)	0
135	Blackspot Reserve	10,032	154	160	10,000		0		20,186	10,192
201	Unspent Grans Reserve	400,489	0		0		(311,228)	(218,178)	89,261	182,311
		3,392,546	45,500	42,463	605,739	4,730	(1,457,325)	(722,269)	2,586,460	2,717,470

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
36,030	33,636	(2,394)	Plant and Equipment	36,000	36,000	0	(2,394)
			P3070 2015 Toyota Landcruiser (CEO)	17,000	17,000	0	0
			P3085 2014 Holden Colorado (EMCS)	30,000	30,000	0	0
			P4010 2009 Toyota landcruiser (SES)	20,000	0	0	0
			P4015 2005 Toyota Landcruiser (Wandillup)	20,000	0	0	0
			P4050 2007 Toyota Landcruiser (Hester Brook)	3,592	3,592	0	(44)
3,636	3,592	(44)	P4115 2009 Ford Territory (Bridgetown)	25,000	0	0	0
			P4170 2005 Toyota Landcruiser (Winnejump)	25,000	0	0	0
			P4175 2005 Toyota Landcruiser (Bridgetown)	34,000	30,000	(4,000)	4,000
			P2126 2009 Ammann Multi Tyre Roller	36,500	36,500	0	0
			P2133 2008 Caterpillar Multi Tyre Roller	7,000	7,000	0	0
			P2280 2008 Ford Ranger (General Hand)	8,000	8,000	0	0
			P2165 2009 Ford Ranger (BMO)	43,000	43,000	0	0
			P2026 2007 Hino Tip Truck with crane	17,000	17,000	0	(2,522)
17,022	14,500	(2,522)	P3035 2014 Nissan Pathfinder (MTS)	16,000	16,000	0	0
			P3090 2014 Holden Colorado (PBS)				
56,688	51,728	(4,960)		338,092	244,092	(4,000)	(960)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	11,300	7,925	4,776	(3,149)	Works continuing
		11,300	7,925	4,776	(3,149)	
Fire Prevention						
Greenbushes Bushfire Brigade	09BN	252,600	1,300	1,300	0	
Wandillup Bushfire Brigade	10BN	281,100	0	0	0	
		533,700	1,300	1,300	0	
Staff Housing						
146 Hampton Street	26BU	6,500	6,500	6,963	463	Works completed
		6,500	6,500	6,963	463	
Other Community Amenities						
Hampton Street Toilets	46BU	3,000	3,000	691	(2,309)	Works continuing
		3,000	3,000	691	(2,309)	
Public Halls and Civic Centres						
Bridgetown Civic Centre	02BU	314,738	3,700	1,400	(2,300)	Works continuing
Greenbushes Hall	20BU	87,800	13,490	13,490	0	
Greenbushes Offices	21BU	6,000	6,000	5,577	(423)	Job completed, some savings made
		408,538	23,190	20,467	(2,723)	
Swimming Areas and Beaches						
Greenbushes Pool Toilet	05BU	6,000	6,000	3,686	(2,314)	Works continuing
		6,000	6,000	3,686	(2,314)	
Other Recreation and Sport						
Bridgetown Leisure Centre - Gym expansion	06BN	327,050	327,050	293,390	(33,660)	Works continuing
Bridgetown Leisure Centre Renewals	16BU	25,140	25,140	25,087	(53)	Job completed
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	37,124	17,124	16,349	(775)	
Greenbushes Cricket Pavilion/Toilets	54BU	9,500	9,500	7,870	(1,630)	Job completed, some savings made
		531,814	378,814	342,695	(36,119)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Libraries						
Bridgetown Regional Library	36554	7,500	7,500	7,543	43	Job completed
		7,500	7,500	7,543	43	
Heritage						
Greenbushes Old Court House	19BU	5,500	5,500	5,100	(400)	Job completed, some savings made
		5,500	5,500	5,100	(400)	
Streets and Road Construction						
Shire Depot	08BU	14,800	7,300	2,045	(5,255)	Works continuing
		14,800	7,300	2,045	(5,255)	
Unclassified						
Geegelup Brook Land	1790040	213,427	213,427	143,053	(70,374)	Purchase order raised
		213,427	213,427	143,053	(70,374)	
Land and Buildings Total		1,742,079	660,456	538,320	(122,136)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 17/18	RR17	32,309	32,307	32,309	2	Job completed
Winnejup Road Regional Road Group 18/19	RR21	25,257	25,256	29,118	3,862	Job completed
Winnejup Road Regional Road Group 19/20	RR22	209,988	209,986	167,957	(42,029)	Works continuing
Winnejup Road Regional Road Group 15/16	RR24	12,046	12,045	12,046	1	Job completed
Mockerdillup Road Regional Road Group	RR16	95,400	95,398	14,132	(81,266)	Works continuing
Kerbing	KB01	7,000	3,000	2,800	(200)	Works continuing
Glentulloch Road Roads to Recovery	RT10	189,500	189,498	193,598	4,100	Job completed
Glentulloch Road 2nd coat Roads to Recovery	RT82	18,554	18,554	21,779	3,225	Job completed
Tweed Road Roads to Recovery	RT52	8,448	8,448	8,518	70	Job completed
Brockman Highway Roads to Recovery	RT83	28,114	28,113	21,484	(6,629)	Job completed, some savings made
Dalmore Road Roads to Recovery	RT72	49,947	49,947	50,378	431	Job completed
Huitson Road Roads to Recovery	RT81	39,289	39,289	39,654	365	Job completed
Eastcott Road Roads to Recovery	RT84	27,400	27,400	31,589	4,189	Job completed
Campbells Road Roads to recovery	RT85	53,428	53,428	53,793	365	Job completed

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Streets and Road Construction (Continued)						
Blackwood Park Road	RC46	41,678	41,678	41,678	0	Job completed
Kangaroo Gully Road	RC33	37,608	37,608	36,087	(1,521)	Job completed, some savings made
Blackwood West Terrace	RC09	26,302	26,302	25,612	(690)	Job completed, some savings made
Seaton Ross Road	RC47	9,121	9,120	6,779	(2,341)	Job completed, some savings made
Nelson Street	RC41	7,300	7,298	0	(7,298)	Works not yet commenced
Chevis Court	RC48	8,023	8,022	8,122	100	Job completed
Ethel Street	RC49	20,000	20,000	0	(20,000)	Works not yet commenced
Brockman Street	RC22	21,896	21,896	14,103	(7,793)	Works continuing
Doust Street	RC25	22,195	22,194	21,161	(1,033)	Job completed, some savings made
Kandalee Road	RC50	20,667	20,667	20,667	(0)	Job completed
Taylor's Road	RC51	32,868	32,868	32,078	(790)	Job completed, some savings made
Farrell Street	RC20	6,705	6,705	5,885	(820)	Job completed, some savings made
		1,051,043	1,047,027	891,326	(155,701)	
Roads Total		1,051,043	1,047,027	891,326	(155,701)	
Footpaths						
Streets and Road Construction						
Footpaths Disability Access	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	5,000	0	(5,000)	Works not yet commenced
Campbell Street	FP45	3,000	3,000	0	(3,000)	Purchase order raised
		13,000	8,000	0	(8,000)	
Footpaths Total		13,000	8,000	0	(8,000)	
Drainage						
Urban Stormwater Drainage						
Huggett Place	DR33	18,000	17,999	11,643	(6,356)	Works continuing
Lakeview Crescent	DR34	24,900	24,899	21,416	(3,483)	Works continuing
Whittels Road	DR35	7,000	7,000	6,137	(863)	Job completed, some savings made
Eedle Terrace	DR09	6,919	6,919	6,342	(577)	Job completed, some savings made
Dean Street/Apex Grove	DR36	16,834	16,834	14,334	(2,500)	Works continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Urban Stormwater Drainage (Continued)						
Claret Ash Rise	DR31	9,000	8,998	2,428	(6,570)	Works continuing
Four Season Estate	DR24	11,364	0	0	0	
		94,017	82,649	62,300	(20,349)	
Drainage Total		94,017	82,649	62,300	(20,349)	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	16,029	16,029	2,906	(13,123)	Works continuing
Bridgetown Leisure Centre Shade Sails	06IN	4,800	4,800	4,800	0	
Greenbushes Heritage Park	10IU	7,500	7,500	6,650	(850)	
		28,329	28,329	14,355	(13,974)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	25,000	0	167	167	Job completed
		25,000	0	167	167	
Parks and Ovals Total		53,329	28,329	14,522	(13,807)	
Bridges						
Streets and Road Construction						
Winneup Road Bridge 3315	BR03	345,000	345,000	0	(345,000)	Works not yet commenced
Donnelly Mill Road Bridge 3337	BR19	660,321	660,321	0	(660,321)	Works not yet commenced
		1,005,321	1,005,321	0	(1,005,321)	
Bridges Total		1,005,321	1,005,321	0	(1,005,321)	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	30,000	0	0	0	
		30,000	0	0	0	
Swimming Area and Beaches						
Greenbushes Pool Gazebo & BBQ	11IU	13,500	13,500	10,926	(2,574)	Job completed, some savings made
		13,500	13,500	10,926	(2,574)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Recreation and Sport						
Blackwood River Boardwalk	10IN	41,990	41,990	13,553	(28,437)	Works continuing
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park Stage	09IN	150,000	0	0	0	
Memorial Park Drainage Improvements	14IN	25,000	25,000	0	(25,000)	Works not yet commenced
		280,626	66,990	13,553	(53,437)	
Parking Facilities						
Acrod bay - Shire carpark	CP03	8,992	8,992	8,992	(0)	Job completed
Acrod Bay - near IGA	CP04	7,345	7,345	7,346	1	Job completed
		16,337	16,337	16,337	0	
Tourism and Area Promotion						
Septage dump point	13IN	36,000	36,000	13,314	(22,686)	Works continuing
		36,000	36,000	13,314	(22,686)	
Infrastructure Other Total		376,463	132,827	54,130	(78,697)	
Plant and Equipment						
Other Governance						
Light Fleet Vehicles	1055440	92,000	56,000	55,989	(11)	
		92,000	56,000	55,989	(11)	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	38,405	38,405	38,405	0	Vehicle purchase completed
		43,405	38,405	38,405	0	
Other Law, Order and Public Safety						
SES Vehicle	1080240	102,100	0	0	0	
		102,100	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2020			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Recreation and Sport						
Gas chlorine auto shut down system	06EN	8,700	8,700	8,268	(432)	Job completed, some savings made
Travelling irrigator for Bridgetown Sportsground	05EQ	12,750	12,750	11,745	(1,005)	Job completed, some savings made
		21,450	21,450	20,013	(1,437)	
Road Plant Purchases						
Multi tyre road roller	PL15	164,380	164,380	0	(164,380)	Purchase order raised
Tip truck	PL04	181,350	181,350	0	(181,350)	Purchase order raised
Multi tyre road roller	PL16	164,380	164,380	0	(164,380)	Purchase order raised
Works and Services Fleet	1405040	87,300	87,300	22,490	(64,810)	Vehicles yet to be ordered
Sundry Equipment	1403740	5,000	0	0	0	
		602,410	597,410	22,490	(574,920)	
Economic Services						
PBS Vehicle	1470140	32,000	32,000	0	(32,000)	Vehicle yet to be ordered
		32,000	32,000	0	(32,000)	
Plant and Equipment Total		893,365	745,265	136,898	(606,930)	
Furniture and Equipment						
Other Governance						
IT Communications Equipment and Software	1055140	52,108	28,437	26,861	(1,576)	IT software to be purchased
		52,108	28,437	26,861	(1,576)	
Furniture and Equipment Total		52,108	28,437	26,861	(1,576)	
Capital Expenditure Total		5,280,725	3,738,311	1,724,357	(2,012,517)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	73,952		11,704	23,650	62,248	50,302	1,527	2,813
Loan 113 Landfill Site New Cell	206,825		50,830	102,240	155,995	104,585	2,358	4,136
Loan 114 Liquid & Inert Waste Sites	97,284		11,591	23,341	85,693	73,943	1,328	2,498
Loan 115 Landfill Cell Extension	100,000		9,643	19,364	90,357	80,636	805	1,541
Loan 116 Liquid Waste Facility	100,000		4,550	9,145	95,450	90,855	980	1,915
Recreation and Culture								
Loan 110 Bridgetown Bowling Club - SSL	17,627		4,285	8,651	13,342	8,976	329	578
Loan 112 Bridgetown Swimming Pool	1,467,894		33,078	66,825	1,434,816	1,401,069	29,651	58,635
	2,063,582	0	125,683	253,216	1,937,899	1,810,366	36,978	72,116

(b) New Debentures

The Shire of Bridgetown-Greenbushes does not intend to undertake any new borrowings for the year ended 30th June 2020.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.087045	1,724	27,707,110	2,411,766	11,172	1,104	2,424,043	2,411,766	8,000	1,000	2,420,766
UV Shire Rural	0.006317	481	184,217,000	1,149,802	(1,258)	(64)	1,148,480	1,163,699			1,163,699
UV Bridgetown Urban Farmland	0.000000	0	0	13,897			13,897	0			0
UV Mining	0.075684	15	973,842	73,704	(1,246)		72,458	73,704			73,704
Sub-Totals		2,220	212,897,952	3,649,169	8,669	1,040	3,658,878	3,649,169	8,000	1,000	3,658,169
Minimum Payment	Minimum \$										
GRV Shire	942.00	753	3,914,589	709,326	0		709,326	709,326			709,326
UV Shire Rural	1,168.00	250	33,480,400	292,000	(1,232)		290,768	292,000			292,000
UV Bridgetown Urban Farmland	0.00	0	0	0	0		0	0			0
UV Mining	523.00	15	35,935	7,845	(353)		7,492	7,845			7,845
Sub-Totals		1,018	37,430,924	1,009,171	(1,585)	0	1,007,586	1,009,171	0	0	1,009,171
Rates Paid in Advance							4,666,464				4,667,340
Amount from General Rates							0				0
Discounts/concessions							4,666,464				4,667,340
Totals							(1,390)				(1,412)
							4,665,074				4,665,928

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-19	Amount Received	Amount Paid	Closing Balance 31-May-20
	\$	\$	\$	\$
BCITF	0	17,244	(17,244)	0
Building Services Levy	2,817	22,955	(25,773)	0
Traffic Act	0	1,024,573	(1,024,573)	0
Bushfire Donations	5,430	14	(5,444)	0
Accommodation - Visitor Centre	32,793	114,523	(137,332)	9,985
South West Coach Lines	410	3,767	(4,177)	0
Other Visitor Centre	310	2,352	(2,609)	53
TransWA	1,019	9,560	(10,371)	208
Local Drug Action Group	767	2	(769)	0
Coral Marble - Extractive Industries Bond	4,522	12	(4,534)	0
Bridgetown Tidy Town Bank A/C	834	2	(836)	0
Perry - Fee Relating to Caveat	104	0	(104)	0
Ouch Festival	622	2	(623)	0
Unclaimed Monies				
R Witlen Overpayment	21	0		21
Visitor Centre Accommodation Payment	231	1		231
Dress Down Donations	925	257	(1,182)	0
BG Hockey Windup of Assn	3,882	10		3,892
Frank Draper Cemetery Fees	701	2		703
Interest to be Distributed	0	71	(71)	0
	55,387	1,195,346	(1,235,640)	15,093

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
DD14484.1	06/05/2020	WA SUPER	PAYROLL DEDUCTIONS	16,726.09
DD14484.2	06/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	82.95
DD14484.3	06/05/2020	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	689.29
DD14484.4	06/05/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14484.5	06/05/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	573.01
DD14484.6	06/05/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	295.96
DD14484.7	06/05/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	87.02
DD14484.8	06/05/2020	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	140.42
DD14484.9	06/05/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	408.46
DD14484.10	06/05/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	108.56
DD14484.11	06/05/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	182.67
DD14484.12	06/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	276.19
DD14491.1	07/05/2020	CALTEx STARCARD	FUEL FOR THE MONTH OF APRIL	2,972.29
DD14491.3	13/05/2020	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	70.00
DD14491.4	15/05/2020	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS	136.88
DD14509.1	20/05/2020	WA SUPER	PAYROLL DEDUCTIONS	17,924.17
DD14509.2	20/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	82.95
DD14509.3	20/05/2020	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	916.43
DD14509.4	20/05/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14509.5	20/05/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	451.26
DD14509.6	20/05/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	350.14
DD14509.7	20/05/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	219.88
DD14509.8	20/05/2020	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	162.33
DD14509.9	20/05/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	426.79
DD14509.10	20/05/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	108.56
DD14509.11	20/05/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	251.96
DD14509.12	20/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	290.67
DD14491.2	30/05/2020	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE - MAY	75.90
B/S	02/05/2020	COMMONWEALTH BANK	MERCHANT FEES	219.05
B/S	15/05/2020	COMMONWEALTH BANK	ACCOUNT KEEPING FEES	1.70
B/S	15/05/2020	COMMONWEALTH BANK	BPOINT/BPAY FEES	5.33
B/S	01/05/2020	WESTPAC BANK	MERCHANT FEES	436.53
B/S	01/05/2020	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	297.68
B/S	06/05/2020	WESTPAC BANK	TOTAL WAGES FOR 23.04.2020 - 06.05.2020	117,043.64
B/S	20/05/2020	WESTPAC BANK	TOTAL WAGES FOR 07.05.20 - 20.05.2020	111,630.59
B/S	30/04/2020	COMMONWEALTH BANK - CREDIT CARD	MEETING REFRESHMENTS	25.80
B/S	12/05/2020	COMMONWEALTH BANK - CREDIT CARD	MICROCHIP REGISTRATION FOR RE-HOMED CAT	10.00
B/S	13/05/2020	COMMONWEALTH BANK - CREDIT CARD	ELT STRATEGIC PLANNING LUNCH	57.50
B/S	13/05/2020	COMMONWEALTH BANK - CREDIT CARD	LOCAL GOVERNMENT PROFESSIONAL LEADERSHIP WEBINAR	35.00
B/S	14/05/2020	COMMONWEALTH BANK - CREDIT CARD	CONCEPT FORUM MEAL	27.90
B/S	18/05/2020	COMMONWEALTH BANK - CREDIT CARD	LEADERSHIP MANAGEMENT COURSE	960.00
B/S	18/05/2020	COMMONWEALTH BANK - CREDIT CARD	MEETING WITH ENVIRONMENTAL OFFICER TO DISCUSS RE-STRUCTURE	10.00
B/S	24/05/2020	COMMONWEALTH BANK - CREDIT CARD	FRAMES FOR DONATED PICTURES	30.00
B/S	26/05/2020	COMMONWEALTH BANK - CREDIT CARD	FRAMES FOR DONATED PICTURES	40.00
B/S	27/05/2020	COMMONWEALTH BANK - CREDIT CARD	ELT WORK LUNCH	74.00
B/S	28/05/2020	COMMONWEALTH BANK - CREDIT CARD	RENEWAL OF LANDFILL LICENCE FOR BRIDGETOWN WASTE DISPOSAL SITE	1,217.82

