

**Council Minutes Index – 29 October 2020**

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Minutes of an Ordinary Meeting of Council held in Council Chambers on Wednesday, 29 October 2020 commencing at 5.32pm

*The Presiding Member opened the Meeting at 5.32pm*

**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  
- T Lockley, Executive Assistant

**Attendance of Gallery**

J Taylor, J Lucey, J Russell, P McGhie, L Letchford, T Wheeler (MB Times), M Schneider (Bridgetown Star)

**Responses to Previous Questions Taken on Notice** - Nil

**Public Question Time** - Nil

**Petitions/Deputations/Presentations**

**Comments on Agenda Items by Parties with an Interest**

J Lucey – C.08/1020 - Financial Contribution Request  
*Mr Lucey spoke against the officer recommendation*

L Letchford – C.02/1020 - Revocation of Council Resolution - Wards and Representation Review 2020 (Cr Pratico)  
*Mrs Letchford spoke in support of the Motion*

J Brussell – C.02/1020 - Revocation of Council Resolution - Wards and Representation Review 2020 (Cr Pratico)  
*Ms Brussell spoke in support of the Motion*

**Applications for Leave of Absence** - Nil

**Confirmation of Minutes**

**C.01/1020 Ordinary Meeting held 23 September 2020**

*A Motion is required to confirm the Minutes of the Ordinary Meeting of Council held 23 September 2020 as a true and correct record.*

**Council Decision** *Moved Cr Wilson, Seconded Cr Bookless*  
**C.01/1020** *That the Minutes of the Ordinary Meeting of Council held 23 September 2020 be confirmed as a true and correct record.*

**Carried 9/0**

**Announcements by the Presiding Member Without Discussion**

*Just an update on where we are at in our effort to stimulate politicians in Western Australia and to keep them informed on what is happening in Bridgetown. Last week the CEO, myself and the Executive Manager Community Services had a meeting with Cannings Purple. My two compatriots contributed to the discussion but didn't have to sit through the ordeal of three takes in front of a TV camera, but I endured.*

*One initiative we are undertaking is inviting the Premier and the Minister for Tourism to Bridgetown to formally launch the commencement of works for our two major projects which are the Blackwood River Foreshore Park and the Town Hall Redevelopment. Our intent is to get the Premier and Minister here prior to locking down for election time or waiting another 12-15 months before these projects are finished and then inviting them down.*

*It is a good opportunity to get the Premier and Minister down, and a great opportunity for them to see what we are intending to do, and also an opportunity for us to say thank you to their Government for the support they have given us, but more importantly to make sure we explain that this is not the end, this is only the beginning. We want to discuss with them about how we further progress our growth strategy. The invitation has been sent and we are just waiting for a response.*

**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.

Name	Cr Pratico
Type of Interest	Financial
Item No.	C.09/1020 - Temporary Suspension of Policy H.3 – Blues Festival Trading
Nature of Interest	I am a trader at the Blues Festival

Name	Tim Clynch
Type of Interest	Impartiality
Item No.	C.07/1020 – Unbudgeted Grant Income & Expenditure – Tennis Club Bore
Nature of Interest	I am a member of the Bridgetown Tennis Club

**Questions on Agenda Items by Elected Members** - Nil

**Consideration of Motions of which Previous Notice has been Given**

**C.02/1020 Revocation of Council Resolution - Wards and Representation Review 2020**

*Submitted by Cr Pratico*

**Motion**

1. That Council Resolution C.03/0920 made at its September 2020 meeting that reads:

*C.03/0920 That Council:*

1. *Note the three submissions received (Attachment 4) on the Wards and Representation Review 2020.*
  2. *Submit a proposal to the Local Government Advisory Board under Sections 2.2 and 2.18 and Schedule 2.2 of the Local Government Act seeking the elimination of wards as per Option E of the Wards and Representation Review Discussion Paper 2020.*
2. That the CEO resubmits the report on the Wards and Representation Review 2020 to the December 2020 ordinary Council meeting.

**Background/Reasons**

I was an apology for the September Council meeting so was unable to participate in the debate on the wards and representation review. I don't support the decision to move to a 'no-wards' system as this will be detrimental to residents of the North Ward.

Up until 1970 much of the North Ward was the former Shire of Greenbushes and since creation of the Shire of Bridgetown-Greenbushes the residents of Greenbushes, North Greenbushes, Catterick and other nearby areas have had their own ward and thus their own representation.

