NOTICE OF AN ORDINARY MEETING OF COUNCIL	
Dear Council Member The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Wednesday, 23 September 2020** in Council Chambers commencing at 5.30pm	
T Clynch, CEO	
Date	17 September 2020

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on Wednesday, 23 September 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

Public Question Time

Petitions/Deputations/Presentations

Presentation
Henry Nouwen House Inc.

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0920 Ordinary Meeting held 27 August 2020

A Motion is required to confirm the Minutes of the Ordinary Meeting of Council held 27 August 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 - Nil

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.02/0920	**FILE REF.**	203
SUBJECT	Annual Review of Council Delegations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 September 2020		

Attachment 1 Current Delegation Register (Council to CEO) with proposed changes marked as track changes
Attachment 2 Proposed (Updated) Delegation Register – Council to CEO

OFFICER RECOMMENDATION
That Council adopts the updated 'Delegation Register - Council to Chief Executive Officer' as shown in Attachment 2.

Summary/Purpose
Section 5.46(2) of the Local Government Act 1995 requires Council to review its delegations at least once every financial year.

Background
Section 5.16 of the Local Government Act allows a local government to delegate powers to Committees, other than the power of delegation. Similarly, Section 5.42 of the Local Government Act allows a local government the ability to delegate powers to its CEO.

A local government which delegates powers to its CEO or Committees is to carry out a review of all Delegations during each financial year.

- **Delegations to Committees**

There are currently no Delegations to Council Committees.

- **Delegations to CEO**

A comprehensive review of delegations has been conducted and this included liaison with WALGA and access to WALGA's template delegation register for use by local governments that prescribe to its Governance service.

This approach has led to a number of new delegations being proposed, removal of some existing delegations and amendments to some existing delegations. A list of these is shown below. Also the Delegation Register has been modified to add in new sections of 'Bush Fire Control' and 'Animal Control' rather than retaining those delegations in the 'Other' section.

Proposed New Delegations
- B.1 – Building and Demolition Permits
- B.2 – Occupancy Permits or Building Approval Certificates
- B.3 – Building Orders
- B.4 – Inspection and Copies of Building Records
- B.5 – Private Pool Barrier Alternative and Performance Solutions
- B.6 – Smoke Alarms Alternative Solutions
- BF.2 – Cost Recovery for Fires

- BF.3 – Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice
- AC.1 – Cat Registrations
- AC.2 – Cat Control Notices
- AC.3 – Approval to Breed Cats
- AC.4 – Recovery of Costs – Destruction of Cats
- AC.5 – Application to Keep Additional Cats
- AC.6 – Dog Registrations
- AC.7 – Kennel Establishments
- AC.8 – Recovery of Moneys under the Dog Act
- AC.9 – Dispose of or Sell Dogs Liable to be Destroyed
- AC.10 – Declaration of a Dangerous Dog
- AC.11 – Objections to Dangerous Dog Declaration or Seizure
- AC.14 – Disposal of Sick or Injured Animals
- O.1 – Compensation of Seized Food Items
- O.2 – Food Business Prohibition Orders
- O.3 – Food Business Registrations
- O.4 – Food Act Debt Recovery and Prosecutions
- O.10 – Declaration of a Vehicle as an Abandoned Vehicle
- O.11 – Confiscated or Uncollected Goods
- O.15 – Removal of Graffiti

<u>Delegations Recommended to be Removed</u>

- Formerly F.8 – Budget Expenditure (reason: the subject matter is operational)
- Formerly F.9 – Acceptance of Tenders (reason: all tender requests will be presented to Council for determination
- Formerly B.1 – Powers & Duties Building Act 2011 - CEO (reason: replaced by new building delegations)
- Formerly B.2 – Powers & Duties Building Act 2011 – Principal Building Surveyor (reason: replaced by new building delegations)
- O.3 – General Orders (reason: replaced by new Delegation BF.3)
- O.4 – Removal of Hazards (reason: replaced by new Delegation BF.3)
- O.11 – Administration of the Cat Act (reason: replaced by more specific delegations)
- O.12 – Administration of the Dog Act (reason: replaced by more specific delegations)
- O.14 – Impounding of Goods including Abandoned Vehicles (reason: replaced by new Delegations O.10 and O.11)
- O.16 – Administration of the Food Act (reason replaced by new Delegations O.2, O.3 and O.4)

<u>Delegations Recommended for Amendment</u>

- F.4 – Contract Variations (reason: include contract extensions where included in procurement process)
- F.5 – Tenders for Providing Goods & Services (reason: more thorough explanation of functions under this delegation)
- I.3 – Temporary Closure of Thoroughfares (reason: adding note that the delegation includes closure of a thoroughfare to particular classes of vehicles)

- P.6 – Subdivisional Road Names (reason: adding wording to confirm that this delegation is only applicable to new roads created via subdivision and not the naming/renaming of existing roads)
- BF 1 (formerly O.1) – Firebreak and Fuel Hazard Reduction Notice Variation (reason: change of title to reflect updated name of Firebreak and Fuel Hazard Reduction Notice)

A new section has been added to the header of each delegation setting out the record keeping requirements to be followed by each staff member provided on-delegation.

Statutory Environment
Local Government Act 1995 – Sections 5.42 – 5.48

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. * Absolute majority required.

(2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

5.43. Limits on Delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties —

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

(c) appointing an auditor;

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

(f) borrowing money on behalf of the local government;

(g) hearing or determining an objection of a kind referred to in section 9.5;

(h) any power or duty that requires the approval of the Minister or the Governor; or

(i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of Delegation.

(2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its Delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a Delegation under this section.

(5) In subsections (3) and (4) —

"conditions" includes qualifications, limitations or exceptions.

5.45. Other matters relevant to Delegations under this Division

(1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a Delegation made under this Division has effect for the period of time specified in the Delegation or where no period has been specified, indefinitely; and

(b) any decision to amend or revoke a Delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

(a) a local government from performing any of its functions by acting through a person other than the CEO; or

(b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, Delegations to CEO's and employees

(1) The CEO is to keep a register of the Delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, Delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Integrated Planning

- Strategic Community Plan

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

Policy/Strategic Implications
Many of the delegations contained within the Council Delegation Register relate back to Policy and Local Laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management
Council needs to be satisfied that appropriate policy, strategy and direction have been provided to the CEO and staff for effective decisions to be made under delegated authority.

Voting Requirements – Absolute Majority

ITEM NO.	C.03/0920	**FILE REF.**	206
SUBJECT	Wards And Representation Review		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	. 11 September 2020		

Attachment 3 Ward & Councillor (Elected Members) Representation Discussion Paper 2020
Attachment 4 Public Submissions (x 3)

OFFICER RECOMMENDATION
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 amendments to the boundaries of the existing Two-Ward system (North Ward and South Ward), as per Option A of the Wards And Representation Review Discussion Paper 2020.*

3. *Retain the naming of the wards as North Ward and South Ward.*

Summary/Purpose
In March 2020 Council endorsed a Ward & Councillor (Elected Members) Representation Discussion Paper (refer Attachment 3) for the purpose of proceeding to the statutory community consultation period required for a review of ward boundaries and councillor representation.

Statutory advertising of the Ward and Representation Review occurred and a total of three submissions were received.

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:

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.

A Discussion Paper used to facilitate community engagement on such a review was presented to Council's ordinary meeting held on 26 March 2020 where the following was resolved:

C.06/0320 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.

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 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.

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.

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.

After the last review of wards and representation and subsequent redistribution in 2015 the 'councillors to elector ratios' 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	

In the period from that redistribution in 2015 up to October 2019 the total number of electors in the Shire of Bridgetown-Greenbushes increased by 306 (3,195 to 3,501). The changes in ward electors were:

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

Using the electoral roll from the 2019 local government elections the 'councillors to elector ratios' for the Shire of Bridgetown-Greenbushes were:

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

Once a Council initiates a review of ward boundaries the final decision rests with the Local Government Advisory Board.

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

The discussion paper identified 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 was contained in the Discussion Paper.

The discussion paper didn't identify a preferred option and alternative proposals could have been raised for consideration via a formal written submission.

Community Consultation
Statutory advertising of the review of wards and representation occurred in the Manjimup-Bridgetown Times on 29 April 2020 with a seven week consultation period ending on 17 June 2020. In addition to the statutory advertising a news article was published on the Shire website and Facebook posts made.

Two submissions were received during the consultation period, being identical submissions from B & J Russell and R & J Hesketh (all residents of Greenbushes) and an additional submission was received after the close of the consultation period from 'Grow Greenbushes'.

Grow Greenbushes had planned on seeking an extension for preparation of a submission on the basis that COVID-19 was preventing their holding of meetings to determine the position of its members. Unfortunately due to an oversight Grow Greenbushes overlooked sending this request in and the oversight was only discovered after the closing date for submissions. After discussing the matter with Grow Greenbushes the Shire CEO advised Grow Greenbushes a late submission would be accepted.

The submissions from B & J Russell and R & J Hesketh state that the current ward structure is satisfactory but if changes are necessary Options C and E shouldn't be considered.

The submission from Grow Greenbushes states the importance of having local representation for the Greenbushes community and urges the retention of a separate ward with the name of the ward being retained as the 'North Ward'.

In its submission Grow Greenbushes lists its preferences in order as Option A, Option B and Option C. Options D and E aren't supported by Grow Greenbushes.

Officer Comment
Taking into account the current 'councillors to elector ratios' for the Shire of Bridgetown-Greenbushes it is considered very unlikely that Council could simply resolve to retain existing ward boundaries as the elector to councilor ratio for the current North Ward is greater than plus or minus 10% of the average councillor/elector ratio for the whole district.

In using the data from the 2019 electoral roll it was determined that the transfer of only 4 electors from the South Ward to the North Ward would bring the ratio of elected members to electors to within 10% of the average for both wards combined. However, as stated in the Discussion Paper prepared for this review, it is known that the majority of future population growth will be in the South Ward so it is recommended that if the boundaries of the North Ward are to be changed this should seek to achieve a lesser deviation so as to avoid the need for short-term reviews of the ward and councillor representational structure.

Notwithstanding only three submissions were received the consensus from those submissions is that only Options A or B should be considered. The details of these options are:

Option A

This Option proposes to transfer the following land from the South Ward to the North Ward:

- Portion of Maranup locality, being the land south of Blackwood River (19 electors). This would result in the whole of the Maranup locality being in the North Ward as currently portions of that locality are in both existing wards.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	2	716	1:358	+7.97
South	7	2785	1:398	-2.28
Total	9	3501	1:389	

Option B

This Option proposes to transfer the following land from the South Ward to the North Ward:

- Portion of Maranup locality, being the land south of Blackwood River (19 electors). This would result in the whole of the Maranup locality being in the North Ward as currently portions of that locality are in both existing wards.
- Portion of Hester Brook locality meaning that the whole of this locality would be within the same ward – North Ward.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	2	759	1:380	+2.44
South	7	2742	1:392	-0.70
Total	9	3501	1:389	

Under Option A (and Option B) the existing ward representation (7 councillors in South Ward and 2 councillors in North Ward) is retained, negating the need to reallocate offices of councillors from one ward to another.

Noting that the order of preference in the submission from Grow Greenbushes is Option A ahead of Option B it is the officer recommendation that Option A be endorsed. Although Option B provides a more even ratio of electors to councillors it does propose the transfer of land close to Bridgetown (Hester Brook locality) into the North Ward where it is evident there is little community of interest between that locality and the current North Ward. On the contrary there is a community of interest between the Maranup locality and the current North Ward, particularly Greenbushes.

Assessment of Option A against the Local Government Advisory Board criteria or factors is shown below:

- Community of Interests – this option retains a ward for Greenbushes and North Greenbushes and the Catterick area that has an historical relationship with Greenbushes. Areas of the Maranup locality also have strong links to Greenbushes via Maranup Ford Road. Whilst the community of interest between Winnejup and Greenbushes is not as strong the land uses within Winnejup are similar to that of Catterick and other rural areas within the proposed enlarged North Ward.
- Physical and topographic features - physical and topographic features are not seen as influencing social infrastructure and hence bear no relationship to elected member representation within the Shire. However it is noted that the southern boundary of the enlarged North Ward would be Brockman Highway in the Maranup locality and the Blackwood River in the Winnejup locality.
- Demographic trends - there is a danger that growth in the South Ward will be far greater than the North Ward thus triggering the need for a further review prior to the statutory review in eight years time. If this proves to be the case new options can be considered at that time.
- Economic factors - it is not considered that any economic factors within the Shire would have a bearing on ward boundaries or distribution of elected member representation.
- The ratio of councillors to electors in the various wards – all of the options presented in the Discussion Paper, including Option A, achieve ratios for their wards within the 10% maximum.

The Local Government Advisory Board will consider the Council proposal and if it is satisfied that Council has correctly taken into account the factors of “community of interests”, “physical and topographic features”, “demographic trends”, “economic factors” and “the ratio of councillors (elected members) to electors in the various wards” it will recommend to the Minister for Local Government the making of an order under Schedule 2.2 of the Local Government Act.

If the Local Government Advisory Board is not satisfied that the above factors have been taken into account it may ask Council to reconsider its decision or to do a further review.

The Local Government Advisory Board must recommend to the Minister any proposal that in its opinion correctly takes account of the above criteria. The Minister may accept or reject the Board’s recommendation but cannot change it.

Only one submission provided comments on the naming of wards and it recommended retaining the name of the North Ward therefore no changes to ward names are recommended.

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 - 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 Minster for Local Government and Communities.

Voting Requirements – Absolute Majority

ITEM NO.	C.04/0920	**FILE REF.**	
SUBJECT	Unbudgeted Expenditure – Funding for Construction of Ablutions at Hester Brook Satellite Bush Fire Station		
PROPONENT	Western Australian Government		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	7 September 2020		

OFFICER RECOMMENDATION
That Council accept grant funding of $20000 under the State Government WA Recovery Plan and approves associated unbudgeted expenditure of $20,000 for construction of ablutions at the Hester Brook Satellite Fire Station in Highlands Estate.

Summary/Purpose
To accept unbudgeted income and expenditure via a Western Australian Government grant for installation of ablutions, including septic and leach drain system, at the Hester Brook satellite bush fire station in Highlands Estate.

Background
The Hester Brook Bush Fire Brigade has a satellite station in Highland Estate to house their 2.4 appliance. The Station was built to improve response to the district and was intended to only house the vehicle, with the Hester Brook (town site) Station, being the Brigade headquarters.

Since construction of the Satellite Station, Brigade membership has more than doubled, with an additional 46 members joining from the western part of the Brigade District. The brigade has 90 members in total, and the Station is used extensively for not only training and response, but also for Community Education programs such as 'Bush Fire Ready'.

The Brigade had sourced a porta – toilet for its use at the Satellite Station to meet immediate needs. A water tank and pump are already installed to provide water to the facility. In the Shire's 2020-21 ESL application, a request was made to fund an ablution block to the value of $20000 at the facility. Although not approved under the ESL the request has subsequently been approved under funding provided by the State Government WA Recovery Plan Initiative.

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

Policy/Strategic Implications - Nil

Integrated Planning

- Strategic Community Plan -
  Key Goal 4 - A community that is friendly and welcoming
  Objective 4.6 - Fire prepared communities
  Strategy 4.6.4 - Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

- Corporate Business Plan - Nil

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

Budget Implications
The $20,000 income and expenditure isn't reflected in the 2020/21 budget and is therefore unbudgeted expenditure.

Whole of Life Accounting – Not Applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.05/0920	**FILE REF.**	
SUBJECT	Appointment of Fire Control Officers		
PROPONENT	Bush Fire Advisory Committee		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	17 September 2020		

OFFICER RECOMMENDATION
That Council:

1. *Appoints Mr Tim Hingson Bush Fire Control Officer for the Greenbushes Bush Fire Brigade.*

2. *Appoints Ms Annette Curry Bush Fire Control Officer for the Yornup Bush Fire Brigade.*

Summary/Purpose
Council to appoint new Fire Control Officers for the Shire of Bridgetown-Greenbushes.

Background
Greg Kennedy was appointed as Chief Fire Control Officer at the June 2020 Council Meeting and as a result, relinquished his position as the Fire Control Officer for Greenbushes Bush Fire Brigade. Lyndon Pearce relinquished his position of Fire Control Officer for the Yornup Bush Fire Brigade after his recent appointment to the Shire as Community Emergency Services Manager and Deputy Bush Fire Control Officer.

Officer Comment
The Greenbushes Brigade has nominated Tim Hingson to replace Greg Kennedy, and Yornup Brigade has nominated Annette Curry to replace Lyndon Pearce.

It is recommended that Council endorse these nominations.

Statutory Environment

Section 38 Bush Fires Act
38. Local government may appoint bush fire control officer
(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Integrated Planning
- Strategic Community Plan
  Key Goal Area 4 – a community that is friendly and welcoming

Objective 4.5 – high levels of responsiveness to emergencies and emergency recovery
Strategy 4.5.1 – monitor risk management and emergency management profiles, procedures and preparedness
Objective 4.6 – fire prepared communities
Strategy 4.6.4 – bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements
Key Goal Area 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 – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning – Not Applicable

Policy Implications – Nil

Budget Implications
The cost of advertising (approximately $250) these appointments can be accommodated within current budget accounts.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management
Council is responsible for all fires outside of the Gazetted Fire District.

Continuous Improvement
The appointment of new Fire Control Officers builds the Shire and brigade's capacity and capability to manage incidents as they escalate.

Voting Requirements – Simple Majority

ITEM NO.	C.06/0920	**FILE REF.**	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 September 2020		

Attachment 5 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.07/0920	**FILE REF.**	131
SUBJECT	July and August 2020 Financial Activity Statements and List of Accounts Paid in August 2020		
OFFICER	Senior Finance Officer		
DATE OF REPORT	14 September 2020		

Attachment 6 July 2020 Financial Activity Statements
Attachment 7 August 2020 Financial Activity Statements
Attachment 8 List of Accounts Paid in August 2020

OFFICER RECOMMENDATIONS

1. *That Council receives the July 2020 Financial Activity Statements as presented in Attachment 6.*

2. *That Council receives the August 2020 Financial Activity Statements as presented in Attachment 7.*

3. *That Council receives the List of Accounts Paid in August 2020 as presented in Attachment 8.*

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 August 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

Development & Infrastructure

ITEM NO.	C.08/0920	**FILE REF.**	A2789
SUBJECT	Application for Retrospective Approval for Cottage Industry (Woodcraft)		
PROPONENT	Colin Perkins		
LOCATION	Lot 7 (15) Phillips Street, Bridgetown		
OFFICER	Manager Planning		
DATE OF REPORT	15 September 2020		

Attachment 9 Locality Plan
Attachment 10 Neighbours' Submissions
Attachment 11 Proposed Site Plan/Applicant's Submission

OFFICER RECOMMENDATION
That Council, noting the two neighbour's submissions received including one objection, as per Attachment 10, grants retrospective approval for the proposed cottage industry (woodcraft) at Lot 7 (15) Phillips Street, Bridgetown, as per Attachment 11, subject to the following conditions:

1. *The cottage industry is restricted to production of woodcraft items only such as individual furniture, toys and small items, and does not include uses of a general industrial nature.*

2. *The cottage industry is to be wholly contained within the existing outbuilding or any future enclosed addition, with a maximum area not exceeding 55m^2 with the outbuilding no more than 20 metres from the dwelling. Under no circumstance can an extension of the floor area for the proposed business use be permitted and use of the unenclosed covered area on the northern side of the outbuilding is prohibited.*

3. *The use of power tools defined as specified equipment is restricted between the hours of 1pm to 3pm only on Monday to Saturday, or other time as agreed to by the Chief Executive Officer, and prohibited on Sundays and Public Holidays.*

4. *The outbuilding doors are to be fully closed when using power tools defined as specified equipment.*

5. *The cottage industry is not to entail the employment of any person not a member of the occupier's family.*
6. *No customers are to visit the premises for viewing or collection of products, with all products to be sold or delivered offsite.*

7. *The home occupation is restricted to a sign not exceeding 0.2m^2 in area, clearly stating no customer visits.*

8. *The cottage industry does not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage.*

9. *The cottage industry does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;*

10. *The cottage industry does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.*

11. *The cottage industry is not to cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury or prejudicial affection due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste water or waste products.*

12. *In the event of valid complaints being received about noise or other nuisances generated by the business, the Shire reserves the right to withdraw the development approval.*

Summary/Purpose
To consider a development application seeking retrospective approval for a cottage industry being the production of woodcraft at Lot 7 (15) Phillips Street, Bridgetown. Noting the two submissions received including an objection from one adjoining neighbour, it is recommended that Council grant approval subject to appropriate conditions.

Background
A development application has been received seeking retrospective development approval for a Cottage Industry being the production of woodcraft items at Lot 7 (15) Phillips Street, Bridgetown.

As background, the Shire received noise complaints in early 2020 regarding alleged activities undertaken on the subject property. Shire staff have been in contact with the applicant since May 2020, concluding woodcraft items such as 'mud kitchens' for children, outdoor mobile kitchens, timber fridge magnets and wooden toys are being produced from the property. The scale of activity however could not be classed as a hobby, with the applicant advised to lodge a development application seeking retrospective approval for a Cottage Industry, or to cease the activity.

Officer Comment
The property is zoned 'Residential R12.5/20' under TPS3, with a Cottage Industry listed as an 'AA' discretionary use, meaning development approval is required. The lot contains an existing house, ancillary accommodation (occupied by the applicant), and an outbuilding used for the cottage industry activity.
The application was referred to landowners of five surrounding properties (excluding the Department of Education as owner of the nearby Bridgetown Camp School), with the submission period closing on 24 August 2020. Two submissions were received, one from the owner of 93 Roe Street (Submitter 1) and the second submission from the owner of 24 Phillips Street (Submitter 2), discussed below (see Attachment 10).

Submitter 1, as the original complainant, has raised detailed objections to the proposal regarding excessive noise from the use of power tools, impacting the submitter's normal day to day activities and amenities, and causing physical, emotional and mental distress.

The submitter suggests the use is light industrial and has no place in a residential area and should be relocated elsewhere. The submitter believes the use may devalue her home should she need to sell the property due to the noise issues. The submitter therefore objects to the application and requests that the application not be approved.

Submitter 2 states she has not experienced high levels of noise from the subject property or any inconvenience.

In response to the objection received, Shire staff have investigated the cottage industry activities and the critical issue is the power tool noise (and to a lesser extent noise from hand tools) and the level of acceptable impact upon the amenity of surrounding residents. Importantly, any impact upon property values is not a valid planning issue and this assessment does not take this into consideration.

The Department of Water and Environment Regulation have provided a Noise Regulation Fact Sheet to provide guidance for users of the *Environmental Protection (Noise) Regulations 1997* (the Regulations) in relation to noise emitted from the use of 'specific equipment' on residential premises.

The Regulations set assigned (allowable) noise level for noise received at various types of premises, plus special cases where noise emissions may not be required to meet those assigned levels, such as 'specified equipment' used on a residential premises in a reasonable manner and within certain timeframes between particular hours.

'Specified equipment' may include a hand drill, drop saw, electric sander, etc, known to be used by the applicant. Under Regulation 14(2) the assigned (allowable) noise levels do not apply to noise emitted from residential premises from 'specified equipment' if the following four requirements are met:

"1. The specified equipment is used in a reasonable manner.
2. The specified equipment has not been used:
- *for more than two hours since 7am on that day; or*
- *if it is a musical instrument, for more than one hour since 7am on that day.*

3. The noise resulting from the use of that specified equipment on those premises does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of an occupier of premises receiving the noise.
4. The specified equipment is used between:
- *7am and 7pm on Monday to Saturday inclusive; or*
- *9am and 7pm on a Sunday or public holiday."*

What defines reasonable manner or unreasonably interfering with the amenity of premises receiving the noise is at the discretion of the local government Environmental Health Officer. That officer can also determine whether a level of interference is unreasonable by having regard to the specified equipment being used and the purpose, reasonable and practical methods to reduce the impact, and the frequency of the noise emissions.

The Shire's Environmental Health Officer has formed the view, and provided such advice previously to the applicant and Submitter 1, that the use of power tools for the Cottage Industry must be limited to no more a single maximum period of two hours

per day. The potential impact of noise on the submitters and other residents therefore comes down to interpretation and judgement by Shire staff and likely in consultation with the applicant and neighbours (if amenable to negotiation).

Noting the content of submissions received, it is recommended that approval be granted subject to special conditions including the restricted use of noise generating power tools.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3

Clause 1.6 Interpretation – "Cottage Industry - *means an industry which produces arts and craft goods which cannot be carried out under the provisions relating to a "Home Occupation" and that:*

(a) does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing), injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
(b) where operated in a Residential zone, does not entail the employment of any person not a member of the occupier's family normally resident on the land;
(c) is conducted in an outbuilding which is compatible to the zone and its amenity and does not occupy an area in excess of 55 square metres;
(d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located; and
(e) does not display a sign exceeding 0.2 square metres in area."

Clause 4.3 – Residential Zone states *"Council's objectives will be to ensure that the residential character and amenity of the zone is retained and enhanced and that any other uses approved within the Zone under the provisions of this Scheme are compatible with this basic objective."*

Clause 6.7.5 of TPS3 states *"In determining an application for Planning Approval, Council shall have regard to any Town Planning Policy adopted under the powers of this Scheme, and may impose conditions of approval in conformity with the requirements of that policy."*

The proposal is considered generally consistent with the objective of the Residential zone and applicable Policy (discussed further below), however based on complaints regarding excessive noise and nuisance it is recommended that if supported conditions be imposed to control the use of power tools.

- Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 (Deemed Provisions)

Part 10A Local Planning Scheme Regulations 2015 relates to bushfire risk assessment. Assessment of bushfire risk is relevant, discussed below in the Policy Implications.

The 'Matters to be considered' under Clause 67 of the Local Planning Scheme Regulations 2015

CLAUSE 67, SCHEDULE 2 OF LPS REGULATIONS 2015	
Requirement	**Comment**
(a) the aims and provisions of this scheme and any other local planning scheme operating within the Scheme area;	Noting the neighbour's objection, the proposed cottage industry is consistent with the objectives of the Residential zone under Town Planning Scheme No. 3.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this scheme that has been advertised under the *Planning and Development (Local Planning Scheme) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;	Noting the neighbour's objection, the proposed cottage industry is consistent with the orderly and proper planning of Town Planning Scheme No. 3. The draft Local Planning Strategy and Local Planning Scheme No. 6 are being prepared.
(c) any approved State planning policy;	SPP 3.7 Planning in Bushfire Prone Areas is applicable however assessment is not required. SPP 7.3 Residential Design Codes is not applicable as no construction is proposed.
(e) any policy of the Commission;	Guidelines for Planning in Bushfire Prone Areas is applicable however assessment is not required in this case.
(g) any local planning policy for the Scheme area;	The proposal is consistent with the Shire's Home Based Business Policy, noting prohibition of unenclosed storage area.
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The proposed cottage industry will be incidental to the main dwelling and ancillary accommodation, modest in scale, no customers will be attending the site, and the operation is not expected to have any detrimental impacts upon surrounding land noting recommended conditions.
(n) the amenity of the locality including the following: (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	No detrimental impacts upon the local environment, character of the locality or adjoining land are anticipated.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	See bushfire comments above. No evidence of soil erosion, landslip, etc.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety.	Acceptable.

(s) the adequacy of: (i) the proposed means of access to and egress from the site, and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	Access to the site will be via sealed roads for use by the owners with no customers to visit the property.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The expected levels of traffic will be modest and acceptable for a low key home business.
(u) the availability and adequacy for the development of the following: (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with a disability;	Mains power and reticulated water available. Toilet and shower available in the main house for visitors.
(y) any submissions received on the application;	The two submissions from nearby neighbours are noted, including the objection.

Integrated Planning

- Strategic Community Plan 2019
  Key Goal 1 - Our economy will be strong, diverse and resilient
  Objective 2.1 - A diverse economy that provides a range of business and employment opportunities
  Objective 2.1.2 - A proactive approach to business development
  Strategy 1.2.1 - Embrace a “can do” approach to development

  Key Goal 2 - Our natural environment is valued, conserved and enjoyed
  Objective 2.6 - Development is sympathetic to the landscape
  Strategy 2.6.1 - Planning processes allow for a diverse range of land and development opportunities

- Corporate Business Plan 2020-2024
  Strategy 2.6.1 - Planning processes allow for a diverse range of land and development opportunities

- Long Term Financial Plan - Nil
- Asset Management Plans - Nil

- Workforce Plan - Nil

- Other Integrated Planning - Nil

Policy Implications

- State Planning Policy 3.7 Planning in Bushfire Prone Areas and Guidelines for Planning in Bushfire Prone Areas

The subject property is within the designated bushfire prone area however having given that the single house, ancillary accommodation and subject outbuilding are existing, and that no customers are to be visiting the premises, assessment against SPP 3.7 and the bushfire protection criteria in the Guidelines can be exempted. This exemption is also applicable to Clause 4.6.6 of the Shire's Home Based Business Policy.

- Shire of Bridgetown-Greenbushes Home Based Business Policy TP.20

The Aim of the Home Based Business Policy is *"To enable low scale businesses the opportunity to be conducted from home without having a detrimental impact on the amenity of the local area."*

Furthermore, under the Shire's Home Based Business Policy a Cottage Industry is limited to production of arts and crafts goods only such as making furniture, toys, pottery, clothes, etc, with a Cottage Industry to also meet the criteria in Section 4.4 Cottage Industry and Section 4.6 General Requirements.

The applicant advises that all products are to be sold online and delivered or sold at the Bridgetown Markets, with no customers coming to the property, with the activities conducted within the existing 36m^2 shed plus 12m^2 lean-to.

Pursuant to Clause 4.6.4, the storage of materials and/or equipment associated with a home based business must be located within the approved indoor workspace. Use of the covered but open lean-to on the northern side of the outbuilding would be in breach of the Policy, so it is recommended that all production and storage be located within the existing outbuilding only.

Noting the concerns of Submitter 1 regarding noise and the unauthorised activity, and the comments from Submitter 2, the proposal generally satisfies the requirements of the Home Based Business Policy and approval is recommended subject to conditions.

Budget Implications
The required development application fee has been paid to consider the application. Should Council grant approval subject to conditions not supported by the applicant or should Council ultimately refuse the application, the applicant may exercise a right of review (ie. appeal) at the State Administrative Tribunal, with additional staff time and potential legal costs are likely to be incurred.

Whole of Life Accounting – Not applicable

Risk Management
The Shire faces reputational risks whether Council approves or refuses the application in light of the objection received, however the decision must ultimately be based on the merits of the proposal including the issues raised in the submission period. Should Council grant approval subject to conditions not supported by the applicant or should Council ultimately refuse the application, the applicant may exercise a right of review (ie. appeal) at the State Administrative Tribunal, with additional staff time and potential legal costs are likely to be incurred.

Voting Requirements – Simple Majority

Community Services - Nil

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.02/0920	Current Delegation Register (Council to CEO) with proposed changes marked as track changes
2	C.02/0920	Proposed (Updated) Delegation Register – Council to CEO
3	C.03/0920	Ward & Councillor (Elected Members) Representation Discussion Paper 2020
4	C.03/0920	Public Submissions (x 3)
5	C.06/0920	Rolling Action Sheet
6	C.07/0920	July 2020 Financial Activity Statements
7	C.07/0920	August 2020 Financial Activity Statements
8	C.07/0920	List of Accounts Paid in August 2020
9	C.08/0920	Locality Plan
10	C.08/0920	Neighbours' Submissions
11	C.08/0920	Proposed Site Plan/Applicant's Submission

Agenda Papers checked and authorised by T Clynch, CEO		17.9.20

Shire of
Bridgetown-Greenbushes
.... simply beautiful

DELEGATION REGISTER

Council to
Chief Executive Officer

Reviewed on 29 November 2007
Amended on 28 February 2008
Amended on 26 June 2008
Reviewed & Amended on 25 September 2008
Reviewed & Amended on 24 September 2009
Reviewed & Amended on 25 November 2010
Reviewed on 24 November 2011
Amended on 29 March 2012
Amended 25 October 2012
Reviewed on 29 November 2012
Reviewed on 28 November 2013
Reviewed & Amended on 27 November 2014
Reviewed & Amended on 26 November 2015
Reviewed November 2016
Reviewed & Amended on 30 November 2017
Amended 29 March 2018
Reviewed & Amended on 29 November 2018
Reviewed & Amended on 29 November 2019

Shire of Bridgetown-Greenbushes

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ADMINISTRATION

DELEGATION NUMBER	A.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Acting Chief Executive officer
DELEGATE	Chief Executive Officer
VARIATION DATE	14 July 2004 (SpC.1/0704)
VARIATION DATE	24 September 2009 (C.28/0909)
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 25 consecutive working days in length. Appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.

DELEGATION NUMBER	A.2
LEGISLATIVE POWER	Various
DELEGATION SUBJECT	Authorisation of Officers
DELEGATE	Chief Executive Officer
VARIATION DATE	25th November 2004 (C.26/1104)
VARIATION DATE	28 November 2013 (C.16/1113)
VARIATION DATE	30 November 2017 (C.18/1117)
VARIATION DATE	28 NOVEMBER 2019 (C.05/1119)
RECORD KEEPING	Register of Authorised Officers

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Building Act 2011 & Regulations
- Bush Fires Act 1954 & Regulations
- Caravan Parks & Camping Grounds Act 1995 & Regulations
- Cat Act 2011 & Regulations
- Cemeteries Act 1986 & Regulations
- Control of Vehicles (Off Road Areas) Act 1978 & Regulations
- Dog Act 1976 & Regulations
- Environmental Protection Act 1986
- Food Act 2008 & Food Regulations
- Freedom of Information Act 1992 & Regulations
- Health (Asbestos) Regulations 1992
- Health (Miscellaneous Provisions) Act 1911
- Litter Act 1979 & Regulations
- Liquor Control Act 1988 & Regulations
- Local Government Act 1995 & Regulations
- Local Government (Miscellaneous Provisions) Act 1960
- Public Health Act 2016
- Shire of Bridgetown-Greenbushes Local Laws
- Shire of Bridgetown-Greenbushes Town Planning Schemes

DELEGATION NUMBER	A.3
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Transfer of Land Documentation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

Where a Council resolution has occurred for the purchase of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER	A.4
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Exercising Powers of the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Bridgetown-Greenbushes Local Laws under which the local government is to or may exercise a power.

DELEGATION NUMBER	A.5
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Execution of Contracts
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

(a) Council has authorised entering into a formal contract; or

(b) A formal contract is authorised under a delegated authority from Council; or

(c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.

DELEGATION NUMBER	A.6
LEGISLATIVE POWER	Public Interest Disclosure Act 2003
DELEGATION SUBJECT	Appointment of PID Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.

DELEGATION NUMBER	A.7
LEGISLATIVE POWER	Equal Opportunity Act 1984
DELEGATION SUBJECT	EEO Implementation Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council's Equal Opportunity Employment Policy.

DELEGATION NUMBER	A.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Determining Applications Under Local Laws and Enforcement of Local Law Provisions
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to exercise all the powers and discharge all the duties provided for in any Shire local law made in accordance with Part 3 of the *Local Government Act 1995*.