BPAY

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
10520201	01/05/2020	PIVOTEL SATELLITE PTY LTD	2019-20 MONTHLY TRACKING OF SPOT TRACKERS - APRIL	155.00
10520202	01/05/2020	TELSTRA	MONTHLY TELEPHONE CHARGES FOR BRIDGETOWN EMERGENCY SERVICE	25.00
290520201	29/05/2020	PIVOTEL SATELLITE PTY LTD	2019-20 MONTHLY TRACKING OF SPOT TRACKERS - MAY	155.00
290520202	29/05/2020	RAC	ANNUAL RAC BUSINESSWISE RENEWAL FOR COMMUNITY BUS	196.00
290520203	29/05/2020	TELSTRA	TELEPHONE	5,198.21
ELECTRONIC PAYMENTS				
EFT30527	14/05/2020	2R ELECTRICAL	ELECTRICAL WORK TO INSTALL BBQS AT GREENBUSHES POOL AND HERITAGE PARK	1,068.55
EFT30528	14/05/2020	AJ & DS PAINTING	PAINTING OF FOYER AND PASSAGEWAYS AT BRIDGETOWN LEISURE CENTRE	8,617.60
EFT30529	14/05/2020	GILBERT ARLANDOO	REIMBURSEMENT OF MEALS AND FUEL PURCHASED WHILST ATTENDING CONFERENCE	86.77
EFT30530	14/05/2020	ARTREF PTY LTD	4 X A0 SIZE PAPER ROLLS FOR PRINTING & PHOTOCOPYING	99.00
EFT30531	14/05/2020	AUSQ TRAINING	2 X REGISTRATIONS TO BASIC TRAFFIC MANAGEMENT TRAINING COURSE	1,158.00
EFT30532	14/05/2020	AUTOMATIC SOLUTIONS	8 X LONG RANGE CONTROLS FOR SHIRE DEPOT GATE	656.00
EFT30533	14/05/2020	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING FOR MAY	1,716.00
EFT30534	14/05/2020	KYLE RHETT BAKER	REFUND OF ANIMAL TRAP BOND LESS HIRE CHARGES	40.25
EFT30535	14/05/2020	JEAN VIVienne BARRETT	PUBLIC ART INSTALLATION FOR WATER CORP INFRASTRUCTURE ON LOFTIE STREET	4,000.00
EFT30536	14/05/2020	BKS REFRIGERATION & AIR CONDITIONING	AIR CONDITIONING REPAIRS AT VISITOR CENTRE	460.00
EFT30537	14/05/2020	BLACKWOOD FRESH	CLEANING PRODUCTS FOR VISITOR CENTRE	8.70
EFT30538	14/05/2020	BLACKWOOD VALLEY PROPERTY MAINT.	VARIOUS BUILDING MAINTENANCE WORKS AT DEPOT, WASTE SITE AND BRIDGETOWN LEISURE CENTRE	2,980.00
EFT30539	14/05/2020	BLISS FOR DESIGN	VARIOUS PARTS FOR CHAINSAW SERVICING & REPAIRS	236.50
EFT30540	14/05/2020	BOOEASY AUSTRALIA PTY LTD	MONTHLY BOOKING RETURNS COMMISSION/FEEs FOR MARCH AND APRIL	440.00
EFT30541	14/05/2020	PW & CJ BRADFORD	PORTABLE ALUMINIUM STANDPIPE FOR BUSHFIRE BRIGADES	880.00
EFT30542	14/05/2020	BRIDGETOWN MUFFLER & TOWBAR CENTRE	150,000KM SERVICE OF BUSHFIRE SUPPORT VEHICLE	592.00
EFT30543	14/05/2020	BRIDGETOWN COMPUTERS	WIRELESS PROJECTOR PRESENTER FOR SES	79.00
EFT30544	14/05/2020	BRIDGETOWN MITRE 10 & RETRAVISION	KARCHER PRESSURE CLEANER, WORK STEP, PLANTS AND VARIOUS MINOR ITEMS	775.47
EFT30545	14/05/2020	BRIDGETOWN PAINT SALES	PAINT & SUPPLIES FOR TENNIS CLUB AND CRICKET PAVILION MAINTENANCE WORKS	574.95
EFT30546	14/05/2020	CANNINGS PURPLE	MONTHLY GOVERNMENT RELATIONS SUPPORT CONTRACT FOR APRIL	6,050.00
EFT30547	14/05/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT30548	14/05/2020	CITY AND REGIONAL FUELS	BULK FUEL FOR APRIL & MEALS FOR FIRE CREWS	7,080.38
EFT30549	14/05/2020	CLEANAWAY PTY LTD	WASTE COLLECTION & DISPOSAL CHARGES FOR APRIL	31,799.65
EFT30550	14/05/2020	CLOVERS GENERAL & LIQUOR STORE	SUPPLIES FOR DANIELS ROAD FIRE AND LIBRARY GROCERIES FOR MARCH & APRIL	431.65
EFT30551	14/05/2020	COMBINED TEAM SERVICES	2 X REGISTRATIONS TO SAFETY REP COURSE	1,990.00
EFT30552	14/05/2020	BRUCE ANDREW DOMINIC COULTER	RATES REFUND	258.63
EFT30553	14/05/2020	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR MAY	426.53
EFT30555	14/05/2020		CANCELLED	0.00
EFT30555	14/05/2020	D & J COMMUNICATIONS	SUPPLY OF SOUND SYSTEM FOR LEISURE CENTRE GYM	9,295.00
EFT30556	14/05/2020	ADAM DAVEY CONSULTING	HOLLOW TINE CORING FOR BRIDGETOWN SPORTS GROUND OVAL TO MINIMIZE GROUND WATER	4,950.00
EFT30557	14/05/2020	BRITTANY MAY DELAPORTE	REFUND OF ANIMAL TRAP BOND LESS HIRE CHARGES	38.20
EFT30558	14/05/2020	DOMESTIC MAINTENANCE SW	PRESSURE CLEANING OF INTERIOR AT HAMPTON STREET PUBLIC CONVENIENCES	253.00
EFT30559	14/05/2020	FISHERS TYRE CENTRE	WHEEL ALIGNMENT ON CESH VEHICLE	110.00
EFT30560	14/05/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	2 X PAIRS FIREFIGHTER BOOTS & REPLACEMENT ZIP KIT	541.64
EFT30561	14/05/2020	GROW GREENBUSHES INCORPORATED	DONATION TOWARDS 2020 AUSTRALIA DAY BREAKFAST	1,100.00
EFT30562	14/05/2020	DEAN GUJA	REIMBURSEMENT FOR NATIONAL POLICE CLEARANCE	50.65
EFT30563	14/05/2020	WAYNE ROBERT HARTUP	SHIRES CONTRIBUTION TOWARDS CROSSOVER	882.20
EFT30564	14/05/2020	H C JONES & CO	REPAIR LEAKING TAPS AT KANGAROO GULLY FIRE STATION	167.20
EFT30565	14/05/2020	HILLVIEW ELECTRICAL SERVICE	REMOVE & REPLACE SAFETY SWITCHES AT SHIRE ADMIN OFFICE & HAMPTON ST PUBLIC CONVENIENCES	506.00
EFT30566	14/05/2020	HOSTAWAY PTY LTD	ANNUAL FEE FOR DNS HOSTING OF DOMAIN NAME - BRIDGETOWNSES.ORG.AU	46.50
EFT30567	14/05/2020	HYWOOD SIGNS	50% PAYMENT OF DIGITALLY PRINTED ALUMINIUM PANELS FOR LEISURE CENTRE	1,872.50
EFT30568	14/05/2020	IPWEA - WA	IPWEA OPERATIONS REVIEWS & ACTIVE WORK MANAGEMENT TRAINING FOR TWO STAFF	160.00
EFT30569	14/05/2020	ISA TECHNOLOGIES	MONTHLY IT SUPPORT FOR APRIL	1,760.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT30570	14/05/2020	JAFFA ROOM	3 X SCREENING LICENCES FOR SUMMER FILM FESTIVAL	1,155.00
EFT30571	14/05/2020	KEIDY CONTRACTORS	HIRE OF EXCAVATOR AND OPERATOR FOR DRAINAGE WORK ON WHITTELS ROAD	1,914.00
EFT30572	14/05/2020	LANDGATE	LAND VALUATION ENQUIRY CHARGES	83.76
EFT30573	14/05/2020	LOTEX FILTER CLEANING SERVICE	AIR FILTER CLEANING FOR CATERPILLAR ROAD ROLLER	21.19
EFT30574	14/05/2020	MANJIMUP AUTOMOTIVE SERVICES	120,000KM SERVICE OF EMCS VEHICLE	600.60
EFT30575	14/05/2020	MARKETFORCE	SHIRE ADVERTISEMENTS FOR APRIL	371.23
EFT30576	14/05/2020	J.L & G.F MAY	GRAVE DIGGING AT GREENBUSHES CEMETERY	825.00
EFT30577	14/05/2020	ANDREW MCRAE	REFUND OF STANDPIPE BOND PAID	100.00
EFT30578	14/05/2020	MOORE STEPHENS	REGISTRATION FOR ON-LINE GST WORKSHOP	770.00
EFT30579	14/05/2020	NEXT PRACTICE	STAGE 2 DESIGN DEVELOPMENT FOR BRIDGETOWN RAILWAY PRECINCT	4,950.00
EFT30580	14/05/2020	OFFICEWORKS LTD	SINGLE BLUETOOTH EARPIECE & FREIGHT	44.95
EFT30581	14/05/2020	PARADIGM CLEANING SERVICES	CLEANING OF INTERNAL AND EXTERNAL WINDOWS AT LIBRARY	5,038.00
EFT30582	14/05/2020	PHARMACY 777 BRIDGETOWN	6 X 500ML HAND SANITISER & FIRST AID SUPPLIES	193.84
EFT30583	14/05/2020	PLUNKETT HOMES	REFUND OF LANDSCAPING BOND PLUS INTEREST	608.63
EFT30584	14/05/2020	QUALITY SHOP	3 X REAMS OF SAND COLOURED A4 COPY PAPER FOR AGENDAS	29.88
EFT30585	14/05/2020	REDFISH TECHNOLOGIES PTY LTD	CCTV EQUIPMENT AND INSTALLATION FOR BLC GYM	6,403.10
EFT30586	14/05/2020	REWARD HOSPITALITY	10 X BLACK PANS FOR NEW SES GO BOX FOOD TRANSPORTERS	230.12
EFT30587	14/05/2020	SCAVENGER FIRE AND SAFETY	2 X FIRE GOGGLES FOR BUSH FIRE BRIGADES	70.40
EFT30588	14/05/2020	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING & PRINTING CHARGES - APRIL	371.26
EFT30589	14/05/2020	SETON AUSTRALIA PTY LTD	2 X HAZARDOUS MATERIALS LABELS & 5 X 5L ANTIBACTERIAL FLOOR AND SURFACE DISINFECTANTS	310.09
EFT30590	14/05/2020	SHADEWEST SAILS	ANNUAL SHADE SAIL REFIT & TAKE DOWN FOR VARIOUS BUILDINGS	3,122.00
EFT30591	14/05/2020	SOUTHERN'S WATER TECHNOLOGY	PVC RETICULATION FITTINGS FOR BRIDGETOWN SPORTSGROUND	24.88
EFT30592	14/05/2020	SOUTHERN LOCK & SECURITY	NEW SHIRE RESTRICTED KEY SYSTEM	15,917.25
EFT30593	14/05/2020	SOUTH WEST FIRE UNITS	ANNUAL SERVICE AND REPAIRS OF FIRE VEHICLES	14,946.60
EFT30594	14/05/2020	SOUTH WEST OIL SUPPLIES	205LTS DELO400 15W40 & 2 X 20LTS HAVOLINE FULLY SYNTHETIC 5W40 FOR DEPOT STOCKS	1,380.50
EFT30595	14/05/2020	SUNNY INDUSTRIAL BRUSHWARE	2 X BRUSHES FOR RIDE ON SWEEPER	573.54
EFT30596	14/05/2020	SYNERGY	ELECTRICITY CHARGES	7,536.05
EFT30597	14/05/2020	TENNANT	MINOR PARTS FOR RIDE ON SWEEPER REPAIRS	75.09
EFT30598	14/05/2020	THE STABLES IGA	VARIOUS GROCERIES FOR SHIRE OFFICES	60.62
EFT30599	14/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	139.98
EFT30600	14/05/2020	WAYNES METAL FABRICATION	REPAIR OF STAINLESS STEEL HANDRAIL IN THE LEARN TO SWIM POOL AT LEISURE CENTRE	198.00
EFT30601	14/05/2020	ARNOLD JAMES WILLIS	RATES REFUND	653.06
EFT30602	14/05/2020	WINC AUSTRALIA PTY LTD	CLEANING SUPPLIES, OFFICE FURNITURE, STATIONERY AND VENDING MACHINE BISCUITS	1,459.92
EFT30605	21/05/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR APRIL 2020	48,725.00
EFT30606	28/05/2020	2R ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE DEPOT	1,874.28
EFT30607	28/05/2020	ABCO PRODUCTS PTY LTD	8 X 1L HAND SANITISERS AND 2 X 9L PAILS PLUS FREIGHT CHARGES	469.08
EFT30608	28/05/2020	AMITY SIGNS	PURCHASE OF 5 X STREET BLADE SIGNS	434.50
EFT30609	28/05/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	55.00
EFT30610	28/05/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF APRIL, 2 X IPHONES 6S 32GB & 10 X PADDED ENVELOPES	920.82
EFT30611	28/05/2020	AUSLEC	10 X FLUORO LIGHT TUBES & STARTERS	49.06
EFT30612	28/05/2020	BELIA ENGINEERING	TRANSPORT OF E-WASTE RECYCLING BINS & COLLECTION OF USED MATTRESSES FROM WASTE SITE	1,148.40
EFT30613	28/05/2020	BLACKWOOD RURAL SERVICES	ROLL OF 5MM START CORD FOR LINE MARKING & MINOR ITEMS	133.00
EFT30614	28/05/2020	BLACKWOOD VALLEY PROPERTY	SUPPLY AND INSTALL POLY-CARBONATE SHEET AT LEISURE CENTRE ENTRANCE	220.00
EFT30615	28/05/2020	GLENN BLECHYNDEN	REPAIR WINDOWS AT SHIRE ADMIN & GREENBUSHES HALL AND REPLACE 3 X DOORS AT TROTTER CLUB	4,848.00
EFT30616	28/05/2020	BLISS FOR DESIGN	SPRINKLERS, REPAIR TO WATER PUMP & BLADE FOR BRUSH CUTTER	160.51
EFT30617	28/05/2020	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30618	28/05/2020	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30619	28/05/2020	BRIDGETOWN MUFFLER & TOWBAR CENTRE	OIL FILTER PART	22.00
EFT30620	28/05/2020	BLACKWOOD AUTO ELECTRICAL SERVICES	INSTALLATION OF LIGHTS ON SES VEHICLE & REPAIR OF TRUCK TIPPER	625.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT30621	28/05/2020	BRIDGETOWN RESIDENTIAL CONTRACTORS	WINDOW CLEANING AT EXISTING GYM BUILDING	316.25
EFT30622	28/05/2020	BRIDGETOWN COMPUTERS	5 X ETHERNET CAT6 NETWORK CABLES	99.75
EFT30623	28/05/2020	BRIDGETOWN MITRE 10 & RETRAVISION	5 X SD CARDS, 12 X HEADSETS, CLEANING SUPPLIES AND VARIOUS ITEMS	682.20
EFT30624	28/05/2020	BRIDGETOWN TYRES	2 X MINOR TYRE REPAIRS & BOSCH 12V BATTERY FOR WORKS SUPERVISOR VEHICLE	306.00
EFT30625	28/05/2020	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR APRIL, PAPER SHREDDER FOR SES & 10 BOXES A4 PAPER	572.20
EFT30626	28/05/2020	BRIDGETOWN ART & CRAFT CENTRE	REFUND OF STALL HIRE BOND	50.00
EFT30627	28/05/2020	BURGESS RAWSON (WA) PTY LTD	PREPARATION FOR PTA LICENCE FEE	550.00
EFT30628	28/05/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT30629	28/05/2020	CHRISTIE PARKSAFE	4 X WASTE CONTAINERS FOR GREENBUSHES POOL & HERITAGE PARK	409.64
EFT30630	28/05/2020	CJD EQUIPMENT PTY LTD	VARIOUS OIL & FUEL FILTERS FOR GRADER AND WHEEL LOADER	550.36
EFT30631	28/05/2020	CLOVERS GENERAL & LIQUOR STORE	GROCERIES FOR LEISURE CENTRE KIOSK & BUSHFIRE BRIGADE- MARCH/APRIL	74.39
EFT30632	28/05/2020	CVP ELECTRICAL CO	INVESTIGATE FAULT & CARRY OUT UNSCHEDULED SERVICE TO CHLORINE PUMP FILTRATION SYSTEM AT BLC	1,100.00
EFT30633	28/05/2020	D & J COMMUNICATIONS	SUPPLY OF ICOM MICROPHONE FOR RANGER VEHICLE RADIO	49.50
EFT30634	28/05/2020	DAVMECH	HYDRAULIC CYLINDER REPAIRS FOR SKID STEER LOADER & HOSE FOR GARBAGE TRUCK	342.78
EFT30635	28/05/2020	DORMAKABA AUSTRALIA PTY LTD	AUTO DOOR SERVICING AT BRIDGETOWN LEISURE CENTRE AND LIBRARY	473.00
EFT30636	28/05/2020	EMERGE ASSOCIATES	DETAILED DESIGN OF BOARDWALK AREA FOR BLACKWOOD FORESHORE PROJECT	4,005.10
EFT30637	28/05/2020	LGRCEU	PAYROLL DEDUCTIONS	123.00
EFT30638	28/05/2020	GEOGRAPHE UNDERGROUND SERVICES	LOCATED UNDERGROUND SERVICES FOR YOUTH PRECINCT DEVELOPMENT AT BRIDGETOWN SKATE PARK	2,268.75
EFT30639	28/05/2020	HAWKERS WA PTY LTD	REPLACE & UPGRADE LIGHTING TO GREENBUSHES POOL GAZEBO AREA & GREENBUSHES TOILET BLOCK	3,850.00
EFT30640	28/05/2020	H C JONES & CO	SERVICE HEAT PUMPS & REPLACE MIXER HANDLES FOR TOILET TAPS AT BLC AND REPAIR ADMIN OFFICE TAP	735.30
EFT30641	28/05/2020	HILLVIEW ELECTRICAL SERVICE	SUPPLY & INSTALL 2 X LED EXIT LIGHTS TO COUNCIL CHAMBERS	440.00
EFT30642	28/05/2020	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - MAY	130.90
EFT30643	28/05/2020	INTERFIRE AGENCIES PTY LTD	REPLACEMENT FOAM FOR BUSH FIRE BRIGADES	3,484.80
EFT30644	28/05/2020	ISA TECHNOLOGIES	FORTIGATE MAINTENANCE FOR LEISURE CENTRE FROM 22.02.200 - 20.05.2021	680.90
EFT30645	28/05/2020	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER FOR APRIL	168.63
EFT30646	28/05/2020	JEMEX CLEANING SERVICES	HIGH PRESSURE EXTERNAL CLEAN OF LEISURE CENTRE	500.00
EFT30647	28/05/2020	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT30648	28/05/2020	PATRICK T JOHNSON	LAY FLAT HOSE WINDER	300.00
EFT30649	28/05/2020	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30650	28/05/2020	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30651	28/05/2020	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT30652	28/05/2020	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30653	28/05/2020	QTRA TREE SAFETY MANAGEMENT	QTRA ADVANCED USER TRAINING COURSE FOR 1 X SHIRE EMPLOYEE	374.00
EFT30654	28/05/2020	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30655	28/05/2020	RED ELECTRICAL	RELOCATION OF POWERPOINTS FOR TREADMILLS AT GYM	110.00
EFT30656	28/05/2020	REDWOOD HILLS	SUPPLY GRAVEL FOR LAKEVIEW CRESCENT DRAINAGE WORKS & KANGAROO GULLY ROAD WORKS	3,598.48
EFT30657	28/05/2020	REWARD HOSPITALITY	4 X FOOD TRANSPORTER BOXES AND ACCESSORIES FOR SES	1,899.22
EFT30658	28/05/2020	RICHFEEDS AND RURAL SUPPLIERS	VARIOUS STAFF PPE, CHEMICALS FOR PARKS & GARDENS & DRAIN PANEL FOR LAKEVIEW CLOSE	2,386.45
EFT30659	28/05/2020	SETON AUSTRALIA PTY LTD	ROLL OF BLACK SAFELINE ANTI-SLIP TAPE FOR RIVER PARK CONVENIENCES	158.90
EFT30660	28/05/2020	SHIRE OF BOYUP BROOK	TRANSFER OF EMPLOYEE LONG SERVICE LEAVE LIABILITY	12,487.27
EFT30661	28/05/2020	SOUTHERN LOCK & SECURITY	LOCKS, KEYS & CYLINDERS FOR NEW SHIRE RESTRICTED KEY SYSTEM	855.20
EFT30662	28/05/2020	SOUTH WEST FIRE UNITS	ANNUAL SERVICE AND REPAIRS OF FIRE VEHICLES	9,303.81
EFT30663	28/05/2020	SOUTH REGIONAL TAFE	COURSE FEES FOR CERT III IN BUSINESS ADMIN FOR 2020 CORPORATE SERVICES TRAINEE	1,397.50
EFT30664	28/05/2020	SOUTHERN FOREST PEST MANAGEMENT	RODENT BAITING & TERMITE TREATMENT GREENBUSHES OFFICES & BUSHFIRE BRIGADE BUILDINGS	935.00
EFT30665	28/05/2020	SPRINT EXPRESS	FREIGHT CHARGES	148.50
EFT30666	28/05/2020	STATE LIBRARY OF WESTERN AUSTRALIA	SLWA FREIGHT RECOUP FOR 2019/20 INTER LIBRARY LOANS DELIVERY CHARGES	1,270.37
EFT30667	28/05/2020	SUPACHOOK CARVERY	MEALS FOR FIRE CREWS AT GREENBUSHES BOYUP BROOK ROAD INCIDENT	283.60
EFT30668	28/05/2020	SYNERGY	ELECTRICITY CHARGES	7,812.94
EFT30669	28/05/2020	TENNANT	SERVICE KIT FOR RIDE ON SWEEPER	341.60

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT30670	28/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	12.71
EFT30671	28/05/2020	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY - MAY	159.50
EFT30672	28/05/2020	TYRECYCLE PTY LTD	PICKUP & REMOVAL OF USED TYRES FROM WASTE SITE ON 06/05/2020	935.39
EFT30673	28/05/2020	WA SKILLS TRAINING	CANCELLATION FEE FOR NON-ATTENDANCE AT DOGGING COURSE	859.00
EFT30674	28/05/2020	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT30675	28/05/2020	WINC AUSTRALIA PTY LTD	DELL POWER EDGE R740 RACK SERVER FOR SHIRE ADMIN SERVER ROOM	17,328.48
CHEQUES				
300015	14/05/2020	HARVEY NORMAN BUNBURY	SHIRE CONTRIBUTION TOWARD NEW PC FOR BRIDGETOWN SES	600.00
300016	14/05/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	PETTY CASH RECOUP	208.40
300017	14/05/2020	LORNA GLADYS TAYLOR	REFUND OF PROPOSED EXTRACTIVE INDUSTRY FEES	473.40
300018	28/05/2020	COBBLERS WIFE	REPAIRS TO RANGER UNIFORM PANTS	10.00
300019	28/05/2020	JOYCE INGRAM	REFUND OF ANIMAL TRAP HIRE BOND	50.00
300020	28/05/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTORS FOR MAY & RETAINED FEES	1,633.05
				<u>603,819.89</u>
TRUST FUND				
DIRECT DEBITS - LICENSING TRUST				
22916	01/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 01/05/2020	2,831.50
22917	04/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 04/05/2020	4,286.85
22918	05/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 05/05/2020	5,495.70
22919	06/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 06/05/2020	3,900.65
22920	07/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 07/05/2020	5,990.85
22921	08/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 08/05/2020	3,144.10
22922	11/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 11/05/2020	4,422.45
22923	12/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 12/05/2020	6,935.50
22924	13/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 13/05/2020	3,462.30
22925	14/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 14/05/2020	4,059.60
22926	15/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 15/05/2020	6,261.60
22927	18/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 18/05/2020	5,078.60
22928	19/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 19/05/2020	4,089.30
22929	20/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 20/05/2020	3,221.35
22930	21/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 21/05/2020	2,376.30
22931	22/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 22/05/2020	5,238.65
22932	25/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 25/05/2020	5,360.65
22933	26/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 26/05/2020	4,646.55
22934	27/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 27/05/2020	4,849.30
22935	28/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 28/05/2020	3,406.25
22936	29/05/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 29/05/2020	2,431.15

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN MAY TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
CHEQUES - GENERAL TRUST				
200002	20/05/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED FOR APRIL	139.75
ELECTRONIC PAYMENTS - GENERAL TRUST				
EFT30603	20/05/2020	BCITF	BCITF LEVIES COLLECTED FOR APRIL	778.38
EFT30604	20/05/2020	DEPT. OF MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR THE MONTH OF APRIL	2,427.39
				<u>94,834.72</u>

This schedule of accounts paid for the Municipal Fund totalling **\$603,819.89** and for the Trust Fund totalling **\$94,834.72** which was submitted to each member of the Council on 25th June 2020 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/05/2020 is \$347,527.36


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CHIEF EXECUTIVE OFFICER 25 June 2020



Proposed Art & Craft Showroom & Sales and Home Business (Art Tuition) – Lot 270 (1) Riverview Close, Bridgetown

(Shire of Bridgetown-Greenbushes – Aerial Photo November 2017)

Chief Executive Officer
Shire of Bridgetown-Greenbushes
18th May 2020

RE: Application for Home Based Business at 1 Riverview Close, Highlands Estate, Bridgetown

Dear Sir

With regard to this application, please take into consideration the following.

Description of proposed works and/or land use:

1: Onsite display and sales of art as defined in Town Planning Scheme No.4(TPS4) as "Art and Craft Showroom and Sales – means a building or portion of a building used for the manufacture, display and selling of works of art or craft." (as a 'Use Not Listed' pursuant to Clause 3.2.5 of TPS4.)

2: Provide teaching, workshop and related services for painting, drawing, photography, sculpture, crafts and other arts activities to individuals or small groups.

The business is to be conducted using the existing space and facilities at our residence at 1 Riverview Close, Highlands Estate. The location to be known and marketed as "1RiverView Studio".

The Applicants/Occupants

Michael Hodgkins:

- Is a long standing formally trained professional artist working primarily in oil painting but also other media.
- Is an experienced painting teacher and has had works and articles published in multiple print media.
- Has maintained a strong online presence as an artist, including the website www.michaelhodgkins.com which was first published as mhodgkins.com in 1998.
- Is also a freelance video producer/editor and photographer with experience from 1977 onwards in live broadcast television, commercial production, documentaries, TV news gathering, studio audio recording, live sound engineering, creative and professional photography, studio lighting and audio visual post production.
- Was a company IT manager for eight years and now provides freelance developing and managing websites, providing custom coding and installations, IT consulting and on-call assistance.

Michael has a lifelong history of working with visual and audio media of all types and is well qualified to teach and demonstrate in multiple creative areas.

Tracey Hodgkins

- Has an extensive professional history as a business woman, CEO, entrepreneur and mentor in both academic and private/corporate fields.

- Has written and implemented a suite of management training courses for upper level executives.
- Is regularly sought out for interview on Radio, Television and Print for her expertise in many areas.
- Has won multiple awards relating to mentorship and forging new education approaches including Entrepreneurial Educator of the Year 2004 and WA Telstra Business Woman of The Year 2005.
- Was the coach of the only Australian team (from Curtin University) to ever win the prestigious international Enactus - formerly called Students in Free Enterprise (SIFE) - award in Barcelona in 2004.
- Undertook formal arts training, concentrating on fabric design, printing and fashion design.
- Is a qualified aromatherapist and learned classical piano up to teaching levels.

Tracey is also experienced and well qualified to provide training and classes in multiple areas pertaining to creative endeavours. Her breadth of experience could provide broad and beneficial learning opportunities to Bridgetown residents.

Home Based Business Criteria

We are unsure of the specific criteria that apply with regard to this application, however the points below address in general the areas that may apply.

Note that no further development of the building or land is proposed for the purposes of this application as all existing facilities are adequate to service the proposed business activity.

- The area within the house consists of two adjoining rooms sharing three external doors between them. The total floor space of the two rooms is 54.5 m². However a separated section of the room currently used by Michael as his painting studio has an area of approximately 5m² which is used exclusively as private office space and would not be accessed or used by customers. Therefore, the net space for the face to face business activities would be approximately 49.4 m² which is within the maximum permitted area of 50 m².
- Business will be carried out within the principal dwelling.
- Business will be carried out by permanent residents of the dwelling.
- Classes and related activities would be booked as small groups in advance. A comfortable number is around five to ten attendees and would vary depending on practicalities. Group activities would be occasional depending on demand. Perhaps one or two per month.
- Opening hours for the Showroom and Sales space would vary subject to the time of year and seasonal flow of tourism. For instance, we may choose to not open at all during winter if it is determined to not be viable. When open, public access to the Showroom and Sales space would not be outside normal 9am to 5pm trading hours. In practice, we anticipate opening times more likely to be between 11am to 4pm or thereabouts, perhaps to 5pm in Summer.
- Generally, the only days we would want to be open are Saturday, Sunday and Public Holidays and perhaps the occasional weekday if it corresponded with a particular town event or promotion where it would be advantageous. The primary focus on Saturdays, Sundays and public holidays takes advantage of weekend and holiday visitors to the area who we believe to be the target demographic for art viewing and sales. This also gives us the option of offering more in-depth workshops or courses that may span two or three days. Attracting out-of-town visitors to courses and activities would be beneficial to the town in general. To aid in facilitating this we would be seeking membership of relevant tourism

organisations and representation with the Bridgetown Tourist Centre and inclusion in the Business Directory.

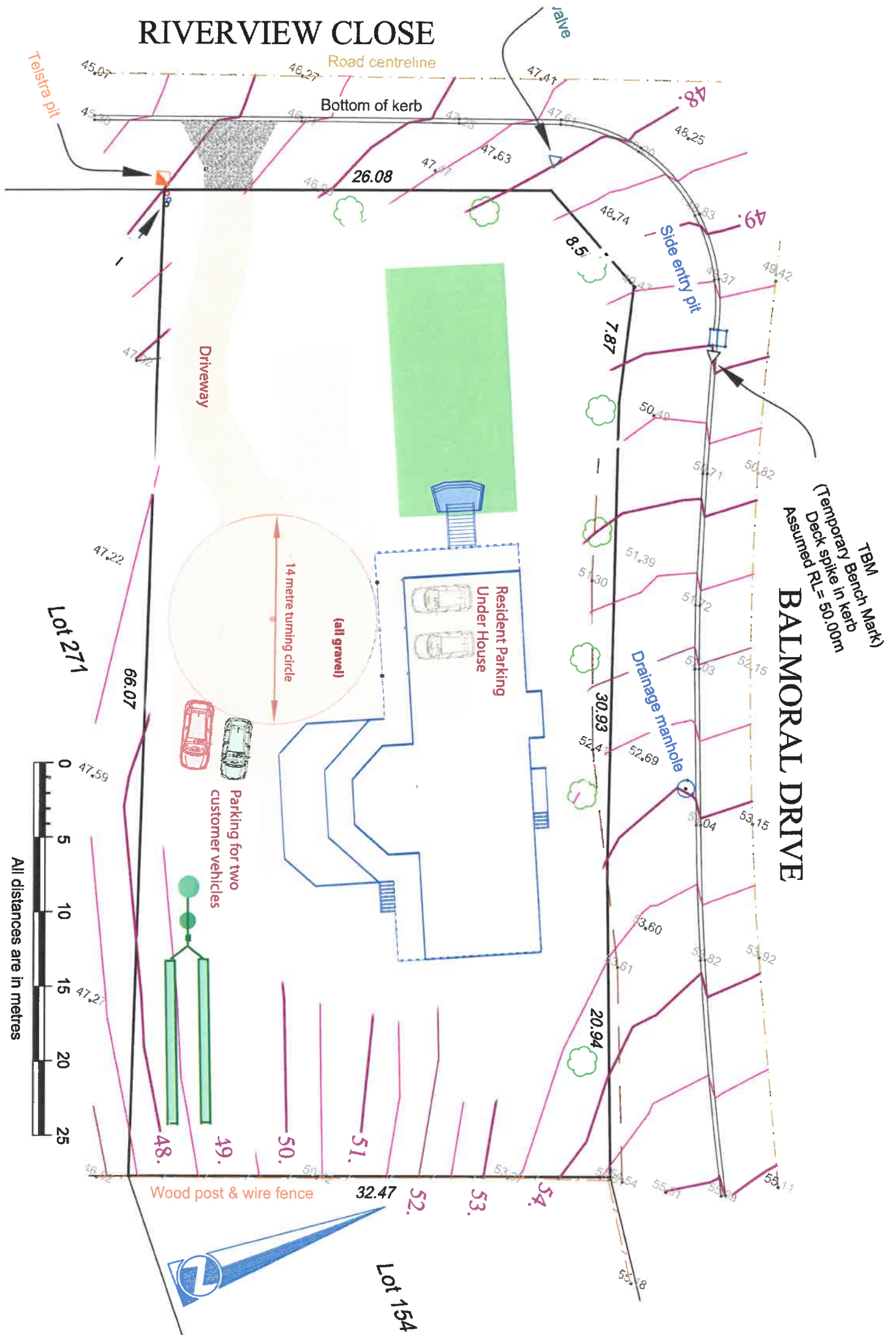
- The property has a two car carport for the occupants and two separate parking bays set aside specifically for visitors which are illustrated in the application attachments.
- There is also adequate room on the property both on and adjacent to the drive and turnaround, all on rolled gravel, to accommodate other ad hoc parking of several vehicles with sufficient manoeuvring area. All vehicles parked on the property can exit to the road via an approved cross-over in forward gear. Signage parking for visitors will be clearly identifiable.
- Activities would not cause injury to or prejudicially affect the amenity of the neighbourhood. The nature of activities would preclude the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products. The properties of the specific area are quite large with significant spacing between houses. Impact by noise on adjacent properties would be virtually none. Any traffic to and from the premises would be occasional, and from experience, probably less than that generated by a family with several teenagers of driving age.
- Signage with an area of not more than 0.2m² would be accommodated on site. We would also like to be able to use some temporary signs in the form of small A Frames at a few specific intersections as publicity for passers-by and to provide some directional assistance to the property for drivers enroute.
- Business activities would not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight nor would include provision for the fuelling, repair or maintenance of motor vehicles.
- There would be no use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

We are of the understanding that a tourism focused zoning including display and sale of arts has been approved for the area adjacent to the lake in Highland Estate. Our property is only a short walk from the lake, approximately 500 metres - and is within line of site. Also, we are situated on the corner of Balmoral Drive which is part of the main thoroughfare to that tourist zoning.

As we have previously pointed out to Scott Donaldson, to quote the Home Based Business Policy "*provide the local community with easy access to a diverse mix of local products and services*" and "*attract and promote new 'value adding' initiatives, particularly in the tourism, ... ,art and cultural sectors*". This is precisely the type of asset that 1RiverView Studio would be, both for local arts and culture and as an added attraction for regional tourism.