There is a specific community of interest for the North Ward, particularly for Greenbushes and North Greenbushes.

If the Shire of Bridgetown-Greenbushes was ever to be amalgamated with one or more other local governments I am sure the residents of our Shire would like their own ward in order to have specific representation. This is no different to today's North Ward residents.

There are other options in the Discussion Paper that I would like to debate but at this point in time I like Council to revoke the motion from last month thus allowing the matter to come back to the December meeting for further consideration.

#### Officer Comment

Under Regulation 10 of the Local Government (Administration) Regulations a notice of motion to revoke a decision is to be signed by at least 1/3 of the number of office (whether vacant or not) of members of the Council, inclusive of the mover. The required number of signatories has been provided with this notice of motion.

Council, at its September 2020 ordinary meeting resolved:

*C.03/0920 That Council:*

- 1. Note the three submissions received (Attachment 4) on the Wards and Representation Review 2020.*
- 2. Submit a proposal to the Local Government Advisory Board under Sections 2.2 and 2.18 and Schedule 2.2 of the Local Government Act seeking the elimination of wards as per Option E of the Wards and Representation Review Discussion Paper 2020.*

Cr Pratico approached the CEO following the September 2020 meeting giving notice that he intended to lodge a notice of motion to the October 2020 meeting seeking revocation of the above resolution. On being provided this advice the CEO deferred any actioning of the resolution until such time as the revocation notice of motion is considered.

The predominant component of Cr Pratico's Notice of Motion is to seek revocation of Resolution C.03/0920. No specific officer comments are provided on this component as that decision rests with the Council. With respect to the second component of Cr Pratico's Notice of Motion, if the revocation motion is carried a report to the December 2020 Council meeting is easily achievable.

#### 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 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 - Nil

Whole of Life Accounting – Not Applicable

### Risk Management

Council resolved on its own accord to review its wards and representation. If resolving not to make changes to the existing structure, or recommending changes that in the opinion of the Local Government Advisory Board do not correctly take into account the factors prescribed in the legislation the risk is that the Council will be directed to undertake another review or the Board could present its own recommendations on wards and representation to the Minister for Local Government and Communities.

Voting Requirements – Absolute Majority

**Moved** Cr Pratico, Seconded Cr Bookless

1. That Council Resolution C.03/0920 made at its September 2020 meeting that reads:

*C.03/0920 That Council:*

1. *Note the three submissions received (Attachment 4) on the Wards and Representation Review 2020.*
  2. *Submit a proposal to the Local Government Advisory Board under Sections 2.2 and 2.18 and Schedule 2.2 of the Local Government Act seeking the elimination of wards as per Option E of the Wards and Representation Review Discussion Paper 2020.*
2. That the CEO resubmits the report on the Wards and Representation Review 2020 to the December 2020 ordinary Council meeting.

**Lost 2/7**

*Crs Nicholas, Johnson, Bookless, Quinby, Wilson, Moore and Boyle voted against the Motion*

## 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

<b>ITEM NO.</b>	C.03/1020	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	17 October 2020		

Attachment 1          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

**Council Decision** *Moved Cr Moore, Seconded Cr Johnson*  
***C.03/1020 That the information contained in the Rolling Action Sheet be noted.***

**Carried 9/0**

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.6 of the Standing Orders Local Law, Item C.08/1020 would be brought forward for consideration

<b>ITEM NO.</b>	C.08/1020	<b>FILE REF.</b>	
<b>SUBJECT</b>	Financial Contribution Request		
<b>PROPONENT</b>	Balingup Heights Hilltop Forest Cottages		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	17 March 2020		

Attachment 4      Email Correspondence Regarding Proposal  
Attachment 5      Proposal Fact Sheet

**OFFICER RECOMMENDATION**

*That Council note the receipt of information regarding the “Villages in the Valley” proposal and determine not to fund the proposal.*

**Summary/Purpose**

The purpose of the item is to advise Council about the “Villages in the Valley” proposal and determine its interest as to a financial contribution for this proposal.

**Background**

The CEO has received correspondence from the proprietors of Balingup Heights Hilltop Forest Cottage who are working with John Lucey from the Bridgetown Cidery and Louise Stokes (Holberry House Guest Accommodation in Nannup) to progress this proposal.

