

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 26 March 2020** in Council Chambers commencing at 5.30pm

T Clynch, CEO



Date

19 March 2020

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on Thursday, 26 March 2020 commencing at 5.30pm

Meeting to be opened by the Presiding Member

Acknowledgment of Country – Presiding Member

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

Attendance, Apologies and Leave of Absence

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

Attendance of Gallery

Responses to Previous Questions Taken on Notice - Nil

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0320 Ordinary Meeting held 27 February 2020

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 27 February 2020 as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.02/0320	FILE REF.	
SUBJECT	Western Australian Local Government Association (WALGA) Request for a Variation to the Trust Deed for the Local Government House Trust		
PROPONENT	Western Australian Local Government Association		
OFFICER	Chief Executive Officer		
DATE OF REPORT	12 March 2020		

Attachment 1 - Deed of Variation (Draft)

Attachment 2 - Clause 12 of Trust Deed 1994

OFFICER RECOMMENDATION

That, with respect to the Local Government House Trust – Deed of Variation, Council:

- 1. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 1; and*
- 2. Communicate this consent in writing to the Local Government House Trust's Board of Management.*

Summary/Purpose

Council's consent is sought, to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Shire of Bridgetown-Greenbushes is a unit holder and beneficiary to the Local Government House Trust, holding 4 unit/s.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75% of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Bridgetown-Greenbushes is requested to consent to the Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, to consent for the Trustee to formally execute the Deed of Variation.

Background

The Local Government House Trust (the Trust) is a unit trust that was created in 1980 for the purpose of housing the Western Australian Local Government Association (WALGA). Under the current Trust deed 132 Local Governments contributed to create a Trust comprising 620 units. The Shire of Bridgetown-Greenbushes holds four units in the Trust.

Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade, West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

On 19 February 2020, the Chief Executive Officer of WALGA corresponded with every Local Government holding Trust units. The purpose of the correspondence was to advise that the Trust's Board of Management are seeking to vary the Trust Deed in order to assist the Trust's income exempt status. To execute the variation to the Trust Deed it requires consent from at least 75% of Trust unit holders.

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB). Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless. Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. Removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. Enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. Ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in underlined italic text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust: *The Subject to clause 22.3, the* right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 *The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.*

22.4 *The Beneficiaries may at any time by Special Resolution:*
(a) remove a Trustee from the office as Trustee of the Trust;
and
(b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

Officer Comment

The Trust Deed amendments as proposed are based on legal opinion and are designed to fortify the Trust's position of income tax exempt status by removing any questionable matters from the Trust Deed.

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Statutory Environment - Nil

Integrated Planning

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

Policy Implications - Nil

Budget Implications

There are no relevant financial implications upon the Council's Budget or Long Term Financial Plan.

One Seventy (170) Railway Parade, (local government house), where WALGA is located, is owned by the Association. The Shire of Bridgetown-Greenbushes owns four (4) units in the Trust that owns the 'local government house', which were valued at \$17,517.11 each (as at 30/6/18 as advised by WALGA). The Shire's annual financial statement reflects these four (4) units held.

Supporting the Deed of Variation will only strengthen WALGA's financial position, of which the Shire of Bridgetown-Greenbushes is a financial member.

Whole of Life Accounting – Not applicable

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.03/0320	FILE REF.	
SUBJECT	Request for Pathway connecting Highland Estate to Town Centre		
PROPONENT	R Mitchell on behalf of Estate Residents		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 March 2020		

Attachment 3 Correspondence from Proponent

OFFICER RECOMMENDATION

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.*

Summary/Purpose

Correspondence on behalf of 48 residents of Highland Estate has been received, requesting construction of a pathway for pedestrian and cycling between the Estate and town centre.

Background

The correspondence on behalf of 48 residents of Highland Estate expresses concern about a lack of safe pedestrian and cycle access from the Estate into the town centre. The construction of a pathway suitable for both forms of access would improve safety, improve connectivity between the Estate and town and would offer health benefits to users.

Officer Comment

When created by staged subdivision over several years there was never placed a condition requiring the developer to construct pedestrian or cycle pathways to

connect the Estate to other parts of Bridgetown. This was predominantly due to the Estate consisting of larger ‘special residential’ lots outside of the Bridgetown urban area and typically at that time these types of estates were not required to construct or contribute to such infrastructure. Notably other than constructing the Estate’s main access roads of Highland Avenue and Argyll Avenue the developer wasn’t required to contribute towards upgrading of external (feeder) roads to Highland Estate.

From the current end of the dual use pathway on Nelson Street (corner Brand Street) to the entrance to Highland Estate (Argyll Avenue) is a distance of approximately 2.5km if following Nelson Street and Hackett Street. The distance would be greater if an alternative route was considered. Considerable planning and design would be necessary and the costs of such construction would likely be significant. Council has already set its 2020/21 road, drainage and pathway program (via annual review of its 10 Year Strategic Works Plan). Investigative work on a pathway can initially be done as a desktop study with a conceptual route and costing identified. If deemed suitable a more detailed assessment (including design) would follow. The results of the desktop study can be considered by Council when it next reviews its 10 Year Strategic Works Plan for 2021/22 onwards.

Such a pathway would be constructed to an asphalt standard. Based on cost estimates for other asphalt pathways in Bridgetown construction costs of a 2.5km pathway would be upwards of \$650,000. Inserting a project of this size into a future works program would obviously trigger deferral of other jobs already listed in that plan. Funding for dual use paths with a cycleway function can be sought but would only fund at most 50% of project costs.

Included in the contents of the proponent’s correspondence is a reference to both Nelson Street and Hackett Street having “unkempt edges posing a tripping/falling hazard”. Council has recognised those same concerns and has foreshadowed it will consider adding a new job into the plan at its next review, being improvements to shoulders on Hackett Street. The 10 Year Strategic Works Plan also identifies reconstruction of the winding section of Peninsula Road west of Corriedale Court (2022/23) and edge treatments for the section adjacent to Maslin Reserve (2021/22). Peninsula Road is also a feeder road to Highland Estate.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal 3 - Our built environment is maintained, protected and enhanced
 - Objective 3.3 - Maintain an appropriate standard of transport networks, roads and pathways
 - Strategy 3.3.3 - Provide and maintain a safe and efficient transport system
 - Key Goal 5 - Our leadership will be visionary, collaborative and accountable
 - Objective 5.1 - Our community actively participates in civic life
 - Strategy 5.1.1 - The community is involved in local decision making

- Corporate Business Plan - Nil

- Long Term Financial Plan
The Long Term Financial Plan determines the amount that is available each year for capital works, including roads, drainage and pathways construction and renewal works. Simply adding into the 2020/21 works program construction of a pathway to Highland Estate would require commensurate savings to be made elsewhere in the capital works program for that year
- Asset Management Plans - Nil
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications

Policy F.23 – ‘Asset Management – Project Management Framework’. The principles of this policy are:

- *Council has a responsibility to ensure that their existing assets are maintained, renewed and/or upgraded to maximise the functionality and therefore capacity and usage during the asset’s useful life. If identified through the Community Strategic Planning process that the provision of a new asset is desirable, Council must evaluate each project proposal to ensure, that if approved, it will not adversely affect Council’s overall financial sustainability.*
- *No new capital works projects are commenced until such time as Council has undertaken appropriate due diligence assessments of each new capital works proposal to ensure that:*
 - *the proposed project is included in the Strategic Community, Corporate and Long Term Financial plans;*
 - *An independent Whole-of-Life Cost Benefit Analysis has been prepared that determines the affordability of the project and the extent of any ongoing operational cost/subsidy;*
 - *The extent of any ongoing subsidy is accepted by Council;*
 - *Each proposal has been evaluated against other competing projects to determine the priority of each proposed project;*
 - *Any costs have been scrutinised by a quantity surveyor’s assessment.*
- *Any proposed new asset not currently contained within Council’s Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan be deferred until a review of the Corporate Business Plan is undertaken to ensure the proposal has been prioritised against other infrastructure works previously contained within these strategic plans.*

Budget Implications - Nil

Whole of Life Accounting

Whole of life accounting principles for conceptual projects are usually achieved through completing a detailed planning process, enabling whole of life cycle accounting considerations to be assessed allowing for capital and maintenance costs to be identified during planning and implementation.