For the purpose of this delegation related documents include:

Activities on Thoroughfares and Public Places and Trading Local Law
Bush Fire Brigades Local Law
Local Law Relating to Fencing
Keeping and Welfare of Cats Local Law
Cemeteries Local Law
Dogs Local Law
Health Local Laws
Local Government Property Local Law
Parking & Parking Facilities Local Law
Pest Plants Local Law
Standing Orders Local Law

The CEO has assigned this Delegation as follows:

Activities on Thoroughfares and Public Places and Trading Local Law	*Executive Manager Development & Infrastructure* *Manager ~~Planning~~Development Services* *~~Manager~~ Environmental Health Officer*
Bush Fire Brigades Local Law	*Community Emergency Services Manager*
Local Law Relating to Fencing	*Manager ~~Planning~~Development Services*
Keeping and Welfare of Cats Local Law	*Shire Ranger*
Cemeteries Local Law	*Executive Assistant & Customer Services Officer*
Dogs Local Law	*Shire Ranger*
Health Local Laws	*~~Manager~~ Environmental Health Officer*
Local Government Property Local Law	*Executive Manager Development & Infrastructure*
Parking & Parking Facilities Local Law	*Shire Ranger*

DELEGATION NUMBER	A.9
LEGISLATIVE POWER	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)
DELEGATION SUBJECT	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
- Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.

DELEGATION NUMBER	A.10
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 5.44) Local Government (Administration) Regulations 1996 (Regulation 32)
DELEGATION SUBJECT	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32) and Council Policy M.3 – Conference Attendance &Training.

DELEGATION NUMBER	A.11
LEGISLATIVE POWER	Local Government Act 1995 (Section 9.49A)
DELEGATION SUBJECT	Authorising and Affixing of the Common Seal
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Register of Seals

The CEO is delegated authority to authorise the affixing of the Common Seal of the Shire of Bridgetown-Greenbushes to a document that requires the Common Seal to be legally effective. Documents are to be in one or more of the following categories:

1. Documents required to satisfy conditions of subdivision and/or development approval;
2. Documents required to effect the transfer of land;
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire;
4. Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party or by a third party to the Shire;
5. Documents required to effect the grant of a licence either by the Shire to a third party or by a third party to the Shire;
6. Documents required to effect the subdivision of land, including the strata titling of land;

7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and
8. Documents necessary or appropriate to enable the CEO to carry out his functions under any written law.

The document must not be inconsistent with a Council policy or resolution.

ELECTED MEMBERS

DELEGATION NUMBER	E.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.120(1))
DELEGATION SUBJECT	Code of Conduct – Complaints Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.

DELEGATION NUMBER	E.2
LEGISLATIVE POWER	Standing Orders Local Law (Clause 8.5)
DELEGATION SUBJECT	Recording of Proceedings
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	26 November 2015 (C.16/1115)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated the power to grant approval in writing, if the CEO considers it appropriate, for persons to use any electronic, visual or vocal recording device or instrument to record the proceedings of any Council or Committee meeting, or any part of a Council or Committee meeting (refer Standing Orders clause 8.5).

Before exercising this delegated authority the CEO shall consult with the Shire President and will only exercise the delegated authority if the Shire President agrees.

This delegation is for applications received prior to a Council or Committee meeting. If permission is requested at or during a Council or Committee meeting, the approval is to be considered by Council.

FINANCE

DELEGATION NUMBER	F.1
LEGISLATIVE POWER	Clause 12, Local Government (Financial Management) Regulations
DELEGATION SUBJECT	Payments from Municipal Fund and Trust Fund
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Payment Summary Report signed by Authorising Officers

The CEO is delegated authority to make payments from the Municipal Fund, Reserve or Trust Fund on the basis that all payments are made under two signatures as determined by the CEO.

The CEO has assigned this Delegation to the Executive Manager Corporate Services & Senior Finance Officer

DELEGATION NUMBER	F.2
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Donations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Donation Register

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of $400 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.

2. That the group is a community group or non profit making organisation or running a non profit activity.

3. That the group's financial status is such as to justify a donation from Council.

4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg; support of needy groups and individuals

who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

5. That available funding exists in Council's budget.

DELEGATION NUMBER	F.3
LEGISLATIVE POWER	Local Government Act 1995, Section 6.12
DELEGATION SUBJECT	Write Off of Money Owing to the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to write off any amount of money which is owed to the local government up to a limit of $500 in any one instance. In exercising this delegated authority the CEO shall:

1. Provide for appropriate internal controls
2. Ensure all statutory requirements are met
3. Ensure all Council Policies are observed.

DELEGATION NUMBER	F.4
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Contract Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	25th November 2004 (C.26/1104)
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. -Aapprove minor variations to contracts entered into by Council where the variation is equal to or less than 5% with a ceiling of $5,000.

2. Exercise an extension option that was included in an original request for tender or request for quote submission.

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LEGATION NUMBER	F.5
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Tenders for Providing Goods & Services
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Tender Register

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In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than $250,000. *(Reference: Regulations 11(1), 12 and 13).*
2. Publicly invite tenders for the supply of goods and services although not required to do so. *(Reference: Regulation 13).*
3. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
4. Determine the information that is to be disclosed to those interested in submitting tender.
5. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the request for tender information is provided notice of the variation.
6. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. *(Reference: Regulation 19).*

NB: The decision to select a successful tender is still one for Council to determine.

The CEO in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the relevant Executive Manager for the supply of goods and services within that Officers area of responsibility.

DELEGATION NUMBER	F.6
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42)
DELEGATION SUBJECT	Leisure Centre Fees
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve a reduction in Leisure Centre fees of no more than 50% for the purpose of providing one-off opportunities to encourage participation in Leisure Centre activities during promotional campaigns.

DELEGATION NUMBER	F.7
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 6.14), and Local Government (Financial Management) Regulations 1996 (Regulation 19)
DELEGATION SUBJECT	Authority to Invest Surplus Funds
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations; and
3. Compliance with Council Finance Policy F.3 – Investments.

~~**DELEGATION NUMBER**~~	~~F.8~~
~~**LEGISLATIVE POWER**~~	~~Local Government Act 1995~~
~~**DELEGATION SUBJECT**~~	~~Budget Expenditure~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~27 November 2014 (C.12/1114)~~

~~The CEO is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to Council. In exercising this delegated authority the CEO shall:~~

~~1. Provide for appropriate internal control over all expenditure.~~
~~2. Ensure all statutory requirements are met.~~
~~3. Ensure all Council policies are observed.~~
~~4. Ensure adequate budgetary provisions relate.~~

~~**DELEGATION NUMBER**~~	~~F.9~~
~~**LEGISLATIVE POWER**~~	~~Local Government Act 1995 (Sections 3.57 & 3.58 and 5.42 & 5.43(b))~~
~~**DELEGATION SUBJECT**~~	~~Acceptance of Tenders~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~27 November 2014 (C.12/1114)~~
~~**VARIATION DATE**~~	~~26 November 2015 (C.16/1115)~~

~~Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed $150,000 provided that appropriate provision is made in Council's Budget.~~

DELEGATION NUMBER	F.8~~10~~
LEGISLATIVE POWER	Local Government Act 1995 (Section 3.58 and 5.42)
DELEGATION SUBJECT	Disposal of Surplus Equipment, Materials, Tools, Etc
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc., which are no longer required, or are no longer serviceable. This delegation applies only to items with an estimated value of less than $2,000 each.

DELEGATION NUMBER	F.9~~11~~
LEGISLATIVE POWER	Local Government Act 1995 Sections 6.39(2), 6.40, 6.49, 6.50(1), 6.56, 6.60(2), 6.76(4)
DELEGATION SUBJECT	Rates and Service Charges
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the powers and discharge the duties of the local government under:

- Sections 6.39(2) – amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
- Section 6.40 – amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
- Section 6.49 – entering into an agreement with a person for payment of rates and service charges.
- Section 6.50(1) – determining the time allowed for the payment of a rate before it is deemed to be in arrears.
- Section 6.56 – recovering unpaid rates in a court of competent jurisdiction.
- Section 6.60(2) – requiring a lessee to pay rent in satisfaction of rates or service charges that are due.

- Section 6.76(4) – granting an extension of time for a person seeking to make an objection to the rate record.
- Section 6.76(5) – considering any objection to the rate record and either disallow it or allow it, wholly or in part.
- Section 6.76(6) – serving written notice of any decision made under Section 6.76(5).

The CEO has assigned this Delegation to the Executive Manager Corporate Services

INFRASTRUCTURE

DELEGATION NUMBER	I.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Restricted Access Vehicles
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to set conditions for the use of Restricted Access Vehicles for an interim period until Council finalises this issue.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

DELEGATION NUMBER	I.2
LEGISLATIVE POWER	Road Traffic (Events on Roads) Regulations 1991 (Regulation 4)
DELEGATION SUBJECT	Events on Roads
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 and applicable Council Policy. The CEO shall have regard to Section 3.50 of the Local Government Act 1995.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

DELEGATION NUMBER	I.3
LEGISLATIVE POWER	Local Government Act (Section 3.50 and Section 3.50A)
DELEGATION SUBJECT	Temporary Closure of Thoroughfares
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Bridgetown-Greenbushes where such closure is necessary for road safety purposes, road works or any other cause that would pose risks to road users. This includes the temporary closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks.

Note applications for temporary road closures to accommodate events on a road will be considered under Delegation WS.2.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

PLANNING

DELEGATION NUMBER	P.1
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications – Extension of Time
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve applications for extension of time in respect to development applications previously approved by Council or approved under delegated authority.

DELEGATION NUMBER	P.2
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Setback Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	30th March 2006 (C.13/0306a)
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

Notwithstanding the provisions of the Council's Town Planning Scheme, the CEO is delegated authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections. Maximum variation allowed is 75%.

Explanatory Note: The 75% variation to setbacks in the Rural Zone of Town Planning Scheme No. 3 is to be taken from the 7.5 metre setback.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.3
LEGISLATIVE POWER	Planning & Development Act 2005 Town Planning Schemes
DELEGATION SUBJECT	Subdivisions
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where applications/proposals comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls, the Chief Executive Officer is delegated authority to:

1. Support subdivision proposals restricted to applications of not more than four (4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan.

2. Support unrestricted subdivision proposals when they are within an approved Subdivision Guide Plan or Structure Plan.

3. Support applications for the amalgamation of lots.

4. Support applications for minor boundary adjustments.

5. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan.

This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.4
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications
DELEGATE	Chief Executive Officer
VARIATION DATE	15th December 2005 (C.4/1205)
VARIATION DATE	25th September 2008 (C.22/0908)
VARIATION DATE	27 November 2014 (C.08/1114) & (C.12/1114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to –

i) Approve all development applications for AA uses under the operative Town Planning Scheme except where:
- An advertised or referred development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;
- The proposed development, although not advertised, is considered by the CEO to be of a contentious nature;

ii) Approve all development applications and building envelope relocations complying to Council Policies, Guidelines or Codes.

iii) Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes.

iv) Refuse development applications and building envelope relocations which do not comply with Council Policies.

v) Approve development applications for "P" or "IP" uses (incidental to the predominant use).

vi) Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve.

vii) Support minor variations to Section 20 Signage of the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and associated Bridgetown Heritage Precinct: development Guidelines for obscure window signage or treatment only for shop fronts where goods are not displayed.

viii) Approve applications for 2 dwellings on a residential zoned lot under Town Planning Scheme No. 4 as per Clause 4.2.5 of that Town Planning Scheme.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.5
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Road Closures
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.

Nothing precludes the CEO from presenting a road closure application to Council for consideration prior to commencing advertising.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.6
LEGISLATIVE POWER	Subdivisional Road Names
DELEGATION SUBJECT	Subdivisional Road Names
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional road names for new roads being created as a result of an approved application for subdivision, noting that this delegated authority is limited to recommending proposed names ~~presentation~~ to the Geographic Names Committee.

Note this delegation isn't applicable to the naming of existing un-named roads or renaming of existing roads with such proposals to be presented to Council for determination.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.7
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Subdivision Clearance
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue subdivision clearance to approved subdivisions where relevant conditions have been fully complied with in accordance with the approval issued by the Western Australian Planning Commission.

This delegation also includes clearance of survey strata lots and strata title applications including buildings fully compliant with the necessary approvals.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Directional Signs
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve applications for directional signs where such applications are in accordance with Council Policy.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

DELEGATION NUMBER	P.9
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Provision of Streets in Subdivisions under the Planning & Development Act 2005
DELEGATE	Chief Executive Officer
VARIATION DATE	29th November 2007 (C.14/1107)
VARIATION DATE	28th February 2008 (C.17/0208)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional and street construction drawings in accordance with Section 170 of the Planning and Development Act 2005, where drawings comply with Council's policy E5 - Provision of Subdivisional Roads and Streets, and good engineering practice.

Extract from the Planning and Development Act:

170. Local government to be provided with specifications for roads and waterways

(1) Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —

(a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;

(b) specifications of the proposed road or artificial waterway; and

(c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.

(2) A person who does not comply with subsection (1) commits an offence.

(3) The local government may by written notice require the person subdividing the land —

(a) to amend the drawings or specifications or both; and

(b) to comply with such further conditions as the local government thinks fit to impose in respect of the proposed road or waterway,

for the purpose of ensuring that the construction and drainage of the road or construction of the artificial waterway is consistent with the approval of the Commission.

(4) Without limiting the powers conferred on a local government by subsection (3), where —

(a) a person delivers drawings and specifications of a proposed road or artificial waterway to a local government under subsection (1); and

(b) the proposed road or artificial waterway, if constructed in accordance with those plans and specifications, would not satisfy the minimum standards fixed under section 169 applicable to the proposed road or artificial waterway,

the local government is to by written notice require the person to so amend the drawing or specifications, or both, as to cause the proposed road or artificial waterway to satisfy those minimum standards.

(5) A person who is aggrieved by a requirement of the local government made under subsection (3) may apply to the State Administrative Tribunal for a review, in accordance with Part 14, of the responsible authority's decision.

(6) A person who does not comply with a requirement of a local government made by written notice given to that person under subsection (3) commits an offence.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure

DELEGATION NUMBER	P.10
LEGISLATIVE POWER	Town Planning Scheme Activities in Thoroughfares & Trading in Thoroughfares and Public Places Local Law
DELEGATION SUBJECT	Signs and Hoardings
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme Policies and the Local Laws of the Council, and where an application does not comply with the Council Policies or the Local Laws, the application is to be refused.

The CEO has assigned this Delegation to the Manager ~~Planning~~Development Services

BUILDING

~~DELEGATION NUMBER~~	~~B.1~~
~~LEGISLATIVE POWER~~	~~Building Act 2011~~
~~DELEGATION SUBJECT~~	~~Powers and Duties~~
~~DELEGATE~~	~~Chief Executive Officer~~
~~VARIATION DATE~~	~~28 November 2013 (C.16/1113)~~

~~Council delegates its authority and powers to the Chief Executive Officer the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:~~

~~Section 96~~	~~Designation authorised person and authority to appoint authorised persons~~
~~Section 100~~	~~Authority to enter buildings or properties for compliance purposes~~
~~Section 101~~	~~Authority to carry out inspection for compliance purposes~~
~~Section 102~~	~~Authority to obtain information and records for compliance purposes~~
~~Section 103~~	~~Authority to use assistance and force when exercising a power under the Act~~
~~Section 106~~	~~Authority to apply to a Justice of the Peace (JP) for an entry warrant~~
~~Section 109~~	~~Authority to execute a warrant~~
~~Section 110~~	~~Authority to issue Building Orders~~
~~Section 117~~	~~Authority to revoke Building Orders~~
~~Section 139~~	~~Authority to commence prosecution~~

DELEGATION NUMBER	B.1~~2~~
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	~~Powers and Duties~~Building and Demolition Permits
DELEGATE	Building Surveyor~~s~~
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Note in this delegation "building permit" includes "demolition permit".

Building Act	
Section 18	Request to the applicant to provide further information required for determination of the building permit or demolition permit application
Section 20	Authority to grant or refuse to grant building permits
Section 21	Authority to grant or refuse to grant demolition permits
Section 22	Authority to refuse to grant building permits or demolition permits if: 1. There appears to be an error in the information provided for the application or in a document that accompanied the application; or 2. If an application is inconsistent with: (a) A function that the Permit Authority has under written law; or (b) An agreement between the Permit Authority and the applicant.
Section 27	Authority to impose, vary or revoke conditions on a building permit or demolition permit
Section 32	Extend the time during which permit has effect
~~Section 58~~	~~Authority to grant, modify or refuse to grant Occupancy Permits or Building Approval Certificates~~
~~Section 65~~	~~Authority to extend the period in which the Occupancy Permit or modification or the Building Approval Certificate has effect.~~
~~Section 96~~	~~Designated authorised person in relation to buildings and incidental structures~~
~~Section 100~~	~~Entry Powers for compliance purposes~~
~~Section 101~~	~~Powers after entry for compliance purposes~~
~~Section 102~~	~~Obtaining information and documents for compliance~~

	~~purposes~~
~~Section 103~~	~~Use of force and assistance that is reasonably necessary in the circumstances when exercising a power under the Act~~
~~Section 106~~	~~Authorisation to apply to a JP for an entry warrant for compliance purposes~~
~~Section 109~~	~~Execution of warrant~~
~~Section 110~~	~~Authority to issue Building Orders~~
~~Section 117~~	~~Authority to revoke Building Orders~~

Building Regulations	
Reg. 23 Reg. 24	Authority to determine an application (including the imposition of new conditions) to extend time during which a building permit or demolition permit has effect subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted.
Reg. 26	Authority to approve or refuse to approve an application for a new responsible person for a building permit or demolition permit.

DELEGATION NUMBER	B.2
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Occupancy Permits or Building Approval Certificates
DELEGATE	Building Surveyor
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 55 Building Act	Request to the applicant to provide further information required for determination of the application
Section 58 Building Act	Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate
Section 62 Building Act	Authority to impose, add, vary or revoke conditions on an occupancy permit
Section 65 Building Act	Authority to extend, or refuse to extend, the period in which an occupany permit or modification or building approval certificate has effect

Reg. 40 Building Regulations	Authority to extend, or refuse to extend, the period in which an occupany permit or modification or building approval certificate has effect

DELEGATION NUMBER	B.3
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Building Orders
DELEGATE	Building Surveyor
RECORD KEEPING	Delegated Authority Action Sheet

Council delegates its authority and powers to the Council's Registered Building Surveyors the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 110 Building Act	Authority to make building orders in relation to: a. Building work b. Demolition work ~~a.~~c. An existing building or incidental structure
Section 111 Building Act	Authority to give notice of a proposed building order and consider submissions received in response and determine actions.
Section 117 Building Act	Authority to revoke a building order.
Section 118 Building Act	If there is non-compliance with a building order, authority to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or ~~a.~~c. If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease.

DELEGATION NUMBER	B.4
LEGISLATIVE POWER	Building Act 2011 (Section 131)
DELEGATION SUBJECT	Inspection and Copies of Building Records
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 131 of the Building Act 2011 the Chief Executive Officer is delegated authority to determine applications from interested persons to inspect and copy a building record.

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.5
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Private Pool Barrier – Alternative and Performance Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulation 51 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]
2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]
3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.6
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Smoke Alarms – Alternative Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulations 55 and 61 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].
2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].

The CEO has assigned this Delegation to the Building Surveyor

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BUSH FIRE CONTROL

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DELEGATION NUMBER	BF~~O~~.1
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Firebreak and Fuel Hazard Reduction Notice ~~Firebreak Order~~ – Variation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

That pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land subject to relevant FCO endorsement of application.

DELEGATION NUMBER	BF.2
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Cost Recovery for Fires
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Sections 11 and 28 of the Bush Fires Act the Chief Executive Officer is delegated authority to seek the recovery of costs of measures taken by the Shire of Bridgetown-Greenbushes, its Bush Fire Control Officers and Bush Fire Brigades to extinguish a fire burning, including authority to recover expenses in any court of competent jurisdiction.

DELEGATION NUMBER	BF.3
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 33 of the Bush Fires Act the Chief Executive Officer is delegated authority to:

1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Bridgetown-Greenbushes:
   a. clearing of firebreaks as determined necessary and specified in the notice; and
   b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and
   c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].

2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. Note this also allows the use of contractors or other persons to carry out the required work.

3. Request Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers.

3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.

The CEO has assigned this Delegation to the Shire Ranger

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~~**DELEGATION NUMBER**~~	~~O.3~~
~~**LEGISLATIVE POWER**~~	~~Bush Fires Act 1954 (Section 33)~~
~~**DELEGATION SUBJECT**~~	~~General Orders~~
~~**DELEGATE**~~	~~Chief Executive Officer~~

~~The Chief Executive Officer is delegated authority to issue individual orders under Bush Fires Act, Section 33 where necessary to enforce general orders and be authorised to instruct Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers.~~

~~*The CEO has assigned this Delegation to the Community Emergency Services Manager, and Shire Ranger*~~

~~**DELEGATION NUMBER**~~	~~O.4~~
~~**LEGISLATIVE POWER**~~	~~Bush Fires Act 1954 (Section 33)~~
~~**DELEGATION SUBJECT**~~	~~Removal of Hazards~~
~~**DELEGATE**~~	~~Chief Executive Officer~~

~~The Chief Executive Officer is delegated authority to issue individual orders under the Bush Fires Act Section 33 for the removal of hazards wherever a recommendation is made to him/her by the Fire Control Officer and in his/her discretion he/she considers it necessary, instruct Bush Fire Brigades to do the work necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary, at the cost of the owners/occupiers.~~

~~*The CEO has assigned this Delegation to the Community Emergency Services Manager, and Shire Ranger*~~

DELEGATION NUMBER	~~O.5~~BF.4
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 59(3))
DELEGATION SUBJECT	Offences – Bush Fires Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

ANIMAL CONTROL

DELEGATION NUMBER	AC.1
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Cat Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Cat Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to

1. Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].
3. Cancel a cat registration [s.10].
4. Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.2
LEGISLATIVE POWER	Cat Act 2011 (Section 26)
DELEGATION SUBJECT	Cat Control Notices
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to give a cat control notice to a person who is the ower of a cat ordinarily kept within the district of the Shire of Bridgetown-Greenbushes. Conditions can be imposed on the notice.

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The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.3
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Approval to Breed Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].
3. Cancel an approval to breed cats [s.38].
4. Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].

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The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.4
LEGISLATIVE POWER	Cat Act 2011 (s.49)
DELEGATION SUBJECT	Recovery of Costs – Destruction of Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover the amount of the costs associated with the destruction and disposal of a cat.

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The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.5
LEGISLATIVE POWER	Cat Act 2011 Cat (Uniform Local Provisions) Regulations 2013
DELEGATION SUBJECT	Application to Keep Additional Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Require any document or additional information required to determine an application [r.8(3)]
2. Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].
3. Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].

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The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.6
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Dog Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Dog Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)].
2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:

i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or

ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or

iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept

iv. the dog is required to be microchipped but is not microchipped; or

v. the dog is a dangerous dog [s.16(3) and s.17A(2)].

3. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].

i. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]

DELEGATION NUMBER	AC.7
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Kennel Establishments
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to grant, refuse to grant or cancel a kennel licence.

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DELEGATION NUMBER	AC.8
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Recovery of Moneys under the Dog Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.

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DELEGATION NUMBER	AC.9
LEGISLATIVE POWER	Dog Act 1976 (s. 29)
DELEGATION SUBJECT	Dispose of or Sell Dogs Liable to be Destroyed
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to dispose of or sell a dog which is liable to be destroyed.

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DELEGATION NUMBER	AC.10
LEGISLATIVE POWER	Dog Act 1976 (s.33E)
DELEGATION SUBJECT	Declaration of a Dangerous Dog
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to declare an individual dog to be a dangerous dog.

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The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.11
LEGISLATIVE POWER	Dog Act (s.33)
DELEGATION SUBJECT	Objections to Dangerous Dog Declaration or Seizure
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].

2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].
3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]

i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].

Note this delegated authority cannot be assigned by the Chief Executive Officer to the Shire Ranger as that officer has been assigned the authority for Delegation AC.10

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DELEGATION NUMBER	~~O.10~~AC.12
LEGISLATIVE POWER	Dog Act 1976 [Sections 10AA and 26(3)] Dog Local Law Clause 3.2
DELEGATION SUBJECT	Applications for Exemptions to Keep More than Prescribed Number of Dogs
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to determine (approve or refuse) any application to keep more than the prescribed number of dogs as stipulated at Clause 3.2 of the Dog Local Law.

DELEGATION NUMBER	AC.13~~O.2~~
LEGISLATIVE POWER	Dog Act & Cat Act~~s~~
DELEGATION SUBJECT	Proceedings Under Dog & Cat Acts
DELEGATE	Chief Executive Officer
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 44 of the Dog Act and Section 44 of the Cat Act, the Chief Executive Officer is authorised to institute and carry on proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog and Cat Acts.

This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Section 29 of the Dog Act and Section 27 of the Cat Act.

DELEGATION NUMBER	AC.14
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Disposal of Sick or Injured Animals
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

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The CEO has assigned this Delegation to the Shire Ranger

OTHER

DELEGATION NUMBER	O.1
LEGISLATIVE POWER	Food Act 2008 (s. 56 & s.70)
DELEGATION SUBJECT	Compensation for Seized Food Items
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].
2. Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].

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DELEGATION NUMBER	O.2
LEGISLATIVE POWER	Food Act 2008 (s.65, 66 & 67)
DELEGATION SUBJECT	Food Business Prohibition Orders
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

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The CEO has assigned this Delegation to the Envionmental Health Officer.

DELEGATION NUMBER	O.3
LEGISLATIVE POWER	Food Act 2008 (s. 110 & 112)
DELEGATION SUBJECT	Food Business Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Synergy Health Module or Property Assessment File or Food Business File

The Chief Executive Officer is delegated authority to:

1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].
2. Vary the conditions or cancel the registration of a food business [s.112].

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The CEO has assigned this Delegation to the Envionmental Health Officer.

DELEGATION NUMBER	O.4
LEGISLATIVE POWER	Food Act 2008 (s. 54 & s. 125)
DELEGATION SUBJECT	Food Act Debt Recovery and Prosecutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3).
2. Institute proceedings for an offence under the Food Act 2008 [s.125].

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DELEGATION NUMBER	O.5~~6~~
LEGISLATIVE POWER	Planning & Development Act 2005; Building Regulations; Health Act
DELEGATION SUBJECT	Enforcement and Legal Proceedings
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under various legislation and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act.

DELEGATION NUMBER	O.6~~7~~
LEGISLATIVE POWER	-
DELEGATION SUBJECT	Use of Blackwood River for Active Recreation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all recreational usage within the Blackwood River, with the exception being that within the Bridgetown Townsite the approval of power dinghy races is restricted to the three established events (Blackwood Classic, Sunnyside Down and the "River Race") and no practicing by power boats is endorsed.

The CEO has assigned this Delegation to the Executive Assistant

DELEGATION NUMBER	O.7~~8~~
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Use of Shire Reserves for Camping
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all applications for the Greater Sportsground or any other area he sees fit for such use as a camping area.

DELEGATION NUMBER	O.8~~9~~
LEGISLATIVE POWER	
DELEGATION SUBJECT	Fire Management Plan
DELEGATE	Chief Executive Officer
VARIATION DATE	29th November 2007 (C.14/1107)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Implement the Shire of Bridgetown-Greenbushes Fire Management Plan as adopted by Council and within annual budgetary constraints.

2. Undertake those actions necessary to implement the Shire Policy in regard to Fire Prevention.

The CEO has assigned this Delegation to the Community Emergency Services Manager, and Shire Ranger

~~**DELEGATION NUMBER**~~	~~O.11~~
~~**LEGISLATIVE POWER**~~	~~Cat Act 2011 (Section 44)~~
~~**DELEGATION SUBJECT**~~	~~Administration of the Cat Act~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~30 November 2017 (C.18/1117)~~

~~The CEO is delegated authority to exercise the functions in relation to the administration of the Cat Act 2011 and associated regulations.~~

~~*The CEO has assigned this Delegation to the Shire Ranger*~~

~~**DELEGATION NUMBER**~~	~~O.12~~
~~**LEGISLATIVE POWER**~~	~~Dog Act (Section 10AA)~~
~~**DELEGATION SUBJECT**~~	~~Administration of the Dog Act~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~30 November 2017 (C.18/1117)~~

~~The CEO is delegated authority to exercise the functions in relation to the administration of the Dog Act 1976 and associated regulations.~~

~~*The CEO has assigned this Delegation to the Shire Ranger*~~

DELEGATION NUMBER	O.9~~13~~
LEGISLATIVE POWER	Liquor Control Act 1988
DELEGATION SUBJECT	Section 39 and Section 40 Certificates
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

The CEO has assigned this Delegation to the ~~Manager~~ Environmental Health Officer & Manager ~~Planning~~Development Services

DELEGATION NUMBER	O.10
LEGISLATIVE POWER	Local Government Act 1995 (s.3.40A)
DELEGATION SUBJECT	Declaration of a Vehicle as an Abandoned Vehicle
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to declare that an impounded vehicle is an abandoned vehicle wreck.

(Note disposal of a declared abandoned vehicle is to be undertaken in accordance with Delegated Authority O.11 'Disposal of Confiscated or Uncollected Goods'.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	O.11
LEGISLATIVE POWER	Local Government Act 1995 (s.3.46-, 3.47 & 3.48)
DELEGATION SUBJECT	Confiscated or Uncollected Goods
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]
2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].
3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

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~~**DELEGATION NUMBER**~~	~~O.14~~
~~**LEGISLATIVE POWER**~~	~~Local Government Act (Division 3, Subdivision 4)~~
~~**DELEGATION SUBJECT**~~	~~Impounding of Goods Including Abandoned Vehicles~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~30 November 2017 (C.18/1117)~~

~~The CEO is delegated authority to impound any goods, vehicles or other items in accordance with Sections 3.37 to 3.48 of the Local Government Act 1995.~~

DELEGATION NUMBER	O.12~~5~~
LEGISLATIVE POWER	Temporary Accommodation Policy Health Act
DELEGATION SUBJECT	Temporary Accommodation Applications
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for temporary accommodation with respect to Council's Policy H.5 – Temporary Accommodation.

The CEO has assigned this Delegation to the ~~Manager~~ Environmental Health Officer

~~**DELEGATION NUMBER**~~	~~O.16~~
~~**LEGISLATIVE POWER**~~	~~Food Act 2008~~
~~**DELEGATION SUBJECT**~~	~~Administration of the Food Act~~
~~**DELEGATE**~~	~~Chief Executive Officer~~
~~**ADOPTION DATE**~~	~~30 November 2017 (C.18/1117)~~

~~The CEO is delegated authority to exercise the functions of the "enforcement agency" in relation to the administration of the Food Act 2008 and associated Regulations.~~

~~Note Section 8 of the Food Act 2008 defines an "enforcement agency" as meaning –~~

~~a) the CEO of the department of the Public Service principally assisting in the administration of this Act; or~~
~~b) a local government; or~~
~~c) a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations for the purposes of this definition;~~

~~*The CEO has assigned this Delegation to the Manager Environmental Health*~~

DELEGATION NUMBER	O.137
LEGISLATIVE POWER	Local Government Act
DELEGATION SUBJECT	Administration of the Local Government (Uniform Local Provisions) Regulations
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the functions in relation to the administration of the Local Government (Uniform Local Provisions) Regulations including but not limited to administering applications for or breaches of –

- Disturbing local government land or anything on it;
- Obstructing public thoroughfare;
- Encroaching on a public thoroughfare;
- Separating land from public thoroughfare;
- Gate across a public thoroughfare;
- Dangerous excavation in or near public thoroughfare;
- Crossing from public thoroughfare to private land or private thoroughfare;
- Requirement to construct or repair crossing;
- Contribution to cost of crossing;
- Private works on, over or under public places;
- Protection of watercourses, drains, tunnels and bridges;
- Protection of thoroughfares from water damage; and
- Wind erosion and sand drifts.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure

DELEGATION NUMBER	O.148
LEGISLATIVE POWER	Planning and Development (Local Planning Scheme) Regulations 2015
DELEGATION SUBJECT	Municipal Heritage Inventory – Minor Corrections or Updates to Approved Place Records
DELEGATE	Chief Executive Officer
ADOPTION DATE	29 March 2018 (C.13/0318)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to make minor corrections or updates to approved place records when appropriate in light of new information, however any significant changes such as changes to management categories or deletion of places will require Council approval.

DELEGATION NUMBER	O.15
LEGISLATIVE POWER	Graffiti Vandalism Act 2016 (s.18 & s.19)
DELEGATION SUBJECT	Removal of Graffiti
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].
2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].

ATTACHMENT 2

Shire of
Bridgetown-Greenbushes
.... simply beautiful

DELEGATION REGISTER

Council to
Chief Executive Officer

Reviewed on 29 November 2007
Amended on 28 February 2008
Amended on 26 June 2008
Reviewed & Amended on 25 September 2008
Reviewed & Amended on 24 September 2009
Reviewed & Amended on 25 November 2010
Reviewed on 24 November 2011
Amended on 29 March 2012
Amended 25 October 2012
Reviewed on 29 November 2012
Reviewed on 28 November 2013
Reviewed & Amended on 27 November 2014
Reviewed & Amended on 26 November 2015
Reviewed November 2016
Reviewed & Amended on 30 November 2017
Amended 29 March 2018
Reviewed & Amended on 29 November 2018
Reviewed & Amended on 29 November 2019

Shire of Bridgetown-Greenbushes

Delegation Register

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ADMINISTRATION

DELEGATION NUMBER	A.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Acting Chief Executive officer
DELEGATE	Chief Executive Officer
VARIATION DATE	14 July 2004 (SpC.1/0704)
VARIATION DATE	24 September 2009 (C.28/0909)
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 25 consecutive working days in length. Appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.

DELEGATION NUMBER	A.2
LEGISLATIVE POWER	Various
DELEGATION SUBJECT	Authorisation of Officers
DELEGATE	Chief Executive Officer
VARIATION DATE	25th November 2004 (C.26/1104)
VARIATION DATE	28 November 2013 (C.16/1113)
VARIATION DATE	30 November 2017 (C.18/1117)
VARIATION DATE	28 November 2019 (C.05/1119)
RECORD KEEPING	Register of Authorised Officers

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Building Act 2011 & Regulations
- Bush Fires Act 1954 & Regulations
- Caravan Parks & Camping Grounds Act 1995 & Regulations
- Cat Act 2011 & Regulations
- Cemeteries Act 1986 & Regulations
- Control of Vehicles (Off Road Areas) Act 1978 & Regulations
- Dog Act 1976 & Regulations
- Environmental Protection Act 1986
- Food Act 2008 & Food Regulations
- Freedom of Information Act 1992 & Regulations
- Health (Asbestos) Regulations 1992
- Health (Miscellaneous Provisions) Act 1911
- Litter Act 1979 & Regulations
- Liquor Control Act 1988 & Regulations
- Local Government Act 1995 & Regulations
- Local Government (Miscellaneous Provisions) Act 1960
- Public Health Act 2016
- Shire of Bridgetown-Greenbushes Local Laws
- Shire of Bridgetown-Greenbushes Town Planning Schemes

DELEGATION NUMBER	A.3
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Transfer of Land Documentation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

Where a Council resolution has occurred for the purchase of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER	A.4
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Exercising Powers of the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Bridgetown-Greenbushes Local Laws under which the local government is to or may exercise a power.