The “Villages in the Valley – Road Trip” filming event was undertaken with Frances Andrijich Photography from Wednesday 14<sup>th</sup> October – Saturday 18<sup>th</sup> October. It is the officer’s understanding that the request for financial assistance with this project will assist offset the costs incurred by the organizers. The opportunity was undertaken by the 3 businesses stated above, in collaboration with the Australia’s South West (regional tourism body), however Australia’s South West are not a funding partner in the implementation of the proposal.

The total proposal cost is not clearly stated in the email correspondence but appears to be in the vicinity of \$10,000 - \$11,000.

Funding sources are stated to include:

- Southern Forests & Blackwood Valley Tourism Association - \$2,000



- Balingup and District Tourism Association (through the Shire of Donnybrook-Balingup) - \$2,000
- Shire of Nannup - \$1,000

Discussion with the Shire of Nannup indicates that they can only fund a small contribution in the order of a few hundred dollars instead of the requested \$1,000. The Bridgetown-Greenbushes Business and Tourism Association has committed to contribute \$1,000 towards this proposal.

The proponents have requested \$2,000 financial assistance from the Shire of Bridgetown-Greenbushes.

#### Officer Comment

While the proposal has merit as a COVID-19 recovery initiative, the officer notes that Council has already expended \$1,200 in GWN advertising for both Bridgetown and Greenbushes as part of its economic recovery stimulus funding; and contributed \$400 towards the GWN advertising for the regional bridle trail (in partnership with neighbouring Shires Manjimup and Nannup through the Warren Blackwood Alliance of Council's). Council has also committed \$10,000 towards the SBS Trail Towns project which will commence early in 2021 as part of its commitment to stimulate the local economy and tourism post COVID. Council also supports the Bridgetown-Greenbushes Tourism Association financially each year through the provision of a proportion of each Visitor Centre Membership (last financial year this was valued at \$625).

The officer's recommendation to not support this initiative is based on the expenditure outlined above, as well as the current financial year commitment to fund the Southern Forests and Blackwood Valley Tourism Association (\$52,819) in addition to continuing to fund the operations of the Visitor Centre (\$102,488 cash operating subsidy for the current financial year).

The proposal does have benefit in so far as it will allow the images and promotion of the towns of Balingup, Nannup, Bridgetown and Greenbushes to capitalize on the domestic market which has increased due to limited options for interstate and overseas travel due to COVID-19.

Council's Policy F.1 Community Grants, Service Agreements, Donations and Contributions outlines the process whereby it advertises and disseminates financial contributions to community groups, initiatives and endeavors. This request falls outside of that process, however should Council determine to support this initiative, it could be funded from the \$10,927 quarantined for post COVID-19 economic stimulus events, activities and projects. To date, \$1,600 of this funding has been expended on the GWN tourism advertising opportunities.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Key Goal 4 – A community that is friendly and welcoming
  - Objective 4.1 – A cohesive community with a sense of pride

- Corporate Business Plan  
Strategy 4.1.1 – Deliver and support a wide range of community activities, events and associated infrastructure  
Action 4.1.1.1 – Fund community grants, service agreements and donations to a maximum value of \$160,000 per annum
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy Implications

Council's Policy F.1 Community Grants, Service Agreements, Donations and Contributions outlines the process whereby it advertises and disseminates financial contributions to community groups, initiatives and endeavors. This request falls outside of that process, however should Council determine to support this initiative, it could be funded from the \$10,927 quarantined for post COVID-19 economic stimulus events, activities and projects. To date, \$1,600 of this funding has been expended on the GWN tourism advertising opportunities.

#### Budget Implications

There are no budget implications arising from the officer recommendation.

#### Whole of Life Accounting - Nil

#### Risk Management – Nil

#### Voting Requirements – Simple Majority

#### **Council Decision Moved Cr Pratico, Seconded Cr Mountford**

***C.08/1020 That Council note the receipt of information regarding the "Villages in the Valley" proposal and determine to provide funding of \$1,000, with funds costed to the Covid-19 Economic Stimulus Account.***

***Absolute Majority 9/0***

#### **Reason for resolving contrary to the officer recommendation**

*In the current economic climate tourism promotion is even more important, and in this case the initiative is being partly funded by a number of local and regional businesses and Council supports the initiative. The Covid-19 Economic Stimulus Account is the appropriate funding tool for this support.*