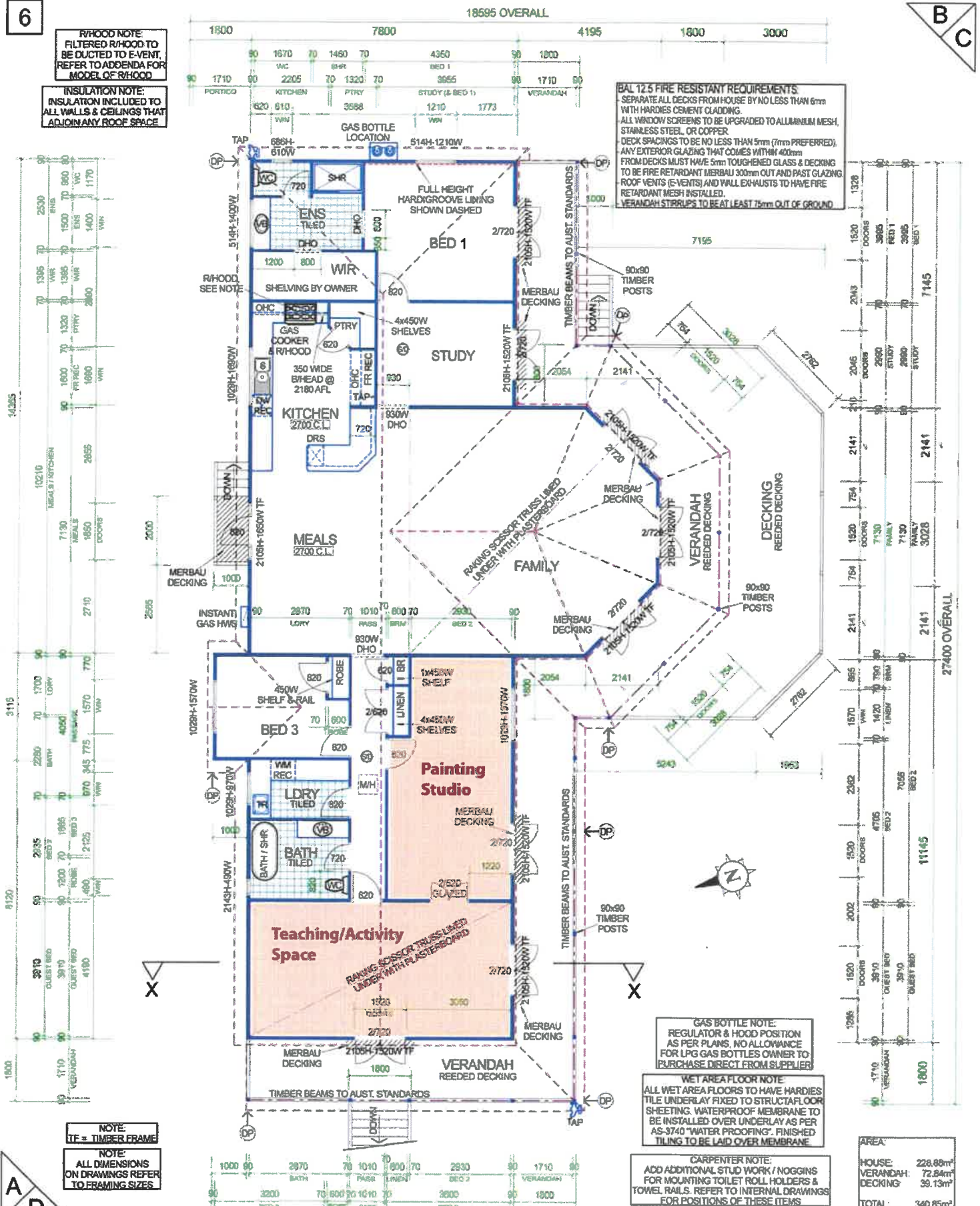
Michael and Tracey Hodgkins

RIVERVIEW CLOSE

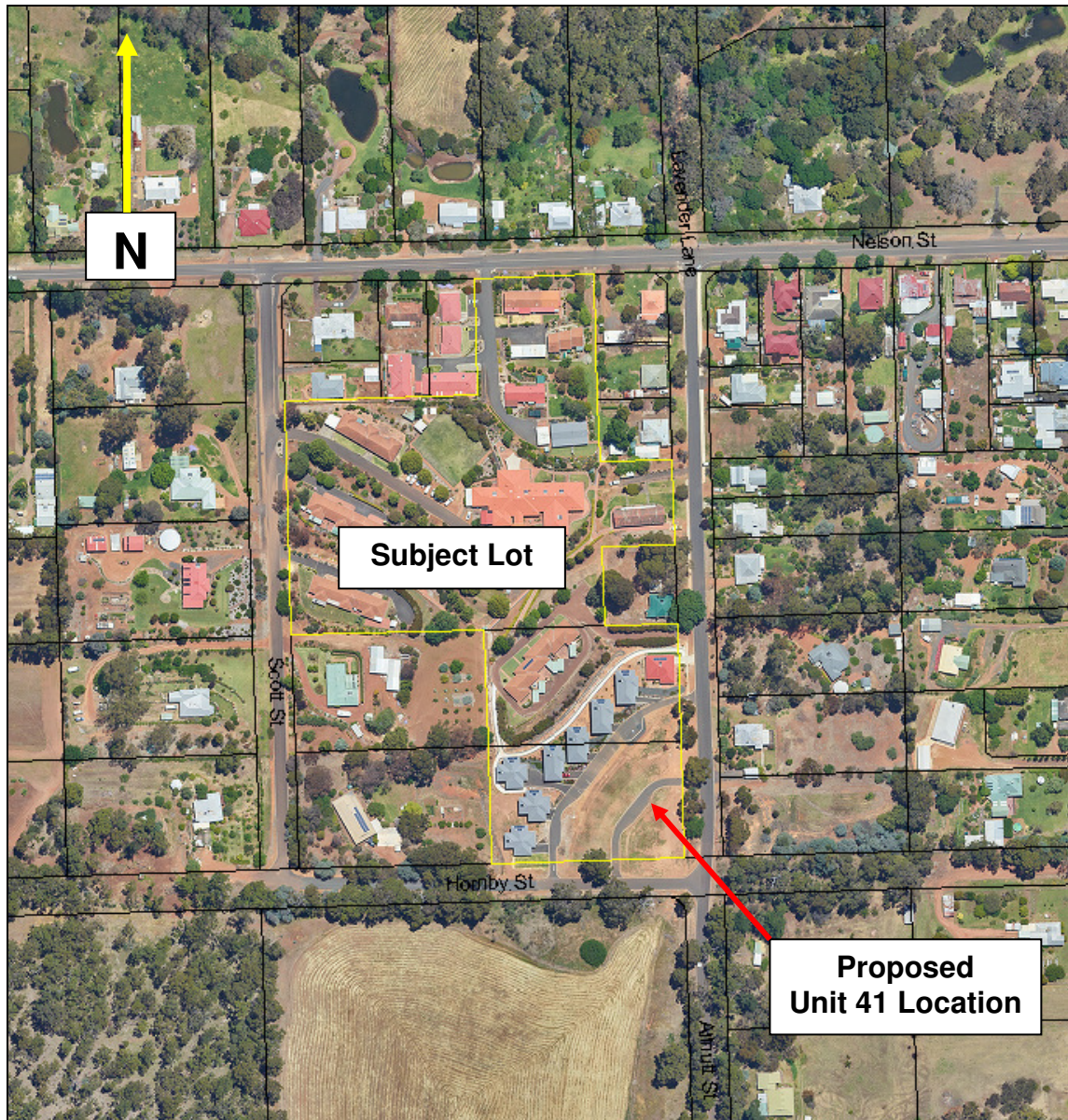


R/HOOD NOTE:
FILTERED R/HOOD TO
BE DUCTED TO E-VENT,
REFER TO ADDENDA FOR
MODEL OF R/HOOD

INSULATION NOTE:
INSULATION INCLUDED TO
ALL WALLS & CEILINGS THAT
ADJOIN ANY ROOF SPACE



TOTAL HOME FRAMES PTY LTD IMAGINATIVE HILLSIDE HOMES 11 O'Connor Way Wargara W.A. 6255 Ph 93088999 Fax 93093211		SERIES: QUEENSLANDER VERSION: VIEWPOINT 4 x 2		1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION. 2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISOR'S ATTENTION. 3. DO NOT SCALE FROM DRAWINGS. 4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR. 5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS. 6. RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINS, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT. 7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE whilst the HOME IS UNDER CONSTRUCTION.		VARIATIONS <table border="1"> <tr> <th>REV</th> <th>DETAILS</th> <th>DATE</th> </tr> <tr> <td>A</td> <td>CONTRACT SIGNING</td> <td>18/09/17</td> </tr> <tr> <td>B</td> <td>SEPTIC SYSTEM ADDED</td> <td>25/09/17</td> </tr> <tr> <td>C</td> <td>PORTICO & SITE WORKS</td> <td>01/11/17</td> </tr> </table>		REV	DETAILS	DATE	A	CONTRACT SIGNING	18/09/17	B	SEPTIC SYSTEM ADDED	25/09/17	C	PORTICO & SITE WORKS	01/11/17	I / WE THE OWNERS AGREE TO THE CONTENTS OF THIS DOCUMENT AND ALL INSTALLED SHEETS OWNERS: _____ BUILDERS: _____ WITNESS: _____ DATE: _____		FLOOR PLAN DRAWN: A. Mayes DATE: 1/11/17 SCALE: 1 = 100 SHEET NO: 02 REV: C JOB NO: 21718	
REV	DETAILS	DATE																					
A	CONTRACT SIGNING	18/09/17																					
B	SEPTIC SYSTEM ADDED	25/09/17																					
C	PORTICO & SITE WORKS	01/11/17																					
OWNERS: TRACEY HODGKINS LOT/NO: LOT 270 SUBURB: BRIDGETOWN COUNCIL: SHIRE OF BRIDGETOWN-GREENBUSHES				STREET: RIVERVIEW CLOSE																			



**Proposed Additional Grouped Dwelling (Geegeelup Village Unit 41) –
Lot 600 (3) Scott Street, Bridgetown**

(Shire of Bridgetown-Greenbushes – Aerial Photo November 2017)


Wittenoom Consulting Engineers
Chartered Engineers and Project Managers

30 Rokewood Heights, Bridgetown (P.O. Box 12, Bridgetown WA 6255)

Telephone: 9761 1531 Fax: 6210 1495 Mobile: 0427 611 511

 Email: bridgetown@wittenoom.com.au ABN 44 008 819 243

19 April 2020

CEO

Shire of Bridgetown-Greenbushes

Steere Street

Bridgetown WA 6255

 By email to: btnshire@bridgetown.wa.gov.au

Attention: Manager Planning.

Dear Sir,

Application for a Transportable Dwelling with variation of Part 3 Policy Requirements

Exemption is requested from Special Policy Requirements (c) and (e) of the Shire's Transportable Dwellings Policy.

In an endeavour to contain costs, while maintaining the high standard of dwellings in Geegeelup Village, consideration is being given to developing Unit 41, Allnutt St, as a prefabricated building consisting of three modules. The building is to be constructed substantially to the plan and elevations previously prepared for this site (which was not able to proceed at the time due to BAL restrictions), and the appearance will be almost identical to the other units constructed in the South East corner of the Village.

The proposed Builder is Modular Homes of Wangara. Some examples of buildings under construction at their works follow.

Requirement (c) of the Policy specifies that the majority of the perimeter must have eaves overhang of 600 mm. All other units in this section of the Geegeelup Village have a standard eaves overhang of 500 mm. In the case of a transportable module there are specific reasons determined by transport regulations which make an eaves width of 500 mm necessary.

Requirement (e) states that a verandah is to face the road frontage (including secondary road), unless otherwise approved by the Shire. In the case of Unit 41 the verandah will face an internal through-way which the R-Codes may not recognise as a secondary road.

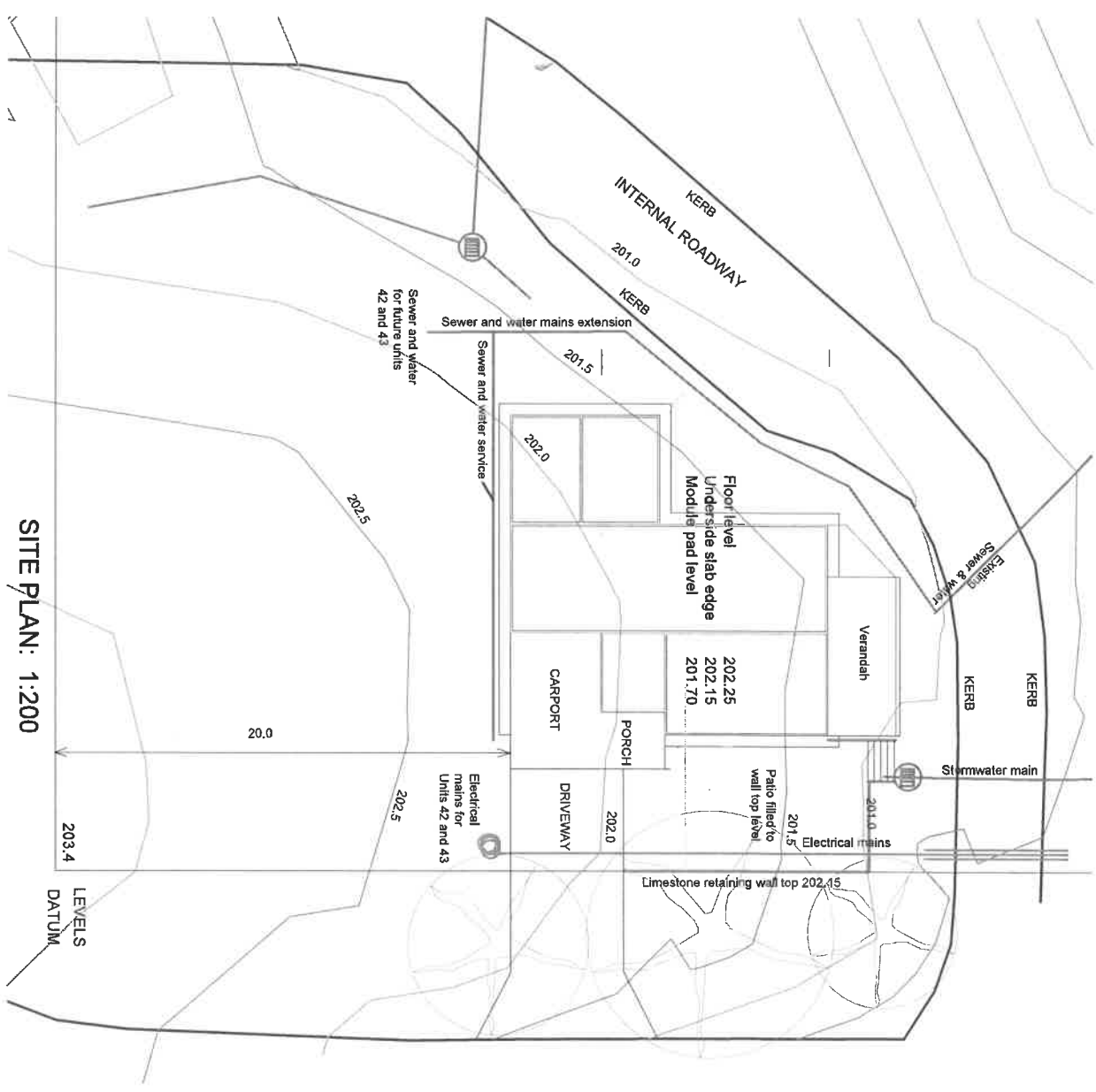
The proposed unit 41 is to be of a standard equivalent to the other recent houses in this area of the Village and compliance with Village standards has been a specific requirement of planning and negotiation with the Builders.

To allow this application to proceed to advertising and Council consideration a Development Approval is being prepared for signature by the Village and a preliminary Application, with the Drawings required for the Development Application, is attached to this email. The drawings apply also to this application.

It would be very much appreciated if the necessary advertising and submission to Council could proceed as soon as possible.

Sincerely

Richard Wittenoom



ALLNUTT STREET



REV	DATE	REVISION	BY	WITTENDOOM CONSULTING ENGINEERS Chartered Engineers and Project Managers PO BOX 12, BRIDGETOWN, WA 6255, AUSTRALIA TEL: 9761 1331 FAX: 6210 1495 MOB: 0427 611 511 EMAIL: bridge@wittenoom.com.au	GEEGEELUP VILLAGE PROPOSED UNIT 41 CONTOUR PLAN	DES DATE	RAW 26march2020	A3 ISSUE A
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SEWER CONNECTION
Each unit to be connected
to sewer extension provided
on site

WATER CONNECTION
Each unit to be connected
to water extension provided
on site

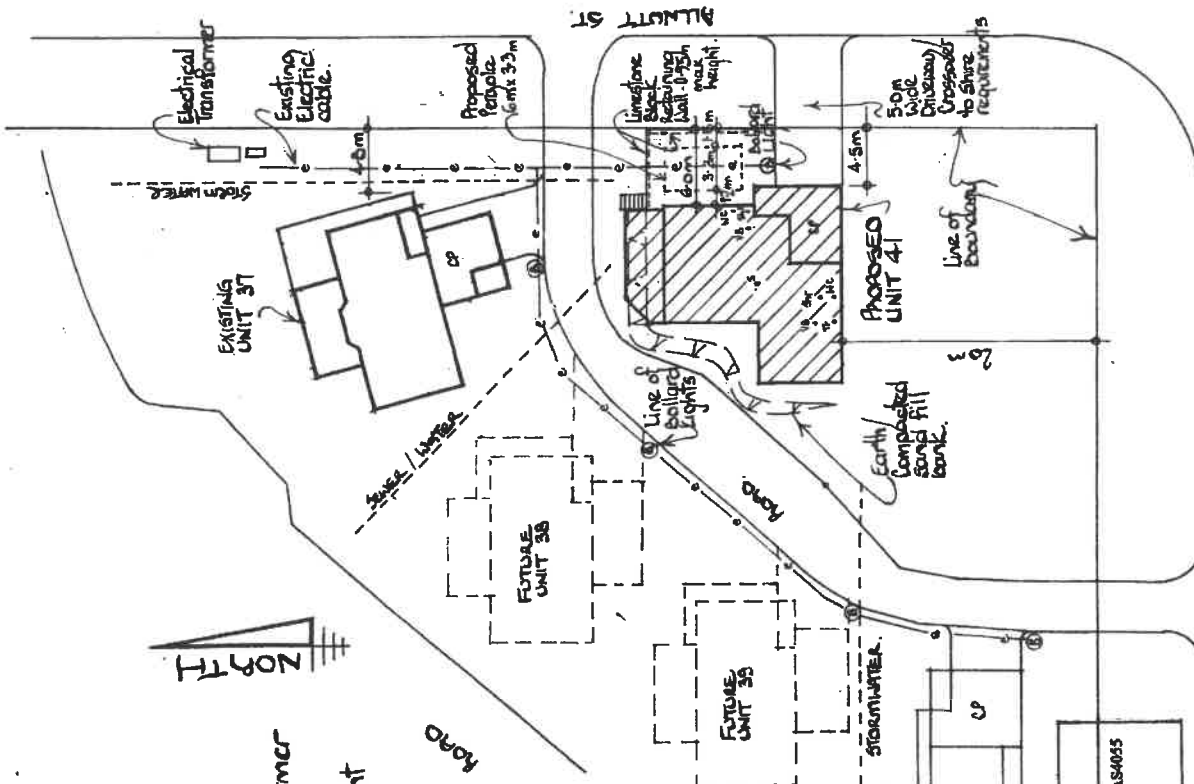
ELECTRICAL
Existing Western Power Transformer
on site.

Provide Ballast Street lights
to edge of internal road adjacent
to Unit
By Georgecup Village Inc

LANDSCAPING - by Proprietor

Area around new units to be landscaped and reticulated on completion of building works. All plants to be of selected species - by Georgepal, suitable to be planted in bushfire prone areas and complying with exemption under A's 3252 Part 2.2.3.2(f).

TELEPHONE
Refer to site plan.
Cables to be laid in trench
with Electrical cables.
by Georgetown Village Inc.



HORNEY, ST

Prefer also to
continue play.

SITE PLAN

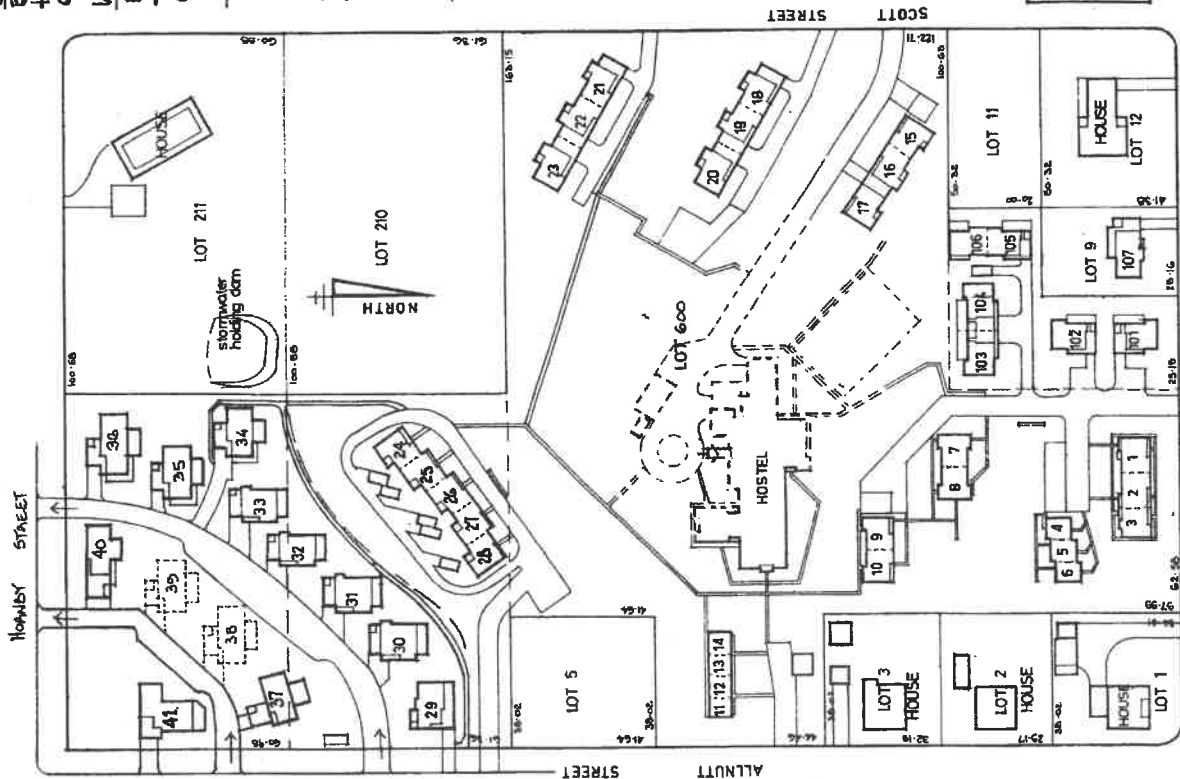
PROPOSED UNIT 41.
GEEGEELUP VILLAGE INC
ALLNUTT ST/HORNBY ST,
BRIDGETOWN.

Aug No 1

Scale 1:400

Date 20-4-2020.

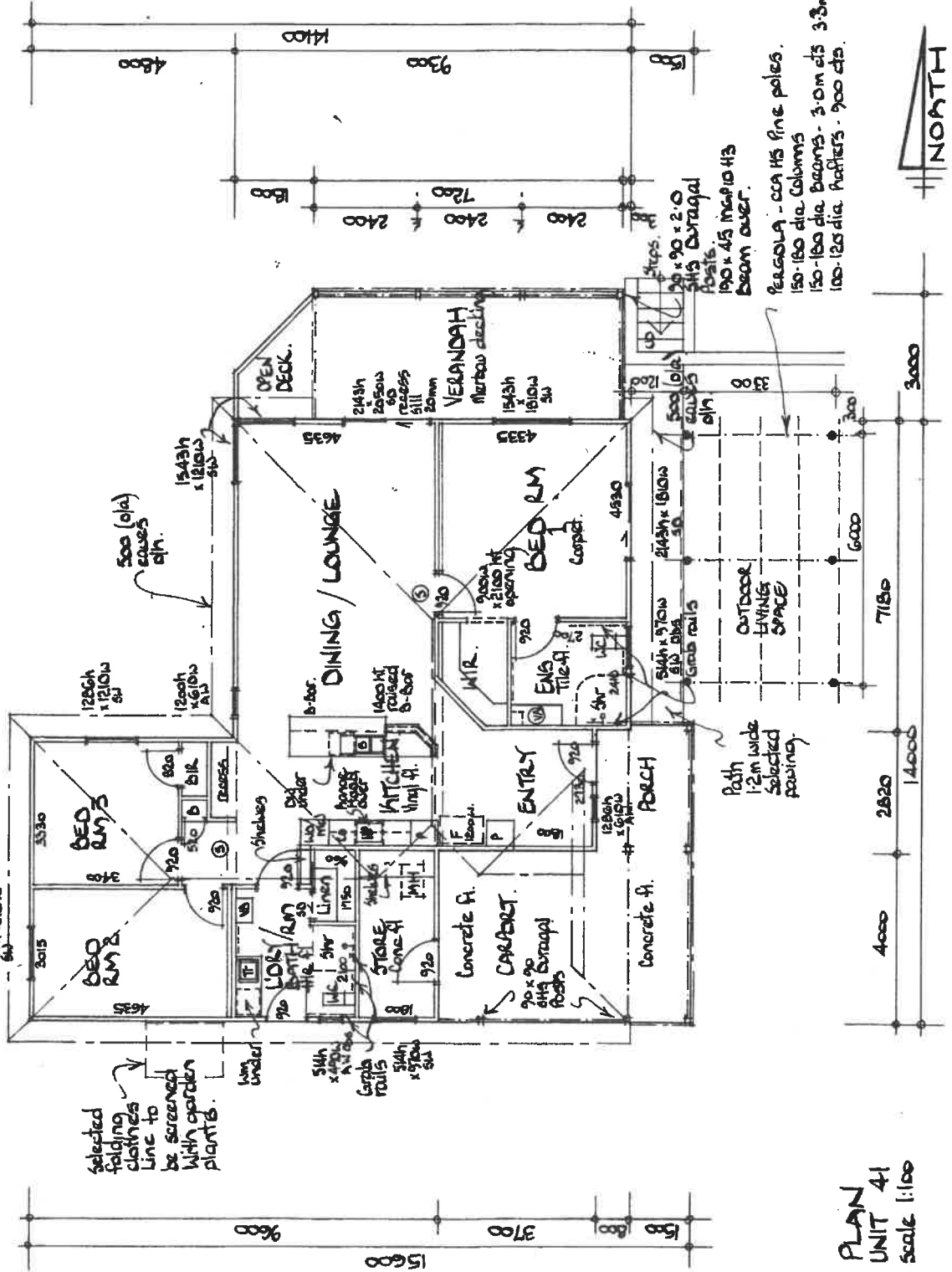
L.M. WHITNEY



NELSON STREET
GEEGEE LUP VILLAGE

SITE PLAN
Scale NTS

AREA	
House	141.45 m ²
Carport	20.25 m ²
Verandah	10.36 m ²
Verandah Decking	26.25 m ²
TOTAL	198.34 m ²



PLAN
UNIT 41
Scale 1:100

POST ADAPTATION
CHANGES (AS 4299-1995)
LDRY
Replace Trough/cups
Open under
KITCHEN
Replace cupboards
BATH RM - ENS
Remove Vanity
New basin - open under
Remove Shower screen
LIGHTING
Increase lighting to
300 lux generally
550-600 lux work areas.

1) AMENDED 6-5-2020
2) MEASURED 16-6-2020
RELOCATED LOCATION & SIZE

Scale (A3)
Date 20-4-2020
Drawn L.M. WHITNEY
HT 0417948426

PROPOSED UNIT 41
GEEGELLUP VILLAGE INC
ALBERT ST / HONANBY ST
BRIDGE TOWN

Scale	1:100	1:50
(93)	Box	20-A-2020

[illegible]

SECTION THRU PERGOLA
Scale 1:50

5° Pitch

u/b beam

max. 1950

min. 1050

FL

GT

Limestone block retaining wall
3 steps
2' @ max ht above finished G.L.

Top Wall Plate

5° Pitch

Holes for High Rise Weather Board

Line of existing Gail

Line of Porch

Bal 29 doors

35' (Total Height)

240' (Total Width)

220' (Width of a section)

EAST ELEVATION

EAST ELEVATION

Solar Panels
to roof.

Line of:
Perqola:

NOATH ELEVATION
Scale 1:100

500 (102)
cases of
boxed
Hardtlex
(Gum) lining

SOUTH ELEVATION:

Top Wall Plate

WEST ELEVATION

scale 1:100

Bushfire Attack Level Assessment Report

Prepared by a BPAD Accredited Practitioner



Fire Protection Association Australia Life Property Environment



AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018 (Incorporating Amendment Nos 1, 2 and 3). FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


Property Details and Description of Works

Address Details	Unit no 41	Street no 3	Lot no 600	Street name / Plan Reference Lot is Scott St – DP 67972. Unit fronts Allnutt St		
	Suburb Bridgetown			State WA	Postcode 6255	
	Local government area Bridgetown-Greenbushes					
	Main BCA class of the building Class 3		Use(s) of the building	Residential (Lifestyle Village).		
Description of the building or works New modular house. Concrete slab, framed walls, clad walls, colorbond roof						

Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
40005	01	22 May 2020	1 June 2020

BPAD Accredited Practitioner Details

Name Richard Wittenoom	<i>insert</i>
Company Details  Wittenoom Consulting Engineers PO Box 12 Bridgetown 6255 bridgetown@wittenoom.com.au 0427 611 511	

I hereby declare that I am a BPAD accredited bushfire practitioner.

Accreditation No. BPAD 42293

Signature

Date

2 June 2020

Authorised Practitioner Stamp

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

Document Reference

Property Details

Unit No	Lot No's	Plan	Street Name
41	600	DP67972	Scott St (unit faces A11nutt St)
Locality	Bridgetown	State WA	Postcode 6255
Local Government Area	Bridgetown-Greenbushes		
Project Description	New residence in Lifesty1e Vi1lage		

Report Details

Revision	Date	Job No 40005
Wittenoom Consulting Engineers		
A	05/05/2020	Author and Certification
BPP Group Pty Ltd (Bushfire Prone Planning)		
A	08/05/2020	Peer review

Disclaimer

The measures contained in this report do not guarantee that a building will not be damaged in a bushfire. The ultimate level of protection will be dependent upon the design and construction of the dwelling and the level of fire preparedness and maintenance undertaken by the landowner. The severity of a bushfire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.