DELEGATION NUMBER	A.5
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Execution of Contracts
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

(a) Council has authorised entering into a formal contract; or

(b) A formal contract is authorised under a delegated authority from Council; or

(c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.

DELEGATION NUMBER	A.6
LEGISLATIVE POWER	Public Interest Disclosure Act 2003
DELEGATION SUBJECT	Appointment of PID Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.

DELEGATION NUMBER	A.7
LEGISLATIVE POWER	Equal Opportunity Act 1984
DELEGATION SUBJECT	EEO Implementation Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council's Equal Opportunity Employment Policy.

DELEGATION NUMBER	A.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Determining Applications Under Local Laws and Enforcement of Local Law Provisions
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to exercise all the powers and discharge all the duties provided for in any Shire local law made in accordance with Part 3 of the *Local Government Act 1995*.

For the purpose of this delegation related documents include:

Activities on Thoroughfares and Public Places and Trading Local Law
Bush Fire Brigades Local Law
Local Law Relating to Fencing
Keeping and Welfare of Cats Local Law
Cemeteries Local Law
Dogs Local Law
Health Local Laws
Local Government Property Local Law
Parking & Parking Facilities Local Law
Pest Plants Local Law
Standing Orders Local Law

The CEO has assigned this Delegation as follows:

Activities on Thoroughfares and Public Places and Trading Local Law	*Executive Manager Development & Infrastructure* *Manager Development Services* *Environmental Health Officer*
Bush Fire Brigades Local Law	*Community Emergency Services Manager*
Local Law Relating to Fencing	*Manager Development Services*
Keeping and Welfare of Cats Local Law	*Shire Ranger*
Cemeteries Local Law	*Executive Assistant & Customer Services Officer*
Dogs Local Law	*Shire Ranger*
Health Local Laws	*Environmental Health Officer*
Local Government Property Local Law	*Executive Manager Development & Infrastructure*
Parking & Parking Facilities Local Law	*Shire Ranger*

DELEGATION NUMBER	A.9
LEGISLATIVE POWER	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)
DELEGATION SUBJECT	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
- Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.

DELEGATION NUMBER	A.10
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 5.44) Local Government (Administration) Regulations 1996 (Regulation 32)
DELEGATION SUBJECT	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32) and Council Policy M.3 – Conference Attendance &Training.

DELEGATION NUMBER	A.11
LEGISLATIVE POWER	Local Government Act 1995 (Section 9.49A)
DELEGATION SUBJECT	Authorising and Affixing of the Common Seal
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Register of Seals

The CEO is delegated authority to authorise the affixing of the Common Seal of the Shire of Bridgetown-Greenbushes to a document that requires the Common Seal to be legally effective. Documents are to be in one or more of the following categories:

1. Documents required to satisfy conditions of subdivision and/or development approval;
2. Documents required to effect the transfer of land;
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire;
4. Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party or by a third party to the Shire;
5. Documents required to effect the grant of a licence either by the Shire to a third party or by a third party to the Shire;
6. Documents required to effect the subdivision of land, including the strata titling of land;

7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and
8. Documents necessary or appropriate to enable the CEO to carry out his functions under any written law.

The document must not be inconsistent with a Council policy or resolution.

ELECTED MEMBERS

DELEGATION NUMBER	E.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.120(1))
DELEGATION SUBJECT	Code of Conduct – Complaints Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.

DELEGATION NUMBER	E.2
LEGISLATIVE POWER	Standing Orders Local Law (Clause 8.5)
DELEGATION SUBJECT	Recording of Proceedings
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	26 November 2015 (C.16/1115)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated the power to grant approval in writing, if the CEO considers it appropriate, for persons to use any electronic, visual or vocal recording device or instrument to record the proceedings of any Council or Committee meeting, or any part of a Council or Committee meeting (refer Standing Orders clause 8.5).

Before exercising this delegated authority the CEO shall consult with the Shire President and will only exercise the delegated authority if the Shire President agrees.

This delegation is for applications received prior to a Council or Committee meeting. If permission is requested at or during a Council or Committee meeting, the approval is to be considered by Council.

FINANCE

DELEGATION NUMBER	F.1
LEGISLATIVE POWER	Clause 12, Local Government (Financial Management) Regulations
DELEGATION SUBJECT	Payments from Municipal Fund and Trust Fund
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Payment Summary Report signed by Authorising Officers

The CEO is delegated authority to make payments from the Municipal Fund, Reserve or Trust Fund on the basis that all payments are made under two signatures as determined by the CEO.

The CEO has assigned this Delegation to the Executive Manager Corporate Services & Senior Finance Officer

DELEGATION NUMBER	F.2
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Donations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Donation Register

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of $400 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.

2. That the group is a community group or non profit making organisation or running a non profit activity.

3. That the group's financial status is such as to justify a donation from Council.

4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg; support of needy groups and individuals

who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

5. That available funding exists in Council's budget.

DELEGATION NUMBER	F.3
LEGISLATIVE POWER	Local Government Act 1995, Section 6.12
DELEGATION SUBJECT	Write Off of Money Owing to the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to write off any amount of money which is owed to the local government up to a limit of $500 in any one instance. In exercising this delegated authority the CEO shall:

1. Provide for appropriate internal controls
2. Ensure all statutory requirements are met
3. Ensure all Council Policies are observed.

DELEGATION NUMBER	F.4
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Contract Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	25th November 2004 (C.26/1104)
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Approve minor variations to contracts entered into by Council where the variation is equal to or less than 5% with a ceiling of $5,000.
2. Exercise an extension option that was included in an original request for tender or request for quote submission.

LEGATION NUMBER	F.5
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Tenders for Providing Goods & Services
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Tender Register

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than $250,000. *(Reference: Regulations 11(1), 12 and 13).*
2. Publicly invite tenders for the supply of goods and services although not required to do so. *(Reference: Regulation 13).*
3. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
4. Determine the information that is to be disclosed to those interested in submitting tender.
5. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the request for tender information is provided notice of the variation.

3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. *(Reference: Regulation 19).*

NB: The decision to select a successful tender is still one for Council to determine.

The CEO in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the relevant Executive Manager for the supply of goods and services within that Officers area of responsibility.

DELEGATION NUMBER	F.6
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42)
DELEGATION SUBJECT	Leisure Centre Fees
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve a reduction in Leisure Centre fees of no more than 50% for the purpose of providing one-off opportunities to encourage participation in Leisure Centre activities during promotional campaigns.

DELEGATION NUMBER	F.7
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 6.14), and Local Government (Financial Management) Regulations 1996 (Regulation 19)
DELEGATION SUBJECT	Authority to Invest Surplus Funds
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations; and
3. Compliance with Council Finance Policy F.3 – Investments.

DELEGATION NUMBER	F.8
LEGISLATIVE POWER	Local Government Act 1995 (Section 3.58 and 5.42)
DELEGATION SUBJECT	Disposal of Surplus Equipment, Materials, Tools, Etc
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc., which are no longer required, or are no longer serviceable. This delegation applies only to items with an estimated value of less than $2,000 each.

DELEGATION NUMBER	F.9
LEGISLATIVE POWER	Local Government Act 1995 Sections 6.39(2), 6.40, 6.49, 6.50(1), 6.56, 6.60(2), 6.76(4)
DELEGATION SUBJECT	Rates and Service Charges
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the powers and discharge the duties of the local government under:

- Sections 6.39(2) – amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
- Section 6.40 – amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
- Section 6.49 – entering into an agreement with a person for payment of rates and service charges.
- Section 6.50(1) – determining the time allowed for the payment of a rate before it is deemed to be in arrears.
- Section 6.56 – recovering unpaid rates in a court of competent jurisdiction.
- Section 6.60(2) – requiring a lessee to pay rent in satisfaction of rates or service charges that are due.

- Section 6.76(4) – granting an extension of time for a person seeking to make an objection to the rate record.
- Section 6.76(5) – considering any objection to the rate record and either disallow it or allow it, wholly or in part.
- Section 6.76(6) – serving written notice of any decision made under Section 6.76(5).

The CEO has assigned this Delegation to the Executive Manager Corporate Services

INFRASTRUCTURE

DELEGATION NUMBER	I.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Restricted Access Vehicles
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to set conditions for the use of Restricted Access Vehicles for an interim period until Council finalises this issue.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

DELEGATION NUMBER	I.2
LEGISLATIVE POWER	Road Traffic (Events on Roads) Regulations 1991 (Regulation 4)
DELEGATION SUBJECT	Events on Roads
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 and applicable Council Policy. The CEO shall have regard to Section 3.50 of the Local Government Act 1995.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

DELEGATION NUMBER	I.3
LEGISLATIVE POWER	Local Government Act (Section 3.50 and Section 3.50A)
DELEGATION SUBJECT	Temporary Closure of Thoroughfares
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Bridgetown-Greenbushes where such closure is necessary for road safety purposes, road works or any other cause that would pose risks to road users. This includes the temporary closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks.

Note applications for temporary road closures to accommodate events on a road will be considered under Delegation WS.2.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

PLANNING

DELEGATION NUMBER	P.1
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications – Extension of Time
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve applications for extension of time in respect to development applications previously approved by Council or approved under delegated authority.

DELEGATION NUMBER	P.2
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Setback Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	30th March 2006 (C.13/0306a)
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

Notwithstanding the provisions of the Council's Town Planning Scheme, the CEO is delegated authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections. Maximum variation allowed is 75%.

Explanatory Note: The 75% variation to setbacks in the Rural Zone of Town Planning Scheme No. 3 is to be taken from the 7.5 metre setback.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.3
LEGISLATIVE POWER	Planning & Development Act 2005 Town Planning Schemes
DELEGATION SUBJECT	Subdivisions
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where applications/proposals comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls, the Chief Executive Officer is delegated authority to:

1. Support subdivision proposals restricted to applications of not more than four (4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan.

2. Support unrestricted subdivision proposals when they are within an approved Subdivision Guide Plan or Structure Plan.

3. Support applications for the amalgamation of lots.

4. Support applications for minor boundary adjustments.

5. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan.

This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.4
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications
DELEGATE	Chief Executive Officer
VARIATION DATE	15th December 2005 (C.4/1205)
VARIATION DATE	25th September 2008 (C.22/0908)
VARIATION DATE	27 November 2014 (C.08/1114) & (C.12/1114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to –

i) Approve all development applications for AA uses under the operative Town Planning Scheme except where:
- An advertised or referred development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;
- The proposed development, although not advertised, is considered by the CEO to be of a contentious nature;

ii) Approve all development applications and building envelope relocations complying to Council Policies, Guidelines or Codes.

iii) Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes.

iv) Refuse development applications and building envelope relocations which do not comply with Council Policies.

v) Approve development applications for "P" or "IP" uses (incidental to the predominant use).

vi) Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve.

vii) Support minor variations to Section 20 Signage of the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and associated Bridgetown Heritage Precinct: development Guidelines for obscure window signage or treatment only for shop fronts where goods are not displayed.

viii) Approve applications for 2 dwellings on a residential zoned lot under Town Planning Scheme No. 4 as per Clause 4.2.5 of that Town Planning Scheme.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.5
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Road Closures
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.

Nothing precludes the CEO from presenting a road closure application to Council for consideration prior to commencing advertising.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.6
LEGISLATIVE POWER	Subdivisional Road Names
DELEGATION SUBJECT	Subdivisional Road Names
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional road names for new roads being created as a result of an approved application for subdivision, noting that this delegated authority is limited to recommending proposed names to the Geographic Names Committee.

Note this delegation isn't applicable to the naming of existing un-named roads or renaming of existing roads with such proposals to be presented to Council for determination.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.7
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Subdivision Clearance
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue subdivision clearance to approved subdivisions where relevant conditions have been fully complied with in accordance with the approval issued by the Western Australian Planning Commission.

This delegation also includes clearance of survey strata lots and strata title applications including buildings fully compliant with the necessary approvals.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Directional Signs
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve applications for directional signs where such applications are in accordance with Council Policy.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.9
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Provision of Streets in Subdivisions under the Planning & Development Act 2005
DELEGATE	Chief Executive Officer
VARIATION DATE	29th November 2007 (C.14/1107)
VARIATION DATE	28th February 2008 (C.17/0208)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional and street construction drawings in accordance with Section 170 of the Planning and Development Act 2005, where drawings comply with Council's policy E5 - Provision of Subdivisional Roads and Streets, and good engineering practice.

Extract from the Planning and Development Act:

170. Local government to be provided with specifications for roads and waterways

(1) Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —

(a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;

(b) specifications of the proposed road or artificial waterway; and

(c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.

(2) A person who does not comply with subsection (1) commits an offence.

(3) The local government may by written notice require the person subdividing the land —

(a) to amend the drawings or specifications or both; and

(b) to comply with such further conditions as the local government thinks fit to impose in respect of the proposed road or waterway,

for the purpose of ensuring that the construction and drainage of the road or construction of the artificial waterway is consistent with the approval of the Commission.

(4) Without limiting the powers conferred on a local government by subsection (3), where —

(a) a person delivers drawings and specifications of a proposed road or artificial waterway to a local government under subsection (1); and

(b) the proposed road or artificial waterway, if constructed in accordance with those plans and specifications, would not satisfy the minimum standards fixed under section 169 applicable to the proposed road or artificial waterway,

the local government is to by written notice require the person to so amend the drawing or specifications, or both, as to cause the proposed road or artificial waterway to satisfy those minimum standards.

(5) A person who is aggrieved by a requirement of the local government made under subsection (3) may apply to the State Administrative Tribunal for a review, in accordance with Part 14, of the responsible authority's decision.

(6) A person who does not comply with a requirement of a local government made by written notice given to that person under subsection (3) commits an offence.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure

DELEGATION NUMBER	P.10
LEGISLATIVE POWER	Town Planning Scheme Activities in Thoroughfares & Trading in Thoroughfares and Public Places Local Law
DELEGATION SUBJECT	Signs and Hoardings
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme Policies and the Local Laws of the Council, and where an application does not comply with the Council Policies or the Local Laws, the application is to be refused.

The CEO has assigned this Delegation to the Manager Development Services

BUILDING

DELEGATION NUMBER	B.1
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Building and Demolition Permits
DELEGATE	Building Surveyor
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Note in this delegation "building permit" includes "demolition permit".

Building Act	
Section 18	Request to the applicant to provide further information required for determination of the building permit or demolition permit application
Section 20	Authority to grant or refuse to grant building permits
Section 21	Authority to grant or refuse to grant demolition permits
Section 22	Authority to refuse to grant building permits or demolition permits if: 1. There appears to be an error in the information provided for the application or in a document that accompanied the application; or 2. If an application is inconsistent with: (a) A function that the Permit Authority has under written law; or (b) An agreement between the Permit Authority and the applicant.
Section 27	Authority to impose, vary or revoke conditions on a building permit or demolition permit
Section 32	Extend the time during which permit has effect

Building Regulations	
Reg. 23 Reg. 24	Authority to determine an application (including the imposition of new conditions) to extend time during which a

	building permit or demolition permit has effect subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted.
Reg. 26	Authority to approve or refuse to approve an application for a new responsible person for a building permit or demolition permit.

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.2
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Occupancy Permits or Building Approval Certificates
DELEGATE	Building Surveyor
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 55 Building Act	Request to the applicant to provide further information required for determination of the application
Section 58 Building Act	Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate
Section 62 Building Act	Authority to impose, add, vary or revoke conditions on an occupancy permit
Section 65 Building Act	Authority to extend, or refuse to extend, the period in which an occupany permit or modification or building approval certificate has effect
Reg. 40 Building Regulations	Authority to extend, or refuse to extend, the period in which an occupany permit or modification or building approval certificate has effect

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.3
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Building Orders
DELEGATE	Building Surveyor
RECORD KEEPING	Delegated Authority Action Sheet

Council delegates its authority and powers to the Council's Registered Building Surveyors the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 110 Building Act	Authority to make building orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure
Section 111 Building Act	Authority to give notice of a proposed building order and consider submissions received in response and determine actions.
Section 117 Building Act	Authority to revoke a building order.
Section 118 Building Act	If there is non-compliance with a building order, authority to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease.

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.4
LEGISLATIVE POWER	Building Act 2011 (Section 131)
DELEGATION SUBJECT	Inspection and Copies of Building Records
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 131 of the Building Act 2011 the Chief Executive Officer is delegated authority to determine applications from interested persons to inspect and copy a building record.

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.5
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Private Pool Barrier – Alternative and Performance Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulation 51 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]
2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]
3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.6
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Smoke Alarms – Alternative Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulations 55 and 61 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].
2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].

The CEO has assigned this Delegation to the Building Surveyor

BUSH FIRE CONTROL

DELEGATION NUMBER	BF.1
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Firebreak and Fuel Hazard Reduction Notice – Variation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

That pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land subject to relevant FCO endorsement of application.

DELEGATION NUMBER	BF.2
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Cost Recovery for Fires
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Sections 11 and 28 of the Bush Fires Act the Chief Executive Officer is delegated authority to seek the recovery of costs of measures taken by the Shire of Bridgetown-Greenbushes, its Bush Fire Control Officers and Bush Fire Brigades to extinguish a fire burning, including authority to recover expenses in any court of competent jurisdiction.

DELEGATION NUMBER	BF.3
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 33 of the Bush Fires Act the Chief Executive Officer is delegated authority to:

1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Bridgetown-Greenbushes:
    a. clearing of firebreaks as determined necessary and specified in the notice; and
    b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and
    c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].

2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. Note this also allows the use of contractors or other persons to carry out the required work.

3. Request Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers.

3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	BF.4
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 59(3))
DELEGATION SUBJECT	Offences – Bush Fires Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

ANIMAL CONTROL

DELEGATION NUMBER	AC.1
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Cat Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Cat Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to

1. Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].
3. Cancel a cat registration [s.10].
4. Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.2
LEGISLATIVE POWER	Cat Act 2011 (Section 26)
DELEGATION SUBJECT	Cat Control Notices
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to give a cat control notice to a person who is the ower of a cat ordinarily kept within the district of the Shire of Bridgetown-Greenbushes. Conditions can be imposed on the notice.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.3
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Approval to Breed Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].
3. Cancel an approval to breed cats [s.38].
4. Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.4
LEGISLATIVE POWER	Cat Act 2011 (s.49)
DELEGATION SUBJECT	Recovery of Costs – Destruction of Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover the amount of the costs associated with the destruction and disposal of a cat.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.5
LEGISLATIVE POWER	Cat Act 2011 Cat (Uniform Local Provisions) Regulations 2013
DELEGATION SUBJECT	Application to Keep Additional Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Require any document or additional information required to determine an application [r.8(3)]
2. Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].
3. Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.6
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Dog Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Dog Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)].
2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:
   i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or

ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or

iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept

iv. the dog is required to be microchipped but is not microchipped; or

v. the dog is a dangerous dog [s.16(3) and s.17A(2)].

3. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].

i. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]

DELEGATION NUMBER	AC.7
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Kennel Establishments
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to grant, refuse to grant or cancel a kennel licence.

DELEGATION NUMBER	AC.8
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Recovery of Moneys under the Dog Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.

DELEGATION NUMBER	AC.9
LEGISLATIVE POWER	Dog Act 1976 (s. 29)
DELEGATION SUBJECT	Dispose of or Sell Dogs Liable to be Destroyed
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to dispose of or sell a dog which is liable to be destroyed.

DELEGATION NUMBER	AC.10
LEGISLATIVE POWER	Dog Act 1976 (s.33E)
DELEGATION SUBJECT	Declaration of a Dangerous Dog
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to declare an individual dog to be a dangerous dog.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.11
LEGISLATIVE POWER	Dog Act (s.33)
DELEGATION SUBJECT	Objections to Dangerous Dog Declaration or Seizure
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].
2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].

3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]

i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].

Note this delegated authority cannot be assigned by the Chief Executive Officer to the Shire Ranger as that officer has been assigned the authority for Delegation AC.10

DELEGATION NUMBER	AC.12
LEGISLATIVE POWER	Dog Act 1976 [Sections 10AA and 26(3)] Dog Local Law Clause 3.2
DELEGATION SUBJECT	Applications for Exemptions to Keep More than Prescribed Number of Dogs
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to determine (approve or refuse) any application to keep more than the prescribed number of dogs as stipulated at Clause 3.2 of the Dog Local Law.

DELEGATION NUMBER	AC.13
LEGISLATIVE POWER	Dog Act & Cat Act
DELEGATION SUBJECT	Proceedings Under Dog & Cat Acts
DELEGATE	Chief Executive Officer
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 44 of the Dog Act and Section 44 of the Cat Act, the Chief Executive Officer is authorised to institute and carry on proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog and Cat Acts.

This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Section 29 of the Dog Act and Section 27 of the Cat Act.

DELEGATION NUMBER	AC.14
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Disposal of Sick or Injured Animals
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

The CEO has assigned this Delegation to the Shire Ranger

OTHER

DELEGATION NUMBER	O.1
LEGISLATIVE POWER	Food Act 2008 (s. 56 & s.70)
DELEGATION SUBJECT	Compensation for Seized Food Items
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].
2. Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].

DELEGATION NUMBER	O.2
LEGISLATIVE POWER	Food Act 2008 (s.65, 66 & 67)
DELEGATION SUBJECT	Food Business Prohibition Orders
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

The CEO has assigned this Delegation to the Environmental Health Officer.

DELEGATION NUMBER	O.3
LEGISLATIVE POWER	Food Act 2008 (s. 110 & 112)
DELEGATION SUBJECT	Food Business Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Synergy Health Module or Property Assessment File or Food Business File

The Chief Executive Officer is delegated authority to:

1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].
2. Vary the conditions or cancel the registration of a food business [s.112].

The CEO has assigned this Delegation to the Envionmental Health Officer.

DELEGATION NUMBER	O.4
LEGISLATIVE POWER	Food Act 2008 (s. 54 & s. 125)
DELEGATION SUBJECT	Food Act Debt Recovery and Prosecutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3).
2. Institute proceedings for an offence under the Food Act 2008 [s.125].

DELEGATION NUMBER	O.5
LEGISLATIVE POWER	Planning & Development Act 2005; Building Regulations; Health Act
DELEGATION SUBJECT	Enforcement and Legal Proceedings
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under various legislation and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act.

DELEGATION NUMBER	O.6
LEGISLATIVE POWER	-
DELEGATION SUBJECT	Use of Blackwood River for Active Recreation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all recreational usage within the Blackwood River, with the exception being that within the Bridgetown Townsite the approval of power dinghy races is restricted to the three established events (Blackwood Classic, Sunnyside Down and the "River Race") and no practicing by power boats is endorsed.

The CEO has assigned this Delegation to the Executive Assistant

DELEGATION NUMBER	O.7
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Use of Shire Reserves for Camping
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all applications for the Greater Sportsground or any other area he sees fit for such use as a camping area.

DELEGATION NUMBER	O.8
LEGISLATIVE POWER	
DELEGATION SUBJECT	Fire Management Plan
DELEGATE	Chief Executive Officer
VARIATION DATE	29th November 2007 (C.14/1107)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Implement the Shire of Bridgetown-Greenbushes Fire Management Plan as adopted by Council and within annual budgetary constraints.

2. Undertake those actions necessary to implement the Shire Policy in regard to Fire Prevention.

The CEO has assigned this Delegation to the Community Emergency Services Manager, and Shire Ranger

DELEGATION NUMBER	O.9
LEGISLATIVE POWER	Liquor Control Act 1988
DELEGATION SUBJECT	Section 39 and Section 40 Certificates
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

The CEO has assigned this Delegation to the Environmental Health Officer & Manager Development Services

DELEGATION NUMBER	O.10
LEGISLATIVE POWER	Local Government Act 1995 (s.3.40A)
DELEGATION SUBJECT	Declaration of a Vehicle as an Abandoned Vehicle
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to declare that an impounded vehicle is an abandoned vehicle wreck.

(Note disposal of a declared abandoned vehicle is to be undertaken in accordance with Delegated Authority O.11 'Disposal of Confiscated or Uncollected Goods'.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	O.11
LEGISLATIVE POWER	Local Government Act 1995 (s.3.46-, 3.47 & 3.48)
DELEGATION SUBJECT	Confiscated or Uncollected Goods
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]
2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].
3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

DELEGATION NUMBER	O.12
LEGISLATIVE POWER	Temporary Accommodation Policy Health Act
DELEGATION SUBJECT	Temporary Accommodation Applications
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for temporary accommodation with respect to Council's Policy H.5 – Temporary Accommodation.

The CEO has assigned this Delegation to the Environmental Health Officer

DELEGATION NUMBER	O.13
LEGISLATIVE POWER	Local Government Act
DELEGATION SUBJECT	Administration of the Local Government (Uniform Local Provisions) Regulations
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the functions in relation to the administration of the Local Government (Uniform Local Provisions) Regulations including but not limited to administering applications for or breaches of –

- Disturbing local government land or anything on it;
- Obstructing public thoroughfare;
- Encroaching on a public thoroughfare;
- Separating land from public thoroughfare;
- Gate across a public thoroughfare;
- Dangerous excavation in or near public thoroughfare;
- Crossing from public thoroughfare to private land or private thoroughfare;
- Requirement to construct or repair crossing;
- Contribution to cost of crossing;
- Private works on, over or under public places;
- Protection of watercourses, drains, tunnels and bridges;
- Protection of thoroughfares from water damage; and
- Wind erosion and sand drifts.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure

DELEGATION NUMBER	O.14
LEGISLATIVE POWER	Planning and Development (Local Planning Scheme) Regulations 2015
DELEGATION SUBJECT	Municipal Heritage Inventory – Minor Corrections or Updates to Approved Place Records
DELEGATE	Chief Executive Officer
ADOPTION DATE	29 March 2018 (C.13/0318)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to make minor corrections or updates to approved place records when appropriate in light of new information, however any significant changes such as changes to management categories or deletion of places will require Council approval.

DELEGATION NUMBER	O.15
LEGISLATIVE POWER	Graffiti Vandalism Act 2016 (s.18 & s.19)
DELEGATION SUBJECT	Removal of Graffiti
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].
2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].

ATTACHMENT 3

WARD & COUNCILLOR (ELECTED MEMBERS) REPRESENTATION

DISCUSSION PAPER
2020

Document endorsed by Council at its meeting on 26th March 2020 for the purpose of proceeding to public comment

Written submissions are invited from members of the public – the closing date for receipt of submissions is 20th May 2020

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1. BACKGROUND AND SUMMARY

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.

The purpose of this Discussion Paper is to provide sufficient information to the community to enable it to consider this important issue and provide feedback to the Council in the form of written submissions.

Council has not selected a preferred scenario. It has simply endorsed the Discussion Paper to enable it to be released for public review. Upon receipt of public submissions the Council will determine its position by resolution and will forward its decision to the Local Government Advisory Board for their consideration. Any decision will be scheduled for implementation at the October 2021 ordinary local government elections.

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.

More detail about the LGAB, its roles and processes is available at https://www.dlgc.wa.gov.au/AboutUs/Pages/LGAB.aspx.

The Local Government Advisory Board has provided explanatory comments with respect to the other four factors. These are set out in italics followed by further information specific to the Shire of Bridgetown-Greenbushes.

Community of Interests

The term 'community of interests' has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers. Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

The district does contain distinct segments of the community, ranging from traditional farmers, hobby farmers, rural-residential landowners and urban dwellers. "Lifestyle" is a major attraction for new arrivals and it is estimated that over half of the Shire's population has lived in the community for less than 25 years.

Bridgetown is the commercial centre of the Shire and provides the major commercial, cultural and civic services to the whole of the Shire population. Historically Greenbushes supported a separate commercial centre however over the last 25 years the number of commercial businesses in that town have declined significantly. There is little linkage from the easternmost parts of the North Ward (i.e. Catterick and Winnejup) to the Greenbushes town centre.

There are four schools located in the Shire, three primary schools and one junior high school. Rural (State) primary schools in the south west have "no local in-take area" as opposed to schools in the metropolitan area. Therefore parents can choose which school to send their children to. With regards Greenbushes Primary, students typically reside in Greenbushes, North Greenbushes, Maranup Ford and Catterick. However a reasonably equal number of parents in the Catterick area send their children to Bridgetown Primary School or the private St Brigid's Primary School in Bridgetown.

Until January 1970, Greenbushes had its own Shire. However the boundaries of the former Shire are significantly different to the boundaries of the existing North Ward, therefore any changes to the North Ward boundaries in this review would not interfere with historical boundaries.

Within the North Ward there is a strong community of interest between the localities of Greenbushes and North Greenbushes and if wards are retained it is preferable these two localitiesshould remain in the same ward.

Physical and Topographic Features

These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothill regions, parks and reserves may be relevant as may other man-made features such as railway lines and highways.

The most significant physical feature of the district is the Blackwood River. It flows through the district roughly separating the north and south portions. The majority of the town of Bridgetown is on the north banks of the river.

Approximately 45% of the Shire district is crown land, mostly State Forest, and is mainly located in the East and West Wards.

Neither the Blackwood River or South Western Highway (nor other terrain) represents significant impediments to the conduct of local government within the Shire. Physical and topographic features are not seen as influencing social infrastructure and hence bear no relationship to councllor representation within the Shire.

Economic Factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of

land for these) and the distribution of community assets and infrastructure such as road networks.

The Shire of Bridgetown-Greenbushes has only a small local economy with its principal industry sectors being agriculture (predominantly beef, sheep & wool production), mining, forestry (plantation and native forest), tourism, local service industry, commerce and building/construction.

Although a relatively diverse economy, it has proved to be vulnerable to fluctuations in commodity prices and to ongoing structural changes.

It is not considered that any economic factors within the Shire would have a bearing on ward boundaries or distribution of elected member representation.

Demographic Trends

Several measurements of the characteristics of human populations, such as population size and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

The table below shows the changes to population in the Shire between the 2011 and 2016 Census'.

Year	2011	2016
Shire Population	4,188	4,660

Statistics from the 2016 Census showed the following age breakdown of the Shire's population:

Age Bracket	No. of Persons	% of Population	Australia %
0-4	207	4.4%	6.3%
5-9	291	6.3%	6.4%
10-14	318	6.8%	6.0%
15-19	262	5.6%	6.1%
20-24	125	2.7%	6.7%
25-29	134	2.9%	7.1%
30-34	166	3.6%	7.3%
35-39	227	4.9%	6.7%
40-44	282	6.1%	6.8%
45-49	325	7.0%	6.8%
50-54	369	7.9%	6.5%
55-59	391	8.4%	6.2%
60-64	437	9.4%	5.6%
65-69	437	9.4%	5.1%
70-74	298	6.4%	3.8%
75-79	196	4.2%	2.8%
80-84	98	2.1%	2.0%
85+	90	1.9%	2.1%

Western Australian Planning Commission population projections estimate a stable level of population growth in the Shire for the next 10 years. It is assumed most of this population growth will occur in and around Bridgetown. If population growth occurs in Bridgetown and other areas of the existing South Ward at a greater extent to Greenbushes and the North Ward the need to regularly review ward boundaries and representation will arise as the ratio deviation between wards will increase.

2. PREVIOUS REVIEW OF COUNCILLORS (ELECTED MEMBERS) REPRESENTATION AND WARD BOUNDARIES

The last review of wards & councillor (elected member) representation for the Shire of Bridgetown-Greenbushes occurred in 2015 and resulted in Council recommending the retention of the number of elected members as 9 and the making of 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.

These recommendations were accepted by the Local Government Advisory Board and 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	

3. CURRENT WARD & REPRESENTATIONAL STRUCTURE

Since the last review of wards & councillor (elected member) representation in 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 – decrease of 6 electors
- South Ward – increase of 312 electors

The electoral roll for the Shire of Bridgetown-Greenbushes used for the 2019 local government elections confirms a total of 3,501 electors with 2,804 electors in the South Ward and 697 electors in the North Ward.

The current councillors to elector ratios are:

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

Refer Appendix 1 – Plan Showing Existing Ward Boundaries

The Minister for Local Government has indicated he will not consider changes to ward boundaries and councillor representation that result in representation that result in ratios that are greater than plus or minus 10% of the average

councillor/elector ratio for that local government. The average ratio of councillors to electors is calculated by dividing the number of electors for the Shire by the number of councillors. This figure is then compared with the actual ratio for each ward and the percentage deviation from the average can then be calculated. The Local Government Advisory Board provides local governments with a calculator tool to determine ratios for prospective ward boundary changes/options.

The transfer of only 4 electors from the South Ward to the North Ward would bring the ratio of elected members to electors to within 10% of the average for both wards combined. However, as it is known that the majority of future population growth will be in the South Ward it is recommended that if the boundaries of the North Ward are to be changed this should seek to achieve a lesser deviation so as to avoid the need for short-term reviews of the ward and councillor representational structure.

In order to facilitate this review of wards and councillor representation current electoral roll information was obtained from the Western Australian Electoral Commission with electoral information broken down into localities and road names. This level of detail allows areas within the South Ward to be identified for transfer to the North Ward in order to achieve the necessary ratios.

The 697 electors in the North Ward currently reside in the following localities:

Locality	Number of Electors
Greenbushes	254
Winnejup	127
Catterick	111
North Greenbushes	93
Hester	54
Hester Brook	36
Maranup	22

Note:
The above table includes 4 electors with silent addresses listed in the electoral roll.

An assumption of where these 4 silent address electors reside had to be made when assessing options.

For the existing North Ward this assumption is that 2 reside in the Greenbushes locality, 1 in the Winnejup locality and 1 in the Catterick Locality.

In the event of these assumptions being incorrect it is not believed that they are statistically relevant in changing the proposals put forward in this Discussion Paper.

The 2,804 electors in the South Ward currently reside in the following localities:

Locality	**Number of Electors**
Bridgetown	2,176
Kangaroo Gully	321
Glenlynn	86
Yornup	55
Sunnyside	49
Hester Brook	43
Wandillup	43
Maranup	19
Kingston	10
Hester	2

Note:
The above table includes 35 electors with silent addresses listed in the electoral roll.

An assumption of where these 35 silent address electors reside had to be made when assessing options.

For the existing South Ward this assumption is that 25 reside in the Bridgetown locality, 4 in the Kangaroo Gully locality, 2 in the Glenlynn locality and 1 each in the Yornup, Sunnyside, Hester Brook and Wandillup localities.

In the event of these assumptions being incorrect it is not believed that they are statistically relevant in changing the proposals put forward in this Discussion Paper.

4. OPTIONS – CHANGES TO COUNCILLOR (ELECTED MEMBER) NUMBERS AND WARD BOUNDARIES

Council does not have an established position on this topic, and the following points are provided to aid discussion only. There are a wide number of options that could be considered. Changes could include:

- Creating new wards;
- Combining wards;
- Changing the boundaries of a ward;
- Having no wards;
- Changing the name of a ward;
- Changing the number of Councillors; and/or
- Specifying or changing the number of Councillors for a ward.

For the purpose of this Discussion Paper an assumption has been made that the current number of councillors (9) will be retained and this is reflected in the options provided. However if members of the public wish to propose a change to the number of councillors (either increase or decrease) this can be conveyed in a submission.