## Corporate Services

<b>ITEM NO.</b>	C.04/1020	<b>FILE REF.</b>	350
<b>SUBJECT</b>	Purchase of Articulated Boom		
<b>OFFICER</b>	Executive Manager Corporate Services & Executive Manager Development and Infrastructure		
<b>DATE OF REPORT</b>	19 October 2020		

### OFFICER RECOMMENDATION

*That Council:*

- 1. Approves unbudgeted expenditure of up to \$145,000 for the purchase of a new articulated boom machine and amends its 2020/21 Budget accordingly.*
- 2. Amends its 2020/21 Budget to include disposal of the Crendon Squirrel (cherry picker) with an estimated value of \$15,000.*
- 3. Reduces the 2020/21 budget allocation for job 07BU – Shire Administration Building Renewal Works by \$40,000.*
- 4. Approves a transfer of up to \$90,000 from the Plant Reserve to part fund the purchase of the Articulated Boom.*

### Summary/Purpose

This item is presented for Council's consideration of the purchase of an articulated boom (aerial work platform) to replace the current Crendon Squirrel (cherry picker). The purchase of an articulated boom will enable various works across the Building & Infrastructure Departments that are currently either outsourced or only partially completed in-house due largely to lack of safe access.

### Background

The Shire currently owns a Crendon Squirrel that has very limited use as it doesn't meet specifications for jobs such as tree pruning, building roof access, etc. This has caused such works to be contracted out whereas with a suitable piece of equipment these could be carried out with Shire labor. A considerable amount of building maintenance has also not been completed due to similar difficulty in accessing heights and inaccessible areas. The 'squirrel' was not fit for purpose for these works.

An extension ladder was initially used to access the Library roof to undertake roof top garden maintenance, however an OSH review a few years ago determined the risks associated with that access were significant and the only safe and effective means of access to the library roof was via an aerial work platform. Due to the costs of hiring an aerial work platform and contractors the access to the roof is limited to twice per annum. The purchase of our own aerial work platform would remediate this issue and more regular maintenance of the roof top garden could be scheduled.

### Officer Comment

The proposed purchase of an aerial work platform isn't adding an additional item of plant to the Shire's inventory as in tandem with the purchase is the proposed disposal of the underutilized Crendon Squirrel.

There are significant works planned to be undertaken at the Shire Administration Building during 2020/21, including painting and repairs to the external of the building. In planning for these works scaffolding quotes were obtained. On receipt of scaffolding quotes approximating \$40,000, Shire Officers investigated other possible ways this work could be undertaken and whether there was a better solution than hiring scaffolding. Officers considered the nature of the works and questioned if the expense associated with hiring scaffolding would be better spent on a suitable piece of Shire owned equipment.

Upon further discussion between the Shire's Works Supervisor and Manager Building Assets and Projects it was determined that there would be a justified ongoing use of a suitable piece of replacement equipment for the Crendon Squirrel that both Departments could use. There is an increasing and continual need for building maintenance to Shire-owned aging buildings that requires access to heights and less accessible sites. The proposed purchase is a 4x4 boom lift that can be used as a convenient self-propelled boom lift with jacks (stabilizer legs) than can be deployed from the basket enabling safe operation on sloping and uneven terrain.

Currently, the following maintenance items are largely outsourced to contractors:

**Building maintenance works that require suitable working at heights equipment include:-**

- Minor exterior maintenance work
- Ongoing gutter cleaning and gutter repairs
- External cleaning of buildings
- Ongoing requirements to maintain external of all buildings
- Roof repairs on all buildings
- Carpark lighting repairs
- Window cleaning / Solar Panel cleaning

**Shire works that require suitable working at heights equipment include:-**

- Tree pruning
- Tree removal
- Safe access/egress to Library roof top garden
- Banner installs at Town entrances
- Roadside vegetation maintenance
- Signage repairs and/or replacement
- Entrance Statement tree maintenance

While some of these works would still require specialized external contractors, the requirement to hire working at heights equipment externally could be eliminated via the Shire being able to directly supply a suitable working at heights machine.

It is noted that staff and contractors using this equipment would need to have suitable ticket/s to operate. Currently, the Shire has five (5) outside works employees on staff that hold and maintain High Risk Licenses and Elevated Work Platform (EWP) tickets. Should the purchase of an articulated boom be supported there would be a requirement to train and obtain the necessary High Risk and EWP licenses for two (2) additional 'building maintenance' staff.