Risk Management

The principles of risk management require projects to be well planned, including detailed costings of both development and maintenance prior to construction commencing. This ensures all relevant legislative requirements are fulfilled and exposure to financial risk is mitigated.

Voting Requirements – Simple Majority

ITEM NO.	C.04/0320	FILE REF.	A21042
SUBJECT	Order to Take Measures to Prevent Straying Stock		
PROPONENT	Mr W Anderson		
OFFICER	Chief Executive Officer		
DATE OF REPORT	13 March 2020		

Attachment 4 Location Plan

OFFICER RECOMMENDATION

- 1. That Council affirm 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 deadline for the owner of the property at RSN 298 Connell Road, Catterick to achieve compliance with the above order is 26 June 2020.*

Summary/Purpose

On 23 December 2019 an order was placed on the on the owner of the property at RSN 298 Connell Road, Catterick requiring him to make necessary arrangements to ensure that stock is contained within his property and to remove any existing cattle grids within the road reserve of Connell Road. The owner (proponent listed for this item) has requested a right of review by Council.

Background

For a considerable period of time the Shire has received complaints that cattle are wandering from private property onto Connell Road in Catterick, causing interference to the movement of vehicles. A subsequent inspection showed that the activities of the cattle have also caused damage to the road, including to the table drain and culverts/pipes.

Therefore, pursuant to S3.25 of the *Local Government Act 1995 and Schedule 3.1 of the Local Government Act 1995* an order was issued to the proponent on 23 December 2019 requiring him to make necessary arrangements to ensure that stock is contained within his property. Whilst this work was to be carried out it was strongly recommended the proponent relocate his stock to a more secure portion of his property.

This order included a directive to the proponent to remove any cattle grid that is installed within the road reserve adjacent to his property.

The order was made in recognition that summer wasn't the optimal time to install fencing but at the same time the current situation couldn't be allowed to continue

indefinitely. Therefore the order required the proponent to take the required measures (either erection of a fence along the boundary with road reserve or relocate the stock so that wandering onto the road reserve can't occur) within 3 months from the date of the order – being 23 March 2020.

In the order the proponent was advised that if he was aggrieved by this decision he had an option of seeking a right of review by Council. The proponent responded within the specified deadline requesting such a review therefore the matter is now being presented to Council for determination.

Officer Comment

It is an offence for an owner to allow their cattle to stray into and be at large in a street or public place (*Local Government (Miscellaneous Provisions) Act 1960, section 484*). This Act also gives local government authorities the power to take possession of straying cattle and be reimbursed by the owner for the costs of looking after them. The owner may also be fined.

Rural property owners (such as the proponent) should safeguard their liability in this regard and ensure that boundary fences and gates are in a sound condition to avoid prosecution or liability for damage to vehicles from accidents with straying livestock.

A person who neglects to keep in repair a fence or gate separating the land owned or occupied by him from a road commits an offence.

It is apparent that the absence of a physical fence is the reason the cattle are able to leave the proponent's property and wander onto public property and cause damage. Rather than make the proponent specifically install a fence the order was issued pursuant to the provisions of S3.25 of the *Local Government Act 1995 and Schedule 3.1 of the Local Government Act 1995* directing him to take specified measures for preventing or minimising a danger to the public or danger to property which might result from wandering cattle. If the proponent doesn't wish to install a fence an alternative is to graze stock elsewhere on the property where stock wandering off site isn't possible.

Under Section 484 of the Local Government Act an offence is committed if cattle stray in a public place. A monetary penalty for this offence applies.

Statutory Environment

Section 3.25 Local Government Act 1995

3.25. Notices requiring certain things to be done by owner or occupier of land

- (1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —
 - (a) is prescribed in Schedule 3.1, Division 1; or
 - (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.
- (2) Schedule 3.1 may be amended by regulations.
- (3) If the notice is given to an occupier who is not the owner of the land, the owner is to be informed in writing that the notice was given.

- (4) A person who is given a notice under subsection (1) is not prevented from complying with it because of the terms on which the land is held.
- (5) A person who is given a notice under subsection (1) may apply to the State Administrative Tribunal for a review of the decision to give the notice.
- (6) A person who fails to comply with a notice under subsection (1) commits an offence.

Schedule 3.1 Local Government Act 1995

Schedule 3.1 — Powers under notices to owners or occupiers of land **Division 1 — Things a notice may require to be done**

4. (1) Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law —
 - (a) is suitably enclosed to separate it from the public place; and
 - (b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place.

Section 484 Local Government (Miscellaneous Provisions) Act 1960

484. Cattle straying etc. in public place, offence by owner

- (1) If the owner of cattle —
 - (a) permits the cattle to stray; or
 - (b) permits the cattle to be at large; or
 - (c) tethers the cattle; or
 - (d) depastures the cattle;in a street or other public place, he commits an offence.
Penalty: \$200.
- (2) If cattle are found straying, or at large, or tethered, or depastured, in a street, or other public place, the owner of the cattle is to be regarded for the purposes of this section as having permitted the cattle to so stray or be at large or to have so tethered or depastured the cattle.
- (3) If the owner of the cattle cannot be found, the person in charge or apparently in charge of the cattle is regarded for the purposes of this section as the owner.
- (4) In proceedings relating to an offence mentioned in this section, an averment in the charge that a person is the owner, or person in charge or apparently in charge, of the cattle concerned, is regarded as proved in the absence of proof to the contrary.
- (5) For the purposes of this section cattle in the charge of a person are to be regarded as being at large if the cattle —
 - (a) are on a street, or other public place, which street or public place is in a city, town or townsite; and
 - (b) do not travel at the rate of at least 8 km a day in a direct line,unless —

- (c) the day is that on which a market is held for the sale of cattle or the preceding day;
and
 - (d) the cattle are travelling to the market at a less rate.
- (6) Subsection (5) does not affect the decision of the question as to whether cattle are at large in a street or other public place elsewhere than in a city, town or townsite, or in circumstances other than those mentioned in that subsection.

Integrated Planning

- Strategic Community Plan
 - Key Goal 3: Our built environment is maintained, protected and enhanced
 - Objective 3.3 - Maintain an appropriate standard of transport networks, roads and pathways
 - Strategy 3.3.1 - A well maintained local and regional transport network
 - 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 – damage to road infrastructure can accelerate renewal requirements.
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Ni

Whole of Life Accounting - Nil

Risk Management

The section of Connell Road adjacent to the proponent's property is a public road used by other members of the public, including by owners (and visitors) to the property to the north. These users of the road have complained about the dangers associated with cattle being on the road and the order was issued in response to those concerns. If Council was to withdraw the order it would in effect be condoning the grazing of cattle on a public road. In the event of an accident on this section of road involving a vehicle and cattle Council's exposure would in likelihood be higher if the order had been withdrawn.

Voting Requirements – Simple Majority

ITEM NO.	C.05/0320	FILE REF.	
SUBJECT	Statement of Local Environmental Risks and their Mitigation		
PROPONENT	Sustainability Advisory Committee		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 March 2020		

Attachment 5 ‘Statement of Local Environmental Risks and their Mitigation’
prepared by Sustainability Advisory Committee

OFFICER RECOMMENDATION

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.*
- 3. Direct the CEO to prepare a scope for preparation of a climate change strategy and present back to Council by July 2020.*

Summary/Purpose

Council’s Sustainability Advisory Committee has prepared a document titled ‘Local Environmental Risks and their Mitigation’ for the purpose of “assisting the Shire in its planning to achieve the goal of a vibrant, safe community”.

The document states that the underlying cause of most of the identified risks is climate change.

Council has identified a need to develop its own climate change strategy. The timing of this project needs to be reviewed and the ‘Local Environmental Risks and their Mitigation’ document can be used to inform the preparation of a local climate change strategy.

Background

The Sustainability Advisory Committee has prepared the document for Council that presents the local environmental risks as a result of climate change and identifies possible ways to approach mitigation. The document is set up as a guide to make one aware of the local risks and possible ways to mitigate these. The document doesn’t provide hard and fast solutions; rather it is a means to start a process to change the way the Shire as an organisation and community leader thinks and how it provides leadership in moving forward to a more sustainable system.