Practitioner Details



Richard Wittenoom

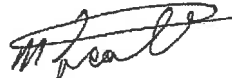
4 June 2020

bridgetown@wittenoom.com.au

BPAD Level 2

Bushfire Planning Practitioner - Prescriptive

Accreditation No 42293



Mike Scott

8 June 2020

mike@bushfireprone.com.au

BPAD Level 3

Bushfire Planning Practitioner - Performance

Accreditation No 27795



Site Assessment & Site Plans

The assessment of this site was undertaken on 21 April 2020 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).

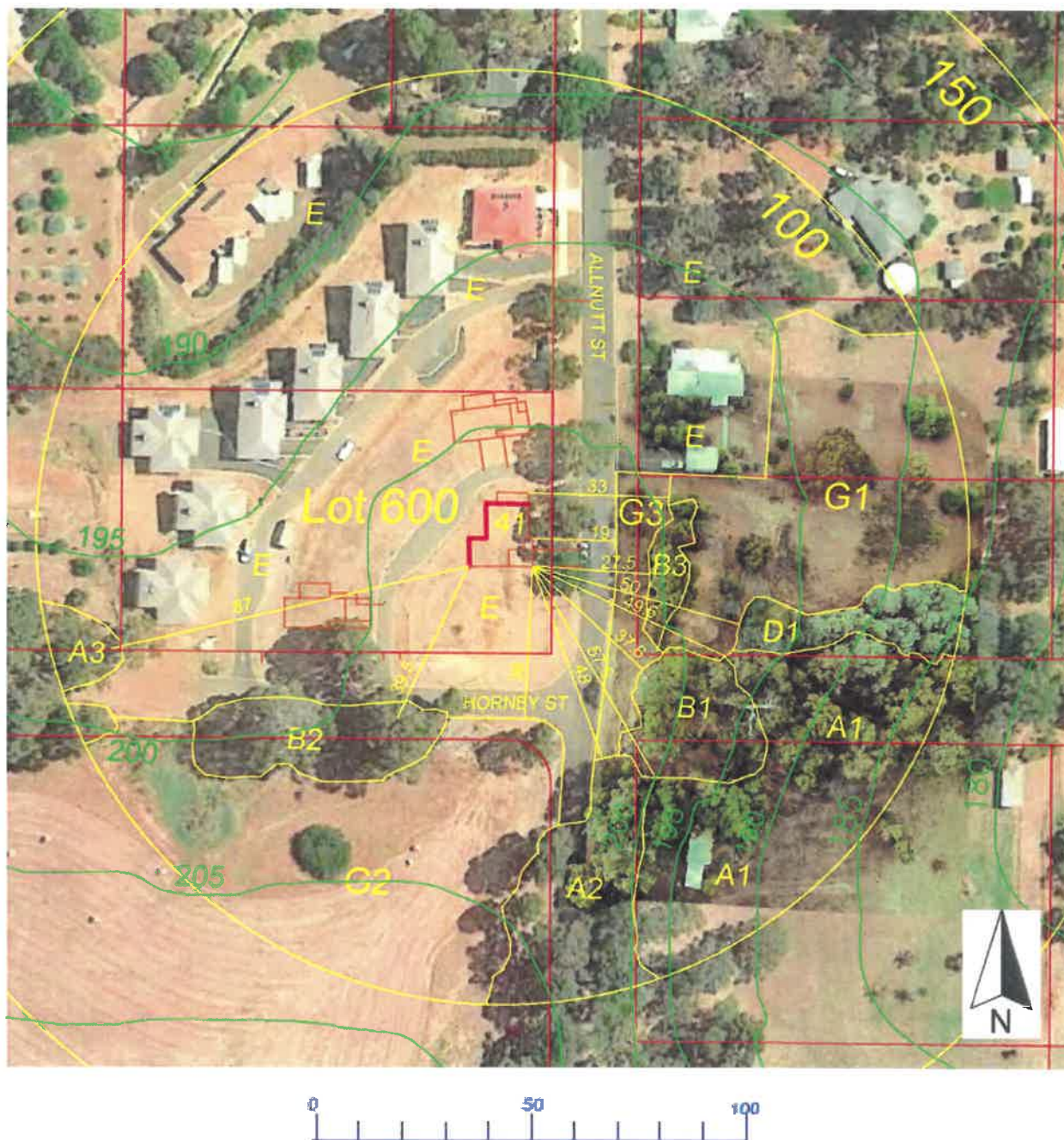


Figure 1- Vegetation Plots. See classification table on next page

Legend: A: Forest B: Woodland D: Scrub G: Grassland E: Excluded



Denotes building faces that are shielded as per AS 3959:2018.

Vegetation Classification

All vegetation within 100m of the site was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Plot	Classification	Effective Slope	Distance
A1	Class A Forest	Downslope 14.2 deg	49.5
A2	Class A Forest	Downslope 2 deg	48
A3	Class A Forest	Upslope 3 deg	87
B1	Class B Woodland	Downslope 14.2 deg	37.6
B2	Class B Woodland	Upslope 5 deg	39.5
B3	Class B Woodland	Upslope 2 deg	27.5
G1	Grassland – may include trees < 10%	Downslope 6 deg	33
G2	Grassland	Upslope 1 deg	36
G3	Grassland	Downslope 6 deg	17.5
E	Excluded under 2.2.3.2 (e) and (f)	N/A	N/A

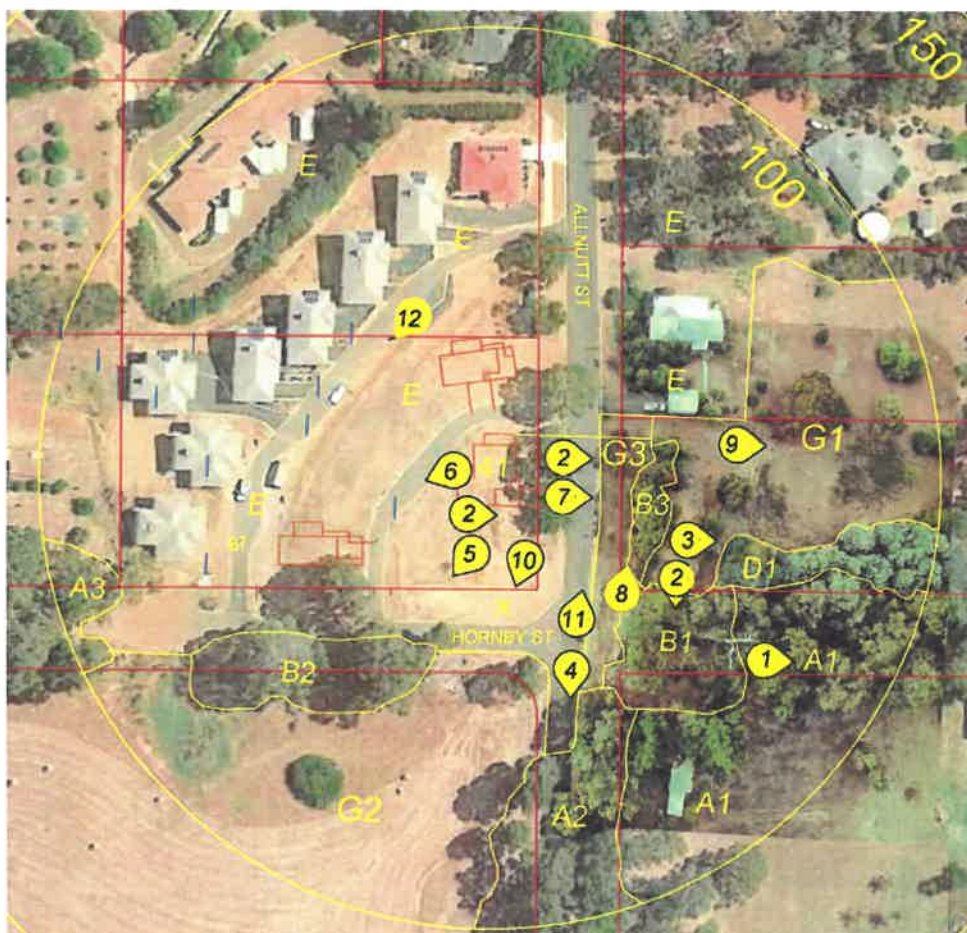


Figure 2: Origin and Direction of Photos.


Photo ID: 1	Plot: A1
Vegetation Classification or Exclusion Clause	
Class A Forest - Open forest A-03	
Description / Justification for Classification	
<p>Jarrah-Marri with some introduced species – e.g. pines) 20 –30m high with 30% - 70% canopy cover. Grassy understorey with occasional low shrubs.</p> <p>See also Figures 2, 3 & 4 on Page 5 for further views before and after thinning</p>	
	


Photo ID: 2	Plot: B1
Vegetation Classification or Exclusion Clause	
Class B Woodland - Woodland B-05	
Description / Justification for Classification	
<p>Thinned forest of Jarrah-Marri and introduced species 10 – 30m high, with grassy understorey. Thinned to reduce canopy cover to less than 30%.</p> <p>Formerly Class A Forest..</p> <p>See also Figures 2, 3 & 4 on Page 5 for further views before and after thinning.</p>	
	



Fig 2 (above): Future plot B1 before thinning, viewed looking south. Photo 2, page 4, shows Plot B1 after thinning.

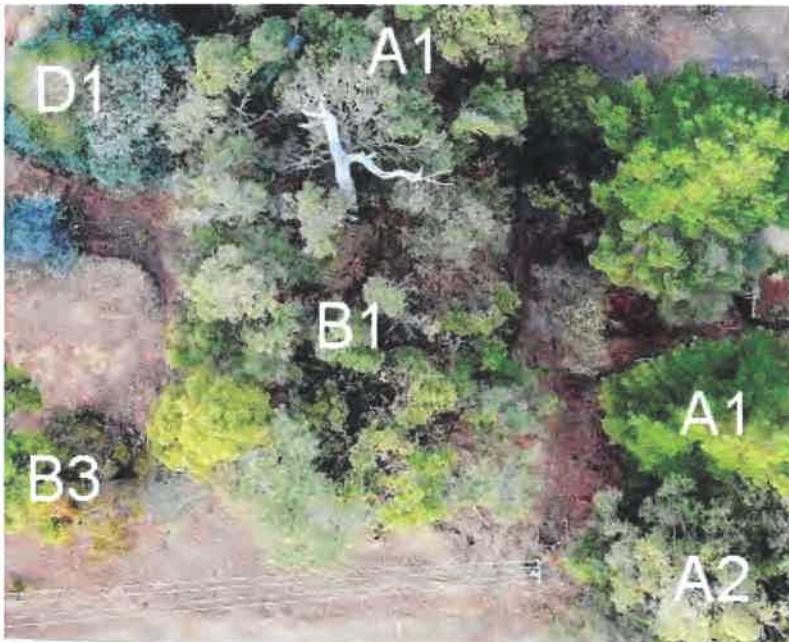


Fig 3 (left): Recent drone view from over Allnutt St before thinning. Plot letters denote objective of thinning. The stag shown will be inside plot B1.

Fig 4 (below): Plot B1 after thinning viewed from Allnutt St. The stag is in Plot B1. Pines on right are in Plot A1. See also Photo 2 page 4.




Photo ID:	3	Plot:	D1	
Vegetation Classification or Exclusion Clause				
Class D Scrub - Closed scrub D-13				
Description / Justification for Classification				
<p>Group of introduced bushes planted on south boundary of Lot 225. Varying heights to 6m. Foliage cover >30%. Continuous horizontal and vertical structures that reach close to the ground.</p>				
Photo ID:	4	Plot:	A2	
Vegetation Classification or Exclusion Clause				
Class A Forest - Open forest A-03				
Description / Justification for Classification				
<p>Unmanaged road verges both sides, south along Allnutt St. Predominantly Marri and Jarrah trees with some mature pines, Significant ground fuels, near surface and mid storey fuels.</p>				



Photo ID:	5	Plot:	B52	
Vegetation Classification or Exclusion Clause				
Class B Woodland - Woodland B-05				
Description / Justification for Classification				
Group of mature Marri 15 – 20 tall in road verge with grass understorey and less than 30% canopy cover.				
Photo ID:	6	Plot:	F3	
Vegetation Classification or Exclusion Clause				
Class A Forest - Open forest A-03				
Description / Justification for Classification				
Jarrah-Marri on south of Hornby St 18-25 tall with canopy cover 30 - 70%. Grass verge under with some low shrubs. Similar on north of Hornby St with some eastern states Eucalypts in foreground. Ground cover on this side is managed (house is occupied by the village gardener).				



Photo ID:	7	Plot:	B3	
Vegetation Classification or Exclusion Clause				
Class B Woodland - Open woodland B-06				
Description / Justification for Classification				
<p>View from house verge of single line of introduced Eucalypts to 12m tall on ledge between east road verge and an old house pad excavation running full width of the lot (see photo 2). Effective canopy cover less than 30% due to linear configuration. Ground cover if not maintained would be grassland - as for adjacent verge (Plot G3).</p>				
Photo ID:	8	Plot:	B3	
Vegetation Classification or Exclusion Clause				
Class B Woodland - Open woodland B-06				
Description / Justification for Classification				
<p>View of above line of trees (W3) showing upslope of about 2 deg. at trunks. Development has now moved south on the western side of Allnutt St (Units 37 and 41) and better maintenance of the adjacent verge and this area can be expected.</p>				

Photo ID:	9	Plot:	G1
Vegetation Classification or Exclusion Clause			
Class G Grassland – Tussock grassland G-22			
Description / Justification for Classification			
Ground cover at the rear of lots 224 (left) and 225 (right) is local grassland with occasional trees and shrubs, with the overstorey being less than 10%.			
This drone photo was one of a set taken on March 24 2020, before the thinning operation in the Hornby Street road reserve as part of the Shire's bushfire mitigation program.			



Photo ID:	10	Plot:	G2
Vegetation Classification or Exclusion Clause			
Class G Grassland – Sown pasture G-26			
Description / Justification for Classification			
This hillside lot forms the western end of the former Windmill Farm Estate. In this photo the 2019 crop has been harvested.			



Photo ID:	11	Plot:	G3
Vegetation Classification or Exclusion Clause			
Class G Grassland – Tussock grassland G-22			
Description / Justification for Classification			
<p>Being past the area of housing development this 7m wide verge has normally been wild grass with an occasional small shrub or grass tree (as shown near the power pole). With development now across the road it is likely that this verge will be more regularly maintained at least as far as Hornby Street. In any case the grassland classification will still apply.</p>			



Photo ID:	12	Plot:	E
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
<p>Managed gardens, verges, roads and paths – well managed urban area.</p>			



Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 of AS 3959:2018.

Fire Danger Index

FDI 40 ☐

Table 2.7

FDI 50 ☐

Table 2.6

FDI 80 ☒

Table 2.5

FDI 100 ☐

Table 2.4

Potential Bushfire Impacts

The potential bushfire impact to the proposed house from each of the identified vegetation plots is identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
A1	Class A - Forest	Downslope >10 to 15 deg	49.5	BAL – 29
A2	Class A - Forest	Downslope >0 to 5 deg	48	BAL – 19
A3	Class A - Forest	Flat/upslope	87	BAL – 12.5
B1	Class B Woodland	Downslope >10 to 15 deg	37.6	BAL – 29
B2	Class B Woodland	Flat/upslope	39.5	BAL – 12.5
B3	Class B Woodland	Flat/upslope	27.5	BAL – 19
G1	Class G Grassland	Downslope >5 to 10 deg	33	BAL – 12.5
G2	Class G Grassland	Flat/upslope	36	BAL – 12.5
G3	Class G Grassland	Downslope >5 to 10 deg	19	BAL – 12.5
E	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis.

Determined Bushfire Attack Level – Using Plot B1

BAL – 29

NOTE: Shielding

Walls of the house facing away from the dominant BALs may be considered “shielded” and are subject to one BAL level below the above Attack Level, but not less than BAL-12.5. These walls are identified by a thick red line in Figure 1 and on the Site plan and house plan in the following pages.

APPENDICES

Appendix 1: Plans and Drawings

Appendix 2: Additional Information on Bushfire Attack Levels

Notes

SEWER CONNECTION
each unit to be connected
to sewer extension provided
on site

Library Connection

Each unit to be connected to water extension provided on site

ELECTRICAL
Existing Western Power Transformer
on site.
Provide bollard street lights
to edge of internal road adjacent
to Unit
By George Lipp Village Inc

LANDSCAPING - by Arborist
Area around new Units to be
landscaped and reticulated
completion of building works
All plants to be of
selected species - by Greenleaf

able to be planted in
Bushfire prone Areas and
comply with exemption
under A6 3555 Part 2.2.3.2

Product Credits

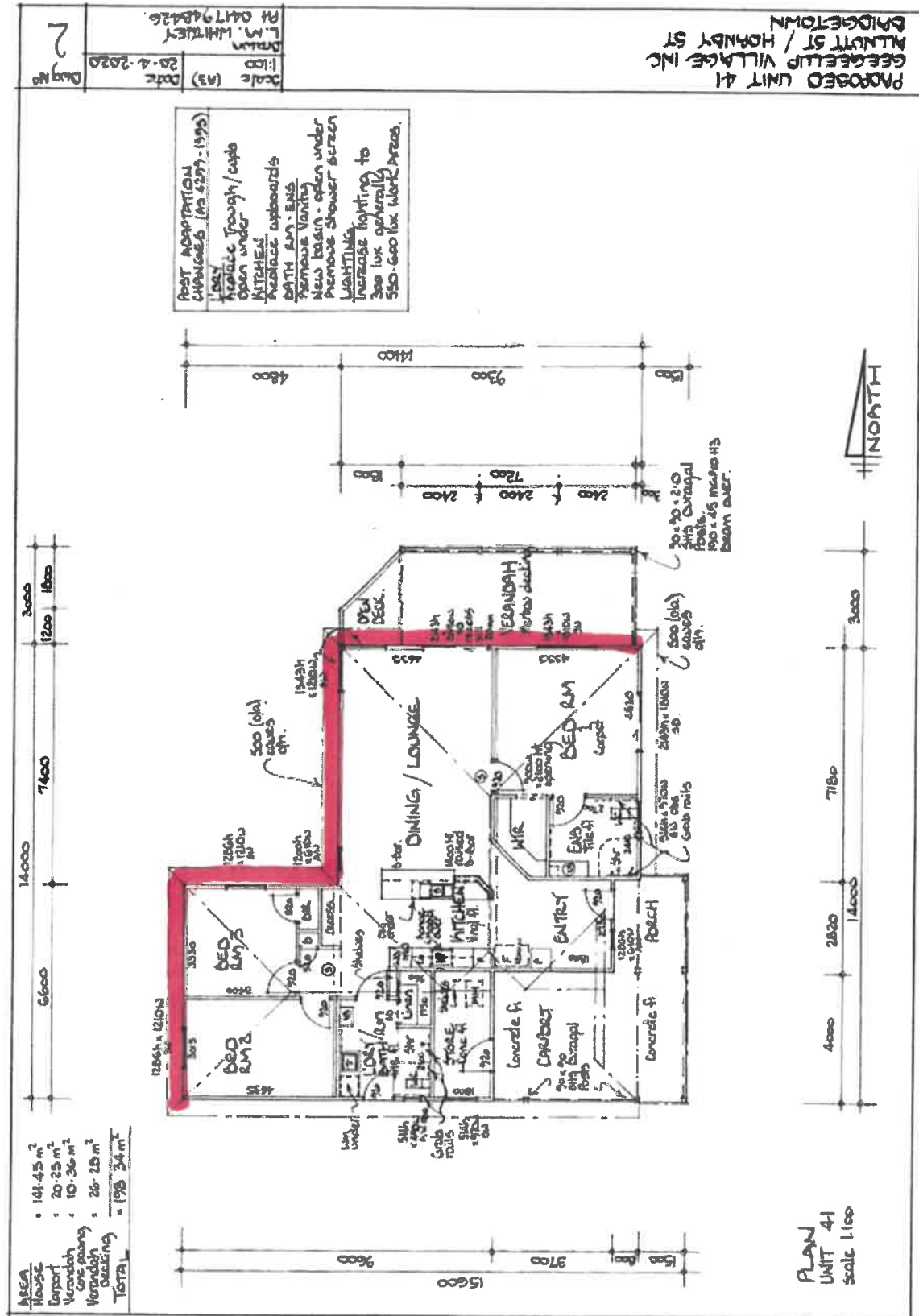
- 1 Dead, live, air-dryable loads to AS1170, wind loads to AS4055
- 2 Design site wind classification N3.
- 3 Perform floor live load - 1.97k. Deck 2.0 kPa

SITE PLAN scale 1:400 THURSDAY 31
Note: Refer also to COMPASS PLAN

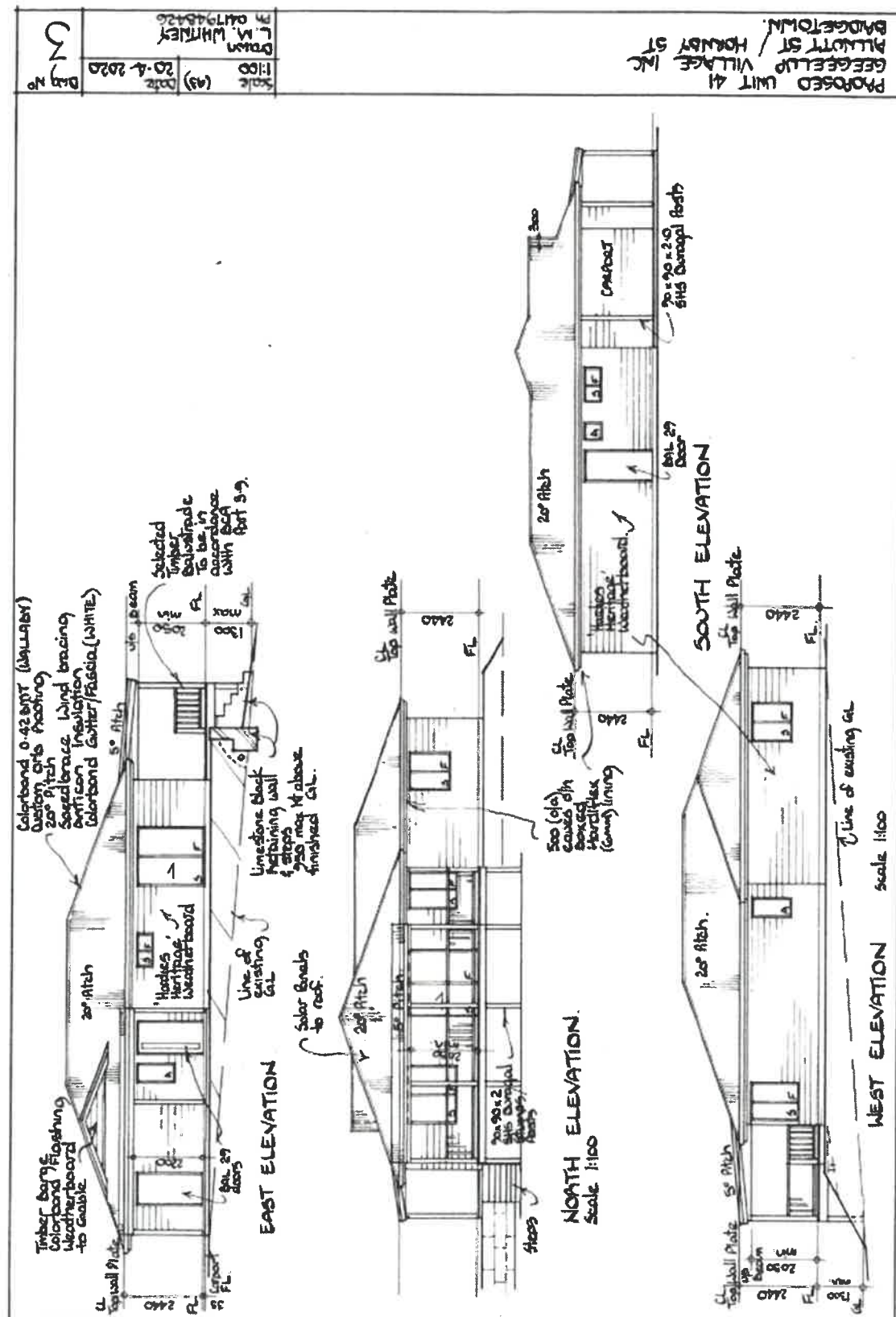
PROPOSED UNIT 41,
GEEGEELUP VILLAGE INC
ALLNUTT ST/HOENBY ST,
BRIDGETOWN

Drawing No. 1
 Scale 1:400
 Date 20-4-2020.
 Drawn L.M. WARTNEY

Appendix 1: Plans and Drawings - Continued



Appendix 1: Plans and Drawings - Continued



Development of Unit 41
Geegeelup Village, Bridgetown

Bushfire Management Plan

Issue 1.0

16 June 2020



Author: Richard Wittenoom
BPAD Accredited Practitioner Level 2



Wittenoom Consulting Engineers
Chartered Engineers and Project Managers
P.O. Box 12, Bridgetown WA 6255
Telephone: 9761 1531 Mobile: 0416 117 199
Email bridgetown@wittenoom.com.au ABN 44 008 819 243

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 600 (3) Scott Street - Geegeelup Village

Suburb: Bridgetown

State: WA

P/code: 6255

Local government area: Shire of Bridgetown - Greenbushes

Description of the planning proposal: To support the development application for 1 proposed aged person

units BMP Plan / Reference Number: 40005

Version: 1.0

Date of Issue: 16/06/2020

Client / Business Name: Geegeelup Village Inc.

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Richard Wittenoom	Level 2	BPAD - 42293	August 2020
Company		Contact No.	
Wittenoom Consulting Engineers		0427 611 511	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner



Date 16/06/2020

Executive Summary

This bushfire management plan is prepared to accompany the Development Application for Unit 41 in the South West section of the Geegeelup Village, Lot 600, 3 Scott St, Bridgetown.

The development is within a designated bushfire area and requires the application of State Planning Policy SPP 3.7 *Planning in Bushfire Prone Areas*.

The development of this unit and two other proposed units, 42 and 43, was fully covered in the BMP prepared in 2018 for proposed new units in the area surrounding Unit 41, an area of about 1 ha. This BMP was titled "Bushfire Management Plan (Development Application) Lot 500 (3) Scott St Bridgetown – Geegeelup Village", (hereafter referred to as "The Overall BMP").

Due to problems in obtaining BAL – 29 for the parcel at the South East corner the three Units 41 to 43 were removed from the Development Application and the Overall BMP. That BMP report however still confirmed compliance of other elements of bushfire protection criteria for the south east section of the Geegeelup Village bordered by Allnutt Street and Hornby Street.

A recent fire mitigation works program in the area by the Shire has meant that Unit 41 can achieve BAL – 29. Development is now planned and the objective of this report is to restore Unit 41 into the previously approved development covered by the provisions of the Overall BMP.

A Bushfire Attack Level (BAL) Assessment has recently been carried out by this firm for the development of Unit 41 and is referenced by this Plan. This is Project report 40005 dated 2 June 2020. The assessed BAL is BAL – 29.

This Plan also references and incorporates compliance of Unit 41 with the following elements of the Overall BMP:

- identification of any bushfire hazard issues; and
- assessment against the bushfire protection criteria.

Specifically, the proposed development of Unit 41 will comply with all 4 Elements of the Guidelines to SPP 3.7 ("Location", "Siting and Design", "Vehicular Access" and "Water").

The assessed bushfire risk is considered manageable and will be able to be achieved by the identified stakeholders (Village Management and Residents) implementing and maintaining the bushfire risk measures presented in the Overall BMP and referenced in this BMP.

The proposed development has access to Allnutt Street and Hornby Street that will provide safe access and egress to two different destinations. As sealed public roads, they are available to all residents and the public at all times and under all weather conditions.