The Shire's Infrastructure Department already has the means to transport an articulated boom to various sites as required.

The following summary outlines costs associated with the purchase and associated addition training and operation costs versus savings that could be made in ongoing maintenance budgets. The summary demonstrates the payback period of Council's investment would be 6.14 years.

### **Costs Associated with Purchase (10 Years)**

Purchase Cost	\$144,900
Less trade-in of existing machine	-\$ 15,000
Operation Costs (above existing squirrel)	\$ 15,000
Additional training cost (two staff)	\$ 3,000
Total Cost	\$ 147,900

### **Savings in hire of machinery**

Building maintenance items (\$6,100pa)	\$ 61,000
Planned building capital works (5 year plan)	\$ 40,000
Assumed building capital works (Years 6-10)	\$ 40,000
Infrastructure Department Works (i.e. tree contractors \$10k p.a.)	\$100,000
Total Savings	\$241,000

Savings highlighted in the building maintenance area relate directly to the amount included in the current budget for scaffolding hire associated with gutter cleaning scheduled to be undertaken by the Building Maintenance Officer. There are no maintenance tasks in the building maintenance area that would be undertaken by contractors due to the Building Maintenance Officer undertaking new tasks as a result of the availability of a suitable elevated work platform.

Following introduction of the Manager Building Assets and Projects position time is no longer spent by the Building Maintenance Officer liaising with contractors for the planning and quoting of works but rather some tasks that were undertaken by contractors are now performed in-house, such as gutter and building cleaning.

Identified savings in the Infrastructure area have at this stage been limited only to savings in engaging contractors to undertake tree pruning. Even if an aerial work platform is purchased there remains a need to engage contractors for more specialized and high risk tree work such as removal of whole trees and pruning under powerlines. However minor roadside limb pruning could be undertaken by Shire staff to a much greater level than currently occurs.

The identified savings are considered a conservative estimate based on actual amounts budgeted in the 2020/21 Budget for hire of scaffolding and an aerial work platform where tasks were already budgeted to be undertaken in-house. Further savings can be made when the machine is made available to contractors undertaking works for the Shire requiring EWP equipment in lieu of the contractor hiring such equipment then on-charging this cost to the Shire.

If an aerial work platform is purchased there will be an opportunity cost in works that are currently being undertaken by Shire staff as some staff hours will be allocated for operation of the platform. With the recent changes to the Shire's building maintenance function to reduce administrative hours of the Building Maintenance Officer it has been determined there would be no opportunity costs if the platform is purchased. For the Infrastructure area it is difficult to quantify opportunity cost but there isn't any intention to backfill with contractors. In fact one of the main reasons for purchasing an aerial work platform is to carry out day to day maintenance tasks more efficiently which will free up staff time.

#### 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 5 – our leadership will be visionary, collaborative and accountable
  - Objective 5.2 – we maintain high standards of governance, accountability and transparency
  - Strategy 5.2.3 – Ensure organisational capability
- Corporate Business Plan - Nil
- Long Term Financial Plan
  - The existing Crendon Squirrel is accounted for in the Shire's Plant Replacement Plan and if the officer recommendation is endorsed this Plan would be updated at its next annual review. The costs and savings identified in this report would be reflected in the next review of the LTFP.
- Asset Management Plans
  - The Asset Management Plans are updated annually to reflect any new acquisition of assets and renewal expenditure requirements.
- Workforce Plan – Not applicable
- Other Integrated Planning – Nil

#### Policy Implications - Nil

#### Budget Implications

As outlined in the body of the report.

#### Whole of Life Accounting

As outlined in the body of the report.

#### Risk Management

An assessment of the existing Crendon Squirrel has determined that it has limited capability due to not meeting current requirements for elevated work sites. This has required in recent years a greater use of contractors with specialist machinery that meets Worksafe specifications

Voting Requirements - Absolute Majority

**Council Decision Moved Cr Moore, Seconded Cr Quinby**

**C.04/1020 That Council:**

- 1. Approves unbudgeted expenditure of up to \$145,000 for the purchase of a new articulated boom machine and amends its 2020/21 Budget accordingly.**
- 2. Amends its 2020/21 Budget to include disposal of the Crendon Squirrel (cherry picker) with an estimated value of \$15,000.**
- 3. Reduces the 2020/21 budget allocation for job 07BU – Shire Administration Building Renewal Works by \$40,000.**
- 4. Approves a transfer of up to \$90,000 from the Plant Reserve to part fund the purchase of the Articulated Boom.**