If wards are to be retained it is considered desirable that the localities of Greenbushes and North Greenbushes be in the same ward due to the strong community of interest and interrelationships between the two areas. Other than this, the boundaries between existing wards are considered fluid and can easily be changed to achieve the necessary ratios with a 9 member Council.

All options contained in this Discussion Paper (showing possible changes to ward boundaries) have been based on the premise that 'whole of localities' will be within a single ward and there won't continue to be localities that are divided into more than one ward (note: Maranup, Hester Brook and Hester Wards are currently divided into the North and South Wards). It is recognised that only considering the transferring of whole localities from an existing ward to another ward or a new ward does limit the options for consideration as the 'ratios of councillors to electors' factor needs to be complied with.

The following options have been put forward for consideration in this Discussion Paper:

- 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 C (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 representing the whole of the Shire area.

These options are discussed below:

4.1 Option A

This Option proposes to transfer the following land from the South Ward to the North Ward:

- Portion of Maranup locality, being the land south of Blackwood River (19 electors). This would result in the whole of the Maranup locality being in the North Ward as currently portions of that locality are in both existing wards.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	2	716	1:358	+7.97
South	7	2785	1:398	-2.28
Total	9	3501	1:389	

4.2 Option B

This Option proposes to transfer the following land from the South Ward to the North Ward:

- Portion of Maranup locality, being the land south of Blackwood River (19 electors). This would result in the whole of the Maranup locality being in the North Ward as currently portions of that locality are in both existing wards.

- Portion of Hester Brook locality meaning that the whole of this locality would be within the same ward – North Ward.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	2	759	1:380	+2.44
South	7	2742	1:392	-0.70
Total	9	3501	1:389	

4.3 Option C

This option proposes the retention of two wards (North and South) with a large amount of land being transferred from the existing North Ward to the South Ward, slightly offset by a small transfer of land from the existing South Ward to the North Ward.

This option proposes to transfer the following land from the North Ward to the South Ward:

- All of the Catterick, Hester, Hester Brook and Winnejup localities. This would limit the North Ward to the localities of Greenbushes, North Greenbushes and Maranup only.

This Option also proposes to transfer the following land from the South Ward to the North Ward:

- Portion of Maranup locality being the land south of Blackwood River (19 electors)

This option results in the reduction of one councillor in the North Ward and the addition of one councillor in the South Ward.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	1	388	1:388	+0.26
South	8	3113	1:389	-0.03
Total	9	3501	1:389	

4.4 Option D

This option proposes the replacement of the existing 2 ward structure with a new 3 ward structure.

The new wards would be:

- North Ward as per Option C, being the localities of Greenbushes, North Greenbushes and Maranup (representation of 1 councillor);
- Central Ward consisting of localities of Bridgetown, Kangaroo Gully, Hester, Hester Brook and Glenlynn (representation of 7 councillors) and;
- Rural Ward consisting of localities of Catterick, Yornup, Sunnyside, Kingston, Wandillup and Winnejup.

The ratio variables associated with this Option are shown in the following table:

Ward	No. of Councillors	No. of Electors	Ratio of Electors per Councillor	% Deviation
North	1	388	1:388	+0.26
Central	7	2718	1:388	+0.18
Rural	1	395	1:395	-1.54
Total	9	3501	1:389	

4.5 Discussion – Options A, B, C & D

I. Each option ensures that councillor/elector ratios for each ward stay well within the permissible deviation range of + or – 10%.

II. Option A maintains the two ward structure and only involves minor excisions of land from the South Ward to the North Ward

III. Option B also maintains the two ward structure but involves the transfer of land closer to Bridgetown (portions of Hester Brook locality) into the North Ward. This achieves a more even ratio of electors to councillors than Option A noting however there is limited community of interest between the locality of Hester Brook and the balance of this extended North Ward.

IV. All options retain the localities of Greenbushes, North Greenbushes and Maranup in the same ward with Options C and D restricting the ward to those localities only. Options A and B simply extend the size of the existing North Ward by the excising of land from the South Ward.

V. Option D is the only option that proposes the creation of a 3rd Ward. Whilst the ratio of electors to councillors works for this option it is questionable whether the ‘community of interest’ factor works as the

linkage of the existing Glenlynn locality to the rest of this proposed ward (principally the Bridgetown locality) is no greater than the linkages from any of the other rural localities to Bridgetown.

VI. Although Councillors are elected from a particular ward the statutory role of a councillor is to represent the interests of electors, ratepayers and residents from the whole district.

4.6 Eliminating Wards (Option E)

Option D would be to have no wards with 9 councillors.

A complete spill of councillor positions is not required under this Option.

Under this Option all councillors serving a term expiring in 2023 would remain as councillors representing the whole of the district (Shire Area).

There are distinct advantages and disadvantages of a no-ward structure, including:-

Advantages

- Councillors are elected by all electors not just a portion of electors. Councillors are required by legislation to represent all electors, ratepayers and residents in the district, not just those in a specific ward.

- Members of the community who wish to speak to a councillor will feel able to speak to any councillor not just one from their ward.

- The election process is easier.

- For this Shire "communities of interest" spread across existing ward boundaries and are unlikely to be contained within any proposed boundaries.

- There is balanced representation with each councillor representing the whole community.

- It avoids councillors getting too focussed on a specific ward.

- It avoids unhealthy competition between wards for expenditure of funds and provision of services.

Disadvantages

- Electors may feel that they are not adequately represented if they don't have a ward councillor.

- Councillors living in the ward they represent may have a greater affinity with the issues concerning that area.

- Councillors may feel overwhelmed by having to represent all electors and notwithstanding the population and size of this Shire is reasonably small, they may not have the time or opportunity to understand and represent all the issues for the district.

- A large number of candidates at elections may be confusing to electors.

5. WARD NAMES

The current existing ward names of “North” and “South” are slightly redundant as portions of the North Ward within the Winnejup locality are actually further south than some parts of the South Ward.

This review may be an opportunity to review ward names with one option being to change the existing “geographical” descriptions (North, South) to ones that reflect the district’s history. Examples could be “Stinton”, “Allnutt” and “Blechynden”.

This issue is particularly relevant to Option D of this Discussion Paper as having a “Rural” named ward that doesn’t contain all the rural land within the district may be seen as inappropriate.

Any submissions on this issue are encouraged.

6. CONCLUSION

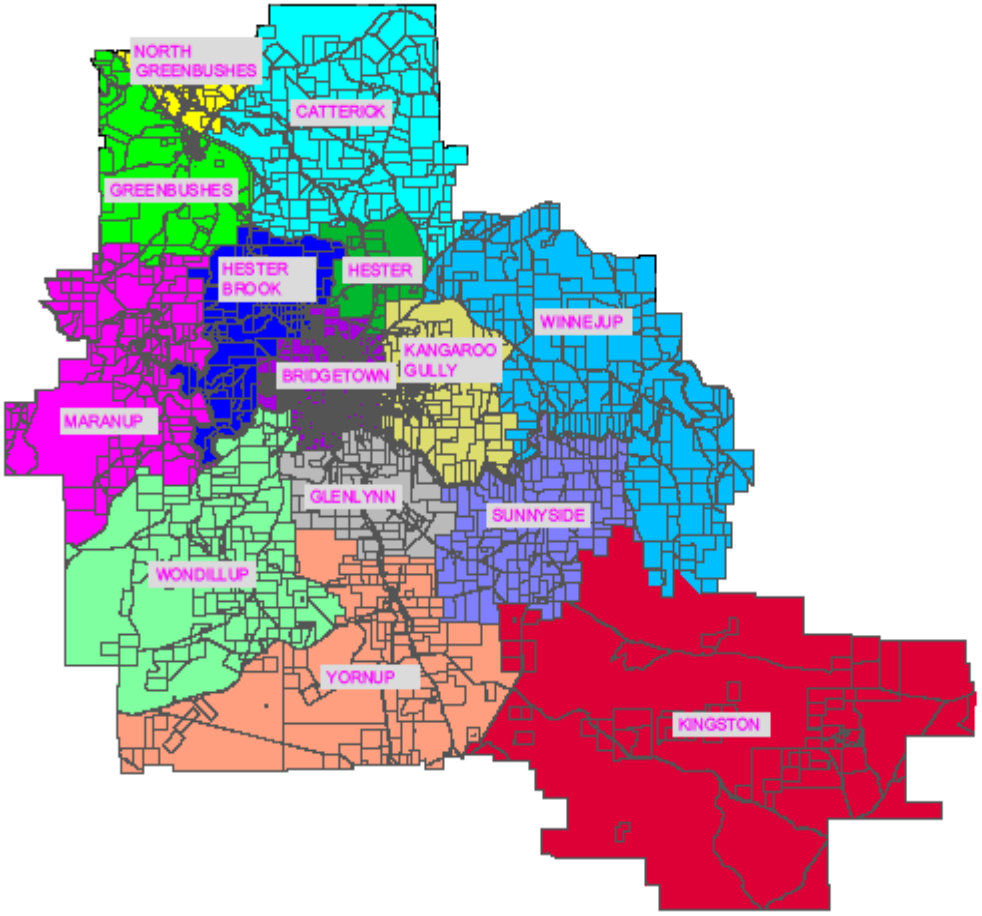
The Local Government Act requires Council in making decisions about its system of representation considers the contents of this Discussion Paper. The Local Government Act also requires Council to consult with its community on this issue. Any public submissions received in the community consultation must be considered by Council when determining its final position on the issue.

Council has not selected a preferred scenario in the Discussion Paper. It has simply endorsed the Discussion Paper to enable it to be released for public review. Upon receipt of public submissions the Council will determine its position on the issues of councillor numbers and ward boundaries.

The Discussion Paper contains various options. If a person reading the Discussion Paper wishes to propose an option not covered it is able to do so via a written submission.

APPENDIX 1

PLAN OF EXISTING LOCALITY BOUNDARIES



Shire of Bridgetown-Greenbushes ... simply beautiful.

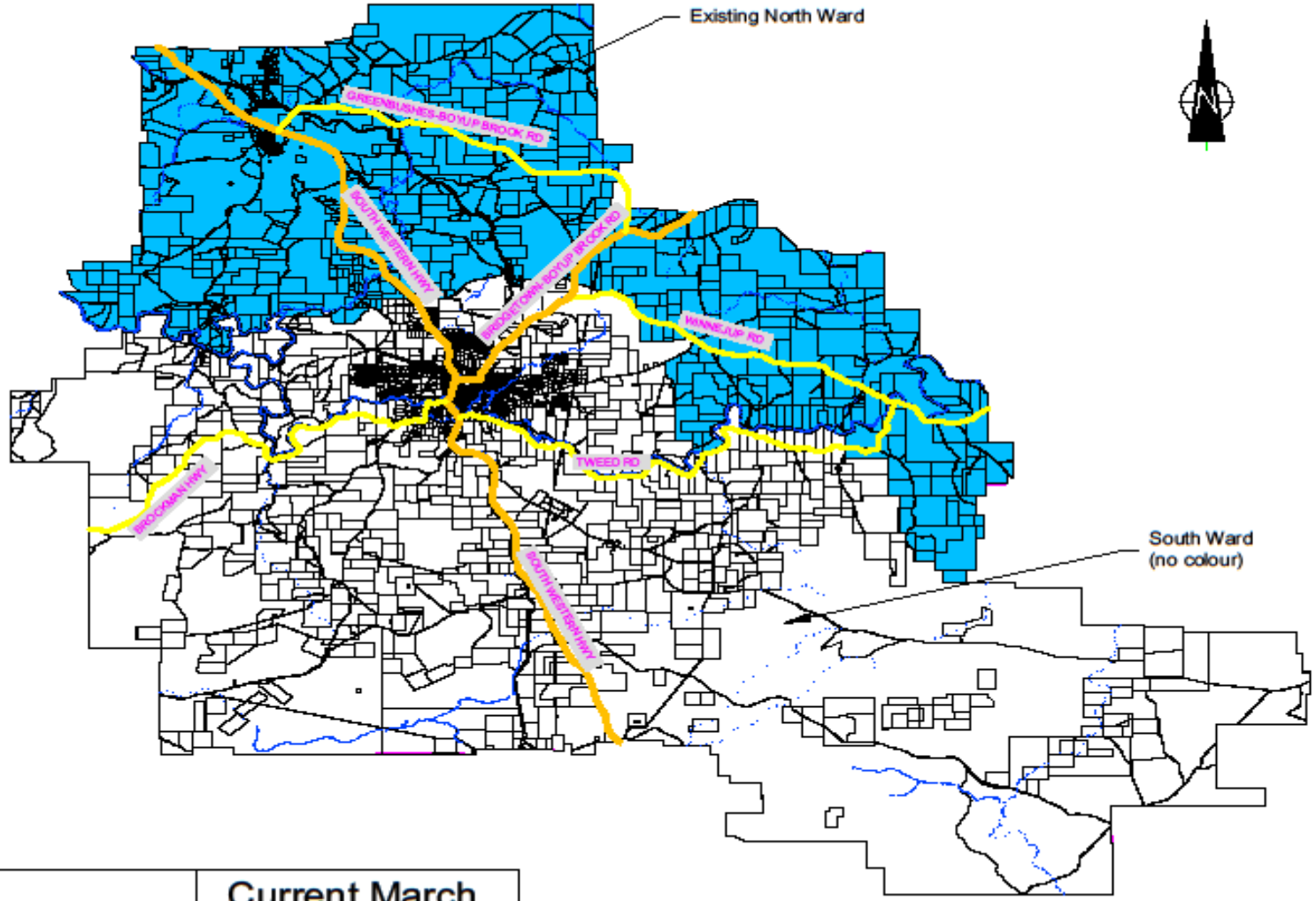
Locality Map

DRN: S Gannaway 17.03.2020

APPENDIX 2

OPTION “A”

PLAN OF EXISTING WARD BOUNDARIES



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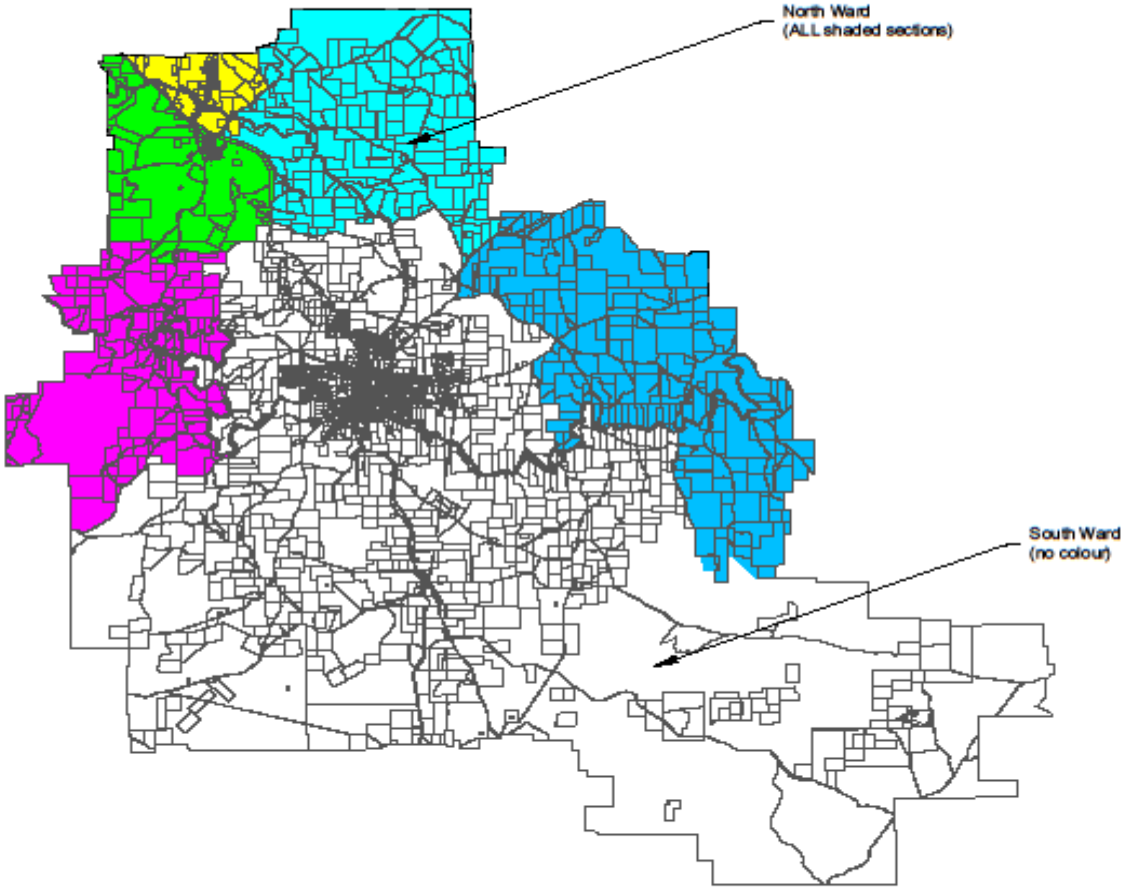
Current March 2020

\\Shire\GIS Data\Ward Boundaries\Proposed Ward Boundaries

APPENDIX 3

OPTION “A”

PLAN OF PROPOSED BOUNDARIES



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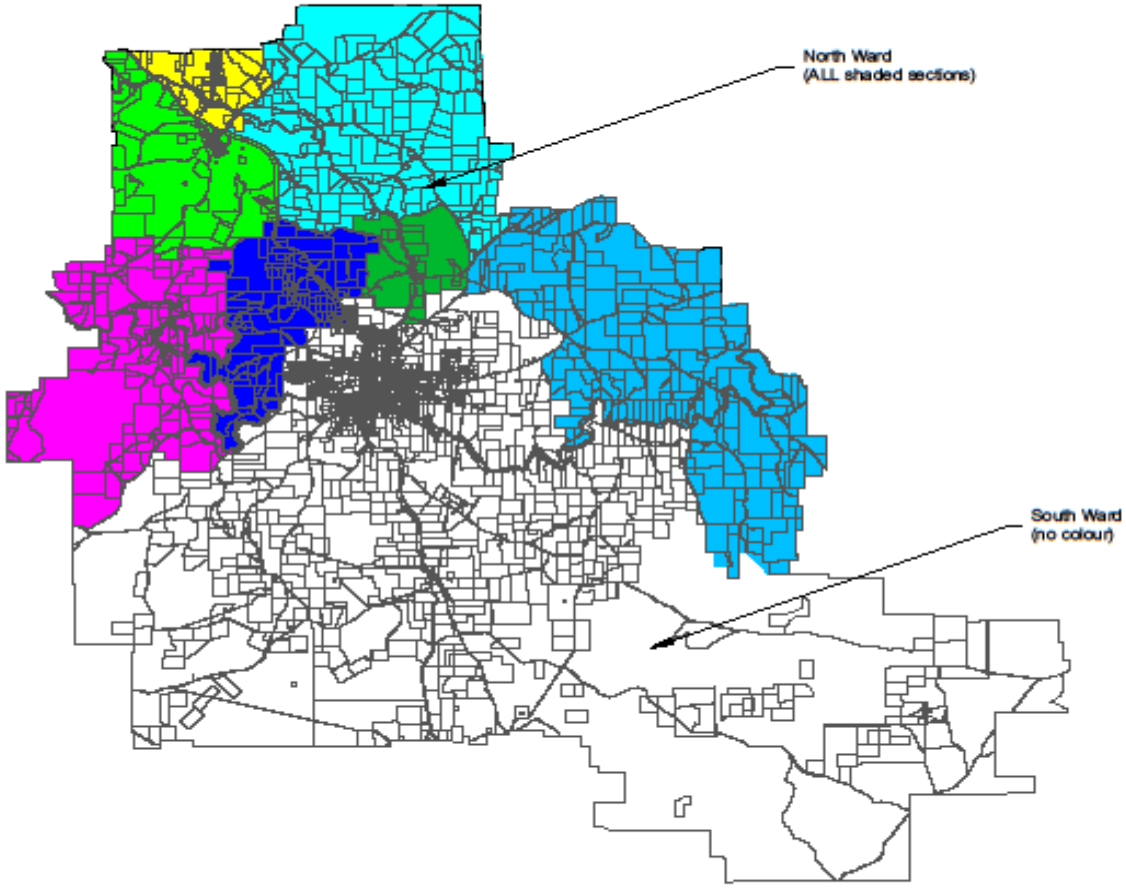
Option A

DRN: S.Gannaway 17.03.2020

APPENDIX 4

OPTION “B”

PLAN OF PROPOSED BOUNDARIES



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... simply beautiful.

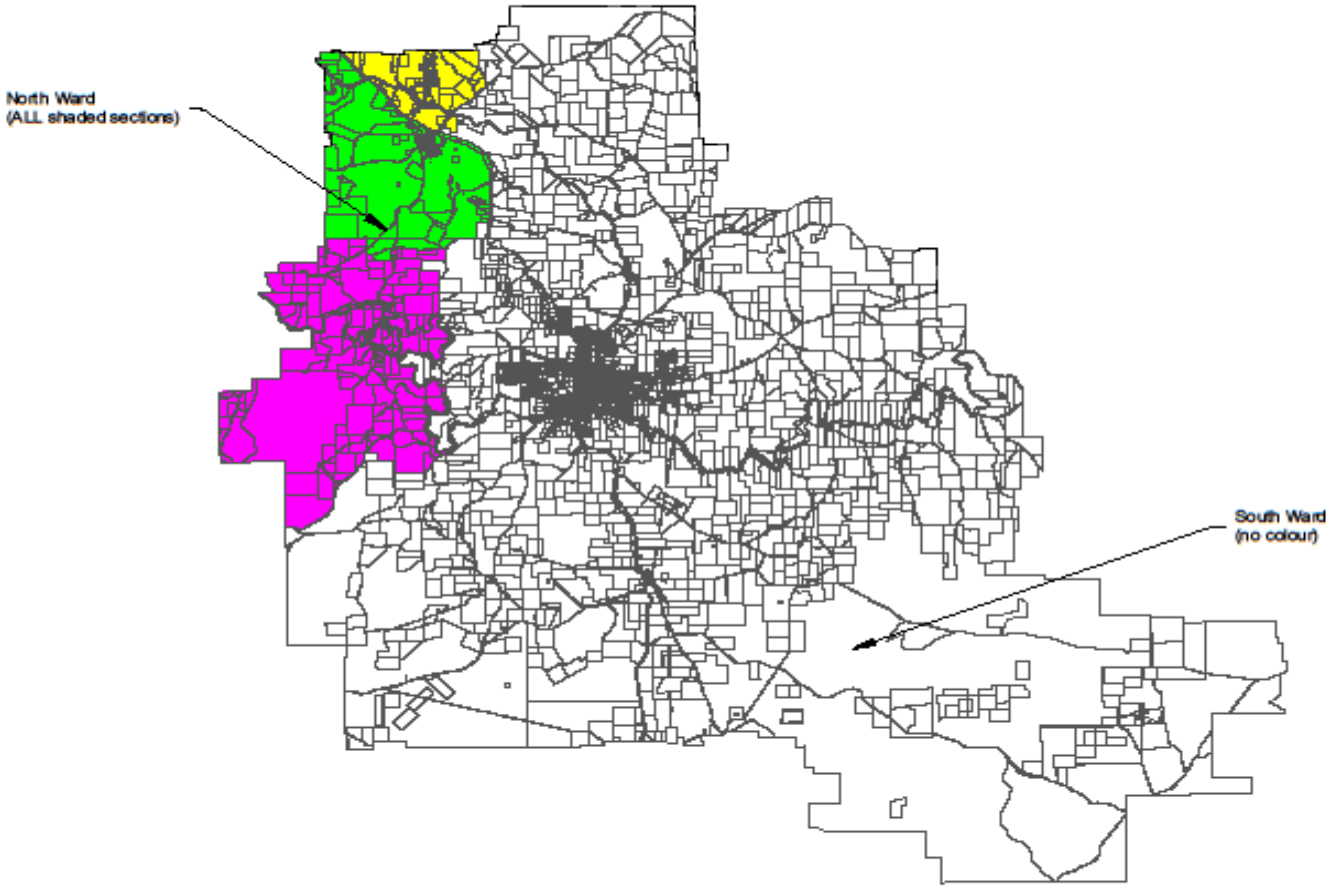
Option B

DRN: S Gannaway 17.03.2020

APPENDIX 5

OPTION “C”

PLAN OF PROPOSED BOUNDARIES



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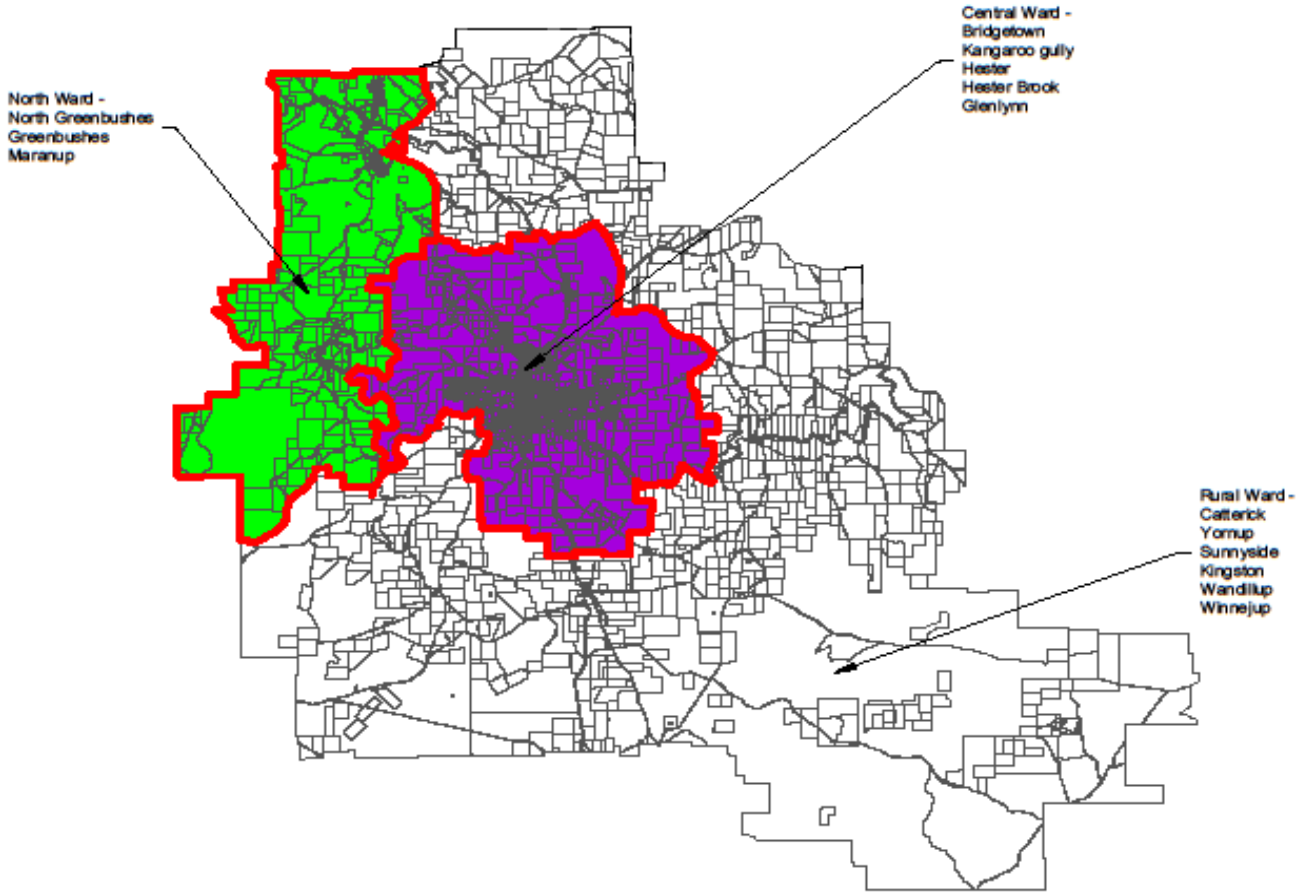
Option C

DRN: S Gannaway 17/03/2020

APPENDIX 6

OPTION “D”

PLAN OF PROPOSED BOUNDARIES



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Option D

DRN: S Gannaway 17.03.2020

Submission in relation to Draft 'Ward and Councillor (Elected Members) Representation Discussion Paper 2020'.

We would like to comment on the proposed changes to the current ward structure. We are long-time resident of Greenbushes and believe that the current ward structure is satisfactory, however if we are to have a change, we believe options C & E are not in anyone's best interest.

We object to Option C based on the premises that the outlying areas of Bridgetown are currently underrepresented on the council and feel powerless to have any real say in the Shire's proposals and planning for the future. We object to Option E based on what we have heard from community members of Donnybrook-Balingup shire about how they would like to bring back the ward structures but having abolished the ward system they now seem to be unable to bring it back into being. They now feel that abolishing the ward system was a mistake from which there is no return, please do not make this our experience.

We believe that the figures are not entirely accurate in showing the % Deviation for Councillor Representation. These changes are based on a small shift in residencies. The increased population in Bridgetown is probably mainly due to the Greenbushes Talison mine expansion which has created a false population as miners are rarely permanent residents due to the transient nature of the work. Whilst they have built and bought houses in the Shire, they will sell and move when work reduces, which it currently is.

If the Shire spent more time in Greenbushes improving the gardens and general town maintenance we believe more people would choose to reside in Greenbushes and the resultant population growth would once again swing the % deviation.

When the above proposal is voted on at council the North Ward will not have their usual voting power given the resignation/retirement of North Ward Councillor, Pat Scallan, taking the resident number of Councillors in the North Ward down to one, this is not ideal. One of the current North Ward representatives resides in Bridgetown, and to date we have not heard of one issue regarding the North Ward that she has bought to council. We feel that only residents of the applicable Ward should be eligible for nomination to council and this should be remedied.

Whilst this should be remedied at the next election some thought must be given to the proposed changes. Ideally the Shire should be run by a realistic cross section of the community to ensure that balanced decisions are made for the future of the whole Shire.

Bruce Willson

Julie Russell

99 Woodward Street
Greenbushes

Shire of Bridgetown-Greenbushes
File No: 206
Document No: I-SUB20205 6541
16 JUN 2020
Officer CEO
Copy

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Rob Hesketh

Jill Hesketh

66 Woodward Street, Greenbushes

Shire of Bridgetown-Greenbushes
File No: 206
Document No: I-SUB202058540
16 JUN 2020
Officer CEO
Copy

Grow Greenbushes Incorporated
PO Box 143
GREENBUSHES WA 6254
Email: growgreenbushes@gmail.com

13 August 2020

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

Dear Sir

Councillor Representation Discussion Paper – Grow Greenbushes Submission

Thank you for the opportunity to provide input into the Councillor Representation Discussion Paper on behalf of the Grow Greenbushes community group.

The Grow Greenbushes members have a strong belief that councillor representation via the North Ward councillors has had great benefit for the Greenbushes community and the surrounding district.

Having local representation, or councillors elected for the North Ward, whether resident in that Ward or not, does put more emphasis on the elected representative to focus on issues relevant to the North Ward, as well as the overall Local Government electorate.

The Grow Greenbushes preferences are as follows:

Preference 1

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.

Preference 2

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.

Preference 3

Options 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 locations amalgamating into existing South Ward with representation of 8 councillors.

Options D and E – are not supported.

The Grow Greenbushes group supports the retention of the North Ward name as it has historic connectivity for the Greenbushes area. Although there is certainly historic connection to names such as Stinton, Allnutt and Blechynden for the pioneering families and our local history, the geographical names have highlighted the sense of community identity and belonging for some time, especially for Greenbushes and the surrounding rural areas.

The more northerly section of Catterick has mostly been more oriented to Greenbushes in the North, as has the Maranup area and in the reverse, the Hester region perhaps has been more oriented to the South, so the reallocations of whole regions to either Ward is going to bring change to some residents or ratepayers.

In summary, on behalf of Grow Greenbushes, the retention of the North Ward in name and in the makeup of one of the Options A to C would be the preference of our group to retain the identity and representation for residents and ratepayers in Greenbushes, North Greenbushes and the surrounding rural districts.

I would like to thank the CEO for granting an opportunity for the Grow Greenbushes members to contribute to the discussion.

Yours faithfully

Leonie Letchford
Treasurer
On behalf of Grow Greenbushes Incorporated

Shire of
Bridgetown-Greenbushes
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ROLLING ACTION SHEET

ATTACHMENT 5

ROLLING ACTION SHEET
September 2020 (encompassing Council Resolutions up to Council Meeting held 27 August 2020)

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

Council Decision No.	Wording of Decision	Responsible Officer	Past comments	Progress since last report	√
C.14/0310 Preliminary Report – Plantation Exclusion Zones	That Council: 1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality. 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table I to prohibit 'Afforestation' within the Rural zone of the scheme area. 3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised. 4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.	S Donaldson	1. Noted. 2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012. 3. Noted. 4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016	**September 2020** Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing. Plantation Applications Policy still to be reviewed.	

	5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues: a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy. 6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.		resolved not to progress. See Point 6 below. 5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017). **November 2018** New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion. **December 2018** CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019. 6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016). **January 2019** Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review. **February 2019** Bushfire Hazard Level Assessment feedback sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review. **March 2019**		

			Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review. **April 2019** Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed. **July 2019** Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed. **August 2019** BHL to be presented to Council in November 2019. **September 2019** Draft BHL referred to DLPH and DFES for preliminary feedback, before being presented to Council. **October 2019** Preliminary response received from DFES on draft BH. Pending feedback from DPLH. **November 2019** Preliminary response received from DFES on draft BHL. Pending feedback from DPLH. **December 2019** Preliminary response received from DFES on draft BHL. Pending feedback from DPLH. **January 2020** Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.		

			February 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH. **March 2020** Preliminary response received from DFES on draft BHL. Pending feedback from DPLH. **April 2020** Preliminary response received from DFES on draft BHL. Pending feedback from DPLH. **May 2020** Preliminary response received from DFES on draft BHL. Contact with DPLH made in May 2020 for pending feedback. Meeting to be scheduled shortly. **June 2020** Meeting with DLPH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment. **July 2020** Meeting with DLPH scheduled held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment. Councillor Briefing to be held on 23 July 2020 regarding draft Bushfire Hazard Level Assessment and other bushfire issues. **August 2020** Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption.		
C.16/0513 Greenbushes Overnight Stay Facility	That Council: 1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion. 2. Endorse the proposal to redevelop the old	T Clynch	An application has been submitted to the Department of Local Government (October 2013). Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of	**September 2020** Community briefing on outcomes of community consultation scheduled for 30 September 2020 in Greenbushes.	

	cricket pavilion to a "camper's bunkhouse" with 4 bunks being provided. 3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse 4. Consider allocation of a sum of $6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.		Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014). Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015). Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017). **November 2018** The processes involved in Council's acquisition of the Dumpling Gully Precinct is far longer and complicated that originally estimated by all parties however there is a commitment from both DBCA and Water Corporation to progress it. In the meantime the process for preparing a concept plan for the Greenbushes Sportsground precinct could be commenced and this will be referred to the next Concept Forum for discussion. **January 2019** Refer item in Council agenda about de-vesting of Greenbushes water supply catchment area which is the first step in the Dumpling Gully dams being vested in the Shire for recreational and irrigation purposes. **February 2019** Submission lodged with Department of		

			Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947. **April 2019** Discussion at the April Concept Forum occurred and identified the need to complete the planning phase of this project and re-engage with the Greenbushes community. A report will be presented to Council. **September 2019** A large scale plan (encompassing the feedback from previous community consultation) is currently being prepared for presentation at a forthcoming community engagement session. **October 2019** A draft plan has been prepared as a precursor to community consultation. **December 2019 Update** Plan has been completed. Next round of community consultation to commence in January. **February 2020** Community consultation currently occurring. **March 2020** Awaiting completion of community engagement period before any submissions will be assessed. **April 2020** Submissions currently being assessed. **May 2020** Update provided to May Concept Forum. Intending to present findings of community consultation to the Greenbushes community prior to matter being presented to Council. Timing of community presentation subject to further easing of COVID-19 public gathering restrictions.		