The document assesses 10 important risks and recommends strategies to mitigate or avoid the risks, the actions required, approximate costs and potential funding sources. The 10 risks addressed are:

1. Accelerating climate change
 - i) Less rainfall
 - ii) More intensive storms
 - iii) Higher temperatures
2. Increased bushfire risk and intensity

3. Loss of plant pollination
4. Pest and weed infestation
5. Declining food quality affecting community health
6. Accelerated soil erosion
7. Declining water quality in rivers, creeks and dams
8. Increasing waste production
9. Species extinctions and loss of biodiversity
10. Loss of place in the environment

Officer Comment

Under each risk there are a number of possible actions listed. It is noted that not all of these actions fall under the province of a local government authority and many are worded as “to encourage” rather than “to enforce”.

The document is useful in identifying the major environmental risks facing our community and would be a very good document to inform preparation of a local climate change strategy. In preparing a climate change strategy the relevance, effectiveness and implications of each action can be considered.

At the February 2020 Concept Forum discussion on preparation of a climate change strategy occurred. Currently Council’s Corporate Business Plan lists the preparation of a climate change strategy as a project for 2021/22. At the February 2020 concept Forum councillors indicated that the preparation of a climate change strategy be addressed in the forthcoming review of the Corporate Business Plan leading into the development of the 2020/21 budget. Also discussed was the process to be used in preparing such a strategy. The members of the Sustainability Advisory Committee have a wide range of skills and experience therefore the Committee could perform the role of a project group. However it is felt that it is unfair to expect the Committee to actually prepare the Strategy. It would be preferable to appoint a consultant with experience in preparing local government climate change strategies to work with the Committee in identifying the issues and solutions (strategies). This would allow Committee members to focus on the issues and solutions rather than the administrative tasks associated with writing up the climate change strategy document. WALGA has done a considerable amount of work in developing a sector wide climate change response and the consultant would be able to advise the Committee on what aspects of the WALGA document could be relevant to a local climate change strategy.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal 2 – our natural environment is valued, conserved and enjoyed
 - Objective 2.1 – Value, protect and enhance our natural environment
 - Strategy 2.1.6 – Recognise and respond to the impacts of climate change

- Corporate Business Plan
 - Strategy 2.1.6 – Recognise and respond to the impacts of climate change
 - Action 2.1.6.1 – Prepare a climate change strategy (2021/22)

- Long Term Financial Plan
The costs associated with preparing a climate change strategy aren't included in the current Long Term Financial Plan
- Asset Management Plans - Nil
- Workforce Plan
If specific new actions arise from a new strategy an assessment of the impact on current human resources, plant, equipment, etc. can be conducted and addressed in a future review of the Workforce Plan.
- Other Integrated Planning - Nil

Policy Implications

Policy O.10 'Managing the Natural Environment' has relevance to the work being done by the Sustainability Advisory Committee and the future preparation of a climate change strategy.

Budget Implications

There aren't any budget implications if endorsing the officer recommendation noting that consideration of funding of a climate change strategy will be addressed in the forthcoming annual review of the Corporate Business Plan that will inform the annual budget.

Whole of Life Accounting - Nil

Risk Management

There is a growing expectation in local communities that local governments will investigate opportunities and means to achieve a reduction in greenhouse gas emissions to minimise the severity of climate change and to implement strategies to ensure the Shire is prepared and able to adapt to current and future impacts of climate change. Failure to address such expectation could cause reputational risk to the Council.

ITEM NO.	C.06/0320	FILE REF.	233
SUBJECT	Wards And Representation Review		
PROPONENT	Local Government Advisory Board		
OFFICER	Chief Executive Officer		
DATE OF REPORT	13 March 2020		

Attachment 6 Draft 'Ward & Councillor (Elected Members) Representation Discussion Paper 2020

OFFICER RECOMMENDATION

That Council endorses the Ward & Councillor (Elected Members) Representation Discussion Paper 2020 for the purpose of proceeding to the statutory six week community consultation period required for a review of ward boundaries and councillor representation.

Summary/Purpose

At its December 2019 meeting Council sought a report back on the conducting a review of its ward boundaries including an option of having no wards. A Discussion Paper has been prepared that if endorsed by Council will be used to facilitate community engagement on such a review.

Background

Every local government is required to conduct a review of its ward boundaries and system of representation every eight years pursuant to the provisions of the Local Government Act 1995. The Shire of Bridgetown-Greenbushes last conducted a review in 2014/15 where a decision was made to retain the number of elected members as 9 and make minor changes to the boundaries of the North and South Wards in order to have a consistent ratio of electors to elected members in both wards.

Ordinarily Council wouldn't be required to carry out another review of its ward boundaries until 2022/23 however Council at its ordinary meeting held on 28 November 2019 resolved (Resolution C.02/1119):

That the CEO report back to Council on conducting a review of our ward boundaries, including an option of having no wards.

The purpose of the review is to assess the arrangements in place for the ward boundaries and representation that is most appropriate and best suits the characteristics of the Shire of Bridgetown-Greenbushes and its electors and residents. As a result of the Review, Council may propose any of the following:

- Creating new wards;
- Changing ward boundaries;
- Abolishing any or all wards;
- Changing the name of a district or a ward;
- Changing the number of Councillors; and/or
- Specifying or changing the number of offices of Councillor for a ward.

Clause 7 of Schedule 2.2 of the Local Government Act 1995 states that before carrying out a review of ward boundaries and number of offices of councillor (elected

member) a local government is to give public notice advising that the review is to be carried out and that submissions may be made to the local government for a period of six weeks from the date of the public notice.

Council is to have regard to the following factors when determining its position:

- Community of interests;
- Physical and topographic features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

The Local Government Advisory Board advises that the last factor, the ratio of councillors to electors, is always significant in the consideration of proposed changes. It further advises that it is expected that each local government will have similar ratios across its wards. The Minister for Local Government has indicated he will not consider changes to ward boundaries and councillor representation that result in representation where any ratio in a ward is greater than plus or minus 10% of the average councillor/elector ratio for that local government.

The Local Government Advisory Board views the other four factors as having less relevance to the particular situation of the local government so that it is for each local government to assess the relevance and weight of the other four factors in its consideration of the options.

On completing a review, the local government is to make a report in writing to the Local Government Advisory Board (LGAB) and may propose (requires Council resolution via Absolute Majority) to the LGAB the making of an order for the change of councillor numbers, change to ward boundaries and/or change to ward or district names. The LGAB reports to the Minister for Local Government.

The councillors to elector ratios after the 2015 redistribution were:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	2	703	1:352	+0.99
South	7	2492	1:356	-0.28
Total	9	3195	1:355	

Since 2015 the total number of electors in the Shire of Bridgetown-Greenbushes has increased by 306 (3,195 to 3,501). The changes in ward electors have been:

- North Ward – reduction by 6 electors
- South Ward – increase of 312 electors

The current councillors to elector ratios are:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
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North	2	697	1:349	+10.41
South	7	2804	1:401	- 2.97
Total	9	3501	1:389	

Once Council initiates a review of ward boundaries the final decision rests with the Local Government Advisory Board. If a review proceeds it is very unlikely that Council could simply resolve to retain existing ward boundaries as the elector to councillor ratio for the current North Ward is greater than plus or minus 10% of the average councillor/elector ratio for the whole district.

A “Ward & Councillor (Elected Members) Representation Discussion Paper 2020” has been prepared (refer attachment) to assist the community in the consultation phase of this issue.

The discussion paper identifies five options for consideration:

- Option A – Retain existing 2 ward structure (North Ward 2 councillors and South Ward 7 councillors) with extension of North Ward to include sections of Maranup locality south of Blackwood River.
- Option B - Retain existing 2 ward structure (North Ward 2 councillors and South Ward 7 councillors) with extension of North Ward to include sections of Maranup locality south of Blackwood River and section of Hester Brook locality currently within the South Ward.
- Option C – Create new 2 ward structure with North Ward limited to localities of Greenbushes, North Greenbushes and Maranup (representation of 1 councillor) with Catterick, Hester, Hester Brook and Winnejup localities amalgamating into existing South Ward with representation of 8 councillors.
- Option D – Create new 3 ward structure with North Ward as per Option B (representation of 1 councillor), new Central Ward consisting of localities of Bridgetown, Kangaroo Gully, Hester and Glenlynn (representation of 7 councillors) and a new Rural Ward consisting of localities of Catterick, Yornup, Sunnyside, Kingston, Wandillup and Winnejup (representation of 1 councillor).
- Option E - Removal of wards altogether with all nine councillors (elected members) representing the whole of the Shire area.