**Absolute Majority 9/0**

<b>ITEM NO.</b>	C.05/1020	<b>FILE REF.</b>	131
<b>SUBJECT</b>	September 2020 Financial Activity Statements and List of Accounts Paid in September 2020		
<b>OFFICER</b>	Senior Finance Officer		
<b>DATE OF REPORT</b>	22 October 2020		

Attachment 2      September 2020 Financial Activity Statements  
Attachment 3      List of Accounts Paid in September 2020

**OFFICER RECOMMENDATIONS**

- 1. That Council receives the September 2020 Financial Activity Statements as presented in Attachment 2.*
- 2. That Council receives the List of Accounts Paid in September 2020 as presented in Attachment 3.*

**Summary/Purpose**

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

**Background**

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

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

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

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

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

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

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

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

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

#### Statutory Environment

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

#### Integrated Planning

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



Policy

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

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

Budget Implications

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

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Johnson, Seconded Cr Wilson**

**C.05/1020**

- 1. That Council receives the September 2020 Financial Activity Statements as presented in Attachment 2.**
- 2. That Council receives the List of Accounts Paid in September 2020 as presented in Attachment 3.**

**Carried 9/0**

**Development & Infrastructure - Nil**

## Community Services

<b>ITEM NO.</b>	C.06/1020	<b>FILE REF.</b>	
<b>SUBJECT</b>	Upgrade/Replacement 24 Hour Gym Door		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	19 October 2020		

### OFFICER RECOMMENDATION

That Council:

1. Approves unbudgeted expenditure of \$9,750 for the purpose of purchasing, installing and undertaking related electrical and fire service connection for a new primary access (external) door to the 24 hour gym at the Bridgetown Leisure Centre.
2. Funds the unbudgeted expenditure via a transfer of \$9,750 from the Bridgetown Leisure Centre Reserve.

### Summary/Purpose

The recommendation seeks Council endorsement of unbudgeted expenditure for the purpose of ensuring the primary access (external) door to the 24 hour gym is compliant with relevant building legislation so that the gym expansion/extension will fully meet relevant legislative compliance under the building code to allow for a Certificate of Completion to be issued.

### Background

The gym expansion/extension project was completed in January 2020 with an official opening in February. The \$325,000 project was funded by the Federal Government through the Community Sport Infrastructure (Sportaus) Funding Program and Shire expenditure. The building works, following a tender process coordinated by WALGA Procurement, were undertaken by BRC (Pat Corrigan).

On completion of the project, the officer was advised (by the Shire's Building Surveyor) that due to the nature of the expansion works, the primary (external) access into the 24 hour gym was no longer compliant. This is the original door that was in place in the original portion of the gym. The construction works triggered non-compliance due to the degree of the expansion works undertaken. The Shire's Manager Building Assets and Projects investigated options to rectify the matter. These options were considered by the Executive Leadership and the attached quote to install a single glass sliding door was determined as the preferred option for 3 primary reasons:

1. Local supplier
2. Value for money
3. Safety – the single glass sliding door minimizes opportunity for 'jimmying open' a 2 glass sliding door option.

### Officer Comment

Despite pre-assessment of the design plans for the gym expansion project the noncompliance of the door was not identified until after the construction stage of the project.

The Shire should, in all areas of service delivery and especially with regard to capital works projects, set an example in terms of achieving compliance. Because the issue was identified after the construction works, and was not reflected in the request for tender documents, the builder cannot be approached to rectify this element of the project.

The current balance of the Bridgetown Leisure Centre Reserve is \$60,724. The purpose of the Reserve is “to be used for the purpose of funding new initiatives at the Bridgetown Leisure Centre”. This reserve was used to partially fund the gym expansion project and therefore is appropriate to fund the extra costs associated with the project.