Geegeelup Village Hostel operates a separate aged care facility which is considered a 'vulnerable land use'. It also manages a number of independent living 'over 55' aged person units in separate areas developed for such units. The houses covered by the Overall BMP are detached houses in a planned group of 14 units in such a self-contained complex.

The Shire has been advised that this is not considered by DFES a 'vulnerable land use'.

Caveat

The recommendations in this report should not be construed to assure total bush fire protection and do not guarantee that a building will not be damaged in a bush fire. The severity of a bush fire will depend upon the vegetation fuel loadings; the prevailing weather conditions and the implementation of appropriate fire management measures.

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1.0 PROPOSAL DETAILS

1.1 Introduction

This bushfire management plan is prepared for the Development Application of Unit 41 of the Geegeelup Village, Lot 600 [3] Scott St.

It references a Bushfire Management Plan prepared in 2018 by Bushfire Prone Planning for planned units 37 to 43 in the bushfire prone South Eastern corner of the Village site. That document is referred to herein as "The Overall BMP".

For various reasons the construction of Unit 41 did not proceed and the decision was made to exclude the planned Unit 41, and the future Units 42 and 43 from the planning provisions. The effect of this is shown in the Overall BMP (Figure 2, below), where only the units 37 to 40 are shaded in blue.

Although the final report specifically addressed only the proposed Units 37, 38, 39 and 40 its consideration of bushfire threats and assessment against the bushfire protection criteria applied to the area of all above Units. For various reasons the construction of Unit 41 did not proceed and the decision was made to exclude Unit 41, and the future Units 42 and 43 from the planning provisions. This is shown in Figure 1, below, where the remaining units 37 to 40 are shaded in blue.

The identification of bushfire hazard issues and assessment against the bushfire protection criteria remains valid for all Units 39 to 43.



The development of Unit 41 is now to proceed, and it is thus necessary to restore explicitly to this Development Application such provisions of the Overall BMP, from which Unit 41 was specifically unlinked.

This BMP, restoring the link of Unit 41 to the Overall BMP, will demonstrate that the proposed development of Unit 41 will comply with State Planning Policy SPP 3.7 *Planning in Bushfire Prone Areas* and the associated Guidelines and Bushfire Protection Criteria, already confirmed in the Overall BMP.

Figure 1: Project Area. Units covered in the Overall BMP shaded in blue.

1.2 Existing Conditions

Unit 41 is on an area of about 470 m² in a truncated rectangle of land at the intersection of Allnutt St and Hornby St. The balance of this area facing Hornby St was expected to house a duplex unit – 42 and 43 - but only a single unit is now likely on the balance of the area.

Unit 41 exits into Allnutt Street which connects to the South Western Highway via Nelson Street at the north and via Phillips St at the south.

All required services are available and a fire hydrant is to be located at the north west corner of the intersection of Allnutt St and Hornby St.

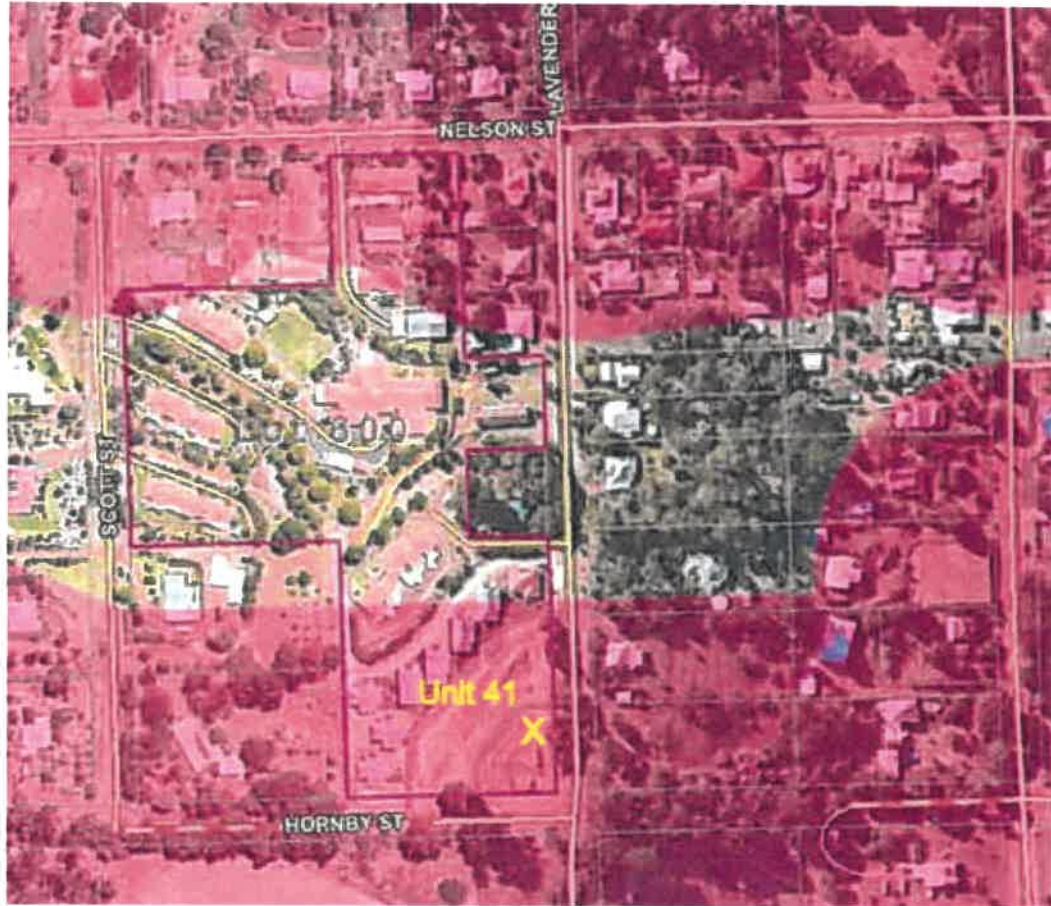


Figure 2: Extract from DFES Bushfire Prone mapping showing that the Units covered by the Overall BMP (including Unit 41) are included in the Bushfire Prone mapping.

1.3 Bushfire Prone Land

The whole of the subject land covered by the Overall BMP is shown on the DFES bushfire prone mapping in Figure 2 (above) as being bushfire prone. Bushfire prone areas are comprised of:

- Bushfire prone vegetation; and
- A 100m wide bushfire prone buffer.

The designation of bushfire prone areas triggers:

- The application of Australian Standard AS 3959 *Construction of Buildings in Bushfire Prone Areas* under the Building Code of Australia;
- The provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; and
- The application of State Planning Policy 3.7 *Planning in Bushfire Prone Areas*.

1.4 Fire Control Order

The Shire's 2019/2020 Firebreak and Fuel Hazard Reduction Notice, issued in accordance with Section 33 of the Bushfires Act 1954, stipulates (for example) that:

"All land under 5000 m² (1/2 hectare or less), by 15 November 2019 until 26 April 2020: Remove all flammable material from the property except living trees and shrubbery and maintain throughout the required period. Height of grass not to exceed 100 mm." Various requirements apply to other types or uses of property.

These requirements are renewed annually. However the need modification to better support enforcement requirements for compliance with the grassland requirements of AS 3959.

1.5 Proposed Development

Overall development in the area of the Overall BMP is shown in Fig 3, below. Within the independent living area of Lot 600 there is no formal subdivision and all services are internal to the Village. Thus normal considerations such as Asset Protection Zones being restricted to lot boundaries do not apply.

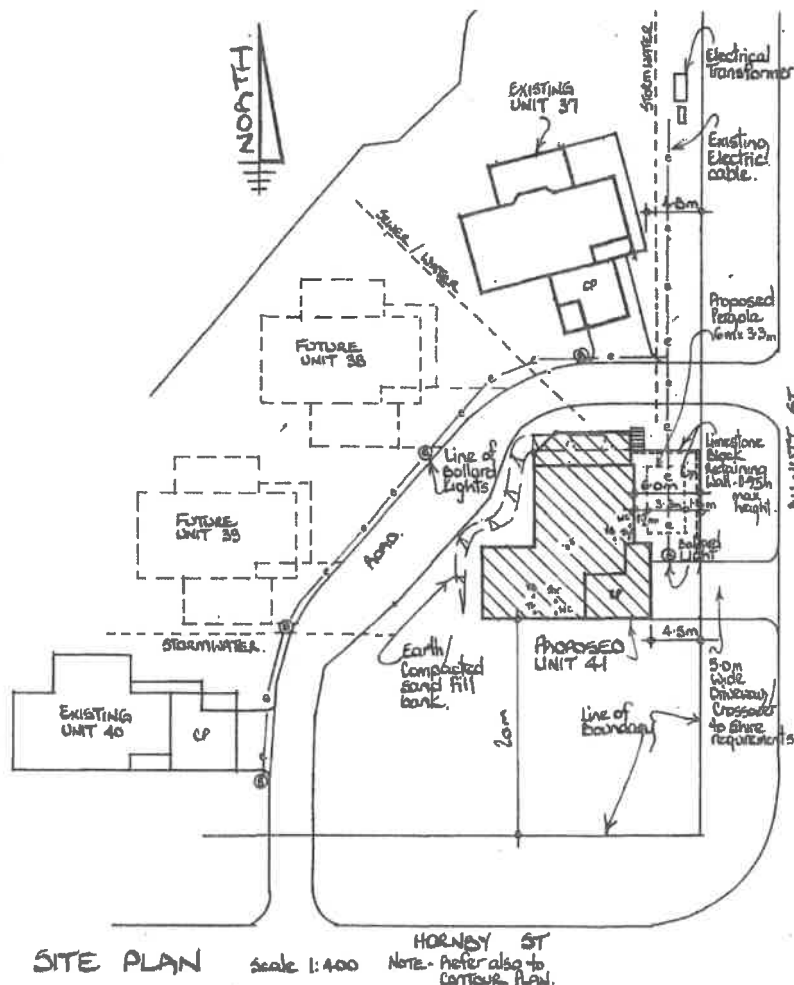


Figure 3: Area covered by the Overall BMP. Unit 41 is hatched.

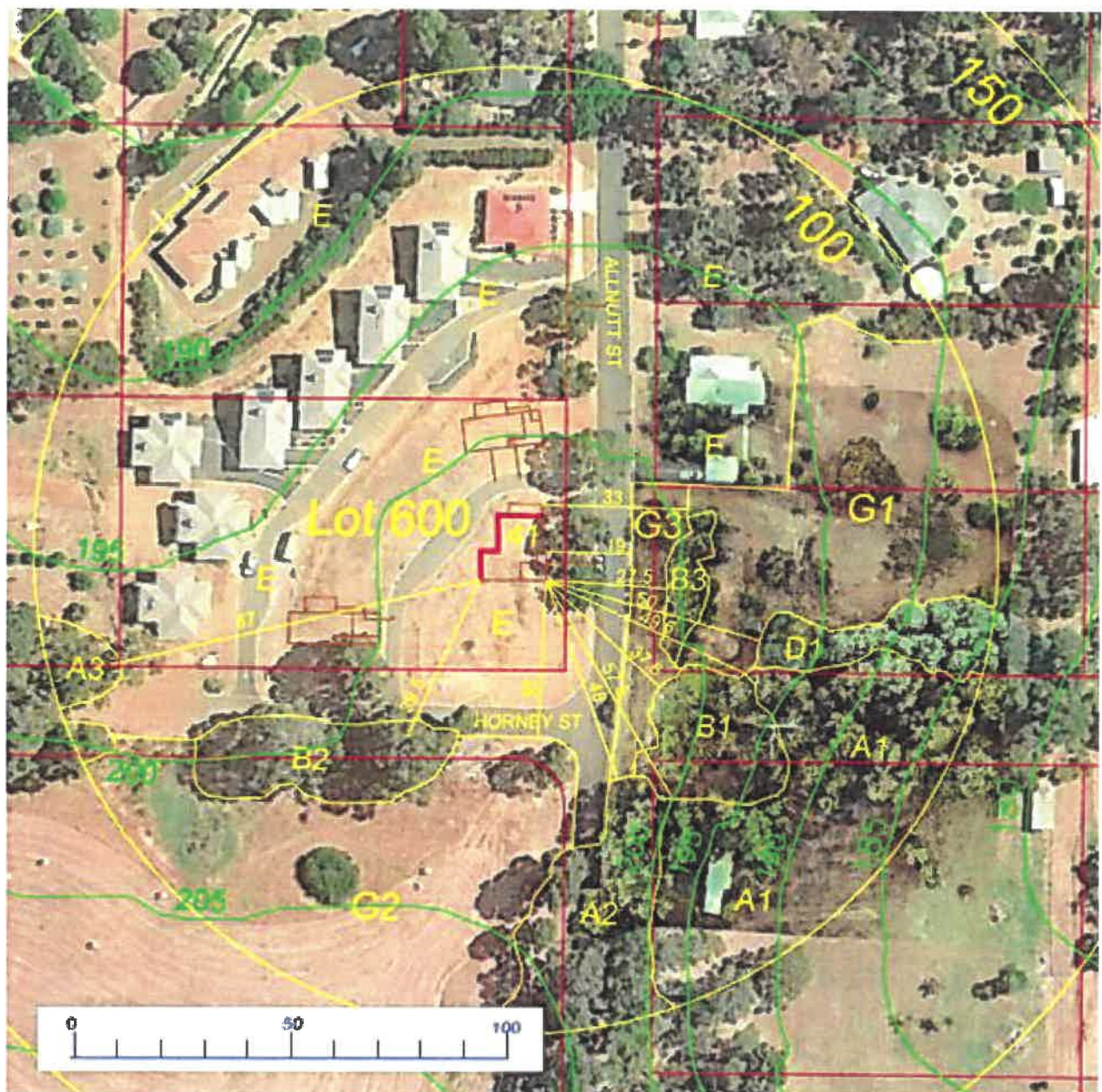


Figure 4: Map of the plot classifications and distances from Unit 41 – from BAL Report..

Legend:

A	Class A: Forest
B	Class B: Woodland
D	Class D: Scrub
G	Class G: Grassland
E	Class E: Excluded

2.0 ENVIRONMENTAL CONSIDERATIONS

2.1 Relationship to Overall BMP

The Overall BMP provides a comprehensive and more general review of environmental and conservation issues. In the case of Unit 41 the majority of relevant vegetation plots are present or former pasture or hay crop, planted exotic or introduced species, remnants of Jarrah-Marri forests in road verges (particularly Allnutt St south of Hornby St), and regrowth Jarrah-Marri forest in the unmade road reserve east of Hornby St. All these occur in the catchments of other lots explicitly covered in the Overall BMP.

No specific environmental or biodiversity preservation requirements occur in these catchment areas for Unit 41.

2.2 Native Vegetation

The most significant plots of Native species are advanced Jarrah-Marri street verges in Allnutt St south of Hornby St and overgrown Jarrah-Marri regrowth in the unmade section of road opposite Hornby Street. A short section of this unmade road was thinned by the Shire as part of its recent bushfire mitigation program.

None of the present native vegetation will require to be cleared to comply with the requirements for Asset Protection Zones.

2.3 Re-vegetation / Landscape Plan

There is no re-vegetation plan associated with the proposal. Within the site gardens are maintained by both the Village Staff and residents and these are effectively required to comply with typical APZ requirements.

3.0 BUSHFIRE ASSESSMENT

The BAL Report from which the following is derived is Wittenoom Consulting Engineers Project 40005 BAL Report dated 2 June 2020.

3.1 Assessment Inputs

The classification of the vegetation plots adjacent to the site is shown in Figure 4 (previous page). The classification is based upon AS 3959 and the *Visual Guide for Bushfire Risk Assessment in Western Australia* (WAPC 2016). The details of the vegetation plots and their evaluation are set out in the BAL assessment Report.

3.2 Assessment Outputs

The BAL level due to each plot is derived from the plot classification, slope under the plot and whether downslope or not, and the effective distance from the house to the assessed edge of the plot. The details of the vegetation plots and their evaluation are set out in the BAL assessment Report. The highest BAL is taken as the Determined Bushfire Attack Level.

The Determined Bushfire Attack Level (highest BAL) for Unit 41 determined in accordance with clause 2.2.6 of AS 3959-2018 is:

4.0 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

The site of the Independent Living Units itself is cleared and well maintained to APZ standards throughout.

The most likely direction of major bushfire attack will be from the North West to South West quadrants. Unit 41, being on the east side, is well protected from extensive Jarrah-Marri forest west of Scott Street and extending down to Plot A3 on Hornby Street. This is also in an upslope condition.

Attack from the east is possible with the fire running up the regrowth forest in the continuation of Hornby Street. However below Campbell St the area would mainly be residential lots and grassland. South of the Unit is predominately upslope grassland and north of the Unit is residential subdivision.

Although the lots A1 and B1 have steep downslopes (14.5 degrees) the clearances are adequate and the BALS within the accepted BAL – 29. Plus, as mentioned above, the risk of a major fire from the east would be less likely.

In summary, the risk of bushfire hazard to the Unit would appear to be moderate.

A moderate hazard level supports approval of the proposal, subject to compliance with the requirements of SPP3.7 Sections 6.2 and 6.4.

5.0 ASSESSMENT AGAINST BUSHFIRE PROTECTION CRITERIA

5.1 Compliance Table

The requirements in the Bushfire Protection Criteria and the proposed mitigation strategies are summarised in Table 2, Additional Management Strategies.

Table 1: Bushfire Protection Criteria

Bushfire protection criteria	Method of Compliance Acceptable solutions / Performance based solution	Compliance	Proposed bushfire management strategies
Element 1: Location	A1.1 Development location	Yes	All Units will have a rating lower than BAL-29.
Element 2: Siting and design	A2.1 Asset protection zone (APZ)	Yes	The area of each Unit shall be managed to APZ standards. The lots are not spaced to contain APZ clearance within their own notional boundaries. However surrounding land on all sides is Excluded under 2.3.2.2 (e) or (f) - either Shire roadways and verges or managed lots complying with the Shire Firebreak Order. Under these conditions all lots have a rating of BAL – 29 or less.
Element 3:	A3.1 Two access routes	Yes	From the driveway of Unit 41, Allnutt St leads to Nelson St to the North or Phillips St to the South. These both lead to Hampton St/South West Highway.
	A3.2 Public road	N/A	There are no subdivision roads. Internal private roads are double ended and one-way.
	A3.3 Cul-de-sac (including a dead-end-road)	N/A	There are no culs-de-sac within the development.
	A3.4 Battle-axe Lots	N/A	There are no battle axe lots.
	A3.5 Private driveway longer than 50m is to meet detailed requirements contained within the Guidelines.	N/A	There are no private driveways more than 50m long.
	A3.6 Emergency access way (EAW)	Yes	There is no proposed EAW.
	A3.7 Fire service access routes (FSAR)	N/A	There are no proposed FSARs
	A3.8 Firebreaks	N/A	The whole of Lot 600 and adjacent lots are urban landscaped.
Element 4: Water	A4.1 Reticulated areas	Yes	The site is fully reticulated and the independent living area will be served by a hydrant at the corner of Allnutt and Hornby Streets. This is to be located as preferred by DFES.
	A4.2 Non-reticulated Areas	N/A	
	A4.3 Individual lots within non-reticulated areas.	N/A	

6.0 RESPONSIBILITY FOR IMPLEMENTATION AND MANAGEMENT OF BUSHFIRE MEASURES

The management of the risk posed by bushfires is a shared responsibility between unit holders, Village Management and Local Government. These responsibilities are summarised in Table 2.

This should be read in association with Table 2 in the Overall BMP.

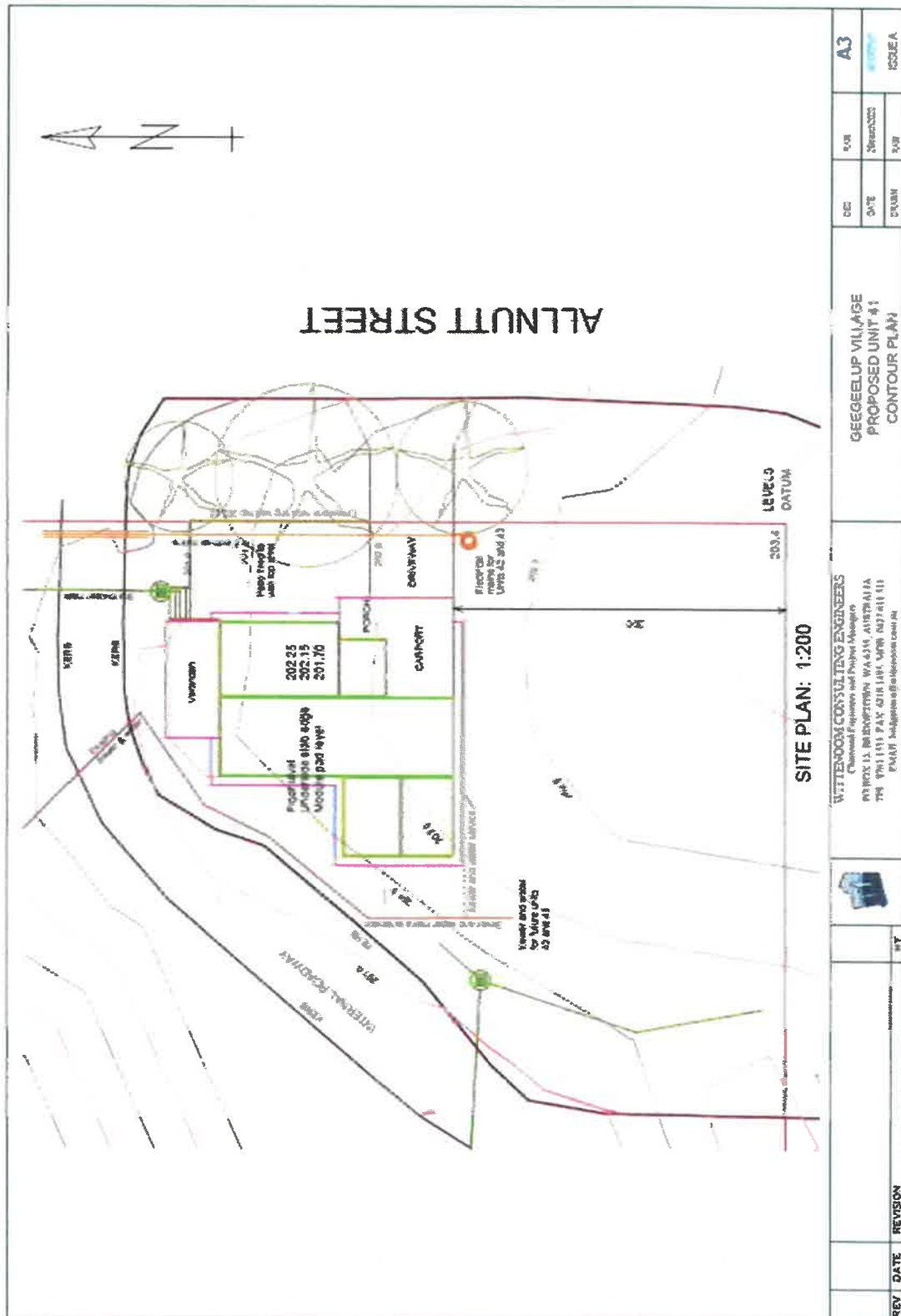
Table 2: Implementation

N o	MANAGEMENT ACTION	TIMING
1.0 Developer (Village) Prior to Issue of Titles		
1	N/A	N/A
2.0 Developer (Village) Prior to Sale		
2	Ensure that new Units comply with all bushfire requirements	Development
3.0 Developer (Village) Prior to Construction		
3	Ensuring that any application for a building permit for a dwelling is to include an individual BAL assessment to confirm that the conditions then applying support a BAL of BAL-29 or less.	Development
4.0 Village Gardeners, Residents		
4	Undertaking regular maintenance of all properties in preparation for the annual fire season.	Ongoing
4	Ensuring that all fire mitigation measures are completed by the date prescribed in Council's Firebreak Order.	Ongoing
5.0 Local Government Ongoing Management		
5	Ensuring Building Permit Applications and Development Applications are compliant with the building and land use planning provisions.	Ongoing
5	Maintenance of the designated areas of Local Open Space (e.g. road verges, islands and parks) as low threat vegetation in accordance with the Overall Management plan.	Ongoing
5	Enforce compliance with its annual Firebreak Order.	Ongoing

7.0 MANAGEMENT OF ASSET PROTECTION ZONE

The whole of this section of the Village is to be treated as an Asset Protection Zone and developed and managed by the Village, with the cooperation of residents, in accordance with the detailed specification for APZs set out in the Overall BMP.

Appendix 1: Plans and Drawings – Continued



Appendix 2: Additional Information on Bushfire Attack Levels

BUSHFIRE ATTACK LEVEL ASSESSMENT EXPLAINED

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating and the subsequent building construction standards, are directly referenced from Australian Standard AS3959 - 2018 *Construction of buildings in bushfire-prone areas*.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI-80 for WA;
- All classified vegetation *within 100m* of the subject building;
- Separation distance between the building and the classified vegetation sources; and
- Slope of the land under the classified vegetation (NOT the slope of land between building and source).

AS3959-2018 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction, as detailed below:

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section (within AS3959)
BAL-LOW	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	4
BAL-12.5	$\leq 12.5 \text{ kW/m}^2$	Ember attack	3 & 5
BAL-19	$>12.5 \text{ kW/m}^2$ to 19 kW/m^2	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 6
BAL-29	$>19 \text{ kW/m}^2$ to 29 kW/m^2	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 7
BAL-40	$>29 \text{ kW/m}^2$ to 40 kW/m^2	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL-FZ	$>40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9

WHAT DOES A BAL RATING MEASURE?

A BAL rating is the energy (in kilowatts) acting on a square metre of the wall of a house or other object. The typical domestic radiator used to be 1000 watts, or 1kW.

So BAL – 29 is the equivalent of 29 x 1000 watt radiators crammed into a vertical square metre and set 1 metre away from the wall.



**TRAILS DEVELOPMENT ADVISORY COMMITTEE
(2019-2021)**

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Trails Development Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *Trails Development Advisory Committee*.

3. Objectives

To provide advice to Council on:

- 3.1 Implement Council's economic strategies via identified and proposed tasks.
- 3.2 To advise council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Local Trails Plan.
- 3.3 To formally report to Council annually on the implementation of the Local Trails Plan.
- 3.4 To recommend to Council any changes to the priorities identified in the Local Trails Plan either as part of the annual review process, or if necessary at other times of the year.

4. Membership

The President of the Shire of Bridgetown-Greenbushes may be a member of the committee under section 5.10(4) provided the President indicates an intention to be such a member at the time the committee is appointed.

The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) provided the CEO indicates an intention to be such a member at the time the committee is appointed.

The Membership shall consist of:

- 4.1 A minimum of 1 Elected Member

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

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders Local Law.

6. Meetings

The Committee shall meet on at least one occasion every four months.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7. Quorum

Quorum for a meeting shall be at least 50% of the number of officers, whether vacant or not.

8. Delegated Powers

The Trails Development Advisory Committee is established as an Advisory Committee only, and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

9. Termination of Committee

Termination of the Committee shall be 19 October 2019 or otherwise as specified in the Local Government Act 1995.