Specific detail on each of these options is contained in the Discussion Paper.

The discussion paper doesn’t identify a preferred option and alternative proposals can be raised for consideration via a formal written submission.

Assuming Council endorses the discussion paper at its March 2020 meeting, community consultation is scheduled to commence no later than Wednesday 8 April 2020 and conclude no later than Wednesday 20 May 2020.

Statutory Environment

Schedule 2.2 of the Local Government Act 1995 contains provisions about the names, wards and representation of local government areas.

Integrated Planning

- Strategic Community Plan
 - Key Goal 5 – Our leadership will be visionary, collaborative and accountable
 - Objective 5.2 - We maintain high standards of governance, accountability and transparency
 - Strategy 5.2.8 - Ensure all legislative responsibilities and requirements are met

- Corporate Business Plan - Nil

- Long Term Financial Plan - Nil

- Asset Management Plans – Nil

- Workforce Plan – Not applicable

- Other Integrated Planning - Nil

Budget Implications

Advertising costs of approximately \$300 can be accommodated within existing budget allocations.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority for endorsement of discussion paper

ITEM NO.	C.07/0320	FILE REF.	
SUBJECT	Petition – Halt to Deployment of 5G (Fifth Generation) Wireless Network		
PROPONENT	Diane Della Vedova		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 March 2020		

- Attachment 7 Petition and supporting information
- Attachment 8 Correspondence from ARPANSA Addressing Public Concern
Around 5G Mobile Networks

OFFICER RECOMMENDATION

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.

Summary/Purpose

A petition partially directed to the Shire of Bridgetown-Greenbushes has been submitted and is presented to Council. Due to misunderstandings about the status and audience of the petition a delay has occurred in it being presented to Council.

Background

In July 2019 correspondence was received from the proponent expressing an opinion/concerns about the haste in which the 5G rollout is taking place and the health concerns that this technology brings. Attached to this correspondence was a petition that had been circulated in Bridgetown, signed by people that are concerned about the health effects of 5G technology.

Due to a misunderstanding about the status and intent of the petition it wasn't presented to Council at that time. It was only after recent discussions with the proponent on a separate matter that this misunderstanding was clarified and hence the petition is now being presented to Council.

The petition, signed by 52 persons, reads:

To the UN, WHO, EU, Council of Europe and governments of all nations and to the Bridgetown Greenbushes Shire – We the undersigned citizens from the Blackwood region urgently call for a halt to the deployment of the 5G (fifth generation) wireless network, including 5G from space satellites. 5G will massively increase exposure to radio frequency (RF) radiation on top of the 2G, 3G and 4G networks for telecommunications already in place. RF radiation has been proven harmful for humans and the environment. The deployment of 5G constitutes an experiment on humanity and the environment that is defined as a crime under international law. Scientists and doctors from some 36 countries say 5G technology has NOT been proven safe and is a threat to human and wildlife health. This means safety from exposure to wide spectrum 5G microwave radiation is NOT guaranteed.

Officer Comment

Clause 3.4.1(1) of Council's Standing Orders Local Law states that a petition, in order to be effective, is to –

- (a) be addressed to the President;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request;
- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;

The petition doesn't comply with Parts (a), (c) and (f) and only partly complies with Part (b) as some of the signatories aren't electors of the Shire of Bridgetown-Greenbushes. Notwithstanding those omissions it is recommended the petition be received by Council.

When the petition was received in July 2019 it wasn't identified as a petition requiring presentation to Council as it was also addressed to a number of higher authorities (UN, WHO, EU, Governments of all nations) with powers far in excess of a local government such as the Shire of Bridgetown-Greenbushes. The content of the covering letter had mistakenly led to the CEO believing the author had sent the correspondence directly to all councillors. This misunderstanding only came to light last month when the CEO had discussions with the proponent about another matter and the actioning of the petition was queried.

To date there hasn't been any discussions between the Shire and mobile phone carriers about the roll out of 5G locally. Currently the Telstra website states that 5G has been established in 32 cities and regional centres across Australia with Busselton the only centre in the south west of Western Australia.

Included with the petition is information warning of the dangers of 5G technology and this has been provided as an attachment in this agenda. To provide for balanced consideration by Council recent correspondence from the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) has also been provided as an attachment.

It is recommended that Council receive the petition. If 5G technology is proposed to be rolled out locally in the future the opportunity for Council to have input will depend upon whether new or existing towers are to be used. If new towers are used local government approval is required and this would typically include community engagement before formal consideration of the proposal.

Statutory Environment

Clause 3.4.1 of the Standing Orders Local Law deals with petitions.

Integrated Planning

➤ Strategic Community Plan

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

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

Strategy 1.1.6 - Work with key partners (business and government) to improve telecommunications within the Shire

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

Objective 2.1 - Value, protect and enhance our natural environment

Strategy 2.1.1 - Support and promote sound environmental management practices

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

Objective 5.1 – Our community actively participates in civic life

Strategy 5.1.1 - The community is involved in local decision making

➤ Corporate Business Plan

Strategy 1.1.6 - Work with key partners (business and government) to improve telecommunications within the Shire

Action 1.1.6.1 - Work with regional partners (Local and State Governments) to seek greater investment in telecommunications within the Region

➤ Long Term Financial Plan – Not applicable

- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

If seeking to make a decision as requested in the petition Council should determine whether it has sufficient information on the subject of 5G and its real or potential impacts upon health and the environment. The officer position is that Council doesn't have sufficient information to take a formal position on this matter. Taking a position without assessing all evidence presents a reputational risk to the Council.

Voting Requirements – Simple Majority

ITEM NO.	C.08/0320	FILE REF.	
SUBJECT	Request for Financial Assistance – 3 Tier Youth Mental Health Program		
PROPONENT	Blackwood Youth Action Inc.		
OFFICER	Chief Executive Officer		
DATE OF REPORT	18 March 2020		

Attachment 9 Background Information on 3 Tier Youth Mental Health Program

OFFICER RECOMMENDATION

That Council approve unbudgeted expenditure of \$5,000 as a financial contribution for continuation of the 3 Tier Youth Mental Health Program noting that this shouldn't be viewed as an ongoing commitment of financial support to the Program.

Summary/Purpose

Blackwood Youth Action Inc. is requesting Council consider financially supporting its 3 Tier Youth Mental Health Program via a \$5,000 contribution. This is to allow the program to continue until June 2020 giving time a long term funding solution to be identified.

Background

The 3 Tier Youth Mental Health Program (3TYMHP) is one of the Blackwood Youth Action Inc. flagship programs. This is a program that has been run across all high schools in the Warren Blackwood region, supporting Year 10 students with mental health literacy, and wellbeing for 3 years. GP Down South and Blackwood Youth Action (partners in this program) have been working hard at lobbying the Mental Health Commission and Minister Health's office to commit to funding this program long term. The program has a unique approach to the complex issues of youth mental health and youth suicide, encompassing mental health awareness, and prevention and intervention for secondary school students. The program breaks

down the barriers and stigmas around mental health in our youth, promotes discussion, encourages help seeking behaviours and provides individual treatment and support to those in need.

Program Objectives include increasing:

- Awareness of mental health issues and opportunities for recovery;
- Knowledge of coping strategies for specific mental health issues; and
- Access to appropriate support to young people with mental health problems.

The program targets secondary students in year 10.

Tier 1 involves an awareness raising presentation delivered by an Ambassador who has lived experience of mental health issues. The presentation covers topics including maintaining physical and mental wellbeing, overcoming life's obstacles, peer pressure, how to ask for help and the importance of leadership and teamwork.

Tier 2 focuses on prevention and involves the presentation of four workshops in each high school across the Warren Blackwood region. The workshops cover a range of topics that including drugs & alcohol, mental health, body image, stress & coping strategies, family violence, self-harm and suicide. The workshops focus on prevention strategies and help seeking behaviours. The workshops provide education to the students on the skills, resources and the right environment to discuss issues. They aim to break down stigmas and barriers and encourage self-referral or support seeking activities.