#### Integrated Planning - Nil

- Strategic Community Plan  
Key Goal 3 – our built environment is maintained, protected and enhanced  
Objective 3.2 – outdoor spaces, places and buildings are fit for purpose  
Strategy 3.2.1 – community spaces and buildings accommodate a wide range of interests and activities  
Key Goal 4 – a community that is friendly and welcoming  
Objective 4.2 – Programs and facilities that encourage community resilience  
Strategy 4.2.9 – Improve services and facilities for seniors and people with a disability
- Corporate Business Plan  
Strategy 4.2.9 – Improve services and facilities for seniors and people with a disability  
Action 4.2.9.1 – Implement the recommendations of the Access and Inclusion Plan
- Long Term Financial Plan – Nil
- Other Integrated Planning

#### Policy Implications - Nil

#### Budget Implications

The recommendation seeks to incur unbudgeted expenditure of \$9,750. Should Council endorse the officer recommendation the budget will be impacted by reducing the Bridgetown Leisure Centre Reserve by this amount.

#### Risk Management

There is a high risk in terms of noncompliance associated with this agenda report and the officer recommendation. There is a low risk in terms of reputational impact. The officer recommendation seeks to mitigate both these risks.

#### Voting Requirements – Absolute Majority

**Council Decision Moved Cr Mountford, Seconded Cr Pratico**

**C.06/1020 That Council:**

- 1. Approves unbudgeted expenditure of \$9,750 for the purpose of purchasing, installing and undertaking related electrical and fire service connection for a new primary access (external) door to the 24 hour gym at the Bridgetown Leisure Centre.**
- 2. Funds the unbudgeted expenditure via a transfer of \$9,750 from the Bridgetown Leisure Centre Reserve.**

**Absolute Majority 9/0**

The CEO declared an Impartiality Interest in Item C.07/1020 as he is a member of the Bridgetown Tennis Club.

<b>ITEM NO.</b>	C.07/1020	<b>FILE REF.</b>	
<b>SUBJECT</b>	Unbudgeted Grant Income & Expenditure – Tennis Club Bore		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	19 October 2020		

**OFFICER RECOMMENDATION**

*That Council approves unbudgeted expenditure and matched unbudgeted income of \$30,053 from the Department of Industry, Science, Energy and Resources (as part of the 'Drought Funding Initiative') for the installation of a new bore at the Bridgetown Tennis Club.*

**Summary/Purpose**

This recommendation seeks to clarify an administrative error whereby a portion of the \$1,000,000 Drought Funding was not captured or reflected in the current financial year budget.

**Background**

In January 2020 advice was received that the Shire of Bridgetown-Greenbushes was successful in securing \$1,000,000 in funding through the Department of Industry, Science, Energy and Resources Drought Communities Program. Council determined, through concept forum discussions and Councillor Workshops to utilise the majority of this funding to progress (and seek matched State Government funding) for two significant projects being the redevelopment of the Railway Stations in both Greenbushes and Bridgetown and the Blackwood River Foreshore Redevelopment (\$499,000 and \$470,947 respectively). Council also determined to allocate \$30,053 for the installation of a new bore and relevant site and pipe works to assist 'drought proof' the grass courts at the historic Tennis Club. Due to an internal communications error this final component was not conveyed to Corporate Services for inclusion in the budget.

**Integrated Planning**

- **Strategic Community Plan**  
Key Goal 4 - Our natural environment is valued, conserved and enjoyed.

Objective 4.2 - Value, protect and enhance our natural environment.

- Corporate Business Plan  
Strategy 2.2 – Manage the Shire’s parks on a water wise basis
- Long Term Financial Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

Policy F.13 – ‘Grant Acceptance Policy. The principles of this policy are to ensure that Council maximises service delivery and income through the procurement of grant funding.

Budget Implications

The budget implications of the officer recommendation will allow for income, and resultant expenditure, of \$30,053 for the activities and purpose outlined in this report.

Risk Management

There is low risk associated with the officer recommendation; it seeks to comply with relevant legislation regarding financial management, budget preparation and expenditure of Council funds.

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Wilson, Seconded Cr Moore**

***C.07/1020 That Council approves unbudgeted expenditure and matched unbudgeted income of \$30,053 from the Department of Industry, Science, Energy and Resources (as part of the ‘Drought Funding Initiative’) for the installation of a new bore at the Bridgetown Tennis Club.***

***Absolute Majority 9/0***

<b>ITEM NO.</b>	C.08/1020	<b>FILE REF.</b>	
<b>SUBJECT</b>	Financial Contribution Request		
<b>PROPONENT</b>	Balingup Heights Hilltop Forest Cottages		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	17 March 2020		

Refer to page 8

**Receival of Minutes from Management Committees** – Nil

## **Urgent Business Approved by Decision**

Cr Pratico declared a Financial Interest in Item C.09/1020 as he is a trader at the Blues Festival. Cr Pratico vacated the Meeting at 6.15pm

<b>ITEM NO.</b>	C.09/1020	<b>FILE REF.</b>	
<b>SUBJECT</b>	Temporary Suspension of Policy H.3 – Blues Festival Trading		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	29 October 2020		

Reason for Urgent Business: Decisions are currently being made on whether outside traders over the dates of the Blues Festival are required.