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

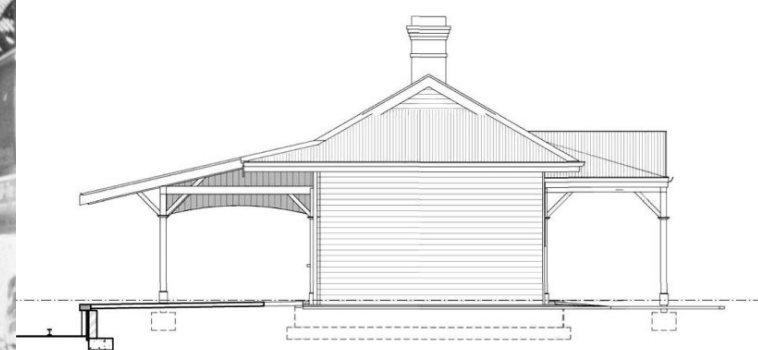
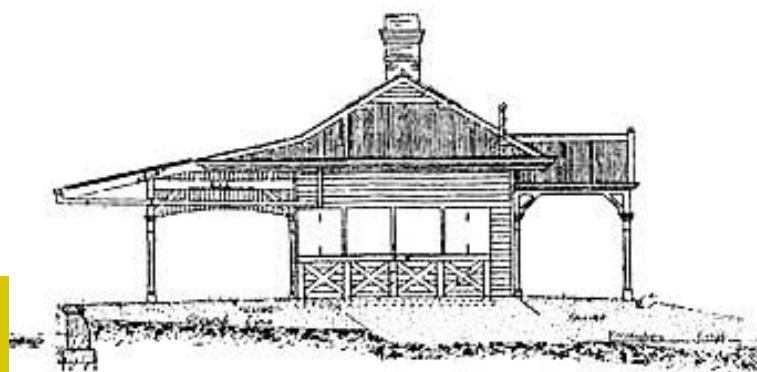
11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

ARCHITECTURE
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SUSTAINABILITY

nextpractice

124 hampton street
bridgetown WA 6255
0448 658 585
david@nextpractice.com.au
www.nextpractice.com.au



BRIDGETOWN RAILWAY STATION - 2020 UPDATE CONSERVATION & REUSE as OFFICE

For Shire of Bridgetown Greenbushes

FINAL_ May 2020

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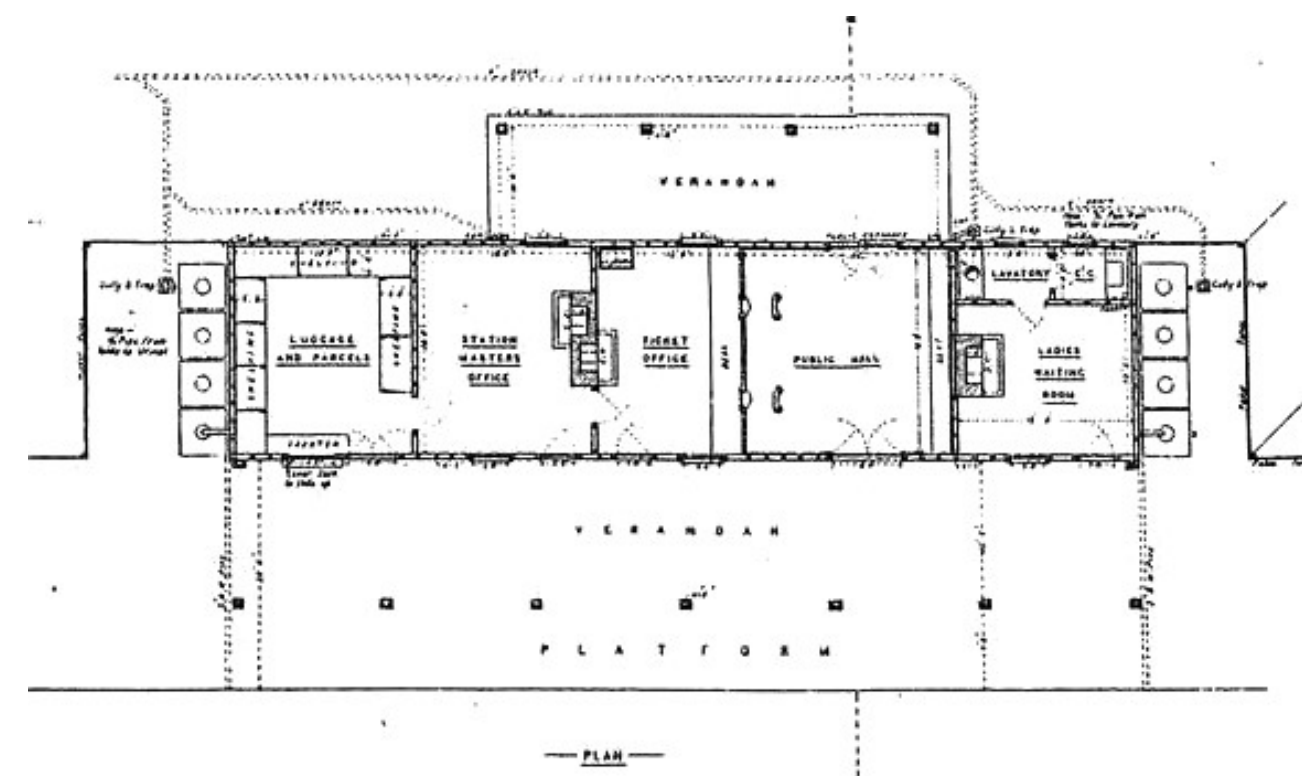


Figure 1: Floor plan from contract drawings for the Bridgetown Passenger Station House

PURPOSE and CONTEXT

This design study is a guide to future works to conserve the cultural heritage significance of the Bridgetown Railway Station and for its adaptive reuse as generic office space for unspecified occupants. The study is an update and revision of the earlier 2017 report '*Bridgetown Railway Station - Conservation and Adaptive Reuse as Visitor Centre*'. The study report should be considered within the context of the broader Management Plan for the overall Bridgetown Railway Precinct.

The design study is informed by and builds upon a variety of documents and correspondence related to this purpose, in particular the '*Conservation Plan for the BRIDGETOWN RAILWAY STATION (FORMER) Railway Reserve, Bridgetown*' 2012, prepared by Greenwood Consulting Heritage Planning & Policy, and the '*Burra Charter, The Australia ICOMOS Charter for Places of Cultural Significance*' 2013, Australia ICOMOS Incorporated.

The proposed physical works detailed on the drawings and in the scope of works in the study report encompass all the conservation processes identified in the Burra Charter, including but not limited to the following.

Maintenance (Article 16) - The continuous protective care of a place, and its setting. Examples of this process in relation to the proposed Station works include; making all windows and doors work freely, and cleaning and oiling the timber floorboards.

Restoration (Article 19) - Returning a place to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material. Restoration is appropriate only if there is sufficient evidence of an earlier state of the fabric. Examples of this process in relation to the proposed Station works include; removing recent acrylic paint finishes and repainting with earlier oil based finishes and colours, levelling of the building, and removal of paintwork from the brick chimneys.

Reconstruction (Article 20) - Returning a place to a known earlier state, as distinguished from restoration by the introduction of new material. Reconstruction is appropriate only where a place is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric. Reconstruction should be identifiable on close inspection or through additional interpretation. Examples of this process in relation to the proposed Station works include; reroofing with short galvanised steel custom orb sheets, replacing gutters with galvanised steel ogee gutters, and the reinstating of timber verandah and platform columns & associated detailing.

Adaptation (Article 21) - Changing a place to suit the existing use or a proposed use. Adaptation should involve minimal change to significant fabric, achieved only after considering alternatives. Examples of this process in relation to the proposed Station works include; installing an accessible toilet facility, setting the building on steel stumps in lieu of timber, upgrading services generally, and creating a continuous subfloor air space all around the building.

New Work (Article 22) - New work should be readily identifiable as such, but must respect and have minimal impact on the cultural significance of the place. Examples of this process in relation to the proposed Station works include; installing a glazed wall under part of the platform roof to create additional internal space.

Guided by the above processes, the overall approach has been to choose and detail practices which maximise the long term conservation of the overall building and its fabric rather than short/medium term solutions.

For the purposes of delineating the key spaces in the report, the original naming of the rooms as per Figure 1 has been used, as follows from north to south; Ladies Waiting Room, Public Hall, Ticket Office, Station Masters Office and Luggage and Parcels.

CONSULTATION

The specialist advice and input provided by the following people for the 2017 report, is relevant to the study update.

Peter Suckling, Civil & Structural Engineers - Preliminary structural assessment, refer the separate report attached as Appendix 2.

Annabel Wills, Wills Architecture - Ad hoc advice in regards heritage best practice and policy as applied to specific interpretation and construction issues.

Peter Joyce, Bridgetown Refrigeration & Air Conditioning - Reverse cycle ducted air-conditioning: system type, installation and indicative cost.

CHANGES from 2017 CONCEPT

NOTE: Key changes made from the design concept plan in the 2017 report, relate primarily to the change in proposed use from Visitor Centre to generic office, including:

- The enclosure in part of the east Platform area is deleted. All accommodation is now contained within the existing footprint of the Station building.
- The 1969 south-west addition, assessed as being of little heritage significance, is to be demolished and the western façade made good.
- The arrangement of the facilities in the ex Ladies waiting Room is revised to include a staff kitchen, an accessible bathroom with a shower. External and internal access to the facilities is available through a shared Lobby space.
- No adaptive changes to the remainder of the external and internal building fabric.

FURTHER INVESTIGATION

Further investigation is required to fully resolve a number of issues prior to commencing construction. These investigations are beyond the scope of this study due to one or a combination of the following.

- Insufficient documentary or insitu evidence to confidently establish the precise nature of previously removed original fabric.
- Unable to access confined and enclosed spaces to establish the state of existing structural fabric - including the sub floor and ceiling space.
- Requires fine grained assessment of deterioration to quantify the overall extent of repair or replacement of original fabric required.
- Detailed analysis of the existing structure's capacity to meet contemporary public building standards for wind and live loads is yet to be undertaken, thereby the need to retrofit additional structural members is uncertain.

In these circumstances the most probable outcome based on current knowledge has been documented in the Scope of Works and allowed for in the Indicative Costing. Where further investigation to confirm/clarify the proposed details is considered necessary, this requirement is noted in the Scope of Works 'COMMENT' column.

SPECIFIC ISSUES

Background and explanatory information is provided on a number of specific issues as rational for the approach taken on resolving these issues, and/or identifying where uncertainties exist.

SUBFLOOR The building as constructed and in its current form has the ground in direct contact with external walls and under the edge of the building on all sides, preventing natural ventilation of the sub-floor area. With the termite and moisture barrier now broken down for much of the building's perimeter, access for moisture and termites to the building's timbers elements has been unimpeded for an extended period of time. This is the primary cause of deterioration of the overall building fabric. This situation has been further exacerbated by;

- later additions with abutting concrete slabs on fill,
- stormwater runoff not being directed away from the building, and
- as constructed, timber in the round floor stumps being substituted for the intended termite and moisture resistant concrete stumps as documented.

Subsequent deterioration and failure of the timber perimeter stumps has additionally resulted in the external walls dropping to the point where they are being supported directly on the fill underneath these walls.

To reconstruct the subfloor structure as per the original would build in the inherent construction problems which are the primary cause of the building's current deteriorated state. Accordingly, it is proposed to permanently separate the building from the abutting natural ground with a perimeter air gap, thereby establishing a ventilated sub floor space which provides access for regular inspections of the floor structure. This approach has been used successfully at the Donnybrook Railway Station.

As extensive deterioration is expected in the timber floor bearers under external walls and the timber stumps generally, it is additionally proposed to replace these items with galvanised steel structural sections (SHS/RHS) with the stumps set in concrete footings. Contributing factors in proposing this change include;

- long term reliability with little or no deterioration of the material or structural capacity over time,
- all steel elements will be hidden from view, and
- the probable risk that equivalent sized dry jarrah timber bearers cannot be sourced, and/or treated pine substitutes will be structurally inadequate.

PLATFORM EDGE As per the floor stumps, the platform edge was not originally constructed as intended. In lieu of the masonry retaining wall documented, timber edge boards held by steel rail line verticals with a timber sleeper capping were installed and remain insitu. As with the subfloor, the direct contact of timber with the ground has created extensive moisture and termite related damage to the timber elements, and subsequent collapse of the platform edge for much of its length. It is also unlikely that the edge boards were of sufficient thickness to structurally retain the platform proper.

The proposed solution is to construct a hidden masonry retaining wall behind the face of the reconstructed edge boards. This does not though, fully address the issue of contact of the timber edge boards and the sleeper capping with the ground. Further investigation into physical barriers and/or preservative treatment of the timber is required prior to construction.

INTERNAL LINING BOARDS There are at least 5 different variations of lining board width and profile used to line walls and ceilings internally, with all rooms having a mix of boards on different walls and in places a mix of boards on the same wall. While the majority of these boards appear to be jarrah, there are also in places some softwood

boards – probably oregon. There is no obvious pattern of placement of board types, or documentary evidence of original intent to guide the choice of replacement lining boards where original boards have been removed for the full extent of a wall. Further investigation may uncover sufficient documented or insitu evidence to inform board selection in these circumstances. In the interim a precautionary approach is taken as per below, and a simple contemporary wall lining is proposed in lieu of reconstruction.

- Area of new wall where the 1969 south west addition is to be removed – flush plasterboard lining.
- North wall of the ex Public Hall above the timber dado currently lined with cellulose fibre sheet – remove sheeting and install new flush plasterboard lining.
- Existing walls and ceiling of the ex Ladies Waiting Room currently lined with cellulose fibre sheet – flush plasterboard to the new bathroom and staff kitchen, leave existing sheeting insitu in the Lobby area.
- North wall of ex Ticket Office below dado where original ticket office cabinetwork has been removed – new flush plasterboard lining.

SKIRTING, ARCHITRAVE & CORNICE Removal of all the original internal timber skirtings, architraves and cornice in the 3 southern most rooms is thought to have occurred when the walls and ceilings in these rooms were lined over with masonite sheeting. The size and profile of the skirting and cornice are indicated on the original construction drawings, but are not well defined. The probable size of these trims items as measured by the unpainted edges around windows/doors and at the junction with floors, walls and ceilings is broadly consistent across the 3 rooms as follows;

- skirting boards – 200mm high,
- window architraves – 85mm wide
- external door architraves – 125mm wide
- internal door architraves – 65mm
- cornice – 80mm

Subject to further investigation revealing additional detail on the cross-section profile of the original trims, it is proposed that simple flat skirtings and architraves with square edges of the above noted widths be installed. Timber species should be treated softwood or MDF.

EX TICKET OFFICE WALL As per the removal of original skirting, architraves and cornices above, the original ticket window detailing and arrangement of timber mouldings on the wall alongside the ticket windows are thought to have been removed when the walls and ceilings were lined over with masonite. Installation of a later door and large hatch opening in the same wall has further removed original detailing and fabric.

Reconstruction of wall linings to infill where the window is to be removed can be to match the existing adjacent. Available documented and insitu evidence of the ticket window detailing and wall mouldings is currently insufficient to accurately interpret their reconstruction. Further study of the overall wall composition and detailing is required to inform this process.

VERANDAH & PLATFORM COLUMNS All of the original timber platform & verandah full columns, and associated bracing, have been replaced with steel columns. Documentary evidence and the original half columns remaining in situ provide a sufficient level of information to accurately reconstruct the full columns to the verandah and platform. The original drawings show the columns set in the ground on braced soleplates providing direct contact for termites and moisture, expected to be a major factor in their later replacement.

It is proposed that the reconstructed columns be housed into a galvanised steel SHS base, in turn set into a concrete footing. The timber plinth trim around the base of the columns set nominally above the finished paving will hide the steel base from view. As obtaining equivalent sized dry dressed jarrah posts which are dimensionally stable is expected to be difficult and expensive, the timber columns could be reconstructed from other non-rainforest laminated hardwoods or treated softwood.

SERVICES SUPPLY INFRASTRUCTURE The existing points of connection/metering to the building for electricity, water supply, and communications are all in physically and/or visually obtrusive locations and forms. It is proposed that they be relocated away from the building perimeter in recessed pits or similar, or internalised within the building where practical.

The proposed works includes the installation of an integrated new subsoil drain and stormwater system to capture roof and surface runoff, and to keep the natural ground moisture low around the building and platform. There is currently though, no stormwater infrastructure within the proximity of the building to direct this captured stormwater off site, with the current practice of discharging through the platform edge onto the rail line no longer acceptable. Further investigation and direction will need to be given by the Shire on this matter.

The existing effluent treatment system servicing the building will require an upgrade. Leach drains are not expected to be practical or acceptable in this location, with an ATU or connection to the mains sewer probably required. Further investigation and direction will need to be given by the Shire on this matter also.

The probable cost of the latter two items is uncertain but likely to be significant, particularly if trenching long distances or under existing road and rail infrastructure is required. A substantial allowance has been made in the Indicative Costing for these service items, but subject to the outcomes of further investigations by the Shire the figures may be inadequate.

TIMBER POLICY and PRACTICE

The following guiding principles provide a consistent best practice approach to the treatment and installation of existing and new timber elements incorporated into the works.

REPAIR

- Repair is generally preferable to replacement.
- Localised areas of damage/deterioration within timber elements should be removed and repaired with a spliced in section of equivalent material or a 2 pack epoxy bulk filler and shaped to suit.
- Where structural elements are not visible, they can be repaired by fixing new timber plates or strengthening timbers alongside on one or both sides.

REPLACEMENT

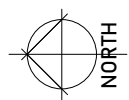
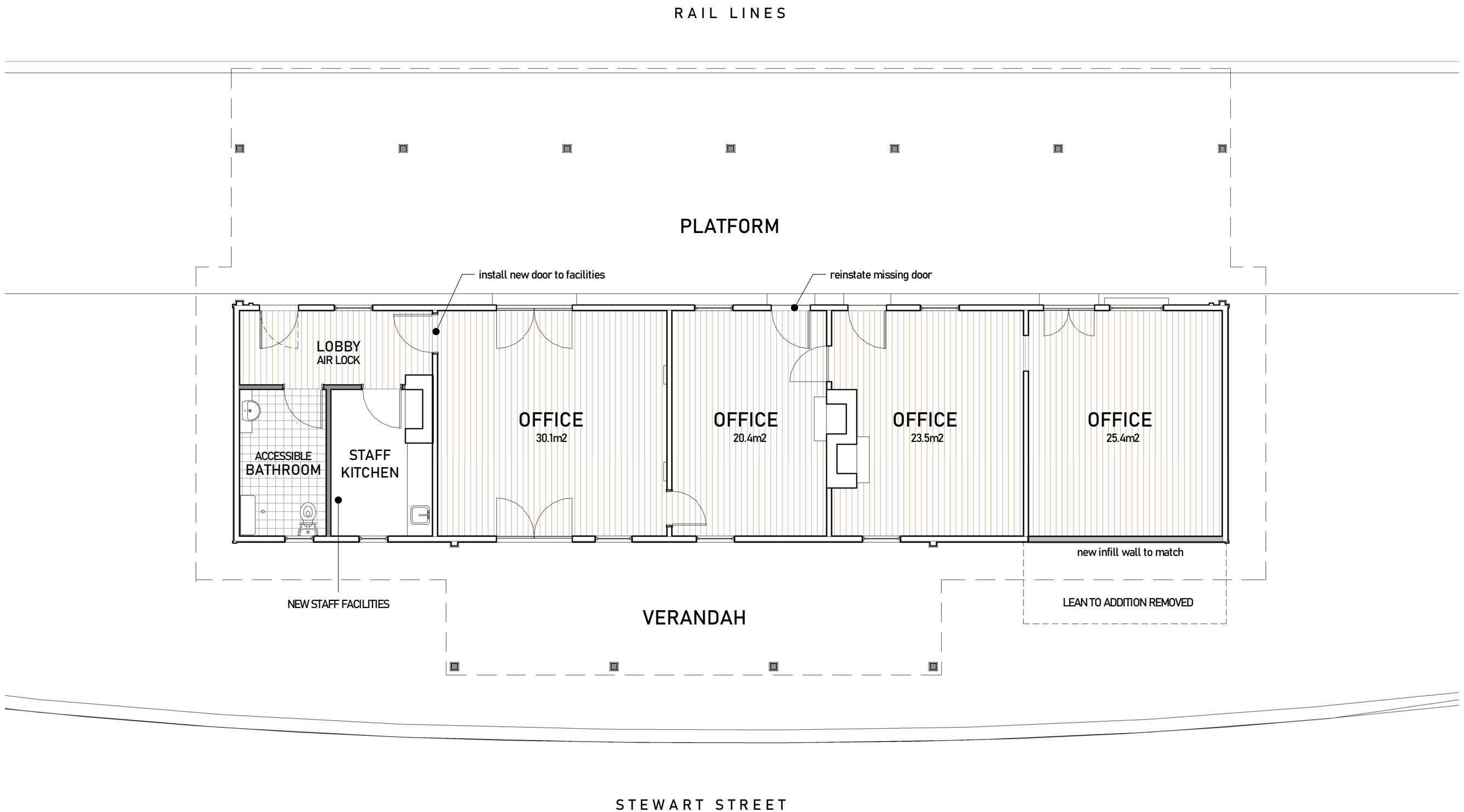
- Replacement elements for reconstruction should generally be of the same size/form and timber species as the original. Equivalent recycled elements sourced from on or off site are preferred. Consideration of termite risk exposure is also a consideration in selection of species.
- If structural elements cannot be repaired to retain their structural capacity, then replacement as a whole may be required.
- Where a large area or multiples of an element are to be reconstructed, than using a different timber species may be desirable as a strategy to identify the new elements from original building fabric.
- If the profile or other details of a timber element to be reconstructed cannot be accurately established from documentary or insitu evidence, then a simplified replacement of equivalent overall dimensions & proportions should be used.

NEW ELEMENTS

- New timber elements may be required to strengthen existing elements or the overall structural integrity of the building, or to fix new services, or as part of other adaptation works.
- These new timber elements should be identifiable from the original fabric, which may include being of a different species such as treated pine or MDF (internal non-structural only).

FIXINGS

- Refix loose timbers and joints generally. Secure loose boards by punching in existing nails and/or fixing with new nails.
- Fixings should generally be to match the original fixing type used – typically nail fixed, and galvanised.
- Predrill for all fixings in dry hardwood. The use of nail guns is to be avoided in other than new work.
- If nails fixings are insufficient to the task then self-drilling screws and bolt fixings may be used where hidden, or if countersunk below the surface and filled over.



ARCHITECTURE
URBAN DESIGN
SUSTAINABILITY

nextpractice

124 hampton street
bridgetown WA 6255
0448 658 585
david@nextpractice.com.au
www.nextpractice.com.au

BRIDGETOWN RAILWAY STATION _ 2020 CONCEPTS

for Shire of Bridgetown Greenbushes

DESIGN FLOOR PLAN
Scale 1:100@A3 May 2020 page 4

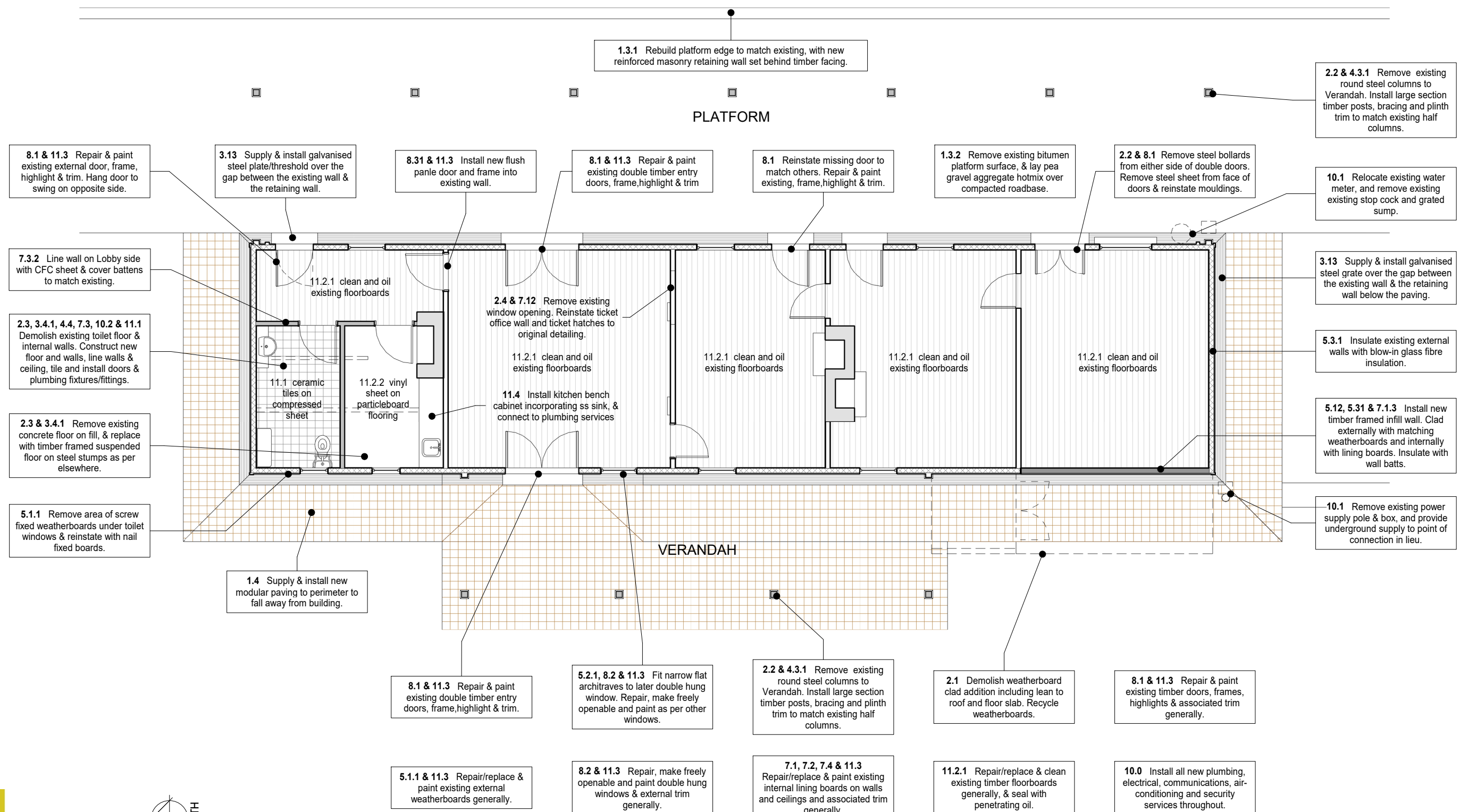


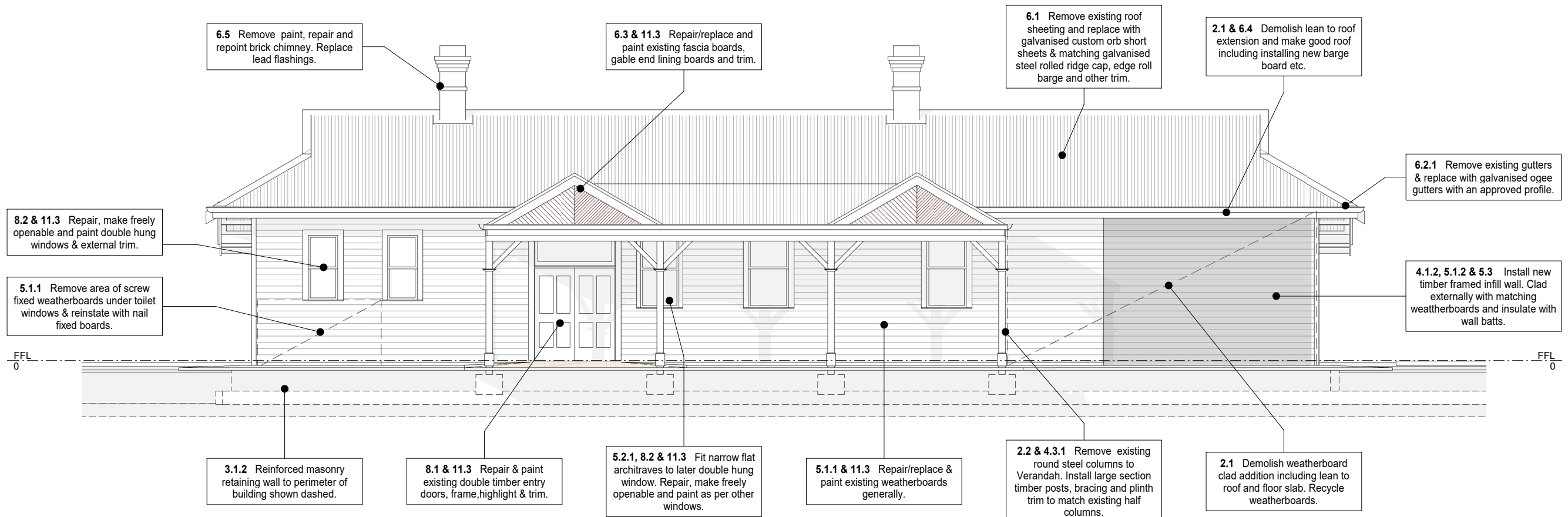
BRIDGETOWN RAILWAY STATION _ 2020 CONCEPTS