Tier 3 focuses on developing linkages between schools, general practitioners, community agencies and mental health service providers. This ensures that young people who have mental health problems are provided with appropriate one on one support through counselling and other mental health treatment options.

A detailed overview of the 3TYMHP can be found in the attachment.

Officer Comment

The program is seeking Council's support for the 3 Tier Youth Mental Health Program. The funding for this program has been at risk despite strong community based efforts to seek a funding commitment from the State Government. Those efforts are continuing.

The Shire of Manjimup committed to a \$20,000 one off donation to assist the 3 Tier Mental Health Program to remain operational for the first half of the 2020 school year. The proponent has requested the Shires of Bridgetown-Greenbushes, Boyup Brook and Nannup contribute a sum of \$5,000. Provision of this amount of funding would ensure one component of the program, Tier 3, continues for six months, whilst the partners seek a long term funding solution. Obtaining contributions from Warren-Blackwood local governments would demonstrate to the State Government the value being placed locally on the program, and the importance of maintaining a local solution in the regional and disadvantaged communities. At the time of writing this report the Shire of Nannup has resolved to contribute \$5,000 but the Shire of Boyup Brook were yet to consider the request.

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

- Strategic Community Plan
 - Key Goal 4 – a community that is friendly and welcoming*
 - Objective 4.2 – Programs and facilities that encourage community resilience*
 - Strategy 4.2.1 - Encourage events, activities, programs and services relevant to, and accessible for local youth*
 - Strategy 4.2.3 - Support relevant (local or outreach) support services and programs*
 - Strategy 4.2.5 - Support initiatives that develop confidence, self-esteem and resilience*
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

The requested contribution isn't reflected in the 2019/20 budget and is therefore unbudgeted expenditure.

Whole of Life Accounting – Not applicable

Risk Management

There is a risk that the State Government could interpret the local government contributions as ongoing support for the program, lessening the demand on it to fund it. It is therefore recommended that Council, if supporting the request, make it clear that it is a one-off contribution.

Voting Requirements – Absolute Majority

ITEM NO.	C.09/0320	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	19 March 2020		

Attachment 10 Rolling Action Sheet

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.10/0320	FILE REF.	101.3
SUBJECT	2019 Compliance Audit Return		
PROPONENT	Department of Local Government, Sport & Cultural Industries		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 March 2020		

Attachment 11 2019 Compliance Audit Return

OFFICER RECOMMENDATION

That Council adopt the Compliance Audit Return for the 2019 calendar year (Attachment 11) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries.

Summary/Purpose

Each year local governments are required to complete a mandatory Compliance Audit Return (CAR) which must be submitted to Council for adoption prior to being forwarded to the Department of Local Government, Sport & Cultural Industries.

It is a statutory requirement that the Return is to be reviewed by the Audit Committee prior to its presentation to Council.

Background

The Compliance Audit Return is completed for the previous calendar year and is one of the tools that allow Council to monitor how its organisation is functioning.

The Department of Local Government, Sport & Cultural Industries requires the Compliance Audit Return to be:

- a) Presented to Council at a meeting of the Council prior to 31st March;
- b) Adopted by the Council; and
- c) The adoption recorded in the Minutes of the meeting at which it is adopted.

Each year the Compliance Audit Return covers various categories and for the 2019 Return, the areas covered are:

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

Officer Comment

After completing the responses to the 104 questions contained in the 2019 Compliance Audit Return it should be noted that compliance was achieved for 102 of those questions with the following items of non-compliance being:

Finance Section Item 8

S7.12A(4) Local Government Act – Where the auditor identified matters as significant in the auditor’s report [prepared under s7.9(1) of the Act], did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?

Comment – Council’s 2017/18 Audit Report contained a significant matter in relation to its Operating Surplus Ratio. The Audit Report was received by Council in December 2018 and a report wasn’t presented to Council regarding this adverse trend until July 2019. As reported to the July 2019 meeting, it was unclear to officers that the reporting of an adverse trend in financial ratios contained in the Auditor’s report triggered the process referred to in section 7.12A(4) and (5) of the Local Government Act 1995. Prior to July 2019 Council was aware of its ratio performance in relation to benchmarks set by the Department as in December 2017 Council adopted a ‘Ratio Improvement Action Plan’.

Tenders for Providing Goods and Services Item 27

Regulation 11A of the Local Government (Financial Management) Regulations - Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?

Comment – There were occasions during 2019 where individual staff failed to comply with the purchasing policy - for example not obtaining sufficient number of quotes. All suspected breaches were investigated and dealt with under an internal administrative procedure.

The 2019 Compliance Audit Return was considered by the Audit Committee at its meeting held 17 March 2020 where the following recommendation was carried:

Committee Decision

*Moved Cr Quinby, Seconded Cr Bookless
AC.02/0320 That Council adopt the Compliance Audit Return for the 2019 calendar year (Attachment 2) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries.
Carried 4/0*

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*

- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
- (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

15. Compliance audit return, certified copy of etc. to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
- (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit,*

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

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 5.2.2 Staff work in an ethical manner
 - Strategy 5.2.8: Ensure all legislative responsibilities are met
- Corporate Business Plan
 - Action 5.2.2.1: Achieve full compliance in annual Compliance Audit Return
- 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

Completion of the annual compliance audit return is essential for ensuring that the organization meets its statutory obligations in performing its functions.

Voting Requirements – Absolute Majority

ITEM NO.	C.11/0320	FILE REF.	133
SUBJECT	Adoption of the 2019/2020 Budget Review		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 March 2020		

Attachment 12 2019/2020 Budget Review

Attachment 13 Minutes of Audit Committee Meeting held 17 March 2019

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the budget review with the variations detailed at Note 2 of the Budget Review document (Attachment 12) for the period 1 July 2019 to 31 January 2020 and amend the budget accordingly.*
- 2. Notes the budget review for the period 1 July 2019 to 31 January 2020 generates a budgeted surplus of \$69,758.*
- 3. Recommends to Council that the surplus of \$69,758 be allocated to the following reserves:*
 - \$25,000 – Land & Building Reserve*
 - \$25,000 – Building Maintenance Reserve*
 - \$10,000 – Matched Grants Reserve*
 - \$9,758 – Drainage Reserve*

Summary/Purpose

To consider and adopt the Budget Review as presented in the Statement of Financial Activity (Budget Review) for the period 1 July 2019 to 31 January 2020 and accompanying notes.

The budget review was presented to the Audit Committee on 17 March 2020 for review and a summary of the main findings of the budget review is provided in this report.

Background

A Statement of Financial Activity (Budget Review) incorporating year to date budget variations and forecasts to 30 June 2020 for the period ending 31 January 2020 is presented for Council consideration. The Local Government (*Financial Management*) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

Officer Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year to date (31 January 2020) actual results with the adopted or amended budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council's 'F.7 Reporting Forecast Budget Variations Policy' sets a minimum reportable variance of \$1,000. In determining items to be included in the budget review this limit has been used as a general guide. As a result of the proposed adjustments presented in Note 2 of the Budget Review document the estimated closing funds have increased from \$0 to \$69,758.

In summary the estimated surplus is represented as follows:

Decrease in Operating Revenues (excluding non-cash items)	(\$250,419)
Increase in Operating Expenses (excluding non-cash items)	(\$ 10,625)
Decrease in Capital Revenues	(\$104,308)
Decrease in Capital Expenses	\$461,514
Decrease in Transfers from Reserves	(\$ 56,068)
Increased Transfers to Reserves	(\$ 3,923)
Increase in Opening Funds as at 1 July 2019	\$ 33,587
Closing Surplus as at 30 June 2020	\$ 69,758

Set out below is a list of significant variations included in the budget review:

Works & Services

- Numerous movements between works and services jobs for wages, plant, overheads and materials/contracts that result in an overall decrease in cash requirements of approximately \$84,000. These savings are primarily as a result of reduced seal rates for Council's road reseals and utilisation of shire staff to undertake traffic management in lieu of utilising contractors for a number of Council's capital works projects.
- A decrease in the cost to provide waste management services of \$33,423. This decrease is made up of the following:
 - decrease in user pay charges for waste site \$12,900
 - decrease in net cost to provide refuse recycling services \$18,300
 - decrease in net costs for general refuse collection service and site management costs \$28,023

The budget review includes a transfer to the Sanitation Reserve of this overall decrease in waste management services.