### OFFICER RECOMMENDATION

*That Item C.09/1020 be accepted as urgent business.*

### OFFICER RECOMMENDATION

*That Council suspend Policy H.3 until the conclusion of the COVID Blues 2020 Festival.*

### Summary/Purpose

Due to the different nature of the Blues Festival this year it is recommended that Policy H.3 – ‘Blues Festival Trading’ be suspended so that control of mobile traders and stalls revert to the Shire instead of ‘Blues at Bridgetown’.

### Background

This year, due to current WA Government restrictions the annual Blues at Bridgetown festival isn't being presented in its regular format and scale. An alternative ticketed event is to be held, called COVID Blues 2020.

The Shire has been engaged in discussions with local traders and the Bridgetown Greenbushes Business & Tourism Association (BGBTA) about potentially allowing mobile food traders to trade over the blues festival. Current Council Policy transfers the regulation of mobile traders, stalls, etc. to Blues at Bridgetown but this year there is no street party being held so it isn't appropriate to still require Blues at Bridgetown to regulate the activity.

### Officer Comment

Discussions have been held at two recent meetings arranged by the BGBTA, the latest being last night. The consensus was that local cafes would stay open extended hours on the Friday, Saturday and Sunday of the Blues Festival if there was evidence of sufficient trade to justify remaining open. On this basis there wasn't support for bringing in food vendors other than the local Lions Van which is to be parked close to Scotts Tavern – at this stage proposed to be the tyre shop car park.

There is still the chance that circumstances may change and there is determined to be a need for mobile food traders. Suspending Policy H.3 for the 2020 Blues Festival will allow the Shire (CEO acting under delegated authority) to determine such applications in the unlikely event they are received.

### Statutory Environment

Council's 'Activities on Thoroughfares & Trading in Thoroughfares & Public Places' regulates the activities of traders and stallholders in public places and on private property.

### Integrated Planning

- Strategic Community Plan
  - Key Goal 4 – a community that is friendly and welcoming
  - Objective 4.1 - A cohesive community with a sense of pride
  - Strategy 4.1.1 - Deliver and support a wide range of community activities, events and associated infrastructure
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications

The officer recommendation is to temporarily suspend the activation of Policy H.3

### Budget Implications - Nil

### Whole of Life Accounting - Nil

### Risk Management

In order to be approved for trading at normal Blues Festivals mobile traders, stall operators, etc. seeking to trade in public places (other than River Markets) have to provide to Blues at Bridgetown insurance details as stipulated by the Shire. Suspending Policy H.3 and requiring such traders to seek approval from the Shire won't change these requirements.

### Voting Requirements – Simple Majority

**Council Decision Moved Cr Moore, Seconded Cr Johnson  
C.09/1020 That Item C.09/1020 be accepted as urgent business.**

**Carried 9/0**

**Council Decision Moved Cr Wilson, Seconded Cr Johnson  
C.09/1020 That Council suspend Policy H.3 until the conclusion of the  
COVID Blues 2020 Festival.**

**Carried 9/0**

6.28pm – Cr Pratico returned to the Meeting

**Responses to Elected Member Questions Taken on Notice** - Nil

**Elected Members Questions With Notice** - Nil

**Notice of Motions for Consideration at the Next Meeting** - Nil

**Matters Behind Closed Doors (Confidential Items)** - Nil

**Closure**

*The Presiding Member closed the Meeting 6.28pm*

**List of Attachments**

Attachment	Item No.	Details
1	C.03/1020	Rolling Action Sheet
2	C.05/1020	September 2020 Financial Activity Statements
3	C.05/1020	List of Accounts Paid in September 2020
4	C.08/1020	Email Correspondence Regarding Proposal
5	C.08/1020	Proposal Fact Sheet

Agenda Papers checked and authorised by T Clynych, CEO		30.10.20
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As Presiding Member, I certify that the Minutes of the Council Meeting held 29 October were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 26 November 2020.

..... 26 November 2020