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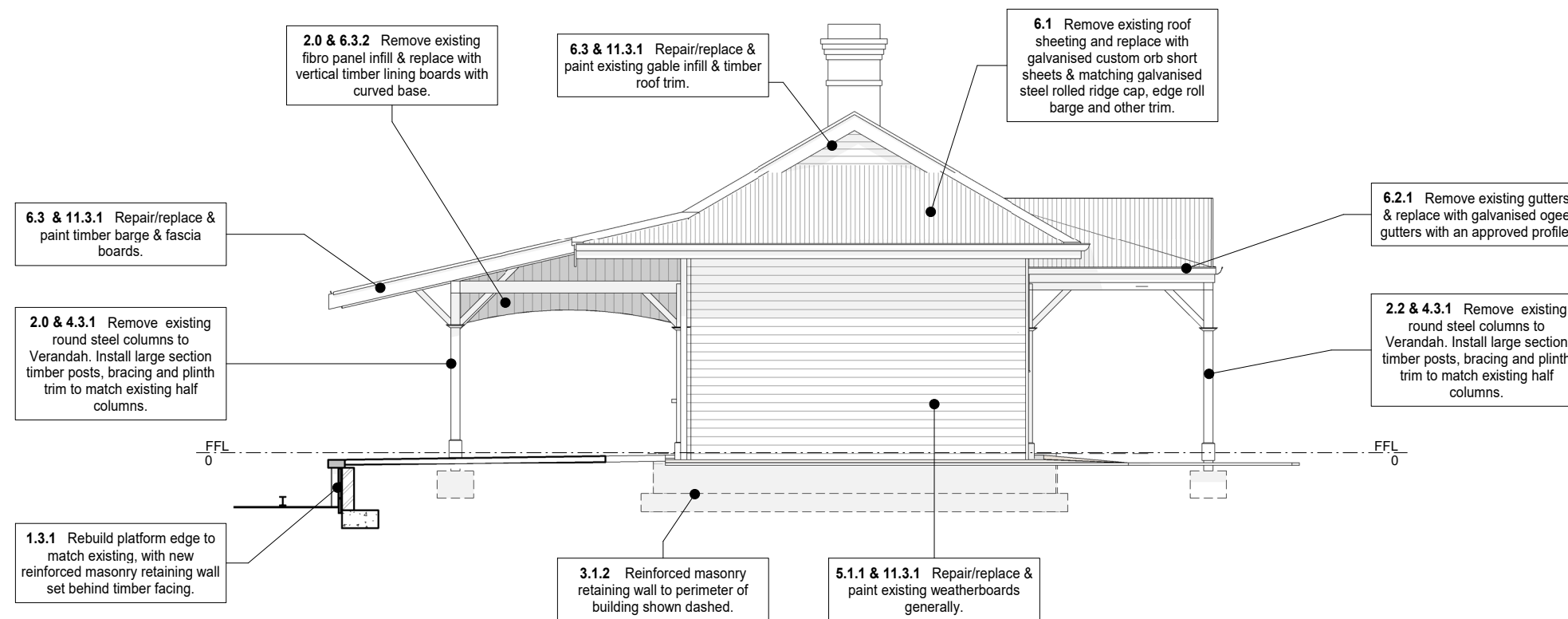
FLOOR PLAN - PROPOSED WORKS

Scale 1:100@A3 May 2020 page 5

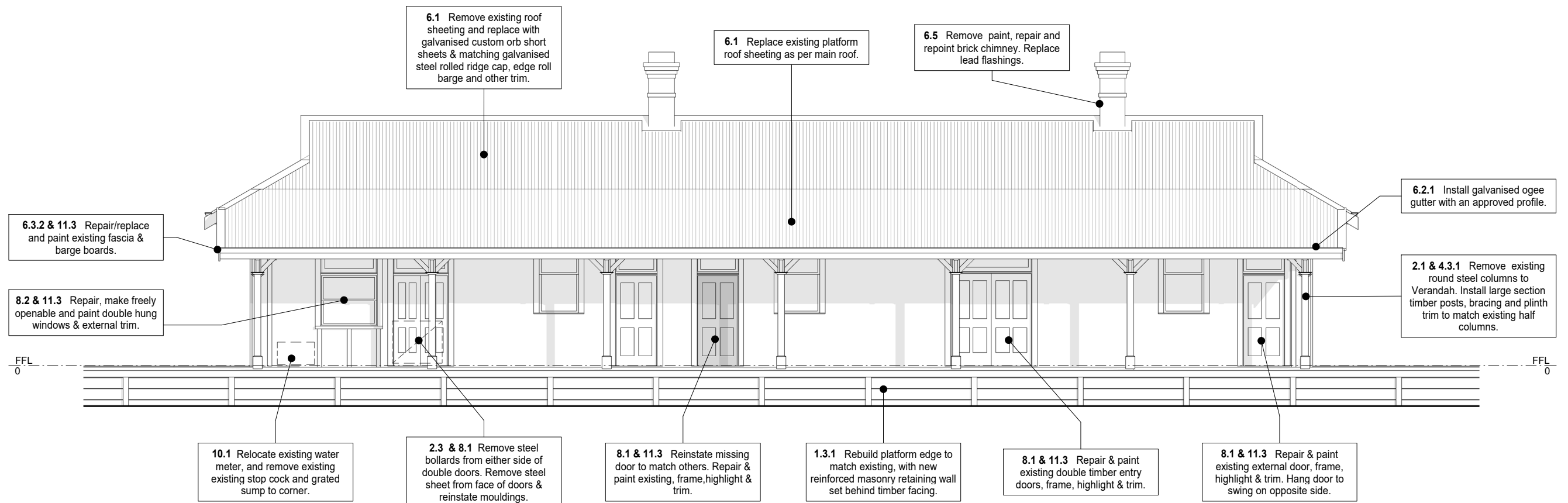




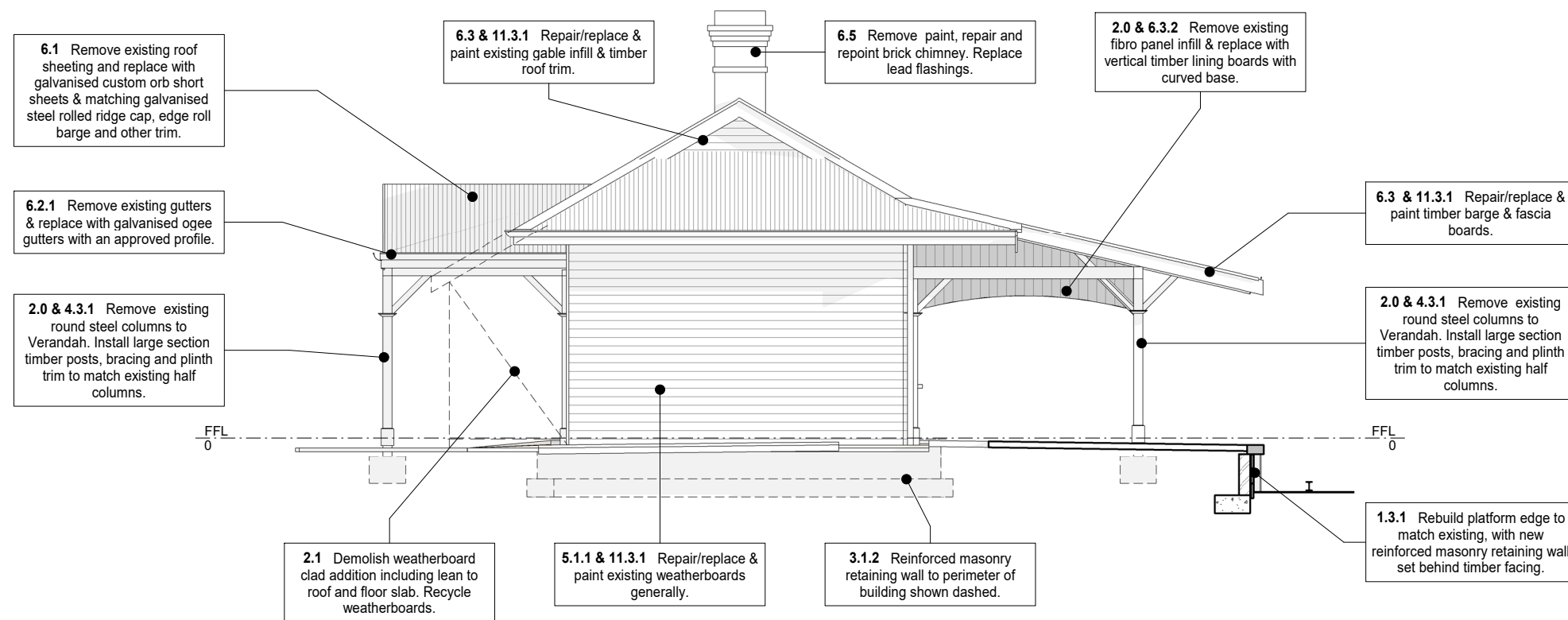
WEST ELEVATION



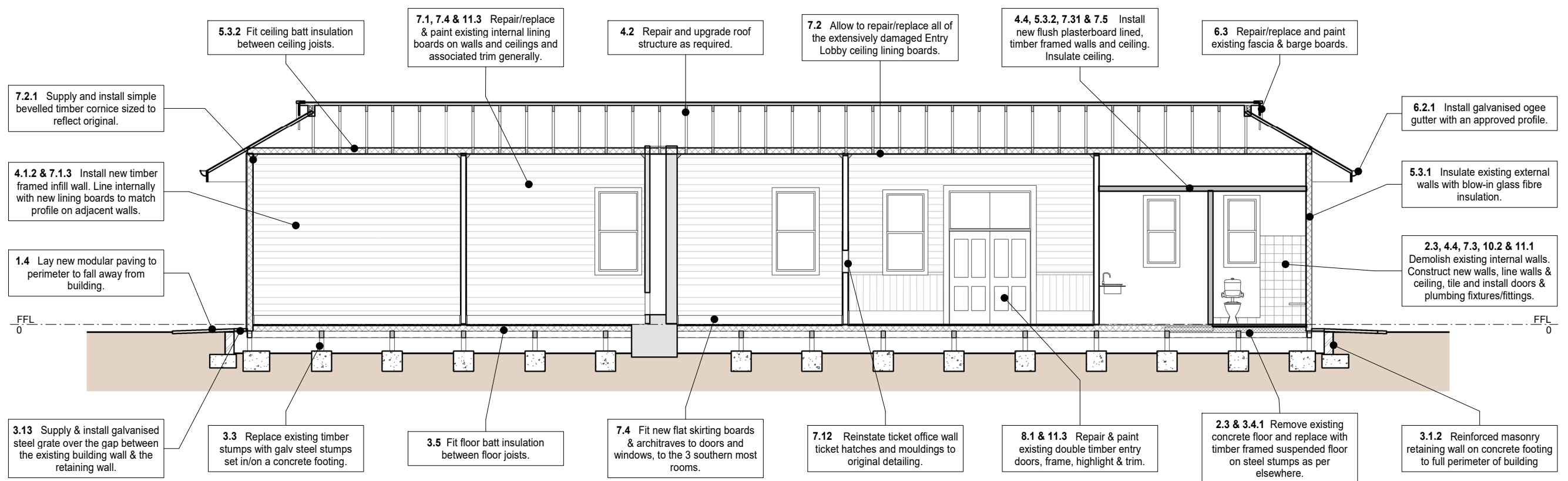
NORTH ELEVATION



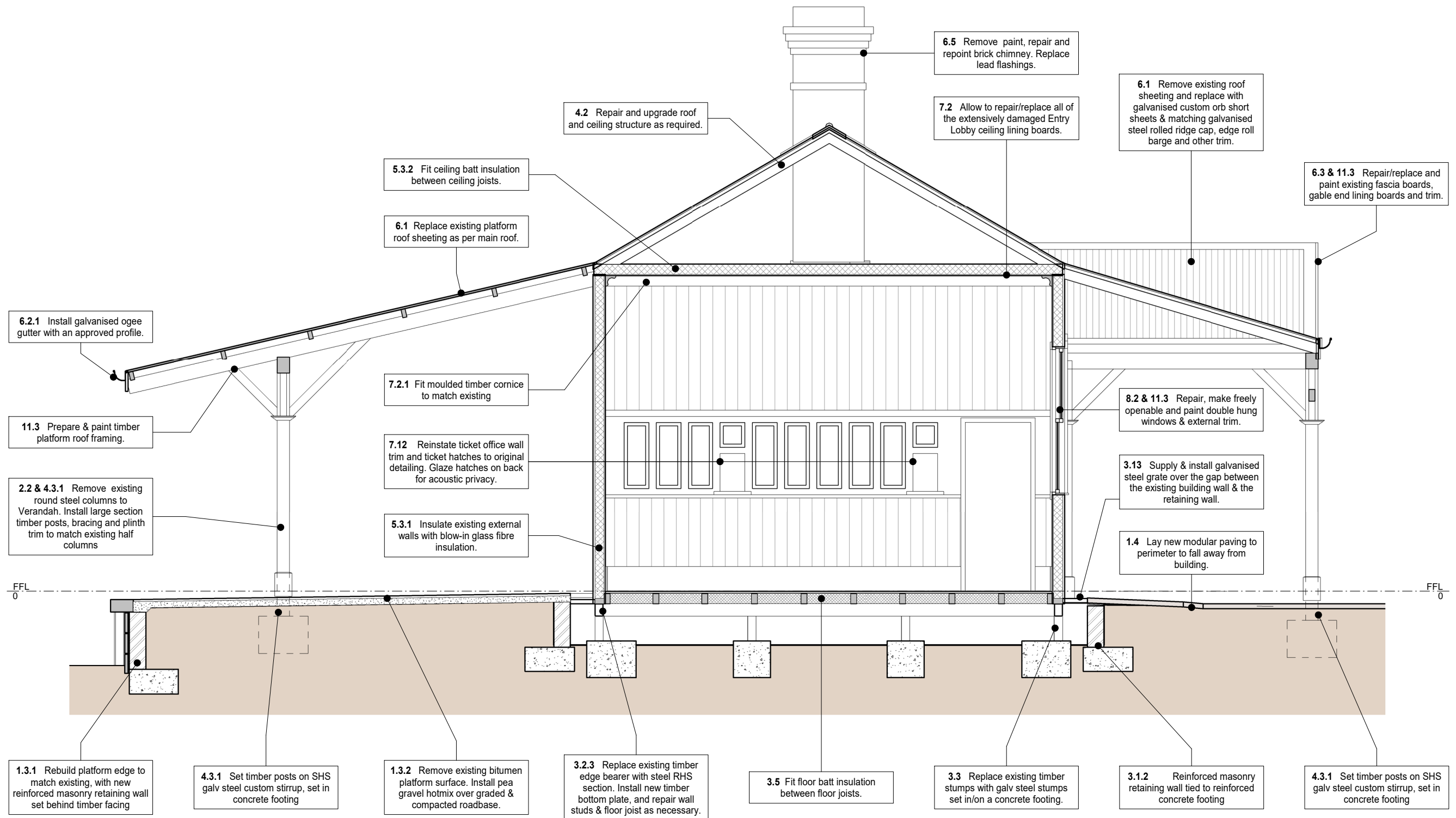
EAST ELEVATION



SOUTH ELEVATION



LONG SECTION



CROSS SECTION

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
1.0 SITE & EXTERNAL WORKS			
1.1	EARTHWORKS Remove existing hotmix surface from building surrounds and the full length of the platform. Cut and grade surfaces noted above to suit finished levels of paving materials as nominated in <i>1.3.2 Platform Surface & 1.4 PAVING</i> , and to fall to stormwater drainage sumps. Compact natural ground under areas to be paved if required.	New fill to be compacted gravel roadbase if/where required.	All excess excavated material to be disposed of off-site.
1.2	DRAINAGE		
1.2.1	Surface Drainage Install grated stormwater pits either side of building in locations to suit. Install stormwater pipe system to interconnect all downpipe sumps and subsoil drains with the stormwater pits.	Nominal 1200d precast concrete stormwater sumps with trafficable galvanised steel grates. PVC stormwater pipe & fittings sized to suit flows.	
1.2.2	Subsoil Drainage Install subsoil drain to perimeter of building. Connect subsoil drain back to stormwater sumps noted above.	'Megaflo' drain coil with geo-fabric sock in blue-metal filled trench. Blue metal wrapped in geo-fabric filter wrap.	Separate sumps for collecting discharge from subsoil drains may be required to avoid back charging of drains by general stormwater.
1.2.3	Drainage Discharge Allow for the discharge from the overall drainage system to be in a controlled manner away from the rail line reserve and road. Expected to require installation of pipework either under the road or under the rail lines to connect with existing off-site stormwater drainage.		Shire to undertake further investigations to confirm method & cost.
1.3	PLATFORM		
1.3.1	Platform Edge (refer indicative detail on cross-section) Remove existing platform edge sleepers and timber retaining boards for the full length of the platform. Retain the rail iron steel verticals & tie beam in situ. Excavate soil from behind the platform edge to the extent required to install the proposed new retaining wall. Excavate for and pour concrete retaining wall footing. Install reinforced block retaining wall set nominally 50mm behind the back of the steel verticals. Parge external face of retaining wall with suitable waterproof membrane. Install subsoil drain behind wall. Compact backfill in layers behind the block retaining wall. Clean and rust proof the steel verticals, and replace top fixing plates where missing or damaged. Supply & install nominal 50mm thick timber facing boards to match existing between the block retaining wall and the steel verticals. Supply & install sleeper sized timber top edging to match existing.	Reinforced concrete footing & nominal 150 wide concrete block wall - steel reinforced with grout filled cores, all to structural engineers future detail. Timber facing boards & top edging to be accurately sawn dry jarrah. If reusing existing timbers then select best face for exposure & randomly mix with new timbers. Reuse existing fixings where practical and/or otherwise match.	Stockpile structurally and visually sound sleepers and retaining boards for potential reuse. All excess excavated material to be disposed of off-site. Consideration to be given prior to construction to the use of reconstituted limestone blocks or precast concrete retaining elements in lieu of the reinforced block retaining wall nominated.
1.3.2	Platform Surface Supply, spread and compact min 100mm thick roadbase. Screed base to desired levels to fall away from the building and platform edge generally and towards the grated sumps nominated in <i>1.2.1 Surface Drainage</i> and areas of future soft landscaping where applicable. Supply and lay nominal 20mm thick hotmix paving over roadbase.	Gravel roadbase. Washed and graded pea gravel aggregate hotmix with ochre pigment.	Consider use of in situ concrete with exposed washed pea gravel aggregate in lieu of hotmix within the immediate vicinity of the building.

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
1.4	PAVING Supply, spread and compact nominal 100mm thick sand-base under all areas to be brick/block paved around the perimeter of the building. Screed base to desired levels to fall away from the building and platform edge generally, and towards areas of future soft landscaping. Supply and lay modular brick/block paving on a min depth bedding layer. Set out to suit full pavers and set unconstrained edges on a mortar bed. Grade the paving up at entry/exit doors to match threshold levels.	Clean coarse sand or metal dust bedding layer. Selected square masonry paver with exposed aggregate finish with an overall colour and texture similar to compacted gravel. Nominal 300 square.	Consider use of in situ concrete with exposed washed pea gravel aggregate in lieu of brick paving.
1.5	LANDSCAPING Other hard and soft landscaping including construction of the North and South Station Squares is not included in this scope of works or the associated indicative costing.		

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
2.0 DEMOLITION			
2.1	DEMOLITION – SOUTH-WEST ADDITION Remove the 1969 addition on the south west corner of the building, inclusive of; <ul style="list-style-type: none"> double doors and window, extension of existing roof covering the addition, including ceiling, perimeter walls – internal and external linings and framing, and concrete floor. Carefully de-nail & stockpile sound weatherboards and structural timbers for reuse elsewhere.	Test fibre cement sheeting and vinyl floor coverings if uncovered for asbestos. Remove accordingly if asbestos is present.	Carefully remove all items to minimise damage to adjacent retained surfaces and materials, and to maximise potential for reuse of removed materials. Stockpile & store undercover all items for reuse. All material not required for reuse to be disposed of off-site.
2.2	DEMOLITION – EXTERNAL ELEMENTS Prop Entry Verandah and Platform rooves & remove round steel verandah columns and associated footings. Remove area of fibre cement sheeting infill from north end of platform. Remove steel bollards from sides of external double doors to Jigsaw Gallery 2.		
2.3	DEMOLITION – EXISTING TOILETS/WAITING Remove redundant plumbing fixtures and pipework as per <i>10.2 PLUMBING</i> Demolish internal partition walls. Remove concrete floor from existing toilet area as per <i>3.4 EXISTING SLABS ON GROUND</i> . Remove existing timber floorboards to the extent of the proposed Bathroom & Staff Kitchen. Retain floorboards to the area of the proposed Lobby. Remove existing sheet linings from walls and ceiling as necessary to area of proposed Staff Kitchen & Bathroom.		
2.4	DEMOLITION – INTERNAL ELEMENTS Remove existing window in the internal wall between the ex Public Hall and Ticket Office.		

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
3.0 SUBFLOOR & FLOOR			
3.1	PERIMETER RETAINING (refer indicative detail on cross-section)		
3.1.1	Excavate Fill Carefully remove existing fill under the edge of external walls, temporarily propping walls and floor as the work proceeds. Remove existing timber stumps under external walls. Excavate additional fill /soil to the perimeter of the building to the extent required to install the proposed new perimeter retaining wall.		
3.1.2	Retaining Wall Excavate for and pour concrete retaining wall footing. Install reinforced block retaining wall offset nominally 300mm from external walls. Parge external face of retaining wall with suitable waterproof membrane. Install subsoil drain behind wall as nominated in <i>1.22 Subsoil Drainage</i> . Compact backfill in layers behind the block retaining wall.	Reinforced concrete footing & nominal 150 wide concrete block wall – steel reinforced with grout filled cores, all to structural engineers future detail.	Consideration to be given prior to construction to the use of reconstituted limestone blocks or precast concrete retaining elements in lieu of the reinforced block retaining wall nominated.
3.1.3	Perimeter Grate/Plate Install a nominal 300 wide removable grate across the gap between the retaining wall and the existing external wall to the full perimeter of the building. Install an equivalent width continuous solid plate across the gap in front of all doors. Set the grate/plate on galv angles or proprietary guides fixed to the walls. Level of grate to match adjacent finished paving levels.	Propriety galvanised steel grate.	Grate will require narrow openings to minimise risk of heels slipping through.
3.2	FLOOR STRUCTURE		
3.2.1	Termite Barrier & Plinth Carefully remove existing timber plinth board covering over the base of the external wall frame/floor structure. Remove all remnants of the sheet steel termite barrier at the base of external walls.		Mark location and stockpile visually sound timbers for reinstatement.
3.2.2	Level Remove all external and internal doors and window sashes prior, for repair as per <i>8.1 EXISTING DOORS & 8.2 EXISTING WINDOWS</i> . Raise the level of the floor structure and walls by jacking, such that the finished floor level across the building becomes consistent with existing floor levels immediately adjacent to internal fireplace/chimney structures. Prop floor and walls once final level is achieved. Remove existing internal timber stumps and general debris from subfloor area. Level ground under floor to fall evenly toward perimeter.		Levelling to be done incrementally to allow the overall building structure and any fixed materials to settle with minimum failure of essential fixings, and thereby retain structural integrity.
3.2.3	Edge Timbers Visually inspect and assess the structural condition of the existing timber structural elements at the base of external walls, including the edge bearer/plate and ends of floor joists, & wall studs. Replace or repair existing framing timbers as nominated in TIMBER POLICIES & PRACTICES. Specifically; <ul style="list-style-type: none"> Edge bearer/plate – Remove timber bearer and replace with steel beam. Bottom plate – install a timber bottom plate of suitable section size on top of the steel section, notched to receive the wall studs, minimum length of plate to be 1.8m, trim length of wall studs to suit if required. 	Galvanised steel SHS/RHS bearer with joints over stumps, all to structural engineers future detail. All replacement timbers to be dry jarrah of equivalent cross-section. Strengthening plates and additional new members to be MGP10 H3 treated pine.	Assessment should be undertaken by project architect/superintendent or structural engineer. Should upon assessment the majority of the edge bearers be deemed structural sound for purpose, then localised replacement where necessary with like timber sections could be considered in lieu of overall replacement with a steel bearer and timber top plate.
3.2.4	Joists & Bearers generally	All replacement timbers to be dry jarrah of	Assessment should be undertaken by project