- \$17,910 increase in net change over costs of budgeted plant and light fleet vehicle replacements.
- Material/contracts expenditure for plant & vehicle operations and maintenance increased by \$16,500. This amount includes an allocation of \$3,000 for the proposed purchase of a roo bar for the Executive Manger Infrastructure and Development's vehicle.
- \$13,000 additional revenue to be received for diesel fuel rebates following participation in a review of past claims.

Building Maintenance & Renewal Program

- A number of revised estimates have been included for items contained in the building maintenance and renewal program resulting in a net increase in costs of \$39,687. These revised estimates include:
 - \$15,050 – Increased allocation for the installation of the emergency power generator at the Administration/Civic Centre buildings. It is proposed to install the previously purchased generator as a fixed installation rather than a portable installation.
 - \$3,800 – Increased allocation for additional maintenance items identified at the Shire Administration building, partly funded by a reduced allocation in the renewal works budget.
 - \$2,200 – Reduced allocation for Shire Administration building renewal works. Funds were originally allocated for a project to install LED lights and new fans in toilets and kitchen area. It is proposed to transfer these funds to undertake the more urgent works of external door and window renewals.
 - \$1,500 – Reduced funds required for maintenance of 144 Hampton Street.
 - \$3,000 – Savings in renewal works to be undertaken at the Hampton Street toilets.
 - \$3,750 – Additional funds allocated to Greenbushes Hall to repair/replace badly damaged post and handrails at rear of building.
 - \$1,200 – Savings in renewal works completed at Sunnyside Shelter.
 - \$5,500 – Increased allocations for the replacement of BBQs and solar lighting at Greenbushes Pool and Greenbushes Heritage Park.
 - \$2,100 – Overall savings identified in allocations made for fence and electrical repairs at Memorial Park.
 - \$7,500 – Transfer of savings in the electrical capacity assessment of the Bridgetown Sportsground Precinct to new Depot electrical works anticipated as a result of capacity assessment.
 - \$3,050 – Increased allocation for general maintenance of the Bridgetown Leisure Centre, partly offset by reduced allocation to renewal works budget.
 - \$2,063 – Savings in cost of shade sail column replacement at the Bridgetown Leisure Centre.
 - \$2,800 – Increased allocation for painting works at the Greenbushes Sportsground building and Greenbushes Cricket Pavilion toilets.
 - \$2,000 – Allocation deleted for replacement of a septic tank lid at the Bridgetown Sportsground change room facility.
 - \$1,000 – Additional funds allocated to cover insurance excess as a result of damage claim at the Bridgetown Sportsground trotting club facilities.
 - \$1,000 – Increased allocation required for the solar light replacement at Somme Park.
 - \$1,800 – Additional funds allocated to reimburse Bridgetown Historical Society for urgent electrical works undertaken at the Bridgetown Old Goal.

- \$4,000 – Additional funds allocated for repairs to the Bridgedale Stage staircase.
- \$1,600 – Increased allocation for general maintenance of the Bridgetown Regional Library.
- \$7,500 – Additional funds allocated for replacement of the failed exhaust system and urgent decking repairs at the Bridgetown Regional Library.
- \$2,900 – Additional funds allocated to replace polycarbonate sheeting underneath the chemical shed at the Depot. This has been identified as an OSH issue.

CEO/Corporate Services/Community Services/Planning & Environmental

- A reduction in the General Purpose Financial Assistance Grant of \$48,297. Council received a 4% decrease in its allocation compared to 2018/19.
- Reduced interest revenue of \$47,500 due to lower than anticipated interest rates, partly offset by reduced transfer to reserves of interest totalling \$29,500.
- Three new projects have been included as a result of recent formal and informal discussions with Council, being:
 - \$2,500 Installation of two new flag poles
 - \$1,500 Public notice board upgrade
 - \$1,700 Business plan for implementation of the energy audit (CBP Action 2.3.1.1)
- \$24,000 has been included for the purchase, installation and setup of new software to provide efficiency improvements of bushfire and health premises inspection processes. The benefits of this software were identified as part of the recent service level review undertaken of Ranger services.
- \$17,000 has been included to fund the capital purchase of a new server in lieu of leasing. Funds transferred from the IT Support budget.
- A \$5,000 reduction in the cost of office supplies and equipment as a result of reduced leasing costs associated with photocopiers following negotiation of new contract.
- Increased expenditure and grant revenue of \$173,535 representing the approved fire mitigation works funding to be received from the Office of Emergency Management.
- Additional \$11,467 supplementary funding to be received following acquittal of 2018/19 ESL Bushfire and SES expenditure.

- Deletion of the supply of DFES vehicles \$687,295 and the associated grant revenue and disposal values as a result of a delay in the provision of these vehicles from DFES.
- Reduced income estimates for planning development applications and building approvals totalling \$11,150.
- Operation of the Bridgetown Leisure Centre is predicted to result in a reduction of the net operating subsidy by \$26,757. This is primarily as a result of reduced utility and leasing costs.
- A reduction of \$20,000 in the costs of establishing the Bridgetown Dump Point as a result of reduced Water Corporation contribution costs.
- Increase in standpipe water consumption charges of \$20,000, offset by an increase in associated income.
- \$27,150 increased revenue following receipt of surplus LGIS member funds as endorsed by Council.
- Reduced wages, superannuation and leave accruals as a result of delayed recruitment for positions included in the Workforce Plan and one parks and gardens vacancy totalling \$117,700.
- Increase in wages budgeted as follows:
 - \$30,000 Workers compensation wages offset by increased reimbursement income
 - \$6,000 DFES overtime and on call allowance offset by increased reimbursement income
 - \$4,085 Library officer salaries for additional hours required prior to employment of manager position
 - \$6,258 Increase in Recreation Officer wages to provide additional hours for implementation of succession planning.

Given a positive result the budget review as presented also includes the deletion of several budgeted transfers from Reserves as follows:

- \$4,000 – Land and Buildings Reserve
- \$27,500 – Assets and GRV Valuation Reserve
- \$45,000 – Strategic Projects Reserve

The report presented to the Audit Committee recommended that the remaining estimated surplus of \$69,758 be allocated to the following Reserves:

- \$25,000 – Land & Building Reserve
- \$25,000 – Building Maintenance Reserve
- \$10,000 – Matched Grants Reserve
- \$9,758 – Drainage Reserve

The mid-year budget review was considered by the Audit Committee at its meeting held 17 March 2020 where the following recommendation was carried:

Committee Decision
Bookless

Moved Cr Moore, Seconded Cr

AC.03/0320 That the Audit Committee:

- 1. Endorses the budget review for the period 1 July 2019 to 31 January 2020 as presented in Attachment 3 of the Committee agenda.*
- 2. Notes the budget review for the period 1 July 2019 to 31 January 2020 generates a budgeted surplus of \$69,758.*
- 3. Recommends to Council that the surplus of \$69,758 be allocated to the following reserves:*
 - \$25,000 – Land & Building Reserve*
 - \$25,000 – Building Maintenance Reserve*
 - \$10,000 – Matched Grants Reserve*
 - \$9,758 – Drainage Reserve*

Carried 4/0

Notwithstanding the wording of Part 1 of the above Committee recommendation a slight amendment to the wording of Part 1 of the recommendation to Council has occurred to ensure that the statutory wording requiring “adoption of a budget review with the variations detailed at Note 2 of the Budget Review document for the period 1 July 2019 to 31 January 2020 and amend the budget accordingly” is contained in the Council resolution.

Statutory Environment

Regulation 33A of the Local Government (*Financial Management*) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) Consideration and review is to be given to a local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.*
- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Integrated Planning

• Strategic Community Plan

- Key Goal 5: Our leadership will be visionary, collaborative and accountable
- Objective 5.2: We maintain high standards of governance, accountability and transparency
- Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met

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

Policy – Not applicable

Budget Implications

Specific financial implications are as outlined in Note 2 to the Budget Review document.