			July 2020 Staff to attend next Grow Greenbushes meeting to provide feedback on community consultation for the project.		
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.	T Clynch	A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016). Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017). At the budget workshop held on 17 May 2018 the annual review of the Corporate Business Plan was workshopped. The updated Corporate Business Plan is being presented to the June council meeting and includes a new Action (2.5.1.9) requiring a desktop investigation into the financial cost and feasibility of establishing an organic waste service (June 2018). **November 2018** Due to other work priorities this project hasn't progressed. The CEO recently met with the Acting CEO of the Shire of Augusta-Margaret River to obtain feedback on similar investigations it recently carried out. Progression of this project is earmarked for early 2019. **December 2018** The CEO had a recent discussion with the CEO of the Bunbury Harvey Regional Council about arranging a council visit to the regional waste site to view and discuss organic waste issues. Further details to be	**September 2020** No progress since last update. The Corporate Business Plan contains Action 2.5.1.3 that states – "investigate (desktop) the financial cost and feasibility of establishing an organic waste service" with this Action scheduled for implementation in 2021/22. As the Corporate Business Plan effectively replaces this council resolution it is proposed to remove this resolution from the Rolling Action Sheet. Councillors that attended the Regional Waste Study briefing held on 9 September 2020 would have noted that a regional organic waste service is one of the considerations being investigated under that Study.	√

			arranged in early 2019. **January 2019** A meeting of the regional waste working group is being planned for February 2019. **March 2019** The processing of organic waste will be factored into the studies into establishment of either a single or multiple regional waste processing facilities however the timeframe for development of such facilities is likely to be 5-10 years. **October 2019** At a Regional Waste Group meeting held on 21 October 2019 the future development of sub-regional composting facilities to support sub-regional food and garden waste (FOGO) collection services. Notwithstanding this longer term vision it is intended to conduct a desktop exercise to determine the approximate costs of implementing a FOGO collection service in this Shire. The Shire of Augusta Margaret River has recently introduced a FOGO bin service and consultation is planned to assist in our investigations.		
C.06/0416 Bridgetown Railside Landscaping Project	That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.	T Clynch	Discussions being held with Terry Redman's office on best way to progress this matter (June 2016). Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016). A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping	**September 2020** The revised License to Occupy with Public Transport Authority (PTA) for the railway reserve had to be resolved before the agreement with Arc Infrastructure could be progressed. That License to Occupy was endorsed by Council last month and the documents have been forwarded to PTA. This will now allow the agreement with Arc Infrastructure to be progressed.	

			and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017). A new application has been submitted to Arc Infrastructure seeking approval to plant a 100 metre long, 3 metre wide landscaping strip from the town square southwards. The application has nominated the following ground cover selections for consideration by Arc Infrastructure: • Banksia blechnifolia • Banksia integrifolia • Hemiendra pungens (March 2018) Discussions held with representative of Arc Infrastructure with indications given that approval to this proposal should be provided by June (May 2018). An update has been requested from Arc Infrastructure (July 2018). A follow-up reminder has been sent in August (September 2018). Arc Infrastructure has indicated that it is prepared to grant approval to this proposal once the Shire has signed off on a proposed interface agreement for rail crossings. The contents of the interface agreement have been subject to extensive discussions between the Shire and Arc Infrastructure with particular reference to an un-gazetted rail crossing on Pratt Road. A solution to this issue has been identified – being the ceding of Pratt Road from the railway reserve and this is being progressed and should be presented to Council in November (October 2018)		

			November 2018 Presentation of the Pratt Road issue to Council couldn't occur in November as Arc Infrastructure has yet to provide (despite several reminders) the necessary plans showing the extent of railway reserve to be ceded as a public road reserve. Arc Infrastructure has committed to approving the railside landscaping proposal once the Pratt Road issue has been resolved. **January 2019** A request has again been submitted to Arc Infrastructure seeking progression of this matter. **May 2019** A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues. **June 2019** The CEO attended a meeting with Arc Infrastructure on 17 June where this matter was discussed and a commitment given by Arc Infrastructure to progress the required approvals. **July 2019** Since the meeting in June there has been further communication with Arc Infrastructure about this and other outstanding matters requiring a decision by Arc Infrastructure. **September 2019** Further communication with Arc Infrastructure regarding Pratt Road has occurred. Arc Infrastructure has linked resolution of the Pratt Road issue with progressing the rail side landscaping approvals.		

			March 2020 In February discussions were held with Arc Infrastructure. A draft agreement is being prepared by Arc Infrastructure as a precursor to a licence being issued for the work. **April 2020** Communication with Arc Infrastructure has occurred with more details of the proposed landscaping provided. **May 2020** The Shire's lease of the railway reserve has been amended to define the landscaping area. Now that has been achieved a specific approval for the proposed landscaping is required and a plan detailing the proposal has been submitted to Arc Infrastructure. **June 2020** The Shire's lease of the railway reserve has been amended to recognise the area adjacent to the rail line that we have been trying to get approval to landscape for several years. Staff are now submitting details of the planting to Arc Infrastructure for specific approval. **July 2020** Planting details have been submitted to Arc Infrastructure for formal approval. **August 2020** A draft legal agreement has been received from Arc Infrastructure and is being assessed prior to presentation to Council.		
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the	T Clynch	Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).	**September 2020** No progress since last update	

	requirements and implications of obtaining such registrations.		The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017). A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017). Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018). An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018). Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018). **November 2018** Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water		

			disposal options. **February 2019** Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park. **March 2019** Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5. **April 2019** An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct. **June 2019** At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget. **October 2019** The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced. The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point. **November 2019** Application for sewer connection for dump point in railway car park has been submitted to Water Corporation. **February 2020** Dump point application for Bridgetown has		

			been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct. **May 2020** Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017). A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017). A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018). Advice received from Water Corporation that is continuing to work with Department of	**September 2020** A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.	

			Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018). **November 2018** Refer comments for Resolution C.16/0513 on Page 5. **January 2019** Refer item in January agenda. **February 2019** Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947. **September 2019** DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities. **October 2019** The process to transfer the land from State Forest is progressing. **March 2020** The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently		

			received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter. **May 2020** A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled. **July 2020** A meeting with DBCA is being arranged for August. **August 2020** A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.		
C.05/1216 Greenbushes Townsite Carpark	That Council: 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 2. Authorises the CEO to progresses discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area. 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways. 4. Requests the CEO to identify suitable	T Clynch	Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017). Cr Scallan provided an update to the February 2018 Standing Committee meeting advising: • Consultation still in progress • Owner now supportive of concept • Commercial discussions to commence • Once agreement in place	**September 2020** No progress since last update	

	funding opportunities for the project.		discussions will be had with other landowners • Detailed design work now progressing in parallel The CEO meet with Grow Greenbushes representatives on 31 May 2018 to discuss pathway for acquiring land and investigating grant opportunities (June 2018). An updated concept plan has been received and is being assessed (July 2018). Letters have been sent to land owners requesting written agreement to the proposals for land acquisition (September 2018). Responses have been received from 2 of the 3 land owners with the other advising that a response will be provided by early to mid November (October 2018). **November 2018** Two grant applications have been submitted for this project and will be determined by March 2018. **January 2019** Revised offers for land acquisition are to be sent to the property owners. **February 2019** Awaiting confirmation from Talison about funding commitment to the land acquisition component of the project before sending updated offers to affected land owners. **March 2019** Grant application was unsuccessful. **April 2019** Updated land acquisition offers have been sent to affected property owners.		

			May 2019 This is one of the projects identified for inclusion in Council's infrastructure plan prepared for the purpose of assessing and levering the expected population increase associated with the Talison Expansion Project. **August 2019** Car park design is being amended to reflect decision of one of the land owners not to accept offer to purchase land. **September 2019** Discussions have been held with Talison on the proposed revised design of the car park, excluding the land unable to be purchased. A final plan and cost estimates are expected by the end of September. **October 2019** Talison has made some variations to the carpark design and intends to consult with the Greenbushes community on those changes. The updated plan is to be presented to the November Concept Forum. **November 2019** Discussions being held with Talison Lithium P/L on final negotiations with affected property owners and process to follow for acquisition of the subject land. **February 2020** Meeting held with Talison Lithium to discuss project. Board approval to meet land acquisition costs is currently being obtained. Talison Lithium is also reviewing construction cost estimates. **March 2020** Updated land acquisition costs provided to Talison to enable its Board to consider funding allocation to the project.		

			June 2020 Land acquisition is to be funded by Talison as part of the Greenbushes CBD Parking & Safety Enhancement Project in the Growth Strategy. Advice was received from Talison in June that due to economic factors the funding of the land acquisition had to be deferred until 2021/22.		
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.	T Clynch	Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared for June meeting. Further reporting is to occur by the end of the year. Council workshop to occur in February. Workshop held on 22.2.18 with the directions from that workshop to be used to refine the service levels before formal presentation back to Council (March 2018) Investigation into processes and specifications for calling tenders for selected outsourcing is currently occurring (July 2018). **November 2018** A tender document for mowing of passive open spaces is currently being prepared. **December 2018** The completion of the tender document has been deferred until completion of the organisational restructure and new workforce plan. Discussion on this occurred at the Council workshop held on 10.12.18. **February 2019** With completion of the Workforce Plan preparation of the park mowing tender is to be progressed.	**September 2020** A second workshop was held with councillors at the September Concept Forum.	

			June 2019 Discussion on parks and gardens service levels occurred at the June concept forum and the intent is to revisit those service levels commencing with a councillor/staff workshop to be scheduled in September/October. In the meantime the proposal to investigate outsourcing of mowing services will be deferred. **August 2019** Taking into account restrictions imposed on council under its 'Election Caretaker Period' Policy the proposed workshop on parks and gardens service levels will be scheduled for November. **October 2019** A scope for the proposed workshop has been developed and will be presented to the November Concept Forum as well as an update on "service level" modelling being done by the south west integrated planning network (of which the Shire is a member). **November 2019** Discussion occurred at November Concept Forum with workshop scheduled for approximately February 2020. **December 2019 Update** Discussion occurred at November Concept Forum. Council workshop to be held in February 2020. **February 2020** Workshop to be scheduled for March. **March 2020** Due to other urgent matters arising the scheduling of the workshop in March didn't occur. A date in April is to be sought. **June 2020** At the June 2020 Concept Forum staff and councillors workshopped the hierarchical classifications and the setting of hierarchies		

			for each park and reserve. This information feeds into the next workshop planned for the August Concept Forum which will be for the identification of specific service levels for each hierarchy.		
C.05/0217 Registration as a "Waterwise Council"	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a "Waterwise Council".	T Clynch	Request has been submitted (April 2017). Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017) A reminder has been sent to Water Corporation requesting an update on the status of Council's registration (July 2018). Water Corporation has requested the Shire prepare a Waterwise Council Action Plan and this is to be progressed through the Sustainability Advisory Committee (September 2018). **August 2019** The CEO met with the responsible Water Corporation officer at the recent Local Government Convention in Perth and arrangements are to be made for the Shire's registration to be progressed. **February 2020** The CEO will refer development of key components of the Action Plan to SAC Committee for discussion. **March 2020** A request has been submitted to Water Corporation for updated community and council water use reports so we can make a start on reviewing our water consumption. The intention is to develop a Waterwise Action Plan with the assistance of the Sustainability Advisory Committee. **August 2020**	**September 2020** Further statistical information on Shire water use has been provided by Water Corporation and preparation of a draft Action Plan is scheduled to commence next week.	

			With the commencement of the new Waste & Environmental Officer the development of a waterwise action plan will progress.		
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6	That Council: 1. Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed. 2. Notes the appointment of Lush Fire & Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes. 3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9. 4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4. 5. Pursuant to section 72 of the Planning and	S Donaldson	1. Noted. 2. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018). 3. Noted. 4. Noted. 5. Correspondence sent to WAPC on 26 October 2017. Response received. 6. Noted. To be actioned. **November 2018** Liaison with Shire's planning consultant and DPLH staff continuing. **December 2018** Sections of draft LPS prepared by planning consultant currently being reviewed by Shire	**September 2020** Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing.	

	Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission: a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes. 6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to: a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes. b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to: (i) the local government of each district that adjoins the local		staff. **January 2019** Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas. **February 2019** Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment. **March 2019** Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment. **April 2019** Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment. **May 2019** Liaison with DPLH staff, planning consultant and bushfire consultant continuing. **June 2019** Further liaison with planning consultant continuing. **July 2019** Further liaison with planning consultant and DLPH continuing. **August 2019** Further liaison with planning consultant required. **September 2019** Preliminary draft Local Planning Strategy		

		government district; (ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme; (iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and (iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.		referred to DPLH for feedback. **October 2019** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **November 2019** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **December 2019** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **January 2020** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **February 2020** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **March 2020** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **April 2020** Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment. **May 2020** Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback **June 2020** Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DLPH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level		

			Assessment and draft Local Planning Strategy. **July 2020** Meeting with DLPH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing. **August 2020** Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.		
C.07/1217 Ratio Action Plan – Fair Value Accounting & Depreciation Expense	That Council endorse the following Ratio Improvement Action Plan: • A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value.	M Larkworthy	Relevant Staff will receive training in condition rating and useful life assessment as part of the Department's Asset Management Capacity Building program. Last training session is scheduled for 27 February 2018. (February 2018). Training complete. Inspections at component level of all Shire buildings is currently being undertaken. An assessment of furniture & equipment has been undertaken (May 2018). Inspection of Shire buildings is now complete. Data (including the remaining useful life of each component) is now being collated to inform Council's future depreciation expenditure for this asset class. A review of 'remaining useful life' for Council's infrastructure assets at component level will now commence. (September 2018). **November 2018** Work is ongoing.	**September 2020** A quarterly update was provided to the Audit Committee meeting held on 10 September 2020 and the same information will be presented for discussion at the October Concept Forum.	

			December 2018 Work is ongoing **February 2019** Work is ongoing, current focus is on Road Infrastructure assets **April 2019** Work is ongoing, current focus is on Road Infrastructure assets. **May 2019** Work is ongoing, current focus is on Road Infrastructure assets. **November 2019** A full review of condition and useful life estimates has been undertaken for individual plant & equipment and furniture & equipment assets, depreciation expenditure recalculated accordingly. **January 2020** Work is ongoing in relation to the review of road infrastructure assets and an update will be provided once completed. **February 2020** Progress on the Ratio Improvement Action Plan is now being reviewed as a regular item by the Audit Committee. **March 2020** A recent comparison of this Shire's 2018/19 depreciation expense compared to South West and similar sized Councils throughout Western Australia has been undertaken. The comparison shows that Council's depreciation expenditure in total and per head of population is less than the average. This is a positive indicator that work done to date in this area has had a positive impact on Council's depreciation expense number flowing into the financials. **April 2020** Work is ongoing in relation to the review of		

	• An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure.		road infrastructure assets and an update will be provided once completed This assessment will occur following completion of the 2017/18 annual financial statements (September 2018). **November 2018** The 2017/18 annual financial statements are now complete and the audit report is pending. This assessment will now be undertaken and results presented to the first Audit Committee meeting to be held in 2019. **December 2018** Data collection has commenced **February 2019** Results of data analysis to be presented to the Audit Committee Meeting scheduled for 18 March 2019 **March 2019** A report on the analysis of data collected was considered by the Audit Committee at its meeting held 18 March 2019. The Committee resolved that further investigation into this Shire's level of rating income, other revenue sources, employee costs and insurance expense compared to benchmark Councils be undertaken. **April 2019** Work is ongoing **May 2019** Work is ongoing. Results of the further investigations as identified in March will be presented to the Audit Committee at its September 2019 meeting. **November 2019** Following finalisation of Council's 2018/19 Annual Financial Report a further comparison of income and expenditure categories against benchmark Council's will		

			be undertaken. Results of the comparison will be presented to the Audit Committee in March 2020. **January 2020** The 2018/19 comparisons of income and expenditure categories against benchmark Council's has commenced. Results of the comparison will be presented to the Audit Committee in March 2020. **February 2020** The 2018/19 comparisons of income and expenditure categories against benchmark Council's is complete. Results of the comparison will be presented to the Audit Committee in March 2020. **March 2020** The Audit Committee reviewed results of the 2018/19 data comparison of South West and similar sized Councils at its meeting held 17 March. The review highlighted that the Shire remains below average in 'rate revenue' and 'other revenue' sources. Council's insurance expense is also higher than average. Further investigation into these revenue/expenditure categories will be undertaken including a review of Council's rating structure during 2020/21 as included in Council's Corporate Business Plan. **April 2020** No action since last update		
	• Develop a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works.		Policy will be developed following full review of Council's asset depreciation expenditure in point 1 above. **November 2018** No progress since last report **December 2018** No progress since last report as point 1 is ongoing **January 2020**		

			No action since last update **April 2020** No progress as point 1 is ongoing.		
	• That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks. The results of these scenarios to be workshopped with Council.		A review of Council's Long Term Financial Plan will commence in conjunction with the Corporate Business Plan and 10 Year Capital Works plans annual reviews. The draft Long Term Financial Plan will be workshopped at Council's October 2018 Concept Forum before formal presentation to Council (September 2018). LTFP presented to October Concept Forum, final draft will now be prepared and presented to Council in November. (October 2018) **November 2018** The 2018/19 to 2032/33 Long Term Financial Plan is included in this agenda for Council endorsement. **December 2018** Council adopted its Long Term Financial Plan (LTFP) in November. It should be noted that this will be an annual process. The workshop approach for Council's review of the draft LTFP including predicted ratio results is suggested. **April 2019** Next revision of the LTFP has commenced. **May 2019** Works are continuing on the LTFP. The plan is being updated with results from Council's review of the 10 year asset/works plans and Corporate Business Plan. **August 2019** An item was presented to Council's August		

			Concept Forum that outlined the 2019/20 timeline for review of all Integrated Planning and various capital works plans with the Long Term Financial Plan due to be adopted in June 2020. A workshop will be held prior to adoption when the consideration of ratio results will be undertaken. **January 2020** Work on Council's 2020/21 to 2034/35 LTFP is progressing. **February 2020** Work on Council's 2020/21 to 2034/35 LTFP is progressing. **April 2020** Work on Council's 2020/21 to 2034/35 LTFP is continuing.		
C.06/0418 Proposed Road Closure for Amalgamation – Adjoining Roe Street, Bridgetown	That Council, in relation to the proposed closure for amalgamation of the road adjoining Roe Street, Bridgetown, as per Attachment 8: 1. Notes the public submissions received, as per Attachment 10, and the Shire staff responses in the Schedule of Submissions, as per Attachment 11. 2. Pursuant to s.58 of the Land Administration Act 1997 supports the proposed closure of unmade and unnamed road adjoining Roe Street, Bridgetown, between Lot 3 (99) and Lot 4 (101) Roe Street, Bridgetown, for amalgamation with adjoining land. 3. Directs the Chief Executive Officer to forward relevant information to the Department of Planning, Lands and Heritage seeking approval from the Minister for Lands in relation to Point 2.	S Donaldson	1. Noted. 2. Noted. 3. Referred to DPLH on 2 May 2018, response pending. **November 2018** A list of all outstanding actions referred to the Department Planning, Lands and Heritage (as listed in this Rolling Action Sheet) is to be compiled and a meeting requested with relevant staff of that department in order to progress them to conclusion. **December 2018** No progress since November update.	**September 2020** DPLH response still pending.	

			January 2019 Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters not progressed. **March 2019** Decision of DPLH pending on proposed road closure. Overall audit of outstanding matters commenced and liaison continuing with DLPH staff. **May 2019** DPLH response still pending. **June 2019** Response from DPLH still pending. **July 2019** Response from DPLH still pending. **August 2019** Response from DPLH still pending. **September 2019** Liaison continuing with DPLH regarding land distribution. **October 2019** Liaison continuing with DPLH regarding land distribution. **November 2019** Pending final response from DLPH. **November 2019** Pending final response from DLPH. **January 2020** DPLH response still pending. Contact made January 2020. **February 2020** DPLH response still pending. **March 2020** DPLH response still pending. **April 2020** DPLH response still pending. **May 2020** DPLH response still pending. **June 2020** DPLH response still pending.		

			July 2020 DPLH response still pending. **August 2020** DPLH response still pending.		
C.08/0718 Licence to Occupy – Greenbushes Railway Station	That Council: 1. Writes to Arc Infrastructure advising the Greenbushes Discovery Centre Incorporated has expressed a long- term goal to relocate the Greenbushes Railway Station Building to the Greenbushes Discovery Centre, 38 Blackwood Road, Greenbushes as an extension to that facility. 2. Inform Arc Infrastructure that the Shire of Bridgetown Greenbushes and Greenbushes Discovery Centre have received letters from the Public Transport Authority giving permission for the relocation of the building when finances/grant funding opportunities enable this to occur. 3. Enquire whether a Licence to Occupy the land and buildings would be necessary given the agreement with the PTA for community end-use for the building. 4. Assist the Greenbushes Discovery Centre finalise the business plan for consideration by all parties, including potential funding partners.	T Clynch	Correspondence has been forwarded to Arc Infrastructure (September 2018) **November 2018** A response to the Shire's correspondence is yet to be received. **May 2019** A meeting is currently being sought with Arc Infrastructure to progress this and other rail related issues. **June 2019** At a meeting with Arc Infrastructure held on 17 June this matter was discussed. The Public Transport Authority (PTA) has granted its approval to the proposed removal of the railway station from its current site and Arc Infrastructure will now prepare an agreement for amendment of its licence with PTA. **March 2020** No progress since last update. Note this project is not a 'Shire' project but a 'Grow Greenbushes' project so Shire involvement is minimal. **July 2020** Council has earmarked the funding of this project in 2020/21 via grant opportunities. A business case is currently being developed with the majority of information being provided by Grow Greenbushes.	**September 2020** No progress since last update	
C.02/0419 Desktop Review of Strategic Community Plan	That Council: 1. Adopt the revised Strategic Community Plan 2019 following the desktop review process with the following minor changes: • Page 6 – Last paragraph change "at a depth of 45-50 degrees" to read "at	T Clynch	**June 2019** This resolution will remain on the rolling action sheet until the report back (by March 2020) has occurred on the recommended community engagement processes for the full review of the Strategic Community Plan	**September 2020** Community Scorecard survey process has commenced.	√

	depth at 45-50 degrees". • Page 8 – First paragraph delete "as these workers are permanently based elsewhere" from last sentence. • Page 8 – Fifth paragraph amend first sentence to read "…. within the Shire of Bridgetown-Greenbushes of 853 persons, equating to an approximate 18% population increase by 2022/23." 2. Request the CEO to report back by March 2020 on the recommended community engagement processes for the full review of the Strategic Community Plan in 2020/21, including budget considerations.		in 2020/21, including budget considerations. **February 2020** Some discussion occurred at February 2020 Concept Forum with more information to be provided to March Forum. **March 2020** An item is included in the March Concept Forum agenda on this subject. **April 2020** Discussion occurred at March Concept Forum. A suitable consultant will be sourced to provide a proposal (quote) for preparation of proposed community survey with funding to be included in 2020/21 budget. **May 2020** Assessment of prospective consultants to assist with preparation of survey is currently occurring. **July 2020** At the July Concept Forum a presentation of the proposed "community scorecard" survey model was made together with discussion about other community engagement proposed to guide the development of the new Strategic Community Plan. Staff are meeting with the survey consultant at the end of July to commence preparation of the survey with the view to presenting a draft to a future concept forum. **August 2020** A council workshop was held on 11 August 2020. The community scorecard survey is to be distributed by early September.		
C.08/0419 Proposed Land Purchase – Part Lot 84 (42) Forrest Street, Bridgetown	That Council: 1. Resolves to purchase the southern portion of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 222161, Volume/Folio 1327/46) for the sum of $50,000 plus subdivision and legal costs of approximately $7,000, as shown in	S Donaldson	**May 2019** 1. Correspondence sent to landowner on 6 May 2019 confirming Council resolution to support partial purchase. **June 2019** Surveyor quotes still be sourced. **July 2019**	**September 2019** Settlement finalised	√

	Attachment 10.		Surveyor quotes currently being sourced. **August 2019** Surveyor appointed with work to commence early September. **September 2019** Plan of Subdivision completed. Application to be lodged with WAPC. **October 2019** Surveyor appointed and Plan of Subdivision prepared. Subdivision application to be lodged with WAPC in October 2019. **November 2019** Subdivision application lodged with WAPC, response pending. **December 2019** Subdivision referral response sent to DLPH. Decision pending. **January 2020** Subdivision approval granted by the WAPC on 15 January 2020. Single condition to be cleared to enable further action. **February 2020** Deposited Plan finalised by surveyor. Condition clearance request to be lodged with the Water Corporation. **March 2020** Deposited Plan lodged with DPLH for final endorsement, then application to Landgate for new titles prior to land transfer/settlement. **April 2020** Pending settlement. **May 2020** Settlement agents appointed. Settlement pending. **June 2020** Pending settlement, expected July 2020. **July 2020** Pending settlement, expected July 2020. **August 2020**		

	2. That the unbudgeted expenditure of $50,000 purchase price and estimated $7,000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to $57,000 from the Land & Buildings Reserve. 3. That the CEO be authorised to submit an application to the Western Australian Planning Commission for the subdivision of Part Lot 84 (42) Forrest Street, Bridgetown (on Plan 22161), and amalgamation with adjoining Lot 873 (83) Steere Street, Bridgetown (on Diagram 98062).		Settlement expected 28 August 2020. 2. Noted. 3. Surveyor quotes currently being sourced.		
C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification	That Council: 1. Amend its 2018/19 budget to include $25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook. 2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. 3. Transfer the sum of $25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure.	T Clynch	**June 2019** Consulting engineer still to be engaged. **August 2019** The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19. **September 2019** The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope if currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design. **October 2019** A request for quote has been prepared and	**September 2020** No progress since last update	

			has been sent to three selected landscape architects. **February 2020** A meeting with interested consultants is being scheduled. **March 2020** Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020. **April 2020** Consultant selected to prepare scope of works. **May 2020** Scope of works completed. Next step is to seek quotes/proposals from consultants (landscape designers/engineers) for the project.		
C.14/0519 Bridgetown Youth Precinct Community Consultation Report	That Council 1. Endorse the Bridgetown Youth Precinct Community Consultation report. 2. Progress the Bridgetown Youth Precinct project to the concept design and preliminary cost estimate stage. 3. Increase expenditure in the Youth Precinct Hang Out Space account (PJ06) by $5,000 by transferring $5,000 from account PJ07 (Youth Event) to account PJ06 (Youth Precinct Hang Out) to complete the concept design and preliminary cost	M Richards	**June 2019** Quotes are currently being sought to progress the concept and preliminary cost estimate stage. These are anticipated to be received in July and work commenced in August 2019. **July 2019** As per June update. **August 2019** Quotes received in July 2019 from 2 potential consultants with a determination and appointment to be made on review (to complete the development of concept plans and preliminary costings)	**September 2020** Detailed designs received.	√

	estimates for the Youth Precinct Project.		**September 2019** Quotes currently being assessed. **October 2019** This will be a discussion item at the November Concept Forum. **November 2019** Update provided at November Concept Forum as part of Growth Strategy Agenda Item as follows "*concept design consultation will be held on the 22 November 2019 with each school and afterschool at the skate park. This consultation will inform the final concept design and cost estimate. Once finalised the design and costings will be presented to Council".* **December 2019** Consultants are currently finalizing the outcomes of the consultation, concept plans and preliminary costings based on the youth and community consultation held in November; with information to be presented at March Concept Forum. **February 2020** As per December comment. **March 2020** Consultant presentation delivered at March Concept Forum. Outcomes unknown due to deadline conflict with updating Rolling Action Sheet prior to Concept Forum due to change in date of March Meeting from the 2nd to the 3rd Thursday of the month. **April 2020** Final report from consultant received; agenda report to be tabled at the May Council meeting to finalise the design and costings for this project. **May 2020** Item tabled at May Council meeting on this project. **June 2020**		

			Following Council decision in May 2020 consultants are progressing preparation of detailed design plans and cost estimates. This information is to be received by end of July. **August 2020** Detailed design plans and costings expected to be completed by end of August.		
C.02/0619 Installation of Statue	That Council: 1. Considers investigating the installation of a Statue to acknowledge DW Stinton as the founder of the Tin Fields in 1886 and the subsequent significant impact ongoing mining of Tin, Tantalum and now Lithium has, and is continuing to have on Greenbushes, the Shire of Bridgetown Greenbushes, the Region and Western Australia. 2. In progressing such an investigation, the proposal be presented to the Blackwood Valley Arts Alliance with a view to developing a working partnership or group with possible representation from Grow Greenbushes and the Shire to develop a project plan and to identify funding sources for the proposal.	E Denniss	**July 2019** Letters of invitation issued to Grow Greenbushes, Blackwood Valley Arts Alliance and Ms Trudy Clothier seeking to arrange a meeting to discuss the project and the development of public art in general. **August 2019** Each group/individual has confirmed receipt of the letter. Grow Greenbushes and Blackwood Valley Arts Alliance responses pending. Ms Trudy Clothier response confirmed interest in attending meeting. **October 2019** All Stakeholders have confirmed interest in a collaborative approach to the development of Public Art, in Particular a proposal to expand art trails in Greenbushes and Bridgetown. EMCS, Grow Greenbushes Representatives and Ms Trudy Clothier will attend a meeting of Blackwood Valley Arts Alliance (Blackwood Creative) on 5 November to formally identify roles, responsibilities and progress of project planning and grant funding. **November 2019** EMCS attending a meeting of Blackwood Creative Inc on Tuesday 5 November, along with representatives from Grow Greenbushes. Discussion on potential funding bodies and the need for the development of a business plan, including full budget (income and expenditure) and	**September 2020** No progress since last update	

			concept designs/artist selection process/community engagement ensued. Inform agreement to progress stage 3 to include Greenbushes statue, revision of art trail booklet to include existing and proposed public art in Greenbushes and to identify key future public art proposals in Bridgetown. Formal acknowledgement of establishment of working partnership with Grown Greenbushes, Shire and Blackwood Creative to be documented and issued to all parties via correspondence by 30 November 2019. **December 2019** No responses from stakeholders received as yet. Informal discussions with Grow Greenbushes and Blackwood Creatives continuing. **January 2020** Review of Council's Public Art Strategy is scheduled for February 2020 to include preliminary feedback from discussions with Grow Greenbushes and Blackwood Creatives. Council endorsement of this document will be sought in due course. **February 2020** EMCS meeting with Blackwood Creatives and Grow Greenbushes on 10 March to discuss public art and progress of project planning for relevant projects. **March 2020** Blackwood Creatives have provided written confirmation to support the collaborative approach to public art in Bridgetown and Greenbushes. Grow Greenbushes written confirmation pending. EMCS attended March meeting of Blackwood Creatives and preliminary discussions regarding how to proceed were held (pending correspondence from Grow Greenbushes confirming		

			involvement). Suggested start points include review of Public Art Strategy and the Art Trail Booklet (to include Water Corp funded art and all existing public art in Greenbushes). Focus would then shift to the overall proposal to develop additional public art in both towns. **April 2020** Letter of response from Grow Greenbushes still pending. Verbal advice is that the Committee support the collaborative approach. No meetings held to progress collaboration due to COVID19. EMCS to commence review of Public Art Strategy in May 2020. **July 2020** Preliminary review completed for ELT consideration – to be followed by consultation with Blackwood Creatives and wider community.		
C.13/0619 Community Engagement Outcomes – Visitor Information Management Model and Visitor Information Services Location	That Council: 1. Host a consultation event to engage with the local business and tourism sector/s with regard to the management model and location of service delivery of the Visitor Centre. 2. Directs the CEO to commence formal discussions with the Bridgetown-Greenbushes Business and Tourism Association to explore the viability of a community management model under their auspice. 3. Determines to finalize the management model of the Visitor Centre prior to further investigations into potential location changes to the delivery of services.	E Denniss	**July 2019** Staff have developed a data base of main street traders, local business and tourism operators (including existing VC members) and are in the process of arranging date, time and venue of consultation (to be held in partnership with BGBTA as a follow up to the June After 5 Networking Function where Paul Matenaar (Chairman of SFBVTA) provided an update on the progress/development of the SFBVTA. Date of consultation likely to be early August (TBC). **August 2019** Invitations have been issued to the forum scheduled for 5.30pm on Wednesday 28 August at Scott's. **September 2019** Consultation event held on 28 August 2019 in partnership with the BGBTA.	**September 2020** Focus remains on finalizing the 5 growth strategy projects with 3 draft business cases completed to date.	

			Business/tourism industry survey prepared to be opened 16 September and conclude 31 October. **October 2019** Online survey remains open until 31 October 2019. Responses to be assessed and report to Council November 2019. **November 2019** Consultation event completed. Survey of industry (business/tourism operators) completed and findings presented at November Concept Forum. Formal approaches to Bridgetown CRC and Blackwood Creatives Inc to be completed by 30 November. Preparation of business case to outsource service provision of visitor information services (in current location) to commence. **December 2019** Investigations into suitable consultants to assist with preparation of business case have commenced. No response from either stakeholder to correspondence issued in November received to date. **January 2020** Response from Bridgetown CRC has been received indicating interest in exploring the management model and opportunities to outsource service delivery of the Visitor Centre received. CEO and EMCS to meet with CRC Board on 11 February 2020. **February 2020** CEO and EMCS met with Bridgetown CRC to discuss relevant issues. Meeting with BGBTA to be scheduled. **March 2020** Bridgetown CRC board have submitted an overview as to how this organization could foresee the delivery of visitor information services within their auspice. BGBTA have		

			not yet responded to an invitation to meet. A follow up letter will be issued inviting them to progress their interest via submission of an overview as to how it sees the delivery of visitor information services within their auspice. Depending on the response to this request, the business case development aspect of the review can begin with either or both overviews as the starting point (via appointed consultant to work with either or both groups). **April 2020** A follow up letter was issued to BGBTA. EMCS advised verbally on 22 April BBTA are considering the preparation of a framework of how/what services they see aligning with their operations. Anticipate this will be received in May. **May 2020** Update provided to the May Concept Forum where it was noted that the business case will be based on 2 options, one being the Bridgetown CRC managing the visitor centre and jigsaw gallery and the other option being the Bridgetown CRC managing the visitor centre and the BGBTA managing the jigsaw gallery. **July 2020** CEO and EMCS met with a suitable consultant on 22 July 2020. Priority for business case development is the 3 Growth Strategy projects identified by SWDC as 'shovel ready' (due by 30 August). Once these are completed Visitor Centre business cases can commence (in consultation with key stakeholders).		
C.07/1119 Proposal to Remove Two Parking Bays in	That Council: 1. Defer any consideration for removal of car parking bays in Steere Street pending investigations into possible redesign of the	T Clynch	**March 2020** No progress since last update **April 2020** Work has commenced on preparing plans	**September 2020** Community consultation to commence shortly.	