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
	Visually inspect and assess the structural condition of the remaining floor structure. Replace or repair existing framing timbers as nominated in TIMBER POLICIES & PRACTICES. Refix loose timbers and joints.	equivalent cross-section. Strengthening plates and additional new members to be MGP10 H3 treated pine.	architect/superintendent or structural engineer.
3.3	STUMPS & FOOTINGS Excavate for stump footings by hand where necessary. Place reinforcement and hold down bolt cages as required & pour concrete footing Fabricate steel stumps with cleat fixings to length. Install on grouted base, anchored down to footing & fixed to steel bearers. Coat base of stump to 150mm above finished ground with high build 2 pack epoxy.	Reinforced concrete footing & hot dip galvanised steel SHS stumps with fully welded plate cleats, all to structural engineers' future detail.	Alternatives to the proposed steel stumps could be larger section treated timbers (square or in the round) bearing on a concrete pad footing. If so, resisting & transferring wind loads & uplift will need to be specifically addressed.
3.4	EXISTING SLABS ON GROUND		
3.4.1	Bathroom & Staff Kitchen Area Remove existing plumbing fixtures and pipes as nominated in <i>10.2 PLUMBING</i> , internal partition walls and concret floor as nominated in <i>2.3 DEMOLITION – EXISTING TOILETS/WAITING</i> . Prop external wall. Remove fill from edge of external walls as per <i>3.1.1 Excavate Fill</i> , & remove remainder of fill beneath slab to bring the sub-floor ground level down to match adjacent ground levels. Supply & install stumps on concrete footings as per elsewhere & <i>3.3 STUMPS & FOOTINGS</i> . Supply & install timber floor structure comprising of floor bearers and joists to match & tied in with the existing floor structure. Set top of new joists and modify existing joists in Bathroom to suit 40mm set down of floor sheeting. Supply & install compressed sheet floor to Bathroom area. Supply & install particleboard sheet floor to Staff Kitchen area.	Reinforced concrete footing & hot dip galvanised steel SHS stumps with fully welded plate cleats, all to structural engineers' future detail. New floor framing to be MGP10 H3 treated pine. 19mm fibre cement compressed sheet flooring. 22mm termite treated particleboard flooring.	
3.5	FLOOR INSULATION Supply & fit batt insulation between floor joists. Fix batts insitu as per manufacturers installation details.	Min R2.0 glasswool floor batts.	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
4.0 STRUCTURE			
4.1	WALLS		
4.1.1	Existing Wall Framing Visually inspect and assess the structural condition of the existing timber wall framing to the extent possible with external and internal linings insitu. Where deterioration is indicated remove linings locally to the point of exposing sound timber. Replace or repair existing framing timbers as nominated in TIMBER POLICIES & PRACTICES. Specifically; <ul style="list-style-type: none"> Wall studs – Where multiple adjacent wall studs are deteriorated for a significant portion of their length, then replacement of these studs for their full length may be required. Lintels – replace for full length if structurally unsound ensuring bearing timbers at each end can support loads. 	All replacement timbers to be dry jarrah of equivalent cross-section. Strengthening plates and additional new members to be MGP10 H3 treated pine.	Assessment should be undertaken by project architect/superintendent or structural engineer. Additional strengthening or wind bracing may be required, to structural engineers' future detail.
4.1.2	New External Wall Fabricate new stud wall frame to infill where the south west addition is removed, inclusive of noggings & bracing to suit. Depth of framing members to match existing.	New wall framing to be MGP10 H3 treated pine.	
4.1.3	Wall Modifications Where a new doors is to be installed within an existing internal wall; <ul style="list-style-type: none"> Remove existing cladding & linings to the minimum extent necessary to access the wall framing. Modify the wall framing by trimming existing members and installing new timber studs and lintel. Trim removed cladding/linings to suit and reinstate. 	New wall framing to be MGP10 H3 treated pine.	Stockpile any excess removed cladding/lining material for use elsewhere.
4.2	ROOF & CEILING FRAMING Visually inspect and assess the structural condition of the existing timber ceiling and roof framing once roof sheeting has been removed. Assess the condition of the existing roof battens to accept new roof fixings. Replace where necessary. Replace or repair existing framing timbers as nominated in TIMBER POLICIES & PRACTICES. Install additional roof framing if required to improve structural integrity of roof. Install new framing members where required to support or provide fixings for new services.	All replacement timbers to be dry jarrah of equivalent cross-section. Strengthening plates and additional new members to be MGP10 H3 treated pine. Additional timber roof framing to be to structural engineers' future detail.	Assessment should be undertaken by project architect/superintendent or structural engineer.
4.3	PLATFORM & VERANDAHS		
4.3.1	Verandah Posts Source large timber posts to replace round steel columns. Size & detailing of posts to match existing half posts adjacent to external walls. Set posts on a hidden fabricated steel upstand, in turn set into or masonry fixed into a reinforced concrete footing. Install bracing members between posts & beams & other post trim to match existing. Repair/ replace plinth timbers at base of half columns as necessary to finish nom 20mm above finished paving levels.	Dry jarrah or MGP10 H3 treated pine. Reinforced concrete footing. Hot dip galvanised fabricated steel SHS upstand/stirrup checked over timber section. All to structural engineers' future detail.	Expected that posts will need to be a laminated product to achieve the required section size.
4.3.2	Platform Roof Strengthening Install additional roof framing if required to improve structural integrity of platform roof.	Strengthening members to be MGP10 H3 treated pine.	Additional roof framing to be to structural engineers' future detail.
4.4	BATHROOM, STAFF KITCHEN & LOBBY Construct internal timber stud wall framing from floor to ceiling to form new Bathroom, Kitchen & Lobby spaces. Construct timber frame ceiling over Bathroom & Kitchen at nominal 3000AFL. All framing to suit flush plasterboard linings.	All timber framing to be MGP10 H3 treated pine.	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
5.0 EXTERNAL WALL CLADDING & INSULATION			
5.1	WEATHERBOARDS		
5.1.1	Existing Weatherboards Generally Visually inspect and assess the condition of all insitu external weatherboards. Mark all boards for repair or replacement. Source a supply of matching recycled weatherboards. Replace or repair weatherboards as nominated in TIMBER POLICIES & PRACTICES. Specifically; <ul style="list-style-type: none"> Where multiple adjacent weatherboards are deteriorated for a significant portion of their length, then carefully remove for their full length & reinstate using a mix of sound portions of the removed boards and other recycled boards. Predrill & nail fix all boards. Remove the area of screw fixed replacement weatherboards from below toilet window (west elevation), & reinstate with suitable boards nail fixed to framing timbers. Patch redundant screw fixing holes where visible. Prepare and paint weatherboards as nominated in <i>11.3. PAINTING</i> .	Second hand jarrah weatherboards to match in profile and surface finish, recycled from off and on site.	Assessment should be undertaken by project architect/superintendent.
5.1.2	South West Infill Wall Clad the new infill stud wall where the south west addition is removed with weatherboards to match elsewhere. Horizontally align the new and existing weatherboards. Prepare and paint weatherboards as nominated in <i>11.3. PAINTING</i> .	Second hand jarrah weatherboards to match in profile and surface finish, recycled from off and on site.	
5.2	EXTERNAL TRIM Visually inspect and assess the condition of all external timber trims. Mark all items for repair or replacement. Replace or repair trim as nominated in TIMBER POLICIES & PRACTICES. Prepare and paint trim as nominated in <i>11.3. PAINTING</i> .		Assessment should be undertaken by project architect/superintendent.
5.2.1	Door & Window Architraves Replace flat external architraves to ex Public Hall double doors (east & west sides) with moulded architraves to match typical windows. Supply and install simple flat or tapered architraves nominally 100mm wide externally to the later double hung window on the west elevation adjacent to the entry doors.	Moulded timber architraves machined as a special to match existing profile and species. Architraves to be jarrah or LOSP H3 treated pine.	If architraves are required to be removed to access/repair adjacent items, then they should be marked for location, carefully removed and stored for reinstatement.
5.2.2	Plinth Board Remove timber plinth board at base of external walls as per <i>3.2.1 Termite Barrier & Plinth</i> . Unless boards are visually sound for full depth of section then replace with matching boards of the same size & profile.	All replacement timbers to be dry jarrah of equivalent cross-section.	
5.3	INSULATION		
5.3.1	Wall Insulation Where external wall framing is new or has been exposed, supply & fit batt insulation between studs. Elsewhere, supply and install blow-in fibre insulation into the cavity between the external weatherboards and internal linings of existing external walls. Installation of insulation to be undertaken by approved installer of blow in insulation in accordance with manufacturer's instructions. Builder to remove and reinstate top boards externally or internally to provide access to cavity for blow-in insulation installation.	Min R2.5 glasswool wall batts. Approved non-combustible silicon treated glass wool fibre fill suitable for timber framed stud walls without a vapour membrane.	If mid height noggings between studs are present then boards at base of wall may also need to be removed.
5.3.2	Ceiling Insulation Supply & fit batt insulation between ceiling joists to existing and new ceilings.	Min R4.1glasswool wall batts.	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
6.0 ROOF			
6.1	ROOF SHEETING Remove all existing roof sheeting & fixings, taking care to minimise damage to timbers under and brick chimneys. Visually inspect and assess the structural condition of the existing roof timbers as per <i>4.2 ROOF & CEILING FRAMING</i> , including the suitability of roof battens for receiving new fixings. Install short length galvanised steel custom orb sheeting, screw fixed to roof battens. Predrill into hardwood battens and purlins to avoid splitting. Install galvanised steel roof trim to match existing, including edge roll barge & rolled ridge cap.	Heavy galvanised (600g/m2) custom orb steel sheeting with typical sheet lengths of 2400. Barge, ridge cap, and other trim profiles to be confirmed prior to construction.	Stockpile removed roof sheeting on site in bundles suitable for transport. Refer also to State Heritage Office <i>Policy for Corrugated Metal Roofs</i> .
6.2	ROOF PLUMBING Remove all existing gutters, downpipes and other roof plumbing items including all associated fixings. Paint gutters and downpipes as nominated in <i>11.3.2 External Painting</i>		All material to be disposed of off-site. Refer also to State Heritage Office Maintenance Series <i>Slating, Tiling and Roof Plumbing</i>
6.2.1	Gutters Supply & install galvanised iron ogee gutters to replace existing for the full extent of the roof. Form bends and junctions, install downpipe pops & solder all joints. Fix to fascia/roof with proprietary clips to suit the gutter profile.	Ogee gutter profile to be confirmed prior to construction.	
6.2.2	Downpipes Supply & install round galvanised iron downpipes to the perimeter of the building. Form bends and junctions & solder all joints. Fix to building with matching nail fixed straps. Downpipes to discharge over & into grated sumps, in turn connected to the storm water drainage system as per <i>1.2 DRAINAGE</i> .	Diameter of galvanised iron downpipes to be confirmed. Nominal 300 square precast grated sumps fitted with steel grate.	
6.2.3	Lead Flashings Remove all lead flashings including flashings set into chimney brickwork. Replace with flashings compatible with the roof sheeting.	Custom fabricated galvanised iron or zinc sheet flashings (not zincalume).	
6.3	TIMBER ROOF TRIM Visually inspect and assess the condition of existing timber roof trim, once all roof sheeting & roof plumbing has been removed. Mark all items for repair or replacement. Replace or repair existing timber roof trim generally, as nominated in TIMBER POLICIES & PRACTICES. Prepare and paint trim as nominated in <i>11.3. PAINTING</i> .	All replacement timbers & boards to be of matching profile and species – jarrah or LOSP H3 treated pine may be substituted for Oregon.	Assessment should be undertaken by project architect/superintendent.
6.3.1	Platform Roof Ends Reinstate timber lining boards fixed vertically to the north & south ends of the platform roof – nominally set above 2400 AFL. Install additional framing members as necessary to support and provide fixing for lining boards.	New vertical lining boards to be V grooved T&G boards nominally 150mm wide, in jarrah or LOSP H3 treated pine.	Photographic evidence should be used to inform the shape of the curved bottom edge.
6.3.2	Fascia & Barge Boards All surfaces in contact with gutter or flashings to be coated with oil based primer prior to installation.		
6.4	MAKE GOOD ROOF Make good to align and match with the main roof where the area of skillion roof over the south-west addition is removed as per <i>2.0 DEMOLITION</i> , including but not limited to; <ul style="list-style-type: none"> cutting back & altering roof framing, fitting eaves lining boards above rafters,, installing new fascia and barge boards, and installing new edge roll, barge cap & gutter. 	All replacement timbers & boards to be of matching profile and species – jarrah or LOSP H3 treated pine may be substituted for Oregon.	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
6.5	CHIMNEYS Remove paint and mould from chimney brickwork using low impact techniques which avoid residual chemicals and high pressure blasting/washing. Remove loose mortar and re-bed loose bricks in new mortar. Repoint all joints with a smooth struck face. Replace associated flashings as per <i>6.2.3 Lead flashings</i> .	Approved lime rich mortar mix for bedding & pointing.	Ensure all paint removal chemicals where used do not affect new roof sheeting where in place. Refer also to State Heritage Office Maintenance Series, <i>Removal of Paint from Masonry</i>

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
7.0 INTERNAL LININGS			
7.1	WALLS		
7.1.1	Lining Boards Generally <i>NOTE: There are at least 5 different variations of board width and profile used to line walls internally, with all rooms having a mix of different boards on different walls and in places on the same wall.</i> Visually inspect and assess the condition of all insitu timber lining boards. Mark all boards for repair or replacement. Source a supply of recycled or new lining boards to match where possible. Replace or repair lining boards as nominated in TIMBER POLICIES & PRACTICES. Specifically; <ul style="list-style-type: none"> Remove remnants of masonite lining and nail fixings. Carefully scrape/brush/wash termite track residue from board face and grooves. Board size and profile should be to match adjoining boards. Where multiple adjacent boards are deteriorated for a significant portion of their length, then carefully remove for their full length & reinstate using a mix of sound portions of the removed boards and other matching boards. Prepare and paint boards as nominated in <i>11.3. PAINTING</i> .	All replacement boards to be dry jarrah, with the exception of the limited areas of existing oregon boards.	Assessment should be undertaken by project architect/superintendent.
7.1.2	Ticket Office Wall Remove the existing window in the ticket office wall as per <i>2.0 DEMOLITION</i> . Frame out the window opening and modify existing framing to suit as per <i>4.1.2 Wall Modifications</i> . Reinstate the missing lining boards & mouldings on the ex Public Hall side. Reinstate both ticket office hatches and their detailing. Supply & install flush plasterboard lining below dado level on the ex Ticket Office side. Finish at junction with other materials with a square flushing bead.	All replacement lining boards to match existing in profile and species – jarrah or oregon. Where documented or insitu evidence of moulding profile and timber species exists then match. Otherwise mouldings to be simple and machined from LOSP H3 treated pine or MDF. 10mm flush plasterboard.	A detailed study will be required to ascertain and document the form and detail of these items as originally constructed, in order that they be reinstated or reinterpreted.
7.1.3	South West Infill Wall Line the new infill stud wall where the south west addition is removed with new lining boards to match the profile of adjacent walls.	H3 LOSP treated pine lining boards.	
7.2	TIMBER CEILINGS Repair or replace boards generally as per <i>7.1.1 Lining Boards Generally</i> . Allow to remove all the ceiling lining boards in the ex Public Hall which are extensively damaged. Reinstate using a mix of sound portions of the removed boards and other matching boards. Existing cellulose fibre cement sheet ceiling in the Lobby to remain in situ.	All replacement lining boards to match existing in profile and species – jarrah or oregon.	
7.2.1	Cornice Supply custom machined cornice to match existing insitu moulded cornice in the ex Public Hall. Install new where original moulded cornice is missing. In the 3 southern most rooms, supply and install a simple bevelled timber cornice or scotia of a size indicated by the change in paint finish at the wall/ceiling junction. Prepare and cornice as nominated in <i>11.3. PAINTING</i> .	Moulded cornice to match existing in the same species – jarrah or oregon. Simple timber cornice to be LOSP H3 treated pine or MDF.	Further investigation is required to confirm the size and establish the profile of removed cornice. If documentary and/or insitu evidence of the original cornice to the southern-most rooms is uncovered then this should be reconstructed.

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
7.3	Ex LADIES WAITING ROOM Prepare existing wall framing to be true and flat for sheeting by installing additional fixing members and/or packing/trimming as necessary. Install new internal wall and ceiling framing as per 4.2 <i>WALL & CEILING FRAMING</i> .	All timber framing to be MGP10 H3 treated pine.	
7.3.1	Bathroom & Staff Kitchen Supply and install flush plasterboard sheeting to internal walls & ceiling of the Bathroom & Staff Kitchen. Square set cornices. Do not glue sheeting to existing framing - screw or nail only.	10mm waterproof plasterboard to Bathroom walls and to kitchen bench splashback area. 10mm flush plasterboard elsewhere.	
7.3.2	Lobby Walls Existing cellulose fibre cement sheet wall lining in the Lobby area of the ex Ladies Waiting Room to remain in situ. Supply and install sheeting with cover battens to match to the new internal wall of the Lobby.	6mm Hardiflex sheet and nominal 50mm wide cover battens.	If further investigation provides evidence of the original linings to this room is uncovered then replacement of the cellulose fibre cement sheeting could be considered.
7.4	INTERNALTRIM Visually inspect and assess the condition of all insitu internal trim items. Mark all trim for repair or replacement. Replace or repair trim as nominated in TIMBER POLICIES & PRACTICES. Where replacing/repairing existing insitu skirting, architraves and dado rail, supply custom machined trim to match. In the 3 southern most rooms, supply and install simple flat timber skirting, architraves and dado rail of a size indicated by the change in paint finish on the walls.	Moulded trims to match existing in the same species – jarrah or oregon. Simple timber trims to be LO SP H3 pine or MDF.	Assessment should be undertaken by project architect/superintendent. Further investigation is required to confirm the size and establish the profile of original trims. If documentary and/or insitu evidence of the original trims to the southern-most rooms is uncovered then this should be reconstructed.

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
8.0 WINDOWS & DOORS			
8.1	EXISTING DOORS Remove door hardware, label and store for reinstatement after painting. Remove all door leaves prior to levelling building, as per <i>3.2.2 Level</i> . Remove steel sheet from ex Luggage & Parcels double doors as per <i>2.1 DEMOLITION</i> . Fabricate & install new external door leaf to ex Ticket Office on Platform side to match other doors. Repair & make good existing doors and door frames generally as nominated in TIMBER POLICIES & PRACTICES, including but not limited to; <ul style="list-style-type: none"> • replace broken or significantly damaged stiles, rails, jambs etc, • reset mortice & tenon joints to make doors square, • reinstate missing or repair damaged mouldings, • replace missing or broken door furniture, and • refit door into frame to form an even margin all round and free movement of the door leaf. Rehang the external door leading to the Lobby to swing on the opposite side. Prepare and paint doors and frames as nominated in <i>11.3. PAINTING</i> . Install new door hardware where required.	All replacement timber elements to match existing in profile and species – jarrah or oregon.	
8.2	EXISTING WINDOWS Remove steel window grills. Generally as per <i>8.1 Existing Doors</i> . Additionally; <ul style="list-style-type: none"> • replace broken glass, • replace polycarbonate sheet glazing with glass, • reinstate loose and missing glazing putty, • ease windows to slide freely, and • replace all sash cords, and missing weights where required. 	All replacement timber elements to match existing in profile and species – jarrah or oregon. Clear float glass.	
8.3	NEW DOORS		
8.3.1	Internal Flush Panel Supply and install standard height 920 wide flush panel doors as follows; <ul style="list-style-type: none"> • ex Public Hall into Lobby • Lobby into Bathroom • Lobby into Staff Kitchen. Fit door frames with nominal 60mm wide square architraves all round. Supply and Fit suitable door hardware. Prepare and paint doors and frames as nominated in <i>11.3.3 Internal Painting</i> .	Solid core flush panel doors with tempered hardboard facing – 3 Timber door frame – non rainforest species. LOSP H3 treated pine or MDF architrave.	Door hardware and installation to be compliant with <i>AS1428.1 Design for Access and Mobility</i> .

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
9.0 CABINETS & FITTINGS			
9.1	FIXED CABINETWORK		
9.1.1	Kitchen Cabinet Supply & install a nominal 2250 x 600 kitchen cabinet in the Staff Kitchen. Cabinet to include drawers and a mid-height shelf behind hinged doors. Allow to supply and fit stainless steel cabinet handles/pulls. Allow to fit stainless steel sink as per <i>10.2.2 Sanitary Plumbing</i>	Postform laminated benchtop with pencil round edges. Vinyl wrap doors and drawer fronts.	
9.1.2	Bathroom Vanity Supply & install a nominal 1050 x 300 wall mounted vanity benchtop in the bathroom. Allow to fit stainless semi recessed hand basin as per <i>10.2.2 Sanitary Plumbing</i>	Postform laminated benchtop with pencil round edges.	Design and installation of benchtop to be compliant with <i>AS1428.1 Design for Access and Mobility</i> .
9.2	FITTINGS		
9.2.1	Accessible Fittings Allow to supply & install the following accessible compliant fittings in the Bathroom; <ul style="list-style-type: none"> • grab rails to toilet and shower, • toilet roll holder, • soap holder, and • wall mounted foldable shower seat. 	All fittings to be stainless steel	Selection and installation of fittings to be compliant with <i>AS1428.1 Design for Access and Mobility</i> .
9.2.2	Mirrors and Miscellaneous Fittings Supply & install a min 900h x 600w wide mirror above the Bathroom vanity. Allow to supply and fit miscellaneous fittings including towel rails, clothes and door hooks.	Mirror to have s.s. perimeter trim. All fittings to be stainless steel	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
10.0 SERVICES			
10.1	SUPPLY Allow to relocate water meter, and fit within a fully recessed pit. Allow to replace power supply pole & meter box with an underground supply and point of connection. Allow to upgrade and relocate the external wall mounted MDF box to inside the ex Luggage and Parcel Room.		Water meter location to be confirmed in the future. Shire to undertake further investigations on point of connection for power, details & cost.
10.2	PLUMBING Remove all redundant fixtures, services and pipework back to the point of connection or discharge point, including external stopcocks and the grated waste in the south-east corner of the building. Remove the existing LPG gas bayonets, regulator, cylinders and visible connecting pipework. Relocate visually exposed conduits and pipes generally to be hidden. New pipework generally to be hidden in wall cavities, under floor and in ceiling space.		
10.2.1	Effluent Treatment Allow for septic tank upgrade, or ATU or line to sewer alternative,		Shire to undertake further investigations to confirm requirements, method & cost.
10.2.2	Sanitary Plumbing Supply and install sanitary plumbing fixtures as follows; <ul style="list-style-type: none"> Toilet pan, seat, backrest and cistern combination, and semi recessed handbasin in the Bathroom. Stainless steel sink and drainer to the tea prep bench in the Staff Kitchen. Connect all fixtures back to the effluent treatment system.	Simple white glazed china and stainless steel fixtures.	Selection and installation of Bathroom fixtures to be compliant with <i>AS1428.1 Design for Access and Mobility</i> .
10.2.3	Water Supply and install tapware to Bathroom basin, toilet and shower, and Staff Kitchen sink. Supply and install a water supply line from the relocated water meter to each fixture nominated in <i>10.2.2 Sanitary Plumbing</i> and the hot water system. Supply and install an instantaneous electric hot water system to supply hot water to the Bathroom hand basin and shower and the Staff Kitchen sink. Allow to supply & install; <ul style="list-style-type: none"> An external tap-cock at each end of the building, A key lockable stopcock for reticulation within a suitable sized covered pit, in the future landscaped Station Squares at each end of the building. 	Quarter turn mixer tapware with lever handles generally.	Selection and installation of Bathroom tapware to be compliant with <i>AS1428.1 Design for Access and Mobility</i> . Location of the electric instantaneous hot water system to be within the General Store or otherwise hidden from view.
10.2.4	Stormwater As per <i>1.2 DRAINAGE & 6.2.2 Downpipes</i>		
10.3	ELECTRICAL Remove all existing electrical services back to the point of mains connection, including wiring, conduits switches, power points & fuse boards. Supply and install a suitably sized load centre in the Lobby, and install new mains from the point of connection to the load centre. Wiring generally to be hidden in wall cavities, under floor and in ceiling space.	Sizing of all wiring & equipment generally to be by electrician. Switches and outlets to be simple flat plate style - white plastic.	

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
10.3.1	Power Allow to install double 10 amp GPO's as follows; <ul style="list-style-type: none"> • 1 each in the Lobby & Bathroom • 2 in the Staff Kitchen, • up to 5 in each of the designated office areas, and • 4 x external GPOs distributed around the perimeter. GPO's to generally be located on the skirting board. Allow for a separate 15 amp circuit to the electric HWS. Allow for a separate 15 amp sub board at the northern end of the station to service AC equipment.		
10.3.2	Lighting Allow to install lighting internally as follows; <ul style="list-style-type: none"> • A single batten fix ceiling light point centred in each designated office area, and the Lobby, • 6 equally distributed 15w LED downlights set flush in the ceiling of each designated office area, • 2 equally distributed 15w LED downlights set flush in the ceiling of the Bathroom and Staff Kitchen, and • 5 x sustained emergency exit signs. Allow to install lighting externally as follows; <ul style="list-style-type: none"> • 6 x vandal resistant fluorescent fittings under the Verandah and Platform, • 4 x vandal resistant eaves fittings distributed around the perimeter of the building, and • 2 x floodlights directed to the future Station Squares at each end of the building. 	All spotlights to have LED lamps. All other lamps to be energy efficient..	Selected light fittings to be utilitarian and simple in appearance.
10.3.3	Ventilation Install a ceiling mounted exhaust fan in the Accessible WC, motion detector actuated and ducted through to an outlet high on the external wall. Install same in the Staff Kitchen above the benchtop, switched with GPO's on the adjacent wall.		
10.4	AIR_CONDITIONING Reverse cycle ducted through ceiling space to service each designated office area. Each area a separate zone, with controls to allow individual operation of each zone from within the conditioned area. Condenser units in screened enclosure away from building – incorporated into north station square landscaping. Pipework & wiring generally to be hidden in wall cavities, under floor and in ceiling space.		
10.5	COMMUNICATIONS Relocate & upgrade the MDF board/box to support flexible use of phone & data networks, wireless, and future expansion as per <i>10.1 SUPPLY</i> Allow to Install fixed wire lines from the MDF board to wall mounted points in each designated office area.		

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
11.0 FINISHES			
11.1	CERAMIC TILING Supply and lay selected ceramic floor tiles in the Bathroom; <ul style="list-style-type: none"> • Prime and waterproof around floor wastes, plumbing penetrations and as otherwise required. • Lay a granolithic mortar screed to fall evenly towards floor wastes. Supply and install selected ceramic wall tiles to; <ul style="list-style-type: none"> • Bathroom shower, handbasin splashback and skirt, and • Staff Kitchen benchtop splashback to 600 above bench. Bed tiles on a flexible rubber or acrylic based adhesive to suit the substrate, and grout.	Ceramic tile selection to be by project architect/superintendent.	
11.2	FLOORS		
11.2.1	Existing Timber Floorboards Replace or repair timber floorboards as nominated in TIMBER POLICIES & PRACTICES where required. Remove redundant fixings, and punch protruding nails flush with the top of the boards. Allow to remove the build-up of existing coatings and grime on existing jarrah floorboards with suitable solvents. Allow to seal the floor with min 2 coats of a suitable penetrating oil based product.		Do not use abrasive or high pressure techniques to clean the boards.
11.2.2	Staff Kitchen Floor Allow to supply and install sheet Marmoleum floor finish to the Staff Kitchen floor. Glue to particleboard floor, trim neatly to walls and cabinet fixtures, and seal.	Marmoleum selection to be by project architect/superintendent.	
11.3	PAINTING Allow to undertake paint scrapings or rubbings on painted surfaces and joinery, to guide the internal and external colour scheme selections.		External and Internal colour schemes to be provided by project architect/superintendent. Suitably interpreted, some of the paint scrapings could be left insitu where visible to the public.
11.3.1	Preparation As a minimum level of preparation generally; <ul style="list-style-type: none"> • wash or otherwise gently remove all built up dirt & grime, including termite track residue, • remove all loose or flaking paint, & existing acrylic based top coats, • remove paint built up at the junction of timbers and in mouldings. • punch fixing nails in joinery items below the surface and fill over, • sand surfaces to a smooth even surface and to provide a key for new paint finishes, • spot prime all exposed timber with an oil based wood primer. Remove existing paint finishes back to bare wood on all external and internal joinery - windows, doors, skirting architraves, cornice, dado rail etc (excludes weatherboards, lining boards, fascia and barge). Fill, sand and prime all surfaces as per above.		Use low impact cleaning techniques which avoid harsh or residual chemicals and high pressure blasting/washing.
11.3.2	External Painting Allow to undercoat all joinery and trim items and light sand prior to top coating - windows and doors, architraves, barge, fascia etc. Min 2 top coats semi-gloss oil based external enamel to joinery, exposed framing & trim. Min 2 top coats flat/low sheen oil based external enamel to weatherboards.		Paint systems and gloss levels to be confirmed by project architect/superintendent prior to construction.

ITEM	DESCRIPTION & DETAILS	MATERIALS	COMMENT
11.3.3	Internal Painting Allow to undercoat all internal items to be painted and light sand prior to top coating. Min 2 top coats full gloss oil based internal enamel to joinery & trim – windows and doors, architraves, skirting, dado rails etc. Min 2 top coats semi-gloss oil based internal enamel to lining boards, cornice and fireplaces.		Paint systems and gloss levels to be confirmed by project architect/superintendent prior to construction.

INDICATIVE COSTING SUMMARY

A detailed costing of all items in the Scope of Works has been prepared for the purposes of establishing an overall Indication of Probable Cost for the project. The adjacent table provides a Costing Summary by section of the Scope of Works, as taken from the detailed costing with the figures rounded to the nearest \$500. All figures are ex GST.

The following general sources have been used to establish the rates used in the detailed costing;

- as the first preference - taken or adapted from Rawlinsons 2020 Construction Cost Guide where an applicable item/rate is included,
- the material supply cost where known plus an allowance for labour,
- local experience/knowledge, and
- local supplier's preliminary estimate for air conditioning.

While due diligence has been applied in establishing the indicative costs, the nature of the works brings with it considerable cost variability. In particular it should be acknowledged that;

- directly applicable published rates are limited where repair or reconstruction is involved,
- for many of the timber elements the required section size or profile is not 'off the shelf' and a list price is not available, and
- accurately quantifying the extent of repair or replacement of timber elements will require further fine grained investigation.

In regards the latter, the level of deterioration of timber structural elements has been assumed to be minor above floor level and significant below floor level, in particular under external walls.

The base rates used are ex Perth figures. Rawlinsons identify a regional loading of 15% for Bridgetown. Local experience suggests this is on the high side for projects which local subcontractors can undertake where their labour rates are equivalent and sometimes less than Perth equivalents. However, builders with the requisite heritage building experience are unlikely to be sourced locally, and will in all probability be based on the coast or in Perth. Accordingly a Regional Allowance of 20% has been used to reflect the expected project mobilisation and accommodation costs.

Based on the adjacent Costing Summary of the detailed scope of works, and the degree of variability in accurately quantifying much of the works and establishing applicable rates, an overall project budget in the range of \$600,000 to \$750,000 dollars (ex GST) is suggested.

1.0	SITE & EXTERNAL WORKS	\$96,000
2.0	DEMOLITION	\$9,500
3.0	SUBFLOOR & FLOOR	\$75,000
4.0	STRUCTURE	\$19,000
5.0	EXTERNAL WALL CLADDING & INSULATION	\$12,500
6.0	ROOF	\$51,000
7.0	INTERNAL LININGS	\$25,500
8.0	WINDOWS & DOORS	\$14,000
9.0	CABINETS & FITTINGS	\$7,500
10.0	SERVICES	\$72,000
11.0	FINISHES	\$37,000
TOTAL WORKS (ex Perth)		\$419,000
	Preliminaries - 3%	\$12,500
	Regional Allowance - 20%	\$84,000
	Builder's Profit & Margin - 18%	\$93,000
TOTAL BUILDER		\$608,500
	CONSULTANTS	
	Heritage - further investigations & documentation	\$5,000
	Document, Tender & Project Management - 7 %	\$42,500
TOTAL PROJECT COST		\$656,000