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.12/0320	FILE REF.	131
SUBJECT	February 2020 Financial Activity Statements and List of Accounts Paid in January 2020		
OFFICER	Senior Finance Officer		
DATE OF REPORT	17 March 2020		

Attachment 14 February 2020 Financial Activity Statements

Attachment 15 List of Accounts Paid in February 2020

OFFICER RECOMMENDATIONS

1. *That Council receives the February 2020 Financial Activity Statements as presented in Attachment 14.*
2. *That Council receives the List of Accounts Paid in February 2020 as presented in Attachment 15.*

Summary/Purpose

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

Background

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

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

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

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

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

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

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

Statutory Environment

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

Integrated Planning

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

Policy Implications

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

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

Budget Implications

Expenditure incurred in February 2020 and presented in the list of accounts paid, was allocated in the 2019/20 Budget as amended.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Development & Infrastructure

ITEM NO.	C.13/0320	FILE REF.	RDH9
SUBJECT	South Western Highway – Road Widening		
PROPONENT	Main Roads Western Australia		
OFFICER	Manager Planning		
DATE OF REPORT	11 March 2020		

Attachment 16 Main Roads WA Request and Drawings

OFFICER RECOMMENDATION

That Council, in accordance with section 56 of the Land Administration Act 1997, supports the excision from portions of Lots 610, 854, 1256, 7387 and 11995 South Western Highway, Yornup, by Main Roads Western Australia for the purpose of road widening of South Western Highway as indicated on the drawing numbered 201302-0103, as per Attachment 16, subject to Main Roads Western Australia indemnifying the Shire of Bridgetown-Greenbushes and Landgate against all costs or claims arising from the land resumption and widening.

Summary/Purpose

To support the proposed excision of small portions of land from five lots north of the Yornup township to enable road widening of South Western Highway by Main Roads Western Australia.

Background - Nil

Officer Comment

Main Roads Western Australia (Main Roads WA) has written to the Shire seeking a resolution of Council to support the widening of South Western Highway to accommodate highway improvements north of Yornup township.

Main Roads has approached all landowners and affected parties regarding the proposed acquisition as shown on the proposed plan, with the affected lots and areas listed below for reference:

- Lot 610 – 329m²

- Lot 854 – 1051m²
- Lot 1256 – 7m²
- Lot 7387 – 1.0020 ha (or 10,020m²)
- Lot 11995 – 2663m²

The affected portions of all five subject lots are zoned 'Rural 2 – General Agriculture' under Town Planning Scheme No. 4, with the overall lots being of variable sizes. The proposed land excision is not considered to have any detrimental impact upon the viability or function of the subject farmland, with the excision on the eastern side (Lots 854 and 1256) reflecting the existing fence line.

The proposed road widening and change of reservation may require rezoning from 'Rural 2' to 'Major Highway' under the Shire's Town Planning Scheme No. 4 however this can be corrected during preparation of new Local Planning Scheme No. 6.

Statutory Environment

Section 56(1) of the Land Administration Act 1997, which reads:

"Dedication of roads

(1) *If in the district of a local government -*

- (a) *land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;*
- (b) *in the case of land comprising a private road constructed and maintained to the satisfaction of the local government -*
 - (i) *the holder of the freehold in that land applies to the local government, requesting it to do so; or*
 - (ii) *those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;*

or

- (c) *land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road."*

Integrated Planning

- Strategic Community Plan 2019

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

- Objective Maintain an appropriate standard of transport networks, roads and pathways
- Strategy 3.3.1 A well maintained local and regional transport network
- Strategy 3.3.3 Provide and maintain a safe and efficient transport system
- Corporate Business Plan 2018/22 - Nil

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

Policy Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

Community Services

ITEM NO.	C.14/0320	FILE REF.	281
SUBJECT	Water Corporation Art Project		
PROPONENT	Trudy Clothier – Community Art Trail Coordinatator		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	9 March 2020		

- Attachment 17 Sculpture selected for installation near Geegelup Brook
Attachment 18 Sculpture selected for installation near the Blackwood River
Attachment 19 Location of sculpture for installation near the Blackwood River

OFFICER RECOMMENDATON

That Council:

- 1. Endorse the proponent's selection of the turtle sculpture to be installed on land owned by the Water Corporation between the pump station on Loftie Street and Geegelup Brook as at Attachment 17.*
- 2. Endorse the proponent's request to purchase and install the metal sculpture of two parrots, in trees located close to the bridge at the Blackwood River Foreshore Park as at Attachment 18 and Attachment 19.*

Summary/Purpose

The purpose of the recommendations seek to finalize the installation of public art funded by the Water Corporation.

Background

During 2018 the Water Corporation completed construction of the Infill Sewerage Area Bridgetown 1F as part of the State Government's Infill Sewerage Program. This connected an additional 266 lots in the eastern portion of Bridgetown to sewer. The project allowed for the transfer of wastewater from these residential properties via a network of buried pipes for the safe treatment and disposal at the water

treatment facility north of the Bridgetown Golf Course. The original time frame for this project was 3 months. Due to a range of issues regarding provision of service by Water Corporation and their contractors, the project took over 18 months.

The Water Corporation recognised that the works were very disruptive to the community. In post-project discussions with Shire officers the opportunity for the Water Corporation to contribute towards a suitable community project was raised, leading to the identification of the proposed art project on or around the Water Corporation Pump Station on Loftie Street.

At the May 2019 Meeting, Council resolved (C.17/0519) as follows:

- *That Council accepts \$15,000 (ex GST) unbudgeted income from the Water Corporation in the 2018-2019 financial year and associated expenditure on a community art project in the 2019-20 financial year.*
- *That the artists and Bridgetown Landcare provide details, including design work, to Council for formal endorsement prior to the development being commissioned.*

The project budget (as provided by Ms Trudy Clothier, Co-ordinator of the Bridgetown Art Trail) was:

- \$4,000 (ex GST) Landscaping
- \$11,000 (ex GST) 2 Pieces of Public Art being one mural and one sculpture.

The \$4,000 (ex GST) landscaping budget was further broken down as follows:

- \$500 (ex GST) Landscape Design
- \$968 (ex GST) Purchase of Plants
- \$2,532 (ex GST) Earthworks, Mulch, Soil & Supervision of Early Release Program Volunteers (conducting the planting works)

Ms Clothier has advised that the artists are Jean Barret (mural) and John Sanders (sculpture). The officer was unaware of the selection process undertaken to identify these artists, or the exact costs associated with their individual artwork pieces.

Ms Clothier advised that the mural would be painted on the white and green electrical cabinets on site, with all sides being covered with the mural. Further, that John Sanders has not confirmed whether the sea horse or horse drinking sculpture will be selected. If it is the horse drinking, it will be installed so as to be seen drinking from the stream. The officer notes that the second option will require consultation with the Department Planning, Land and Heritage as Geegeelup Brook is a registered site of cultural significance for the Aboriginal people and there are parameters, approvals and processes which must be addressed prior to conducting earth works within proximity to the Brook.

In July 2019 Council determined (SpC.01/0719):

1. *Note receipt of the landscaping plan and concept plans for 2 pieces of artwork comprising the 'Water Corporation Art Project' at Attachments 1 and 2.*

2. *Endorse the concept plans for 2 pieces of artwork (being either a sea horse or horse sculpture and a mural as per Attachment 1) and request the Co-ordinator of the Bridgetown Art Trail seek formal endorsement by Council of the final sculpture selection prior to installation.*
3. *Endorse the landscape design at Attachment 2.*
4. *Direct the CEO to proceed with commissioning the artwork and landscaping works immediately on receipt of payment of the invoice issued to Water Corporation in June 2019 for the \$15,000 funding for this project.*

Officer Comment

The officer met with Kylie Olney and Trudy Clothier in February regarding progressing this project. At that meeting advice received was that the Water Corporation staff had undertaken appropriate and sufficient internal assessment, as land owner, of the cultural significance issues regarding the proximity of the sculpture to Geegelup Brook as a registered site of cultural significance for the Aboriginal people and confirmed that the installation of the sculpture could proceed.

Ms Clothier advised that there had been savings on the original two pieces of artwork (mural and sculpture) which allowed for a third piece of artwork to be purchased. It is proposed that this additional piece be installed at the Blackwood River Foreshore Park, as per Attachment 19.