Steere Street	Civic Centre car park and conversion of Stewart Street into a one way thoroughfare. 2. Request the CEO to investigate and report back on the possibility and practicalities of changing Stewart Street to a one way street, including an assessment of whether the Hampton Street end of the street can be retained as two way access. 3. Request the CEO to investigate and report back on redesigning the Civic Centre car park including the possibility of making each entrance to the car park one-way only.		for possible redesign of car park as well as investigations into Stewart Street design and traffic flow. **May 2020** Plans completed and will be presented to June Concept Forum. **June 2020** Awaiting feedback from MRWA before tabling plans at Concept Forum. **July 2020** A report will be presented to the August Concept Forum **August 2020** Revised plans were presented to the August Concept Forum for discussion and will shortly be subject to a community consultation exercise.		
C.03/0320 Request for Pathway connecting Highland Estate to Town Centre	That Council: 1. Receive the correspondence noting the request by residents of Highland Estate for construction of a pathway for pedestrian and cycling between the Estate and town centre. 2. Request the CEO to investigate the potential alignment of a pathway connecting Highland Estate to the existing Nelson Street pathway. The results of this investigation, including cost estimates and potential funding sources, is to be presented back to Council for the 2020/21 review of the 10 Year Strategic Works Program.	T Clynch	**April 2020** Response has been sent to proponent of the petition.	**September 2020** No progress since last update. This proposal will be raised for consideration by councillors at next review of 10 year strategic works plan.	
C.04/0320 Order to Take Measures to Prevent Straying Stock	1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road.	T Clynch	**April 2020** Order has been withdrawn. Work yet to be commenced on cattle grids position/policy. **August 2020** An audit of gates and cattle grids within road	**September 2020** No progress since last update	

	2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.		reserves is currently being undertaken in order to inform preparation of a draft policy		
C.05/0320 Statement of Local Environmental Risks and their Mitigation	That Council: 1. Receive the 'Statement of Local Environmental Risks and their Mitigation' prepared by Sustainability Advisory Committee. 2. Consider in the upcoming review of the Corporate Business Plan the bringing forward the preparation of a climate change strategy to 2020/21. 3. Direct the CEO to prepare a scope for preparation of a climate change strategy and present back to Council by July 2020.	T Clynch	**April 2020** Work on scope yet to commence. **June 2020** At the June Concept Forum discussion occurred on a recent initiative put forward at a meeting of the Warren Blackwood Alliance of Councils which proposes the member local governments joining together to prepare a sub-regional climate change strategy. Further investigations into this initiative will occur in early 2020/21 and if a sub-regional approach is agreed the preparation of a local climate change strategy would be deferred until after the sub-regional strategy is completed. **July 2020** The CEO attended the SAC meeting of 15 July to discuss the sub-regional climate change strategy proposal. Further discussion with other local governments is to occur at next Warren Blackwood Alliance of Councils meeting on 4 August **August 2020** Some preliminary discussion about a possible sub-regional climate change strategy occurred at a meeting of the Warren Blackwood Alliance of Councils held on 4 August 2020. Some of the other councils were yet to form a position on the proposal so discussion was deferred until the next meeting to be held in November.	**September 2020** No progress since last update	
C.14/0520 Proposed Reserve Rationalisation	That Council noting that no public submissions were received, and pursuant to Section 51, 56 and 58 of the Land Administration Act 1997, supports the proposed change in purpose from Public Recreation	S Donaldson	**June 2020** Written request forwarded to DLPH for Minister's approval. **July 2020**	**September 2020** DPLH acknowledgement received 7 July 2020. Pending formal response.	

	to Public Purpose and rationalisation of Reserve 48886, Lot 1 Balmoral Drive, Bridgetown, facilitated through partial road widening and closure of Balmoral Drive, as shown on Attachment 13, and directs the Chief Executive Officer to seek approval from the Minister for Lands.		DPLH acknowledgement received 7 July 2020. Pending formal response. **August 2020** DPLH acknowledgement received 7 July 2020. Pending formal response.		
C.05/0620 Review of Local Laws	That Council resolves to undertake a review of the following Local Laws in accordance with section 3.16 of the Local Government Act and to give local public notice of its intent to undertake the review: • Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law; • Bush Fire Brigades Local Law; • Cats; • Cemeteries; • Dogs; • Fencing; • Health; • Local Government Property; • Parking & Parking Facilities; • Pest Plants; and • Standing Orders.	T Clynch	**August 2020** Statutory advertising inviting submissions on review of Council Local Laws was published in Manjimup Bridgetown News on 12 August. Notice was also placed on Shire website and a "news" story uploaded on website and Facebook. Closing date for submissions is 25 September 2020.	**September 2020** Awaiting conclusion of statutory community consultation period.	
C.06/0620 2019/20 Budget Amendment – Business Case Development	That Council: 1. Receive unbudgeted revenue of $40,000 from the South West Development Commission provided for the purpose of preparing business cases for the following projects: • Bridgetown and Greenbushes Railway Station Restoration Projects; • Blackwood River Foreshore Project; and • Bridgetown Town Hall Restoration Project. 2. Approve unbudgeted expenditure of $45,000 for the preparation of business cases for the three projects listed in Part 1,	T Clynch	**August 2020** Business Case consultant appointed and work commenced.	**September 2020** Draft business cases have been received and are being reviewed by staff.	√

	noting that a Shire contribution of $5,000 has been drawn from existing funds contained in the 2019/20 budget. 3. Authorise the CEO to affix the common seal of the Shire of Bridgetown-Greenbushes on the grant agreement with the South West Development Commission and proceed with the expenditure of the funds and completion of business cases in accordance with the funding conditions.				
C.13/0620 Blackwood River Foreshore Development	That Council 1. Endorse the certified detailed designs and costings for the Blackwood River Foreshore Development Project –'Pedestrian Bridge' Trail (Attachment 14). 2. Endorse the concept design and preliminary cost estimates for the car park and road access (Attachment 15). 3. Endorse the concept design and preliminary cost estimates of the River Walk Upgrade (Attachment 16). 4. Increase the expenditure in the Blackwood River Foreshore account (PJ15) from $16,250 to $33,250 by transferring $17,000 from the Strategic Projects Reserve to cover the costs associated with the detailed design, costings and certification of the River Walk and Pedestrian Bridge Trail Car Park and Road Access.	M Richards	**August 2020** After discussion at the August Concept Forum the design of swales and culverts is being reviewed.	**September 2020** Detailed designs are completed with removal of swales.	√
C.14/0620 Bridgetown Railway Station – Detailed Design	That Council: 1. Endorse the detailed designs and costings for the Bridgetown Railway Station – 2020 Update – Conservation and Reuse as Office (Attachment 17). 2. Direct the CEO to commence	E Denniss	**August 2020** Business Case currently being developed which will assist in securing outstanding grant funding to enable the project to proceed. Discussions with Blues at Bridgetown and Bridgetown-Greenbushes Community Landcare yet to commence.	**September 2020** Federal funding secured for 50% of this project value via Drought Funding. Business case being developed along with 4 other growth strategy projects each as an individual business case. Discussions with Blues at Bridgetown and Bridgetown-	

	discussions with the Blackwood Environment Society and Blues at Bridgetown regarding potential relocation from their current offices in the Visitor Centre Building to the (redeveloped) Bridgetown Railway Station.			Greenbushes Community Landcare yet to commence.	
C.05/0720 Trial of Condom Dispensing Machine	That Council: 1. Notes the feedback from the trial of having free condom vending machines in the library toilets. 2. Approves the installation of coin operated condom dispensing machines in the male and female change rooms at the Bridgetown Leisure Centre. 3. Funds the purchase and installation of the vending machines at an approximate cost of $1,800 with these funds to be included in the 2020/21 budget. 4. Acknowledges that Blackwood Youth Action will be responsible for management of the vending machines, including purchase of stock and receipt of income from sale of the products. 5. Notes that signage (posters) will be displayed in the change rooms explaining the importance of having condom dispensing machines in our community and requesting respect for the initiative.	T Clynch	**August 2020** Awaiting adoption of 2020/21 budget before purchasing vending machines.	**September 2020** No progress since last update	

	6. Advises Blackwood Youth Action that in the event of damage occurring to the vending machines it shouldn't be assumed that the Shire will fund replacement machines. 7. Reviews the suitability of the leisure centre as the location for condom vending machines at such time as the proposed Blackwood Youth Action youth facility is developed and operational.				
C.09/0820 Proposed Road Naming – Off Maranup Ford Road, Maranup	That Council, noting the public submissions received as per Attachment 8, and pursuant to section 26 of the Land Administration Act 1997 supports the naming of the road as Dixon Ridge and alternative name of Hedges Lane as per Attachment 9, and directs the Chief Executive Officer to seek approval from the Minister for Lands through Landgate's Geographic Names Committee.	S Donaldson	**Noted**	Road naming request lodged with Landgate 9.9.2020. Decision pending.	
C.15/0820 Revised Design for the Old Rectory Pathway Upgrade	1. That Council endorse the newly revised design plans for the Old Rectory Pathway Upgrade as shown in Attachment 16 (to replace plans as at Attachment 15). 2. That Council authorise the Chief Executive Officer to approve (when received) the design plans for the River Walk Trail Upgrade and car park/access road components of the Foreshore Park Project as both components are predominantly renewal of existing infrastructure.	T Clynch		**September 2020** Design plans for the River Walk Trail Upgrade and car park/access road components expected within 2 weeks.	

Shire of Bridgetown-Greenbushes
.... simply beautiful

SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2020

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Detailed account schedules will be provided with financial reports to be presented at the following Council meetings:
October 2020
February 2021 (Budget Review)
April 2021
July 2021

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Operating Revenues						
Governance		369	21	**30**	9	42.86%
General Purpose Funding - Rates		4,736,413	1,355	**1,062**	(293)	(21.60%)
General Purpose Funding - Other		933,580	1,170	**110**	(1,060)	(90.58%)
Law, Order and Public Safety		1,207,064	1,394	**1,377**	(17)	(1.23%)
Health		7,130	8	**0**	(8)	(100.00%)
Education and Welfare		5,859	0	**0**	0	
Housing		24,045	1,913	**1,600**	(313)	(16.36%)
Community Amenities		1,050,920	6,632	**5,025**	(1,607)	(24.23%)
Recreation and Culture		3,331,402	11,833	**10,750**	(1,083)	(9.15%)
Transport		1,950,001	449	**195**	(254)	(56.64%)
Economic Services		153,874	45,869	**44,606**	(1,263)	(2.75%)
Other Property and Services		144,926	18,149	**18,935**	786	4.33%
Total Operating Revenue		13,545,583	88,793	**83,691**	(5,102)	
Operating Expenses						
Governance		(1,157,838)	(103,492)	**(106,685)**	(3,193)	(3.09%)
General Purpose Funding		(123,757)	(7,088)	**(7,864)**	(776)	(10.95%)
Law, Order and Public Safety		(1,201,782)	(110,727)	**(111,889)**	(1,162)	(1.05%)
Health		(163,837)	(13,948)	**(4,713)**	9,235	66.21%
Education and Welfare		(195,474)	(7,447)	**(9,398)**	(1,951)	(26.20%)
Housing		(21,939)	(1,403)	**(1,856)**	(453)	(32.31%)
Community Amenities		(1,839,597)	(145,348)	**(130,535)**	14,813	10.19%
Recreation and Culture		(3,166,098)	(177,020)	**(163,206)**	13,814	7.80%
Transport		(4,043,433)	(155,031)	**(157,504)**	(2,473)	(1.60%)
Economic Services		(808,393)	(39,866)	**(38,012)**	1,854	4.65%
Other Property and Services		(88,803)	(54,640)	**(103,723)**	(49,083)	(89.83%)
Total Operating Expenditure		(12,810,951)	(816,010)	**(835,386)**	(19,376)	
Funding Balance Adjustments						
Add back Depreciation		3,752,464	4,943	**3,369**	(1,574)	
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(207)	**0**	207	
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0	
Adjust Provisions and Accruals		1,442	0	**70**	70	
Net Cash from Operations		**3,415,030**	**(722,481)**	**(748,256)**	(25,775)	
Capital Revenues						
Proceeds from Disposal of Assets	8	314,760	66,500	**66,500**	0	0.00%
Total Capital Revenues		314,760	66,500	**66,500**	0	
Capital Expenses						
Land and Buildings		(2,447,059)	0	**0**	0	
Infrastructure - Roads		(852,780)	(2,600)	**(2,600)**	0	0.00%
Infrastructure - Footpaths		(10,000)	0	**0**	0	
Infrastructure - Drainage		(40,374)	0	**0**	0	
Infrastructure - Parks and Ovals		(13,103)	0	**0**	0	
Infrastructure - Bridges		(1,094,582)	0	**0**	0	
Infrastructure - Other		(1,824,600)	0	**0**	0	
Plant and Equipment		(1,295,595)	(330,210)	**(331,014)**	(804)	(0.24%)

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Capital Expenses (Continued)						
Furniture and Equipment		(37,864)	0	**0**	0	
Total Capital Expenditure	9	(7,615,957)	(332,810)	**(333,614)**	(804)	
Net Cash from Capital Activities		**(7,301,197)**	**(266,310)**	**(267,114)**	**(804)**	
Financing						
Proceeds from New Debentures	10	312,500	0	**0**	0	
Self-Supporting Loan Principal	10	8,976	0	**0**	0	
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)	(100.00%)
Repayment of Debentures	10	(260,734)	0	**0**	0	
Principal of Lease payments	10	(37,933)	(9,344)	**(9,344)**	0	
Transfer to Reserves	7	(541,529)	(541,529)	**(1,210)**	540,319	(99.78%)
Net Cash from Financing Activities		**1,698,802**	**1,666,649**	**(10,554)**	**(1,677,203)**	
Net Operations, Capital and Financing		**(2,187,365)**	**677,858**	**(1,025,923)**	**(1,703,781)**	
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**	
Closing Funding Surplus(Deficit)	2	**0**	**2,865,223**	**1,205,079**	**(1,660,144)**	

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Operating Revenues						
Rates	11	4,672,388	83	**0**	(83)	(100.00%)
Operating Grants, Subsidies and Contributions		2,097,704	40,000	**40,000**	0	0.00%
Grants, Subsidies and Contributions for the Development of Assets		4,997,052	0	**0**	0	
Fees and Charges		1,535,718	27,567	**23,245**	(4,322)	(15.68%)
Interest Earnings		83,027	2,442	**1,172**	(1,270)	(52.02%)
Other Revenue		151,594	18,494	**19,274**	780	4.22%
Profit on Disposal of Assets	8	8,100	207	**0**	(207)	(100.00%)
Total Operating Revenue		13,545,583	88,793	**83,691**	(5,102)	
Operating Expenses						
Employee Costs		(4,722,949)	(390,518)	**(418,998)**	(28,480)	(7.29%)
Materials and Contracts		(3,292,024)	(212,646)	**(204,703)**	7,943	3.74%
Utility Charges		(303,741)	(13,048)	**(6,878)**	6,170	47.29%
Depreciation on Non-Current Assets		(3,752,464)	(4,943)	**(3,369)**	1,574	31.84%
Interest Expenses		(68,819)	(343)	**(175)**	168	48.88%
Insurance Expenses		(264,564)	(171,033)	**(178,037)**	(7,004)	(4.09%)
Other Expenditure		(391,150)	(23,479)	**(23,225)**	254	1.08%
Loss on Disposal of Assets	8	(15,240)	0	**0**	0	
Total Operating Expenditure		(12,810,951)	(816,010)	**(835,386)**	(19,376)	
Funding Balance Adjustments						
Add back Depreciation		3,752,464	4,943	**3,369**	(1,574)	
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(207)	**0**	207	
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0	
Adjust Provisions and Accruals		1,442	0	**70**	70	
Net Cash from Operations		**3,415,030**	**(722,481)**	**(748,256)**	**(25,775)**	
Capital Revenues						
Proceeds from Disposal of Assets	8	314,760	66,500	**66,500**	0	0.00%
Total Capital Revenues		314,760	66,500	**66,500**	0	
Capital Expenses						
Land and Buildings		(2,447,059)	0	**0**	0	
Infrastructure - Roads		(852,780)	(2,600)	**(2,600)**	0	0.00%
Infrastructure - Footpaths		(10,000)	0	**0**	0	
Infrastructure - Drainage		(40,374)	0	**0**	0	
Infrastructure - Parks and Ovals		(13,103)	0	**0**	0	
Infrastructure - Bridges		(1,094,582)	0	**0**	0	
Infrastructure - Other		(1,824,600)	0	**0**	0	
Plant and Equipment		(1,295,595)	(330,210)	**(331,014)**	(804)	(0.24%)
Furniture and Equipment		(37,864)	0	**0**	0	
Total Capital Expenditure	9	(7,615,957)	(332,810)	**(333,614)**	(804)	
Net Cash from Capital Activities		**(7,301,197)**	**(266,310)**	**(267,114)**	**(804)**	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Financing						
Proceeds from New Debentures	10	312,500	0	**0**	0	
Self-Supporting Loan Principal	10	8,976	0	**0**	0	
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)	(100.00%)
Repayment of Debentures	10	(260,734)	0	**0**	0	
Principal of Lease payments	10	(37,933)	(9,344)	**(9,344)**	0	
Transfer to Reserves	7	(541,529)	(541,529)	**(1,210)**	540,319	(99.78%)
Net Cash from Financing Activities		**1,698,802**	1,666,649	**(10,554)**	**(1,677,203)**	
Net Operations, Capital and Financing		**(2,187,365)**	**677,858**	**(1,025,923)**	**(1,703,781)**	
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**	
Closing Funding Surplus(Deficit)	2	**0**	**2,865,223**	**1,205,079**	**(1,660,144)**	

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Revenues							
Governance							
Members of Council		50	0	**0**	0		
Other Governance		319	21	**30**	9	42.86%	
General Purpose Funding - Rates							
Rates		4,736,413	1,355	**1,062**	(293)	(21.60%)	
Other General Purpose Funding		933,580	1,170	**110**	(1,060)	(90.58%)	▼
Law, Order and Public Safety							
Fire Prevention		1,063,007	0	**30**	30		
Animal Control		21,750	1,328	**1,317**	(11)	(0.84%)	
Other Law, Order and Public Safety		122,307	66	**30**	(36)	(54.55%)	
Health							
Prev Services - Inspection and Admin		7,130	8	**0**	(8)	(100.00%)	
Education and Welfare							
Other Education		859	0	**0**	0		
Aged and Disabled - Other		5,000	0	**0**	0		
Housing							
Staff Housing		24,045	1,913	**1,600**	(313)	(16.36%)	
Community Amenities							
Sanitation - General Refuse		967,106	616	**386**	(230)	(37.28%)	
Sanitation - Other		200	0	**0**	0		
Sewerage		24,500	2,041	**1,712**	(329)	(16.11%)	
Urban Stormwater Drainage		11,364	0	**0**	0		
Town Planning and Regional Develop		31,000	2,582	**2,927**	345	13.35%	
Other Community Amenities		16,750	1,393	**0**	(1,393)	(100.00%)	▼
Recreation and Culture							
Public Halls and Civic Centres		443,157	666	**45**	(621)	(93.18%)	
Other Recreation and Sport		1,818,223	10,641	**10,352**	(289)	(2.71%)	
Libraries		28,850	526	**352**	(174)	(33.08%)	
Heritage		1,032,609	0	**0**	0		
Other Culture		8,563	0	**0**	0		
Transport							
Streets and Road Construction		1,768,286	0	**0**	0		
Streets and Road Maintenance		181,565	449	**195**	(254)	(56.64%)	
Parking Facilities		50	0	**0**	0		
Traffic Control		100	0	**0**	0		
Economic Services							
Tourism and Area Promotion		37,953	2,394	**1,465**	(929)	(38.81%)	
Building Control		39,521	3,082	**3,141**	59	1.93%	
Economic Development		40,400	40,033	**40,000**	(33)	(0.08%)	
Other Economic Services		36,000	360	**0**	(360)	(100.00%)	
Other Property and Services							
Private Works		64,400	0	**119**	119		
Plant Operation Costs		29,000	2,416	**2,125**	(291)	(12.06%)	
Salaries and Wages		5,000	0	**0**	0		
Corporate Services Department		4,000	0	**0**	0		
Admin and Finance Activity Units		100	8	**0**	(8)	(100.00%)	
Planning and Environment Department		0	0	**0**	0		

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Revenues (Continued)							
Chief Executive Office Department		0	0	**0**	0	100.00%	
Community Services Department		1,169	97	**1,063**	966	995.36%	
Unclassified		41,257	15,628	**15,629**	1	0.00%	
Total Operating Revenue		13,545,583	88,793	**83,691**	(5,102)		
Operating Expenses							
Governance							
Members of Council		(378,286)	(46,373)	**(47,786)**	(1,413)	(3.05%)	
Other Governance		(779,552)	(57,119)	**(58,900)**	(1,781)	(3.12%)	
General Purpose Funding							
Rates		(122,821)	(7,063)	**(7,834)**	(771)	(10.92%)	
Other General Purpose Funding		(936)	(25)	**(30)**	(5)	(20.32%)	
Law, Order and Public Safety							
Fire Prevention		(1,060,282)	(100,748)	**(102,673)**	(1,925)	(1.91%)	
Animal Control		(84,193)	(6,177)	**(5,893)**	284	4.60%	
Other Law, Order and Public Safety		(57,307)	(3,802)	**(3,323)**	479	12.59%	
Health							
Maternal and Infant Health		(6,000)	0	**0**	0		
Prev Services - Inspection and Admin		(148,438)	(12,824)	**(4,141)**	8,683	67.71%	▲
Preventative Services - Pest Control		(608)	(30)	**0**	30	100.00%	
Preventative Services - Other		(8,791)	(1,094)	**(572)**	522	47.75%	
Education and Welfare							
Other Education		(25,995)	(1,383)	**(2,284)**	(901)	(65.15%)	
Care of Families and Children		(57,118)	(3,008)	**(3,715)**	(707)	(23.50%)	
Aged and Disabled - Other		(75,983)	(2,767)	**(2,987)**	(220)	(7.96%)	
Other Welfare		(36,378)	(289)	**(412)**	(123)	(42.46%)	
Housing							
Staff Housing		(21,939)	(1,403)	**(1,856)**	(453)	(32.31%)	
Community Amenities							
Sanitation - General Refuse		(858,439)	(60,245)	**(61,564)**	(1,319)	(2.19%)	
Sanitation - Other		(44,753)	(2,747)	**(3,003)**	(256)	(9.31%)	
Sewerage		(46,107)	(1,342)	**(2,112)**	(770)	(57.40%)	
Urban Stormwater Drainage		(294,102)	(39,450)	**(27,938)**	11,512	29.18%	▲
Protection of Environment		(73,743)	(3,689)	**(2,617)**	1,072	29.05%	▲
Town Planning and Regional Develop		(283,925)	(19,228)	**(17,417)**	1,811	9.42%	▲
Other Community Amenities		(238,528)	(18,647)	**(15,884)**	2,763	14.81%	▲
Recreation and Culture							
Public Halls and Civic Centres		(136,205)	(9,413)	**(7,715)**	1,698	18.03%	▲
Swimming Areas and Beaches		(11,503)	(892)	**(441)**	451	50.51%	
Other Recreation and Sport		(2,159,759)	(116,639)	**(110,047)**	6,592	5.65%	▲
Television and Radio Re-Broadcasting		(4,617)	(94)	**(80)**	14	14.82%	
Libraries		(397,836)	(40,245)	**(35,927)**	4,318	10.73%	▲
Heritage		(408,340)	(3,807)	**(3,156)**	651	17.10%	
Other Culture		(47,838)	(5,930)	**(5,840)**	90	1.52%	
Transport							
Streets and Road Maintenance		(3,995,178)	(154,063)	**(156,686)**	(2,623)	(1.70%)	
Parking Facilities		(43,007)	(796)	**(638)**	158	19.84%	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Expenses (Continued)							
Traffic Control		(4,248)	(172)	**(180)**	(8)	(4.85%)	
Aerodromes		(1,000)	0	**0**	0		
Economic Services							
Tourism and Area Promotion		(396,956)	(22,893)	**(21,901)**	992	4.33%	
Building Control		(210,965)	(13,059)	**(12,121)**	938	7.18%	
Economic Development		(165,734)	(2,430)	**(2,901)**	(471)	(19.36%)	
Other Economic Services		(34,738)	(1,484)	**(1,089)**	395	26.63%	
Other Property and Services							
Private Works		(61,818)	(6,927)	**(6,927)**	(0)	(0.00%)	
Develop & Infrastructure Management		0	(14,263)	**(15,316)**	(1,053)	(7.38%)	▼
Waste Activity Unit		0	(1,166)	**(435)**	731	62.67%	
Works Activity Unit		0	(9,587)	**(28,585)**	(18,998)	(198.17%)	▼
Fleet Activity Unit		0	(1,078)	**(3,692)**	(2,614)	(242.45%)	▼
Plant Operation Costs		0	2,387	**1,800**	(587)	24.58%	
Salaries and Wages		(5,000)	(5,000)	**(6,774)**	(1,774)	(35.48%)	▼
Corporate Services Department		(4,000)	(5,902)	**(6,124)**	(222)	(3.76%)	
Chief Executive Office Department		0	3,504	**(1,644)**	(5,148)	(146.92%)	▼
Building Assets Department		0	(2,717)	**(10,230)**	(7,513)	(276.52%)	▼
Administration Activity Units		0	1,654	**1,654**	(0)		
Development Services Department		0	(7,365)	**(16,168)**	(8,803)	(119.53%)	▼
Community Services Department		0	(7,683)	**(10,892)**	(3,209)	(41.77%)	▼
Unclassified		(17,985)	(497)	**(390)**	107	21.61%	
Total Operating Expenditure		(12,810,951)	(816,010)	**(835,386)**	(19,376)		
Funding Balance Adjustments							
Add back Depreciation		3,752,464	4,943	**3,369**	(1,574)		
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(207)	**0**	207		
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0		
Adjust Provisions and Accruals		1,442	0	**70**	70		
Net Cash from Operations		**3,415,030**	**(722,481)**	**(748,256)**	**(25,775)**		
Capital Revenues							
Proceeds from Disposal of Assets	8						
Governance							
Other Governance		13,000	0	**0**	0		
Law, Order & Public Safety							
Fire Prevention		4,810	0	**0**	0		
Other Law, Order & Public Safety		30,000	0	**0**	0		
Community Amenities							
Sanitation - General Refuse		5,000	0	**0**	0		
Recreation & Culture							
Plant Purchases		2,500	0	**0**	0		
Transport							
Road Plant Purchases		246,450	66,500	**66,500**	0	0.00%	
Economic Services							
Building Control		13,000	0	**0**	0		
Total Capital Revenues		314,760	66,500	**66,500**	0		

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Capital Expenses							
Governance							
Other Governance		(293,200)	(1,450)	**(1,450)**	0	0.00%	
Law, Order and Public Safety							
Fire Prevention		(576,800)	0	**0**	0		
Other Law, Order and Public Safety		(125,244)	0	**0**	0		
Housing							
Staff Housing		(15,000)	0	**0**	0		
Community Amenities							
Sanitation - General Refuse		(50,000)	0	**0**	0		
Urban Stormwater Drainage		(40,374)	0	**0**	0		
Other Community Amenities		(6,500)	0	**0**	0		
Recreation and Culture							
Public Halls and Civic Centres		(687,226)	0	**0**	0		
Other Recreation and Sport		(1,950,923)	0	**0**	0		
Libraries		(6,000)	0	**0**	0		
Heritage		(722,000)	0	**0**	0		
Transport							
Streets and Road Construction		(1,974,623)	(2,600)	**(2,600)**	0	0.00%	
Road Plant Purchases		(1,032,590)	(328,760)	**(329,564)**	(804)	(0.24%)	
Parking Facilities		0	0	**0**	0		
Economic Services							
Tourism and Area Promotion		(47,686)	0	**0**	0		
Other Property and Services							
Unclassified		(87,791)	0	**0**	0		
Total Capital Expenditure	9	(7,615,957)	(332,810)	**(333,614)**	(804)		
Net Cash from Capital Activities		**(7,301,197)**	**(266,310)**	**(267,114)**	**(804)**		
Financing							
Proceeds from New Debentures	10	312,500	0	**0**	0		
Self-Supporting Loan Principal	10	8,976	0	**0**	0		
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)		
Repayment of Debentures	10	(260,734)	0	**0**	0		
Principal of Lease payments	10	(37,933)	(9,344)	**(9,344)**	0		
Transfer to Reserves	7	(541,529)	(541,529)	**(1,210)**	540,319		
Net Cash from Financing Activities		**1,698,802**	**1,666,649**	**(10,554)**	**(1,677,203)**		
Net Operations, Capital and Financing		**(2,187,365)**	**677,858**	**(1,025,923)**	**(1,703,781)**		
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**		
Closing Funding Surplus(Deficit)	2	**0**	**2,865,223**	**1,205,078.96**	**(1,660,144)**		

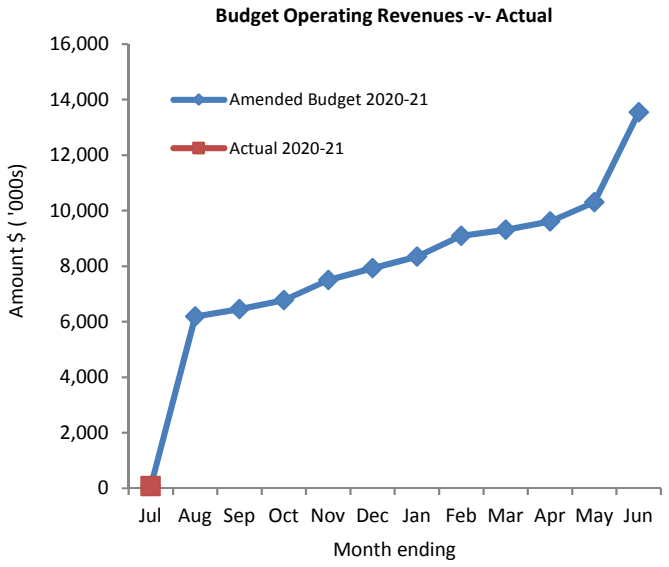
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

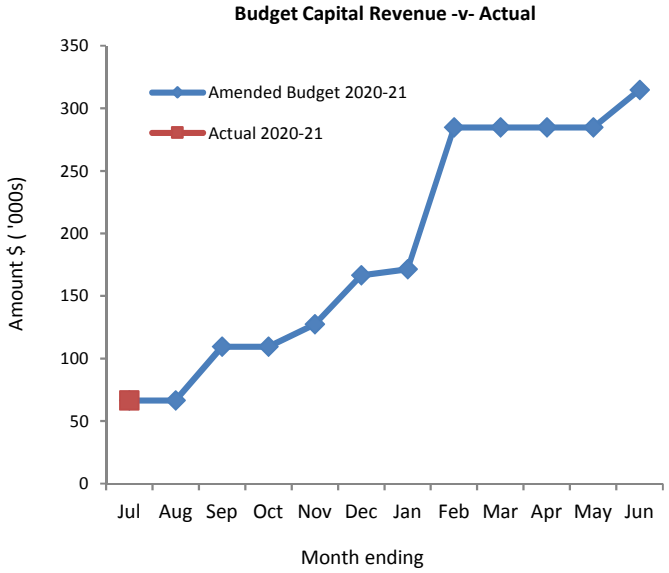
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

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

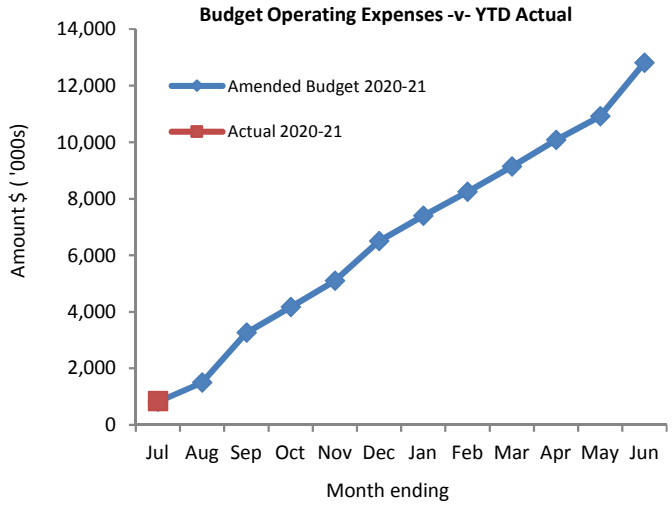
Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

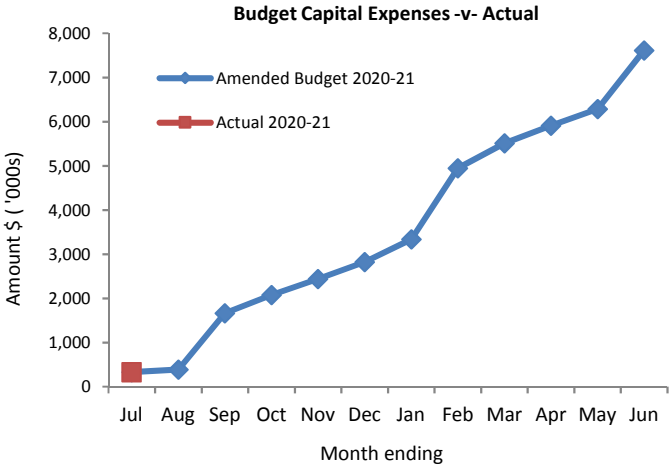
Revenues

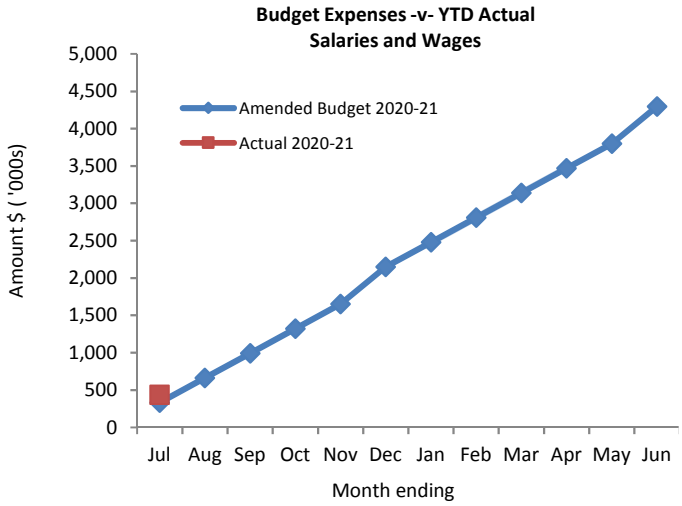


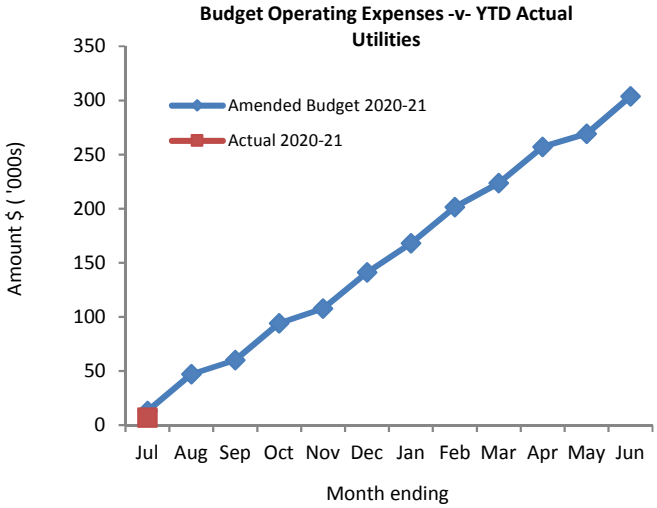


Expenditure



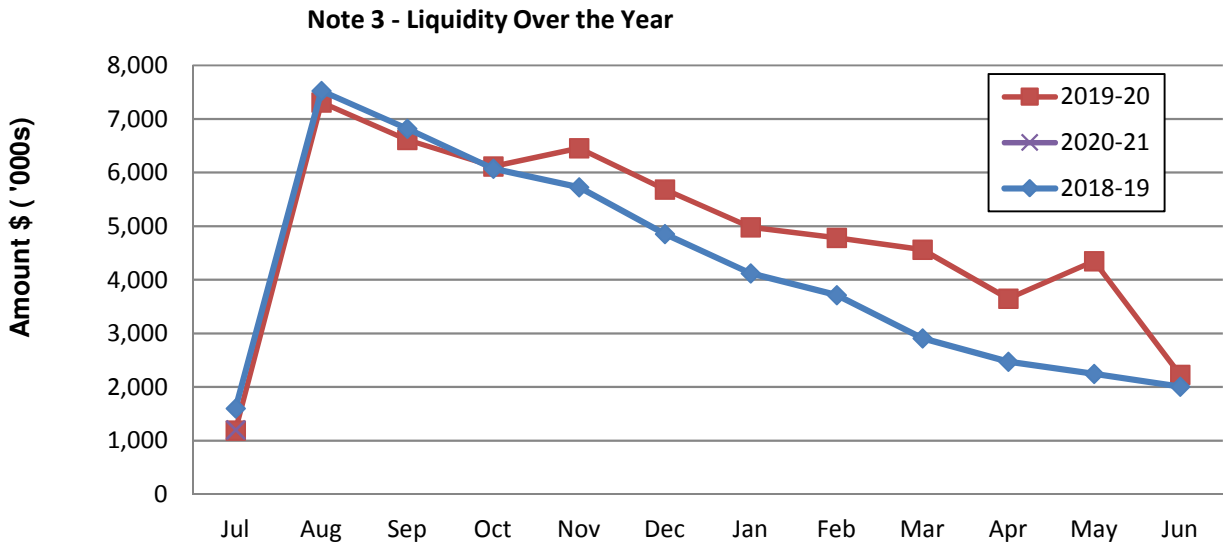






Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jul 2020	Last Period	Est Actual 30 June 2020
		$	$	$
Current Assets				
Cash Unrestricted	5	2,248,653	3,053,827	3,053,827
Cash Restricted	5	4,291,586	4,290,376	4,290,376
Receivables - Rates	6	141,027	165,656	165,656
Receivables - Sundry Debtors	6	9,237	171,978	171,978
Receivables - Other		146,761	157,036	157,036
Inventories		17,411	12,406	12,406
		6,854,674	7,851,280	7,851,280
Less: Current Liabilities				
Payables		(2,097,711)	(2,078,878)	(2,078,878)
Provisions		(806,443)	(806,443)	(806,443)
		(2,904,155)	(2,885,321)	(2,885,321)
Less: Cash Reserves	7	(4,291,586)	(4,290,376)	(4,290,376)
Less: Loans - Clubs/Institutions		(8,976)	(8,976)	(8,976)
Add: Current Leave Provision Cash Backed		185,150	185,080	185,080
Add: Current Contract Liabilities Cash Backed		1,080,648	1,080,648	1,080,648
Add: Current Loan Liability		289,323	298,667	298,667
Add: Accounting standard changes 1.7.19		0	0	0
Net Current Funding Position		**1,205,079**	**2,231,002**	**2,231,002**



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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance $	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
General Purpose Funding - Rates					
Other General Purpose Funding	(1,060)	(90.58%)	▼	Timing	Interest earnings less than estimated at this time.
Community Amenities					
Other Community Amenities	(1,393)	(100.00%)	▼	Timing	Income for Cemetery and Community bus fees less than estimated at this time.
Operating Expenses					
Health					
Prev Services - Inspection and Admin	8,683	67.71%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Community Amenities					
Urban Stormwater Drainage	11,512	29.18%	▲	Timing	Drainage maintenance works less than estimated at this time.
Protection of Environment	1,072	29.05%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Town Planning and Regional Develop	1,811	9.42%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Other Community Amenities	2,763	14.81%	▲	Timing	Public conveniences building operation, maintenance $1,681 less than estimated at this time. Balance relates to expenditure on Cemeteries less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	1,698	18.03%	▲	Timing	Expenditure on public halls building maintenance less than estimated at this time.
Other Recreation and Sport	6,592	5.65%	▲	Timing	Parks and gardens grounds maintenance $6,000 less than estimated at this time. Balance relates to leisure centre wages less than estimated due to staff vacancy.
Libraries	4,318	10.73%	▲	Timing	Building operations and maintenance less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(1,053)	(7.38%)	▼	Timing	Variance due to timing of leave being taken.
Works Activity Unit	(18,998)	(198.17%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Fleet Activity Unit	(2,614)	(242.45%)	▼	Timing	Variance due to timing of leave being taken.
Salaries and Wages	(1,774)	(35.48%)	▼	Permanent	Workers compensation claims greater than estimated, to be offset by increased income.
Chief Executive Office Department	(5,148)	(146.92%)	▼	Timing	Variance due to timing of leave being taken.
Building Assets Department	(7,513)	(276.52%)	▼	Timing	Variance due to timing of leave being taken.
Development Services Department	(8,803)	(119.53%)	▼	Allocations	Variance in overhead recovery due to staff vacancies.
Community Services Department	(3,209)	(41.77%)	▼	Timing	Variance due to timing of leave being taken.

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						0
				0	**0**	**0**	

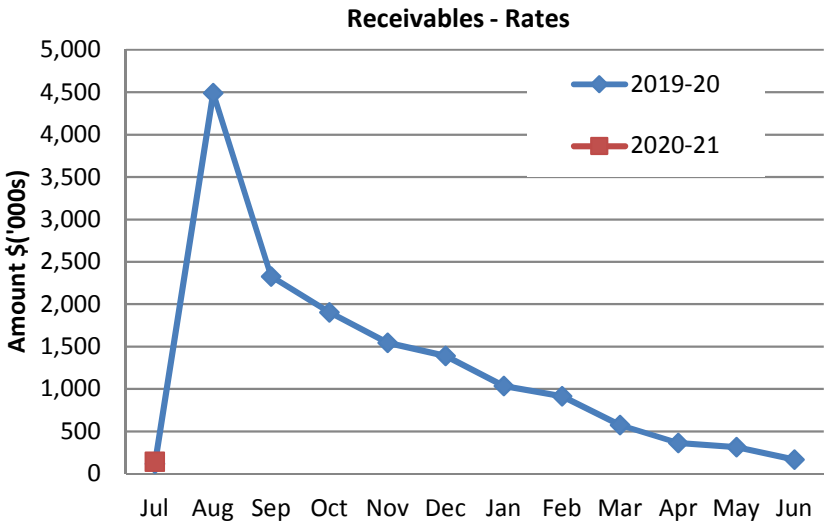
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		$	$	$	$	$		
(a) **Cash Deposits**								
Municipal Bank Account	Various	(763,416)				(763,416)	CBA/Westpac	At Call
Municipal Funds	0.20%	300,000				300,000	WATC	At Call
Trust Bank Account	Various			955		955	CBA/Westpac	At Call
Visitor Centre Trust Account	Nil			32,553		32,553	CBA/Westpac	At Call
Cash On Hand	Nil	1,950				1,950	N/A	On Hand
Term Deposits								
(b) **Municipal Funds**								
Municipal Funds	1.05%	352,789				352,789	Westpac	02-Aug-20
Municipal Funds	0.95%	450,000				450,000	NAB	19-Aug-20
Municipal Funds	0.41%	400,000				400,000	CBA	20-Aug-20
Municipal Funds	0.95%	607,330				607,330	Westpac	28-Aug-20
Municipal Funds	0.93%	500,000				500,000	NAB	31-Aug-20
Municipal Funds	0.62%	400,000				400,000	NAB	20-Sep-20
Reserve Funds	0.43%		4,291,586			4,291,586	CBA	31.08.20
Total		**2,248,653**	**4,291,586**	**33,508**	**0**	**6,573,747**		

Note 6: RECEIVABLES

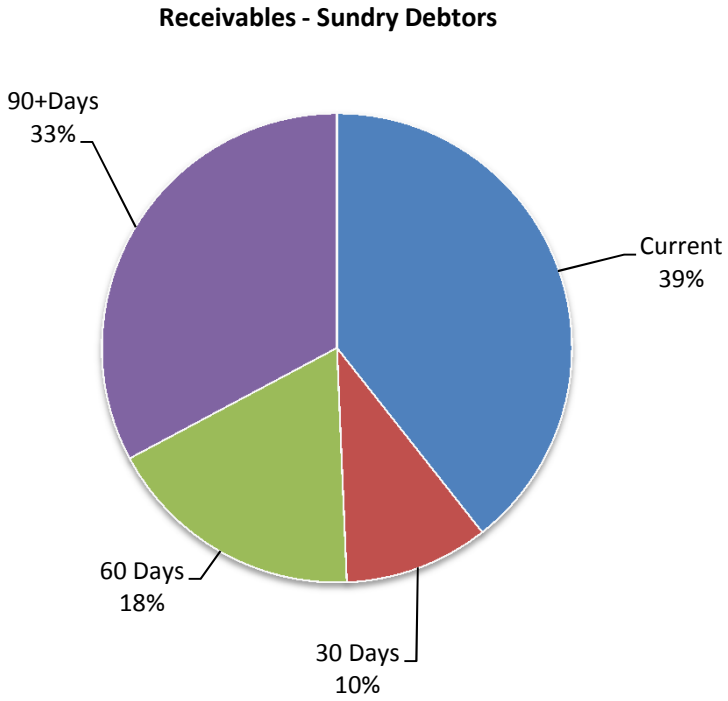
Receivables - Rates	YTD 31 Jul 2020	30 June 2019
	$	$
Opening Arrears Previous Years	165,656	126,308
Levied this year	0	4,538,968
Less Collections to date	(24,629)	(4,523,923)
Equals Current Outstanding	**141,027**	**141,352**
Net Rates Collectable	**141,027**	**141,352**
% Collected	14.87%	96.97%



Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - Sundry Debtors	3,638	918	1,650	3,030

Total Sundry Debtor Receivables Outstanding **9,237**

Amounts shown above include GST (where applicable)



Note 7: CASH BACKED RESERVE

2020-21										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		$	$	$	$	$		$	$	$
101	Leave Reserve	185,080	1,442	70	0		0		186,522	185,150
102	Plant Reserve	681,975	5,312	257	283,159		(685,500)		284,946	682,232
103	Land and Building Reserve	574,343	4,473	216	0		(23,417)		555,399	574,559
104	Bush Fire Reserve	18,284	142	7	10,000		(7,500)		20,926	18,291
105	Maranup Ford Road Maintenance Reserve	5,341	42	2	0		0		5,383	5,343
106	Subdivision Reserve	250,238	1,949	94	10,000		(24,286)		237,901	250,332
107	Sanitation Reserve	100,131	780	38	0		(50,000)		50,911	100,169
109	Recreation Centre Floor and Solar Reserve	203,391	1,584	77	10,000		0		214,975	203,468
112	Refuse Site Post Closure Reserve	227,558	1,772	86	5,000		(43,000)		191,330	227,644
113	Drainage Reserve	61,023	475	23	10,000		(8,850)		62,648	61,046
114	Community Bus Reserve	56,189	438	21	5,000		0		61,627	56,210
115	SBS Tower and Infrastructure Reserve	32,100	250	12	0		0		32,350	32,112
118	Playground Equipment Reserve	34,126	266	13	3,850		0		38,242	34,139
119	Swimming Pool Reserve	4,500	35	2	0		0		4,535	4,502
121	Car Park Reserve	963	8	0	0		0		971	964
125	Building Maintenance Reserve	225,833	1,759	85	0		0		227,592	225,918
126	Strategic Projects Reserve	135,970	1,059	51	10,000		(64,481)		82,548	136,021
127	Matched Grants Reserve	51,697	403	19	10,000		(12,000)		50,100	51,716
128	Aged Care Infrastructure Reserve	56,928	443	21	0		0		57,371	56,950
129	Equipment Reserve	6,107	48	2	0		0		6,155	6,109
130	Assets and GRV Valuation Reserve	99,253	773	37	32,000		(80,000)		52,026	99,290
131	Bridgetown Leisure Centre Reserve	60,724	473	23	0		(20,000)		41,197	60,747
132	Trails Reserve	26,630	207	10	5,000		0		31,837	26,640
133	Light Fleet Vehicle Reserve	91,150	710	34	112,520		(117,840)		86,540	91,185
135	Blackspot Reserve	20,194	157	8	10,000		0		30,351	20,202
201	Unspent Grans Reserve	1,080,648	0	0	0		(1,080,648)		0	1,080,648
		4,290,376	**25,000**	**1,210**	**516,529**	**0**	**(2,217,522)**	**0**	**2,614,383**	**4,291,586**

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals		Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)			Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
$	$	$			$	$	$	$
				Plant and Equipment				
			P3085	2014 Holden Colorado (EMCS)	17,000	13,000	(4,000)	4,000
			P4010	2009 Toyota landcruiser (SES)	27,000	30,000	3,000	(3,000)
			P4145	2010 Ford Ranger (Mitigation)	8,000	4,810	(3,190)	3,190
			P2225	2007 Ford Ranger (Landfill site)	2,400	5,000	2,600	(2,600)
			P2101	2015 John Deere ride on mower	2,000	2,500	500	(500)
30,000	30,000	0	P2126	2009 Ammann Multi Tyre Roller	30,000	30,000	0	0
36,500	36,500	0	P2133	2008 Caterpillar Multi Tyre Roller	36,500	36,500	0	0
			P2280	2008 Ford Ranger (General Hand)	6,000	6,000	0	0
			P2165	2009 Ford Ranger (BMO)	5,000	5,000	0	0
			P2026	2007 Hino Tip Truck with crane	43,000	43,000	0	0
			P2006	2008 caterpillar grader	87,000	87,000	0	0
			P2111	2013 Tennant footpath sweeper	8,000	10,000	2,000	(2,000)
			P3075	2015 Holden Colorado (MBA)	19,000	14,545	(4,455)	4,455
			P2060	2015 Holden Colorado (Works coordinat	18,000	14,405	(3,595)	0
			P3090	2014 Holden Colorado (PBS)	13,000	13,000	0	0
66,500	**66,500**	**0**			**321,900**	**314,760**	**(7,140)**	**3,545**

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	186,953	0	0	0	
		186,953	**0**	**0**	**0**	
Fire Prevention						
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
		529,900	**0**	**0**	**0**	
Other Law, Order and Public Safety						
SES Building	1080140	5,222	0	0	0	
		5,222	**0**	**0**	**0**	
Staff Housing						
31 Gifford Road	28BU	15,000	0	0	0	
		15,000	**0**	**0**	**0**	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	0	0	0	
Greenbushes Hall	20BU	7,888	0	0	0	
		687,226	**0**	**0**	**0**	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	36,000	0	0	0	
Bridgetown Leisure Centre Renewals	16BU	9,500	0	0	0	
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	11,206	0	0	0	
		189,706	**0**	**0**	**0**	
Libraries						
Bridgetown Regional Library	36554	6,000	0	0	0	
		6,000	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings (Continued)						
Heritage						
Bridgetown Railway Station restoration	57BU	722,000	0	0	0	
		722,000	**0**	**0**	**0**	
Streets and Road Construction						
Shire Depot	08BU	17,261	0	0	0	
		17,261	**0**	**0**	**0**	
Unclassified						
Geegelup Brook Land	1790040	87,791	0	0	0	
		87,791	**0**	**0**	**0**	
Land and Buildings Total		2,447,059	0	0	0	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 20/21	RR25	357,000	0	0	0	
Winnejup Road Regional Road Group 19/20	RR22	18,000	0	0	0	
Kerbing	KB01	8,000	0	0	0	
Peninsula Road Roads to Recovery	RT26	205,000	2,600	2,600	0	
Glentulloch Road 2nd coat Roads to Recovery	RT82	20,000	0	0	0	
Tweed Road Roads to Recovery	RT52	100,000	0	0	0	
Verge treatments Roads to Recovery	RT86	50,000	0	0	0	
Hester Cascades Road Roads to Recovery	RT87	30,000	0	0	0	
Ethel Street Roads to Recovery	RT88	44,780	0	0	0	
Steere Street & Stewart Street	RC52	20,000	0	0	0	
		852,780	**2,600**	**2,600**	**0**	
Roads Total		852,780	2,600	2,600	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Footpaths						
Streets and Road Construction						
Footpaths accessibility	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	0	0	0	
		10,000	**0**	**0**	**0**	
Footpaths Total		10,000	0	0	0	
Drainage						
Urban Stormwater Drainage						
Peninsula Road (Showgrounds drainage)	DR25	8,850	0	0	0	
Lockley Avenue (memorial Park Drainage)	DR37	5,160	0	0	0	
Claret Ash Rise	DR31	15,000	0	0	0	
Four Season Estate	DR24	11,364	0	0	0	
		40,374	**0**	**0**	**0**	
Drainage Total		40,374	0	0	0	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	13,103	0	0	0	
		13,103	**0**	**0**	**0**	
Parks and Ovals Total		13,103	0	0	0	
Bridges						
Streets and Road Construction						
Winnejup Road Bridge 3315	BR03	345,000	0	0	0	
Donnelly Mill Road Bridge 3337	BR19	660,321	0	0	0	
Brockman Highway Bridge 0266A	BR20	10,100	0	0	0	
Winnejup Road Bridge 3315	BR21	11,000	0	0	0	
Winnejup Road Bridge 3316	BR22	28,000	0	0	0	
Slades Road Bridge 3331A	BR23	14,161	0	0	0	
Donnelly Mill Road Bridge 3337	BR24	11,000	0	0	0	
Catterick Road Bridge 3703A	BR25	7,500	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Bridges (Continued)						
McKelvie Road Bridge 3705	BR26	7,500	0	0	0	
		1,094,582	**0**	**0**	**0**	
Bridges Total		1,094,582	0	0	0	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		50,000	**0**	**0**	**0**	
Other Community Amenities						
Hampton Street Community Notice Board	13IU	6,500	0	0	0	
		6,500	**0**	**0**	**0**	
Other Recreation and Sport						
Lighting improvements to facility parking area	19IN	20,000	0	0	0	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Greenbushes Recreation Centre Growth Strategy	15IN	35,000	0	0	0	
Bridgetown Youth Precinct Growth Strategy	16IN	650,021	0	0	0	
Blackwood River Park Foreshore Development	17IN	941,947	0	0	0	
Bridgetown Leisure Centre	18IN	9,810	0	0	0	
		1,720,414	**0**	**0**	**0**	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	25,000	0	0	0	
Septage dump point	13IN	22,686	0	0	0	
		47,686	**0**	**0**	**0**	
Infrastructure Other Total		1,824,600	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD 31 Jul 2020 YTD Actual	YTD 31 Jul 2020 Variance (Under)/Over	Comment
		$	$	$	$	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	45,000	1,450	1,450	0	
Light Fleet Vehicles	1055440	36,000	0	0	0	
		81,000	**1,450**	**1,450**	**0**	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	41,900	0	0	0	
		46,900	**0**	**0**	**0**	
Other Law, Order and Public Safety						
SES Equipment	1080340	5,305	0	0	0	
SES Vehicle	1080240	102,100	0	0	0	
		107,405	**0**	**0**	**0**	
Other Recreation and Sport						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	8,000	0	0	0	
Automated pool cleaner	08EQ	10,700	0	0	0	
		27,700	**0**	**0**	**0**	
Road Plant Purchases						
Multi tyre road roller	PL15	164,380	164,380	164,782	402	
Tip truck	PL04	182,330	0	0	0	
Multi tyre road roller	PL16	164,380	164,380	164,782	402	
Road grader	PL09	326,000	0	0	0	
Footpath sweeper	PL06	65,000	0	0	0	
Works and Services Fleet	1405040	125,500	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
		1,032,590	**328,760**	**329,564**	**804**	
Plant and Equipment Total		1,295,595	330,210	331,014	804	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jul 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Furniture and Equipment						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		25,247	0	0	0	
Other Law, Order and Public Safety						
SES Furniture & Equipment	1080040	12,617	0	0	0	
		12,617	**0**	**0**	**0**	
Furniture and Equipment Total		37,864	0	0	0	
Capital Expenditure Total		7,615,957	332,810	333,614	804	

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		$	$	$	$	$	$	$
Community Amenities								
Loan 108 Landfill Plant	50,302		0	24,637	50,302	25,665	0	1,826
Loan 113 Landfill Site New Cell	104,585		0	104,585	104,585	0	0	1,792
Loan 114 Liquid & Inert Waste Sites	73,943		0	23,982	73,943	49,961	0	1,856
Loan 115 Landfill Cell Extension	80,636		0	19,677	80,636	60,959	0	1,219
Loan 116 Liquid Waste Facility	90,855		0	9,325	90,855	81,530	0	1,735
Recreation and Culture								
Loan 110 Bridgetown Bowling Club - SSL	8,976		0	8,976	8,976	0	0	252
Loan 112 Bridgetown Swimming Pool	1,401,069		0	69,552	1,401,069	1,331,517	0	55,908
Loan 117 Youth Precinct Redevelopment	0		0			189,500		
Loan 118 Bridgetown Civic Centre revitalisation	0		0			123,000		
	1,810,366	**0**	**0**	**260,734**	**1,810,366**	**1,862,132**	**0**	**64,588**

(b) New Debentures

Particulars	Amount to be Borrowed Budget	Institution	Loan Type	Term Years	Amount Borrowed Actual
	$				$
Other Recreation and Culture					
Loan 117 Youth Precinct Redevelopment	189,500	WATC	Debenture	10	0
Loan 118 Bridgetown Civic Centre revitalisation	123,000	WATC	Debenture	10	0
	312,500				0

No new debentures were raised during the reporting period.

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$
Recreation and Culture								
003 Gym Equipment	95,161		6,474	24,211	88,687	70,950	274	2,780
Other Property and Services								
001 CESM Vehicle	35,168		383	9,158	34,785	26,010	5	36
002 Photocopies and printers	5,327		2,488	4,564	2,839	763	130	1,315
	135,656	**0**	**9,344**	**37,933**	**126,312**	**97,723**	**409**	**4,131**

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV Shire	0.087045	1,760	28,233,720				0	2,457,604	10,000	1,000	2,468,604
UV Shire Rural	0.006220	480	186,915,000				0	1,162,611			1,162,611
UV Bridgetown Urban Farmland	0.000000	0	0				0	0			0
UV Mining	0.071478	12	994,855				0	71,110			71,110
Sub-Totals		2,252	216,143,575	0	0	0	0	3,691,325	10,000	1,000	3,702,325
	Minimum										
Minimum Payment	**$**										
GRV Shire	942.00	720	3,914,589				0	678,240			678,240
UV Shire Rural	1,168.00	253	33,962,000				0	295,504			295,504
UV Bridgetown Urban Farmland	0.00	0	0				0	0			0
UV Mining	523.00	11	31,574				0	5,753			5,753
Sub-Totals		984	37,908,163	0	0	0	0	979,497	0	0	979,497
							0				4,681,822
Rates Paid in Advance							0				0
Amount from General Rates							**0**				**4,681,822**
Discounts/concessions							0				(9,434)
Totals							**0**				**4,672,388**

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-20	Amount Received	Amount Paid	Closing Balance 31-Jul-20
	$	$	$	$
Accommodation - Visitor Centre	24,724	14,069	(7,523)	31,270
South West Coach Lines	102	196	(102)	196
Other Visitor Centre	76	82	(76)	82
TransWA	149	1,005	(149)	1,005
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
Frank Draper Cemetery Fees	703			703
Interest to be Distributed	0			0
	26,007	**15,351**	**(7,851)**	**33,508**

Shire of Bridgetown-Greenbushes
.... simply beautiful

SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2020

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Detailed account schedules will be provided with financial reports to be presented at the following Council meetings:
October 2020
February 2021 (Budget Review)
April 2021
July 2021

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Operating Revenues						
Governance		369	51	**39**	(12)	(23.35%)
General Purpose Funding - Rates		4,736,413	4,663,708	**4,665,685**	1,977	0.04%
General Purpose Funding - Other		933,580	226,314	**230,494**	4,180	1.85%
Law, Order and Public Safety		1,207,064	80,617	**81,011**	394	0.49%
Health		7,130	16	**0**	(16)	(100.00%)
Education and Welfare		5,859	9	**131**	122	1350.89%
Housing		24,045	4,006	**2,960**	(1,046)	(26.11%)
Community Amenities		1,050,920	947,685	**943,202**	(4,483)	(0.47%)
Recreation and Culture		3,331,402	23,245	**23,158**	(87)	(0.37%)
Transport		1,950,001	164,813	**164,032**	(782)	(0.47%)
Economic Services		153,874	54,259	**55,671**	1,412	2.60%
Other Property and Services		144,926	26,124	**26,390**	266	1.02%
Total Operating Revenue		13,545,583	6,190,847	**6,192,772**	1,925	
Operating Expenses						
Governance		(1,157,838)	(183,333)	**(184,610)**	(1,277)	(0.70%)
General Purpose Funding		(123,757)	(14,492)	**(15,985)**	(1,493)	(10.30%)
Law, Order and Public Safety		(1,201,782)	(246,235)	**(223,554)**	22,681	9.21%
Health		(163,837)	(27,478)	**(10,257)**	17,221	62.67%
Education and Welfare		(195,474)	(13,977)	**(16,621)**	(2,644)	(18.92%)
Housing		(21,939)	(2,560)	**(2,422)**	138	5.39%
Community Amenities		(1,839,597)	(308,596)	**(265,332)**	43,264	14.02%
Recreation and Culture		(3,166,098)	(325,585)	**(295,762)**	29,823	9.16%
Transport		(4,043,433)	(287,667)	**(306,012)**	(18,345)	(6.38%)
Economic Services		(808,393)	(92,111)	**(92,166)**	(55)	(0.06%)
Other Property and Services		(88,803)	(1,638)	**(37,413)**	(35,775)	(2184.07%)
Total Operating Expenditure		(12,810,951)	(1,503,672)	**(1,450,136)**	53,536	
Funding Balance Adjustments						
Add back Depreciation		3,752,464	7,430	**6,738**	(692)	
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(414)	**0**	414	
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0	
Adjust Provisions and Accruals		1,442	0	**143**	143	
Net Cash from Operations		**3,415,030**	**4,694,191**	**4,749,517**	55,326	
Capital Revenues						
Proceeds from Disposal of Assets	8	314,760	66,500	**66,500**	0	0.00%
Total Capital Revenues		314,760	66,500	**66,500**	0	
Capital Expenses						
Land and Buildings		(2,447,059)	(59,488)	**(55,961)**	3,527	5.93%
Infrastructure - Roads		(852,780)	(2,600)	**(2,600)**	0	0.00%
Infrastructure - Footpaths		(10,000)	0	**0**	0	
Infrastructure - Drainage		(40,374)	0	**0**	0	
Infrastructure - Parks and Ovals		(13,103)	0	**0**	0	
Infrastructure - Bridges		(1,094,582)	0	**0**	0	
Infrastructure - Other		(1,824,600)	0	**0**	0	
Plant and Equipment		(1,295,595)	(330,210)	**(331,014)**	(804)	(0.24%)

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Capital Expenses (Continued)						
Furniture and Equipment		(37,864)	0	**0**	0	
Total Capital Expenditure	9	(7,615,957)	(392,298)	**(389,575)**	2,723	
Net Cash from Capital Activities		**(7,301,197)**	**(325,798)**	**(323,075)**	**2,723**	
Financing						
Proceeds from New Debentures	10	312,500	0	**0**	0	
Self-Supporting Loan Principal	10	8,976	0	**0**	0	
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)	(100.00%)
Repayment of Debentures	10	(260,734)	0	**0**	0	
Principal of Lease payments	10	(37,933)	(9,722)	**(9,722)**	0	
Transfer to Reserves	7	(541,529)	(541,529)	**(2,479)**	539,050	(99.54%)
Net Cash from Financing Activities		**1,698,802**	**1,666,271**	**(12,201)**	**(1,678,472)**	
Net Operations, Capital and Financing		**(2,187,365)**	**6,034,664**	**4,414,242**	**(1,620,422)**	
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**	
Closing Funding Surplus(Deficit)	2	**0**	**8,222,029**	**6,645,244**	**(1,576,785)**	

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Operating Revenues						
Rates	11	4,672,388	4,659,142	**4,658,976**	(166)	(0.00%)
Operating Grants, Subsidies and Contributions		2,097,704	501,029	**505,260**	4,231	0.84%
Grants, Subsidies and Contributions for the Development of Assets		4,997,052	0	**0**	0	
Fees and Charges		1,535,718	999,367	**999,339**	(28)	(0.00%)
Interest Earnings		83,027	9,214	**8,237**	(977)	(10.61%)
Other Revenue		151,594	21,681	**20,960**	(721)	(3.32%)
Profit on Disposal of Assets	8	8,100	414	**0**	(414)	(100.00%)
Total Operating Revenue		13,545,583	6,190,847	**6,192,772**	1,925	
Operating Expenses						
Employee Costs		(4,722,949)	(715,164)	**(762,418)**	(47,254)	(6.61%)
Materials and Contracts		(3,292,024)	(436,083)	**(353,822)**	82,261	18.86%
Utility Charges		(303,741)	(47,084)	**(20,777)**	26,307	55.87%
Depreciation on Non-Current Assets		(3,752,464)	(7,430)	**(6,738)**	692	9.31%
Interest Expenses		(68,819)	(686)	**(556)**	130	18.88%
Insurance Expenses		(264,564)	(171,033)	**(178,037)**	(7,004)	(4.09%)
Other Expenditure		(391,150)	(126,192)	**(127,787)**	(1,595)	(1.26%)
Loss on Disposal of Assets	8	(15,240)	0	**0**	0	
Total Operating Expenditure		(12,810,951)	(1,503,672)	**(1,450,136)**	53,536	
Funding Balance Adjustments						
Add back Depreciation		3,752,464	7,430	**6,738**	(692)	
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(414)	**0**	414	
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0	
Adjust Provisions and Accruals		1,442	0	**143**	143	
Net Cash from Operations		**3,415,030**	**4,694,191**	**4,749,517**	**55,326**	
Capital Revenues						
Proceeds from Disposal of Assets	8	314,760	66,500	**66,500**	0	0.00%
Total Capital Revenues		314,760	66,500	**66,500**	0	
Capital Expenses						
Land and Buildings		(2,447,059)	(59,488)	**(55,961)**	3,527	5.93%
Infrastructure - Roads		(852,780)	(2,600)	**(2,600)**	0	0.00%
Infrastructure - Footpaths		(10,000)	0	**0**	0	
Infrastructure - Drainage		(40,374)	0	**0**	0	
Infrastructure - Parks and Ovals		(13,103)	0	**0**	0	
Infrastructure - Bridges		(1,094,582)	0	**0**	0	
Infrastructure - Other		(1,824,600)	0	**0**	0	
Plant and Equipment		(1,295,595)	(330,210)	**(331,014)**	(804)	(0.24%)
Furniture and Equipment		(37,864)	0	**0**	0	
Total Capital Expenditure	9	(7,615,957)	(392,298)	**(389,575)**	2,723	
Net Cash from Capital Activities		**(7,301,197)**	**(325,798)**	**(323,075)**	**2,723**	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Financing						
Proceeds from New Debentures	10	312,500	0	**0**	0	
Self-Supporting Loan Principal	10	8,976	0	**0**	0	
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)	(100.00%)
Repayment of Debentures	10	(260,734)	0	**0**	0	
Principal of Lease payments	10	(37,933)	(9,722)	**(9,722)**	0	
Transfer to Reserves	7	(541,529)	(541,529)	**(2,479)**	539,050	(99.54%)
Net Cash from Financing Activities		**1,698,802**	1,666,271	**(12,201)**	**(1,678,472)**	
Net Operations, Capital and Financing		**(2,187,365)**	**6,034,664**	**4,414,242**	**(1,620,422)**	
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**	
Closing Funding Surplus(Deficit)	2	**0**	**8,222,029**	**6,645,244**	**(1,576,785)**	