The cost of the 3 pieces of artwork are:

Mural	\$4,000	(by Jean Barrett)
Turtle	\$4,000	(by John Sanders)
Parrots	\$3,000	(by Dennis Wilson)

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 1.1.1 - A diverse economy that provides a range of business and employment opportunities.

Strategy 1.1.2. - Develop and implement strategic plans and actions that attract economic development

Strategy 1.1.10 - Deliver or support a range of events where a demonstrable community benefit can be shown.

Objective 4.1 A cohesive community with a strength of pride

Strategy 4.1.1 - Deliver and support a wide range of community activities, events and associated infrastructure

Strategy 4.1.2 - Deliver programs that encourage community interaction and participation.

➤ Corporate Business Plan

➤ Action 1.1.2.3 – Improve promotion of the Shire as a tourism destination

➤ Action 1.1.10.1 – Support festivals and events that promote local businesses and encourage community participation.

➤ Action 4.1.1.1 – Support the development of externally funded public art

- Action 4.1.2.1 – Support a community based approach to the provision of art and culture development
- Long Term Financial Plan - nil
- Asset Management Plans
- Workforce Plan - nil
- Other Integrated Planning
Council's Public Art Strategy identifies key areas which reflect Council's preference for the installation of artwork in Bridgetown. While the location of the proposed artwork is not one of the identified areas in the Strategy, the site has been identified in consultation with Water Corporation representatives. The site is considered to be highly visible and will complement

Policy Implications - nil

Budget Implications

The Community Art Trail Coordinator is aware of the total budget provision of \$15,000 for this project (funded via Water Corporation) and has advised that the additional piece of artwork will be purchased within budget.

Whole of Life Accounting

Risk Management

The artwork previously considered by Council has been installed on Water Corporation owned land. Subsequently the artwork, its insurance (including damage and public liability) as well as any related maintenance costs will be the responsible of Water Corporation.

The proponent has requested that the additional piece of art be installed on a reserve vested in the Shire, which means any damage, theft or public liability risk will be the responsibility of the Shire of Bridgetown-Greenbushes. Therefore the artwork will be an ongoing risk for the organization; however appropriate budgetary process, based on advice from LGIS will enable this risk to be mitigated through insurance.

Voting Requirements – Simple Majority

ITEM NO.	C.15/0320	FILE REF.	
SUBJECT	Request for Financial Contribution		
PROPONENT	Southern Forests Blackwood Valley Tourism Association		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	17 March 2020		

Attachment 20 Campaign/project budget

OFFICER RECOMMENDATION

That Council approve unbudgeted expenditure of \$2,000 to be funded from the Matched Grants Reserve, as partner funding to match the \$74,945 funding secured by the Southern Forests Blackwood Valley Tourism Association through the Regional Economic Development Scheme (South West Development Commission) as reflected in Attachment 20.

Summary/Purpose

The purpose of the recommendation is to determine Council's appetite for contributing a sum of \$2,000 to assist with the costs associated with the brand design, entry statement signage, visitor centre touch screen technology, portable signage, advertising and marketing, social media and Total Trails website enhancement project being undertaken by the Southern Forests Blackwood Valley Tourism Association. Total project value is \$115,890 as per the attached budget.

Background

The Southern Forests Blackwood Valley Tourism Association successfully secured \$74,945 funding from the South West Development Commission via the Regional Economic Development Scheme for key activities associated with branding, marketing, profile raising and visitor centre enhancement. The Association is contributing \$74,945 of their own funding towards the project, and has requested each of the regional local government authorities (Bridgetown-Greenbushes, Manjimup and Nannup) to contribute \$2,000 towards the social media component of the campaign. The South West Development Commission requires written confirmation of the contribution. As this expenditure is unbudgeted a Council decision is required to approve the contribution of these funds.

Officer Comment

The return on investment of the requested \$2,000 is considered high in relation to the overall project cost. The contribution of the requested funding will assist the South West Development Commission to demonstrate participating local government authorities see value in the campaign/project.

Of note are the following comments received from the CEO of the Association, Ms Wendy Duncan:

- The total projected spend on social media advertising is \$8,000 within the grant agreement. However, we have committed to an ongoing expenditure of \$1000 per month in perpetuity. This is an average figure with higher expenditure at times of a particular campaign and lower at other times.
- Each Shire committed in principle support of \$2,000 during the grant application process. I am now seeking formal confirmation from each Shire

as part of their budget process. Both Shire of Manjimup and Shire of Nannup have given a verbal commitment to affirm their letters of support from the application process.

- The other contribution that has been requested from local government authorities is the erection of the entry statement signage and associated traffic management. It has been designated as an in-kind contribution in the RED grant application. The signage would then become the property of the Shire of Bridgetown-Greenbushes for future management and maintenance.

With regard to the last dot point above, the CEO is currently liaising with other participating CEO's to determine the best approach to take with regard to traffic management and signage erection as the signs are identified to be erected on key arterial entry points to the towns, which means the identified roads are under the control of Main Roads and therefore the works cannot be undertaken by the participating local government authorities. For the purpose of progressing a response to the Southern Forests Blackwood Valley Tourism Association this agenda report does not seek a Council commitment on this matter, only the \$2,000 requested contribution to the social media element of the campaign.

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget

Integrated Planning

- Strategic Community Plan
 - Key Goal 1 - Our economy will be strong, diverse and resilient*
 - Objective 1.1 – A diverse economy that provides a range of business and employment opportunities*
 - Strategy 1.1.7- Improve tourist facilities*
 - Strategy 1.1.9 – Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment*
- Corporate Business Plan
 - Strategy 1.1.7- Improve tourist facilities*
 - Action – no specific action relevant however signage and touchscreen facilities will assist improve tourist facilities*
 - Strategy 1.1.9 – Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment*
 - Action 1.1.9.1 – Fund the Southern Forests Blackwood Valley Tourism Association*
- Long Term Financial Plan – nil
- Asset Management Plans – nil
- Workforce Plan - nil
- Other Integrated Planning – nil

Policy Implications - nil

Budget Implications

The recommendation has budget implications as the requested contribution is not reflected in the 2019-2020 financial year budget. The current balance of the Matched Grants Reserve \$31,757, which will reduce to \$29,757 should Council approve the recommendation.

Whole of Life Accounting - nil

Risk Management

There is low risk associated with the financial contribution of \$2,000 given the Southern Forests Blackwood Valley Tourism Association and South West Development Commission are the primary funding bodies contributing \$74,945 each to this campaign/project.

There is unidentified risk (cost and management) associated with the unidentified elements of the signage installation and traffic management on Main Roads controlled roads; however this agenda report does not seek a commitment from Council in relation to this element of the request received by Southern Forests Blackwood Valley Tourism Association.

Voting Requirements – Absolute Majority

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting


Matters Behind Closed Doors (Confidential Items)

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	C.02/0320	Deed of Variation (Draft)
2	C.02/0320	Clause 12 of Trust Deed 1994
3	C.03/0320	Correspondence from Proponent
4	C.04/0320	Location Plan
5	C.05/0320	'Statement of Local Environmental Risks and their Mitigation' prepared by Sustainability Advisory Committee
6	C.06/0320	Draft 'Ward & Councillor (Elected Members) Representation Discussion Paper 2020
7	C.07/0320	Petition and supporting information
8	C.07/0320	Correspondence from ARPANSA Addressing Public Concern Around 5G Mobile Networks
9	C.08/0320	Background Information on 3 Tier Youth Mental Health Program
10	C.09/0320	Rolling Action Sheet
11	C.10/0320	2019 Compliance Audit Return
12	C.11/0320	2019/2020 Budget Review
13	C.11/0320	Minutes of Audit Committee Meeting held 17 March 2019
14	C.12/0320	February 2020 Financial Activity Statements
15	C.12/0320	List of Accounts Paid in February 2020
16	C.13/0320	Main Roads WA Request and Drawings
17	C.14/0320	Sculpture selected for installation near Geegelup Brook
18	C.14/0320	Sculpture selected for installation near the Blackwood River
19	C.14/0320	Location of sculpture for installation near the Blackwood River
20	C.15/0320	Campaign/project budget

Agenda Papers checked and authorised by T Clynch, CEO		19.3.20
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