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Revenues							
Governance							
Members of Council		50	0	**0**	0		
Other Governance		319	51	**39**	(12)	(23.35%)	
General Purpose Funding - Rates							
Rates		4,736,413	4,663,708	**4,665,685**	1,977	0.04%	
Other General Purpose Funding		933,580	226,314	**230,494**	4,180	1.85%	
Law, Order and Public Safety							
Fire Prevention		1,063,007	77,470	**77,750**	280	0.36%	
Animal Control		21,750	3,015	**2,915**	(100)	(3.33%)	
Other Law, Order and Public Safety		122,307	132	**346**	214	162.45%	
Health							
Prev Services - Inspection and Admin		7,130	16	**0**	(16)	(100.00%)	
Education and Welfare							
Other Education		859	9	**131**	122	1350.89%	
Aged and Disabled - Other		5,000	0	**0**	0		
Housing							
Staff Housing		24,045	4,006	**2,960**	(1,046)	(26.11%)	▼
Community Amenities							
Sanitation - General Refuse		967,106	933,553	**932,365**	(1,188)	(0.13%)	
Sanitation - Other		200	0	**0**	0		
Sewerage		24,500	4,082	**2,463**	(1,619)	(39.67%)	▼
Urban Stormwater Drainage		11,364	0	**0**	0		
Town Planning and Regional Develop		31,000	7,264	**7,159**	(105)	(1.44%)	
Other Community Amenities		16,750	2,786	**1,215**	(1,571)	(56.40%)	▼
Recreation and Culture							
Public Halls and Civic Centres		443,157	1,341	**177**	(1,164)	(86.82%)	▼
Other Recreation and Sport		1,818,223	20,702	**21,136**	434	2.10%	
Libraries		28,850	1,052	**1,846**	794	75.43%	
Heritage		1,032,609	150	**0**	(150)	(100.00%)	
Other Culture		8,563	0	**0**	0		
Transport							
Streets and Road Construction		1,768,286	0	**0**	0		
Streets and Road Maintenance		181,565	164,813	**163,996**	(817)	(0.50%)	
Parking Facilities		50	0	**35**	35		
Traffic Control		100	0	**0**	0		
Economic Services							
Tourism and Area Promotion		37,953	4,788	**4,744**	(44)	(0.92%)	
Building Control		39,521	8,685	**10,877**	2,192	25.24%	▲
Economic Development		40,400	40,066	**40,000**	(66)	(0.16%)	
Other Economic Services		36,000	720	**50**	(670)	(93.06%)	
Other Property and Services							
Private Works		64,400	5,454	**7,575**	2,121	38.88%	▲
Plant Operation Costs		29,000	4,832	**2,125**	(2,707)	(56.03%)	▼
Salaries and Wages		5,000	0	**0**	0		
Corporate Services Department		4,000	0	**0**	0		
Admin and Finance Activity Units		100	16	**0**	(16)	(100.00%)	
Planning and Environment Department		0	0	**0**	0		
Chief Executive Office Department		0	0	**0**	0	100.00%	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Revenues (Continued)							
Community Services Department		1,169	194	**1,063**	869	447.68%	
Unclassified		41,257	15,628	**15,629**	1	0.00%	
Total Operating Revenue		13,545,583	6,190,847	**6,192,772**	1,925		
Operating Expenses							
Governance							
Members of Council		(378,286)	(75,230)	**(74,935)**	295	0.39%	
Other Governance		(779,552)	(108,103)	**(109,676)**	(1,573)	(1.45%)	
General Purpose Funding							
Rates		(122,821)	(14,442)	**(15,925)**	(1,483)	(10.27%)	▼
Other General Purpose Funding		(936)	(50)	**(60)**	(10)	(20.32%)	
Law, Order and Public Safety							
Fire Prevention		(1,060,282)	(227,072)	**(207,518)**	19,554	8.61%	▲
Animal Control		(84,193)	(11,904)	**(11,202)**	702	5.90%	
Other Law, Order and Public Safety		(57,307)	(7,259)	**(4,835)**	2,424	33.39%	▲
Health							
Maternal and Infant Health		(6,000)	0	**0**	0		
Prev Services - Inspection and Admin		(148,438)	(25,802)	**(9,685)**	16,117	62.46%	▲
Preventative Services - Pest Control		(608)	(60)	**0**	60	100.00%	
Preventative Services - Other		(8,791)	(1,616)	**(572)**	1,044	64.63%	▲
Education and Welfare							
Other Education		(25,995)	(1,849)	**(3,387)**	(1,538)	(83.16%)	▼
Care of Families and Children		(57,118)	(6,016)	**(6,578)**	(562)	(9.34%)	
Aged and Disabled - Other		(75,983)	(5,534)	**(5,955)**	(421)	(7.60%)	
Other Welfare		(36,378)	(578)	**(702)**	(124)	(21.39%)	
Housing							
Staff Housing		(21,939)	(2,560)	**(2,422)**	138	5.39%	
Community Amenities							
Sanitation - General Refuse		(858,439)	(137,594)	**(140,365)**	(2,771)	(2.01%)	
Sanitation - Other		(44,753)	(5,494)	**(5,593)**	(99)	(1.79%)	
Sewerage		(46,107)	(2,684)	**(4,449)**	(1,765)	(65.77%)	▼
Urban Stormwater Drainage		(294,102)	(78,900)	**(43,919)**	34,981	44.34%	▲
Protection of Environment		(73,743)	(7,378)	**(6,012)**	1,366	18.51%	▲
Town Planning and Regional Develop		(283,925)	(39,256)	**(33,728)**	5,528	14.08%	▲
Other Community Amenities		(238,528)	(37,290)	**(31,267)**	6,023	16.15%	▲
Recreation and Culture							
Public Halls and Civic Centres		(136,205)	(14,338)	**(11,423)**	2,915	20.33%	▲
Swimming Areas and Beaches		(11,503)	(1,607)	**(697)**	910	56.64%	
Other Recreation and Sport		(2,159,759)	(221,697)	**(198,778)**	22,919	10.34%	▲
Television and Radio Re-Broadcasting		(4,617)	(1,751)	**(1,754)**	(3)	(0.15%)	
Libraries		(397,836)	(62,873)	**(57,640)**	5,233	8.32%	▲
Heritage		(408,340)	(14,823)	**(17,523)**	(2,700)	(18.22%)	▼
Other Culture		(47,838)	(8,496)	**(7,947)**	549	6.46%	
Transport							
Streets and Road Maintenance		(3,995,178)	(285,731)	**(304,409)**	(18,678)	(6.54%)	▼
Parking Facilities		(43,007)	(1,592)	**(1,234)**	358	22.50%	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Operating Expenses (Continued)							
Traffic Control		(4,248)	(344)	**(369)**	(25)	(7.40%)	
Aerodromes		(1,000)	0	**0**	0		
Economic Services							
Tourism and Area Promotion		(396,956)	(43,555)	**(42,974)**	581	1.33%	
Building Control		(210,965)	(24,318)	**(24,720)**	(402)	(1.65%)	
Economic Development		(165,734)	(22,360)	**(23,047)**	(687)	(3.07%)	
Other Economic Services		(34,738)	(1,878)	**(1,425)**	453	24.11%	
Other Property and Services							
Private Works		(61,818)	(11,735)	**(11,146)**	589	5.02%	
Develop & Infrastructure Management		0	(8,553)	**(11,995)**	(3,442)	(40.24%)	▼
Waste Activity Unit		0	547	**1,586**	1,039	189.88%	▲
Works Activity Unit		0	3,404	**(8,525)**	(11,929)	(350.43%)	▼
Fleet Activity Unit		0	(800)	**(548)**	252	31.56%	
Plant Operation Costs		0	17,605	**25,210**	7,605	43.20%	▲
Salaries and Wages		(5,000)	(5,000)	**(5,945)**	(945)	(18.90%)	
Corporate Services Department		(4,000)	802	**3,707**	2,905	362.19%	▲
Chief Executive Office Department		0	10,830	**9,069**	(1,761)	(16.26%)	▼
Building Assets Department		0	1,279	**(3,324)**	(4,603)	(359.86%)	▼
Administration Activity Units		0	(2,555)	**(2,555)**	(0)		
Development Services Department		0	(2,964)	**(26,409)**	(23,445)	(790.99%)	▼
Community Services Department		0	(1,914)	**(4,308)**	(2,394)	(125.09%)	▼
Unclassified		(17,985)	(2,584)	**(2,231)**	353	13.68%	
Total Operating Expenditure		(12,810,951)	(1,503,672)	**(1,450,136)**	53,536		
Funding Balance Adjustments							
Add back Depreciation		3,752,464	7,430	**6,738**	(692)		
Adjust (Profit)/Loss on Asset Disposal	8	7,140	(414)	**0**	414		
Less Grants Recognised in Prior Year		(1,080,648)	0	**0**	0		
Adjust Provisions and Accruals		1,442	0	**143**	143		
Net Cash from Operations		**3,415,030**	**4,694,191**	**4,749,517**	**55,326**		
Capital Revenues							
Proceeds from Disposal of Assets	8						
Governance							
Other Governance		13,000	0	**0**	0		
Law, Order & Public Safety							
Fire Prevention		4,810	0	**0**	0		
Other Law, Order & Public Safety		30,000	0	**0**	0		
Community Amenities							
Sanitation - General Refuse		5,000	0	**0**	0		
Recreation & Culture							
Plant Purchases		2,500	0	**0**	0		
Transport							
Road Plant Purchases		246,450	66,500	**66,500**	0	0.00%	
Economic Services							
Building Control		13,000	0	**0**	0		
Total Capital Revenues		314,760	66,500	**66,500**	0		

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

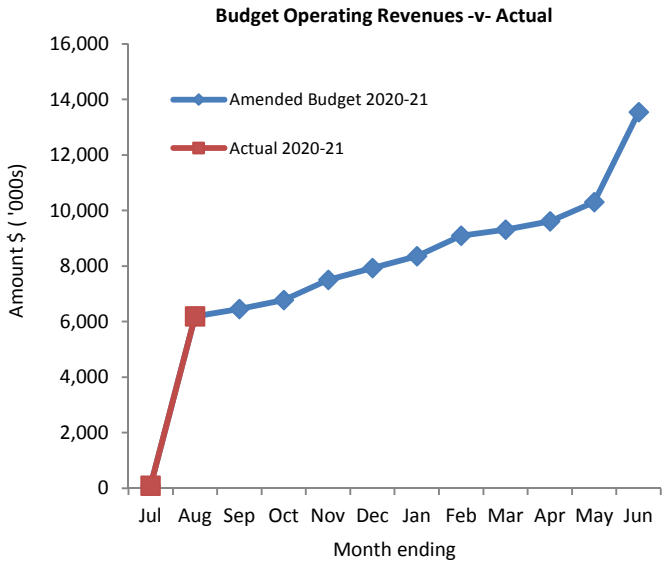
	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Capital Expenses							
Governance							
Other Governance		(293,200)	(1,450)	**(1,450)**	0	0.00%	
Law, Order and Public Safety							
Fire Prevention		(576,800)	0	**0**	0		
Other Law, Order and Public Safety		(125,244)	0	**0**	0		
Housing							
Staff Housing		(15,000)	0	**0**	0		
Community Amenities							
Sanitation - General Refuse		(50,000)	0	**0**	0		
Urban Stormwater Drainage		(40,374)	0	**0**	0		
Other Community Amenities		(6,500)	0	**0**	0		
Recreation and Culture							
Public Halls and Civic Centres		(687,226)	(7,888)	**(4,350)**	3,538	44.85%	▲
Other Recreation and Sport		(1,950,923)	0	**0**	0		
Libraries		(6,000)	0	**0**	0		
Heritage		(722,000)	0	**0**	0		
Transport							
Streets and Road Construction		(1,974,623)	(2,600)	**(2,600)**	0	0.00%	
Road Plant Purchases		(1,032,590)	(328,760)	**(329,564)**	(804)	(0.24%)	
Parking Facilities		0	0	**0**	0		
Economic Services							
Tourism and Area Promotion		(47,686)	0	**0**	0		
Other Property and Services							
Unclassified		(87,791)	(51,600)	**(51,611)**	(11)	(0.02%)	
Total Capital Expenditure	9	(7,615,957)	(392,298)	**(389,575)**	2,723		
Net Cash from Capital Activities		**(7,301,197)**	**(325,798)**	**(323,075)**	**2,723**		
Financing							
Proceeds from New Debentures	10	312,500	0	**0**	0		
Self-Supporting Loan Principal	10	8,976	0	**0**	0		
Transfer from Reserves	7	2,217,522	2,217,522	**0**	(2,217,522)		
Repayment of Debentures	10	(260,734)	0	**0**	0		
Principal of Lease payments	10	(37,933)	(9,722)	**(9,722)**	0		
Transfer to Reserves	7	(541,529)	(541,529)	**(2,479)**	539,050		
Net Cash from Financing Activities		**1,698,802**	**1,666,271**	**(12,201)**	**(1,678,472)**		
Net Operations, Capital and Financing		**(2,187,365)**	**6,034,664**	**4,414,242**	**(1,620,422)**		
Opening Funding Surplus(Deficit)	2	**2,187,365**	**2,187,365**	**2,231,002**	**43,637**		
Closing Funding Surplus(Deficit)	2	**0**	**8,222,029**	**6,645,244.26**	**(1,576,785)**		

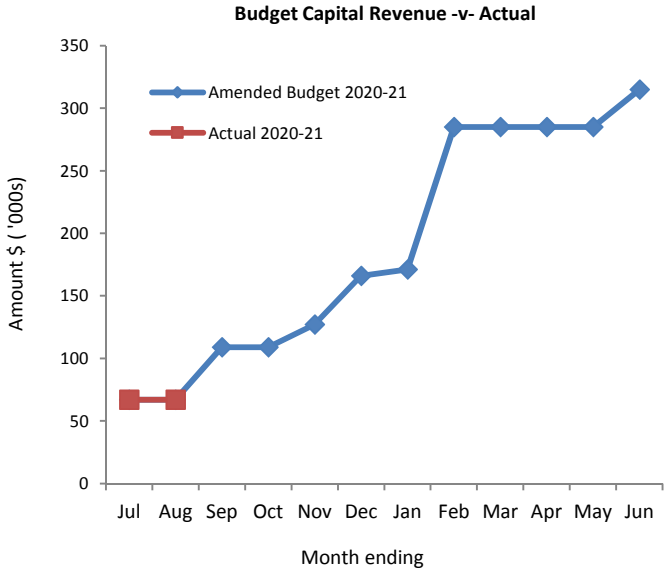
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 3 for an explanation of the reasons for the variance.

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

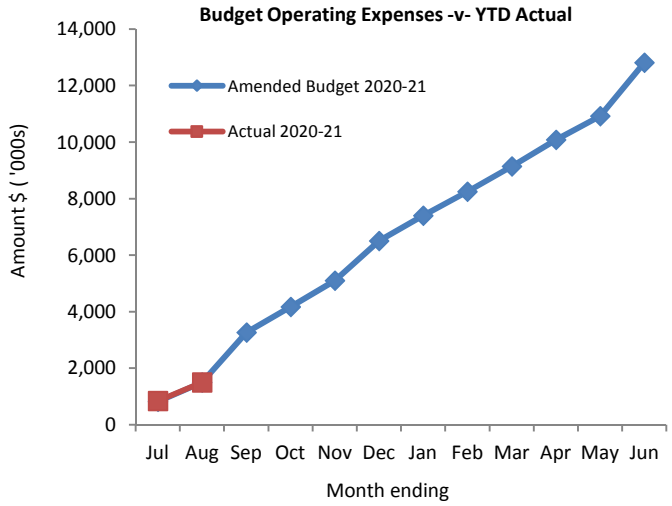
Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

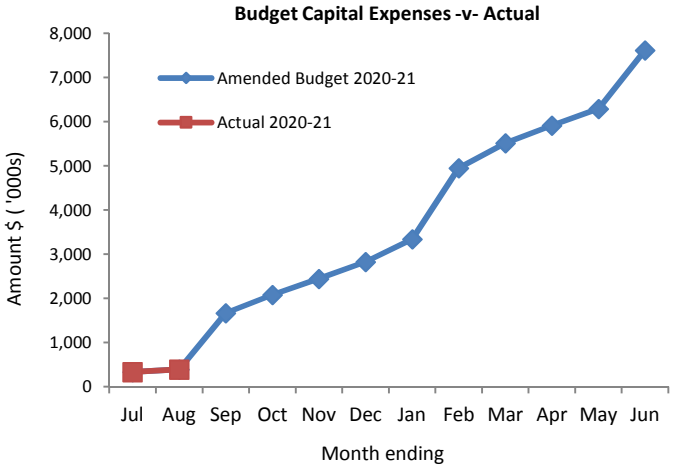
Revenues

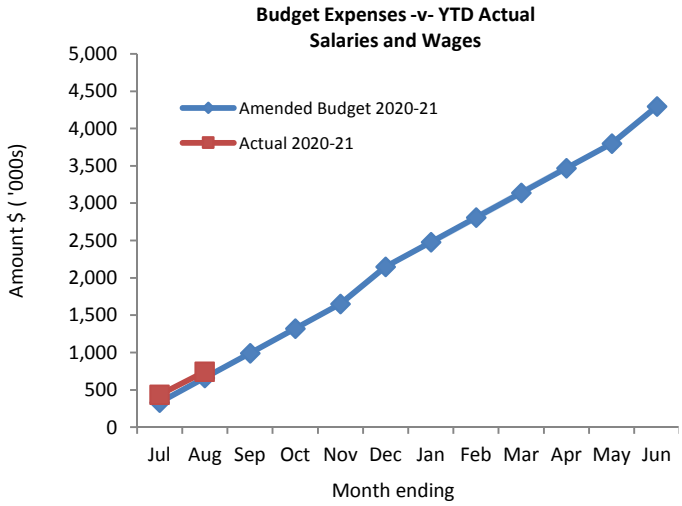


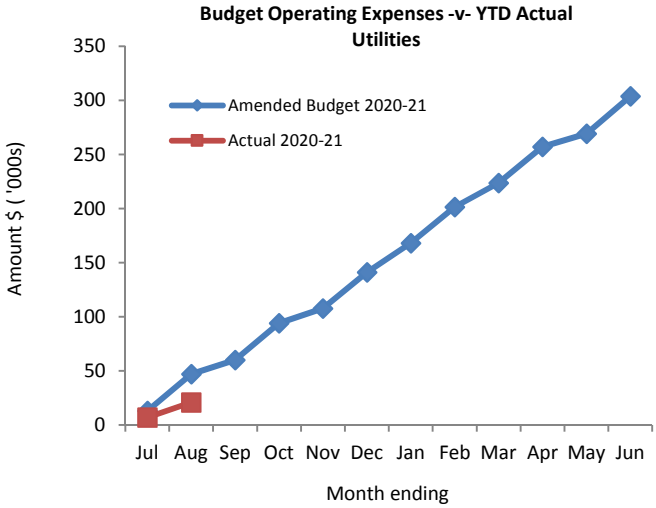


Expenditure



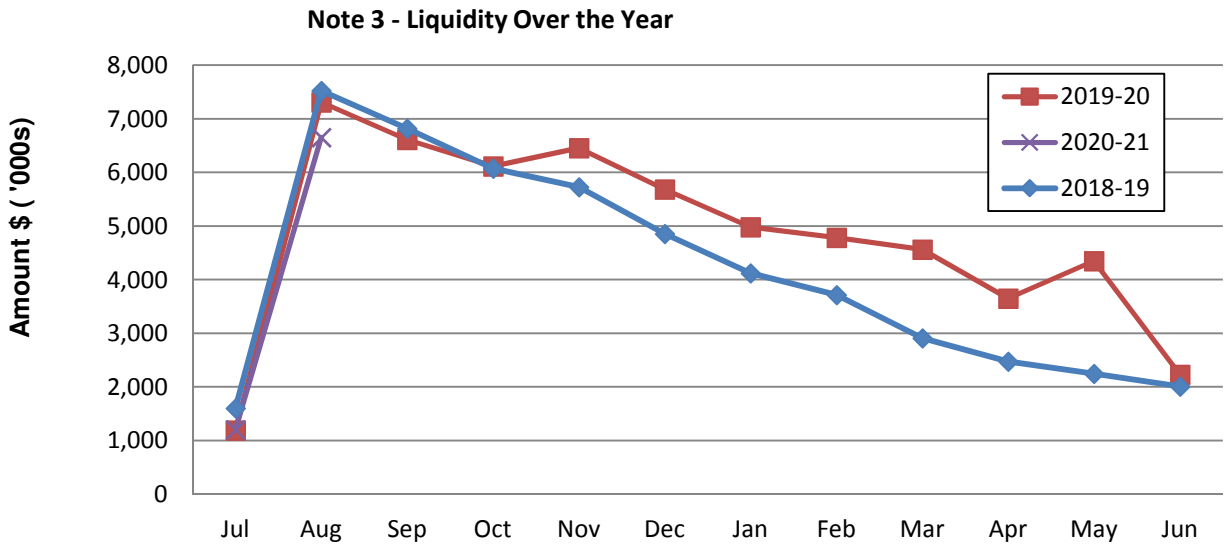






Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Aug 2020	Last Period	Est Actual 30 June 2020
		$	$	$
Current Assets				
Cash Unrestricted	5	1,735,138	2,248,653	3,053,827
Cash Restricted	5	4,292,855	4,291,586	4,290,376
Receivables - Rates	6	4,789,210	141,027	165,656
Receivables - Sundry Debtors	6	85,141	9,237	171,978
Receivables - Other		1,379,266	146,761	157,036
Inventories		12,309	17,411	12,406
		12,293,918	6,854,674	7,851,280
Less: Current Liabilities				
Payables		(2,095,216)	(2,097,711)	(2,078,878)
Provisions		(806,443)	(806,443)	(806,443)
		(2,901,660)	(2,904,155)	(2,885,321)
Less: Cash Reserves	7	(4,292,855)	(4,291,586)	(4,290,376)
Less: Loans - Clubs/Institutions		(8,976)	(8,976)	(8,976)
Add: Current Leave Provision Cash Backed		185,223	185,150	185,080
Add: Current Contract Liabilities Cash Backed		1,080,648	1,080,648	1,080,648
Add: Current Loan Liability		288,945	289,323	298,667
Add: Accounting standard changes 1.7.19		0	0	0
Net Current Funding Position		**6,645,244**	**1,205,079**	**2,231,002**



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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance $	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
Housing					
Staff Housing	(1,046)	(26.11%)	▼	Timing	Rental income received on staff housing less than estimated.
Community Amenities					
Sewerage	(1,619)	(39.67%)	▼	Timing	Income received for waste disposal fees less than estimated at this time.
Other Community Amenities	(1,571)	(56.40%)	▼	Timing	Income for Cemetery fees $1,164 less than estimated at this time. Balance relates to Community bus hire fees.
Recreation and Culture					
Public Halls and Civic Centres	(1,164)	(86.82%)	▼	Permanent	Bridgetown $833 and Greenbushes hall hire $332 less than estimated at this time.
Economic Services					
Building Control	2,192	25.24%	▲	Timing	Income received for building licence approvals greater less than estimated at this time.
Other Property and Services					
Private Works	2,121	38.88%	▲	Timing	Police licencing commission greater than estimated at this time.
Plant Operation Costs	(2,707)	(56.03%)	▼	Timing	Fuel rebate for August not yet received.
Operating Expenses					
General Purpose Funding					
Rates	(1,483)	(10.27%)	▼	Timing	Rates valuation expenditure greater than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	19,554	8.61%	▲	Timing	Fire prevention plant operations costs $4,137 and various DFES expenditure items $11,841 less than estimated at this time. Balance relates to hazard reduction expenditure less than estimated.
Other Law, Order and Public Safety	2,424	33.39%	▲	Timing	SES expenditure less than estimated at this time.
Health					
Prev Services - Inspection and Admin	16,117	62.46%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Preventative Services - Other	1,044	64.63%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Education and Welfare					
Other Education	(1,538)	(83.16%)	▼	Timing	Expenditure for Bridgetown CRC building maintenance greater than estimated at this time.
Community Amenities					
Sewerage	(1,765)	(65.77%)	▼	Timing	Wages allocation to this program greater than estimated at this time.
Urban Stormwater Drainage	34,981	44.34%	▲	Timing	Drainage maintenance works less than estimated at this time.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance $	Variance %	Var.	Reason	Explanation of Variance
Protection of Environment	1,366	18.51%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Town Planning and Regional Develop	5,528	14.08%	▲	Timing	Wage allocations to this program less than estimated due to staff vacancy.
Other Community Amenities	6,023	16.15%	▲	Timing	Public conveniences building operation, maintenance $2,263 and community bus $2,231 less than estimated at this time. Balance relates to expenditure on Cemeteries less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	2,915	20.33%	▲	Timing	Expenditure on public halls building maintenance less than estimated at this time.
Other Recreation and Sport	22,919	10.34%	▲	Timing	Parks and gardens grounds maintenance $7,869 and building operations and maintenance $15,268 less than estimated at this time.
Libraries	5,233	8.32%	▲	Timing	Building operations and maintenance $4,729 less than estimated at this time. Balance relates to minor Library expenditure.
Heritage	(2,700)	(18.22%)	▼	Timing	Heritage building maintenance expenditure greater than estimated at this time.
Transport					
Streets and Road Maintenance	(18,678)	(6.54%)	▼	Timing	Roads and verge maintenance expenditure greater than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(3,442)	(40.24%)	▼	Timing	Overhead recovery less than estimated at this time due to staff vacancy.
Waste Activity Unit	1,039	189.88%	▲	Timing	Variance due to timing of leave being taken.
Works Activity Unit	(11,929)	(350.43%)	▼	Timing	Variance due to timing of leave being taken.
Plant Operation Costs	7,605	43.20%	▲	Timing	Plant operation expenditure less than estimated at this time.
Corporate Services Department	2,905	362.19%	▲	Timing	Variance due to timing of leave being taken.
Chief Executive Office Department	(1,761)	(16.26%)	▼	Timing	Variance due to timing of leave being taken.
Building Assets Department	(4,603)	(359.86%)	▼	Timing	Variance due to timing of leave being taken.
Development Services Department	(23,445)	(790.99%)	▼	Timing	Variance due to leave payout on employee termination and overhead recovery less due to staff vacancies at this time.
Community Services Department	(2,394)	(125.09%)	▼	Timing	Variance due to timing of leave being taken.
Capital Expenses					
Recreation and Culture					
Public Halls and Civic Centres	3,538	44.85%	▲	Timing	Greenbushes Hall expenditure less than estimated at this time.

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						0
				0	**0**	**0**	

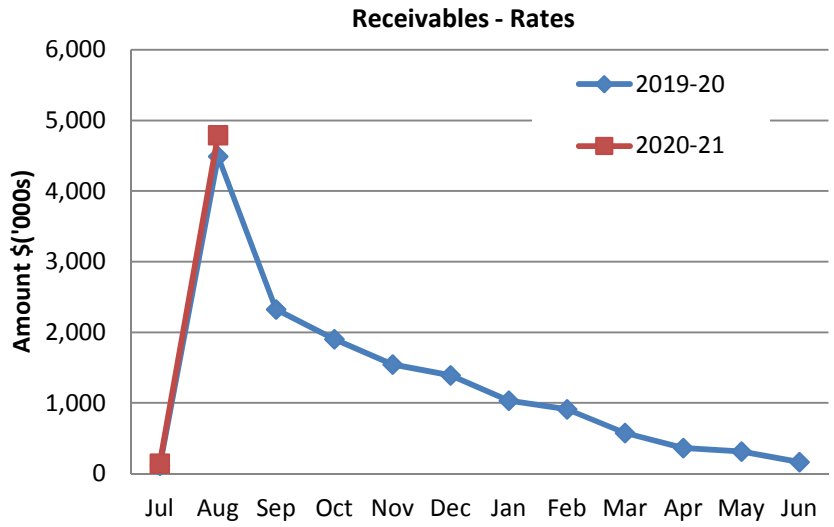
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2020

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		$	$	$	$	$		
(a) **Cash Deposits**								
Municipal Bank Account	Various	332,046				332,046	CBA/Westpac	At Call
Municipal Funds	0.20%	150,065				150,065	WATC	At Call
Trust Bank Account	Various			955		955	CBA/Westpac	At Call
Visitor Centre Trust Account	Nil			25,879		25,879	CBA/Westpac	At Call
Cash On Hand	Nil	1,950				1,950	N/A	On Hand
Term Deposits								
(b) **Municipal Funds**								
Municipal Funds	0.62%	400,000				400,000	NAB	21-Sep-20
Municipal Funds	0.57%	451,078				451,078	NAB	19-Oct-20
Municipal Funds	0.70%	400,000				400,000	NAB	26-Nov-20
Reserve Funds	0.43%		4,292,855			4,292,855	CBA	31.08.20
Total		**1,735,138**	**4,292,855**	**26,834**	**0**	**6,054,827**		

Note 6: RECEIVABLES

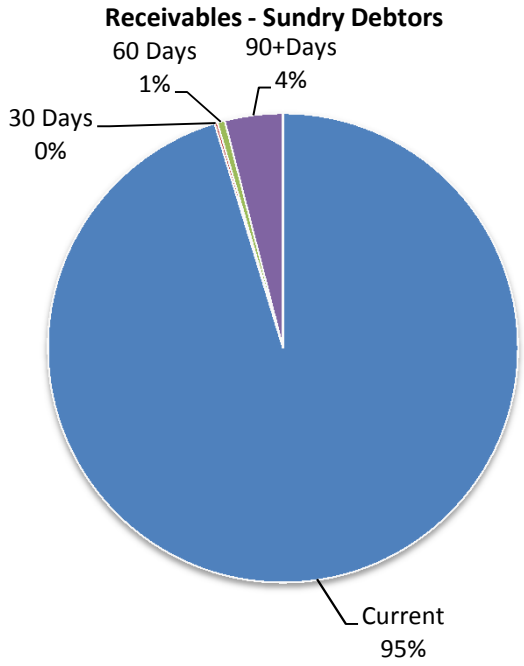
Receivables - Rates	YTD 31 Aug 2020	30 June 2019
	$	$
Opening Arrears Previous Years	165,656	126,308
Levied this year	4,668,411	4,538,968
Less Collections to date	(44,857)	(4,523,923)
Equals Current Outstanding	**4,789,210**	**141,352**
Net Rates Collectable	**4,789,210**	**141,352**
% Collected	0.93%	96.97%



Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - Sundry Debtors	81,131	177	438	3,394

Total Sundry Debtor Receivables Outstanding **85,141**

Amounts shown above include GST (where applicable)



Note 7: CASH BACKED RESERVE

2020-21										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		$	$	$	$	$		$	$	$
101	Leave Reserve	185,080	1,442	143	0		0		186,522	185,223
102	Plant Reserve	681,975	5,312	527	283,159		(685,500)		284,946	682,502
103	Land and Building Reserve	574,343	4,473	444	0		(23,417)		555,399	574,786
104	Bush Fire Reserve	18,284	142	14	10,000		(7,500)		20,926	18,298
105	Maranup Ford Road Maintenance Reserve	5,341	42	4	0		0		5,383	5,345
106	Subdivision Reserve	250,238	1,949	193	10,000		(24,286)		237,901	250,431
107	Sanitation Reserve	100,131	780	77	0		(50,000)		50,911	100,208
109	Recreation Centre Floor and Solar Reserve	203,391	1,584	157	10,000		0		214,975	203,548
112	Refuse Site Post Closure Reserve	227,558	1,772	176	5,000		(43,000)		191,330	227,734
113	Drainage Reserve	61,023	475	47	10,000		(8,850)		62,648	61,070
114	Community Bus Reserve	56,189	438	43	5,000		0		61,627	56,232
115	SBS Tower and Infrastructure Reserve	32,100	250	25	0		0		32,350	32,124
118	Playground Equipment Reserve	34,126	266	26	3,850		0		38,242	34,153
119	Swimming Pool Reserve	4,500	35	3	0		0		4,535	4,504
121	Car Park Reserve	963	8	1	0		0		971	964
125	Building Maintenance Reserve	225,833	1,759	174	0		0		227,592	226,007
126	Strategic Projects Reserve	135,970	1,059	105	10,000		(64,481)		82,548	136,075
127	Matched Grants Reserve	51,697	403	40	10,000		(12,000)		50,100	51,737
128	Aged Care Infrastructure Reserve	56,928	443	44	0		0		57,371	56,972
129	Equipment Reserve	6,107	48	5	0		0		6,155	6,112
130	Assets and GRV Valuation Reserve	99,253	773	77	32,000		(80,000)		52,026	99,329
131	Bridgetown Leisure Centre Reserve	60,724	473	47	0		(20,000)		41,197	60,771
132	Trails Reserve	26,630	207	21	5,000		0		31,837	26,650
133	Light Fleet Vehicle Reserve	91,150	710	70	112,520		(117,840)		86,540	91,221
135	Blackspot Reserve	20,194	157	16	10,000		0		30,351	20,210
201	Unspent Grans Reserve	1,080,648	0	0	0		(1,080,648)		0	1,080,648
		4,290,376	**25,000**	**2,479**	**516,529**	**0**	**(2,217,522)**	**0**	**2,614,383**	**4,292,855**

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals		Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)			Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
$	$	$			$	$	$	$
				Plant and Equipment				
			P3085	2014 Holden Colorado (EMCS)	17,000	13,000	(4,000)	4,000
			P4010	2009 Toyota landcruiser (SES)	27,000	30,000	3,000	(3,000)
			P4145	2010 Ford Ranger (Mitigation)	8,000	4,810	(3,190)	3,190
			P2225	2007 Ford Ranger (Landfill site)	2,400	5,000	2,600	(2,600)
			P2101	2015 John Deere ride on mower	2,000	2,500	500	(500)
30,000	30,000	0	P2126	2009 Ammann Multi Tyre Roller	30,000	30,000	0	0
36,500	36,500	0	P2133	2008 Caterpillar Multi Tyre Roller	36,500	36,500	0	0
			P2280	2008 Ford Ranger (General Hand)	6,000	6,000	0	0
			P2165	2009 Ford Ranger (BMO)	5,000	5,000	0	0
			P2026	2007 Hino Tip Truck with crane	43,000	43,000	0	0
			P2006	2008 caterpillar grader	87,000	87,000	0	0
			P2111	2013 Tennant footpath sweeper	8,000	10,000	2,000	(2,000)
			P3075	2015 Holden Colorado (MBA)	19,000	14,545	(4,455)	4,455
			P2060	2015 Holden Colorado (Works coordinat	18,000	14,405	(3,595)	0
			P3090	2014 Holden Colorado (PBS)	13,000	13,000	0	0
66,500	**66,500**	**0**			**321,900**	**314,760**	**(7,140)**	**3,545**

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	186,953	0	0	0	
		186,953	**0**	**0**	**0**	
Fire Prevention						
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
		529,900	**0**	**0**	**0**	
Other Law, Order and Public Safety						
SES Building	1080140	5,222	0	0	0	
		5,222	**0**	**0**	**0**	
Staff Housing						
31 Gifford Road	28BU	15,000	0	0	0	
		15,000	**0**	**0**	**0**	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	0	0	0	
Greenbushes Hall	20BU	7,888	7,888	4,350	(3,538)	Works continuing
		687,226	**7,888**	**4,350**	**(3,538)**	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	36,000	0	0	0	
Bridgetown Leisure Centre Renewals	16BU	9,500	0	0	0	
Greenbushes Golf Club	39BU	133,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	11,206	0	0	0	
		189,706	**0**	**0**	**0**	
Libraries						
Bridgetown Regional Library	36554	6,000	0	0	0	
		6,000	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings (Continued)						
Heritage						
Bridgetown Railway Station restoration	57BU	722,000	0	0	0	
		722,000	**0**	**0**	**0**	
Streets and Road Construction						
Shire Depot	08BU	17,261	0	0	0	
		17,261	**0**	**0**	**0**	
Unclassified						
Geegelup Brook Land	1790040	87,791	51,600	51,611	11	
		87,791	**51,600**	**51,611**	**11**	
Land and Buildings Total		2,447,059	59,488	55,961	(3,527)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 20/21	RR25	357,000	0	0	0	
Winnejup Road Regional Road Group 19/20	RR22	18,000	0	0	0	
Kerbing	KB01	8,000	0	0	0	
Peninsula Road Roads to Recovery	RT26	205,000	2,600	2,600	0	
Glentulloch Road 2nd coat Roads to Recovery	RT82	20,000	0	0	0	
Tweed Road Roads to Recovery	RT52	100,000	0	0	0	
Verge treatments Roads to Recovery	RT86	50,000	0	0	0	
Hester Cascades Road Roads to Recovery	RT87	30,000	0	0	0	
Ethel Street Roads to Recovery	RT88	44,780	0	0	0	
Steere Street & Stewart Street	RC52	20,000	0	0	0	
		852,780	**2,600**	**2,600**	**0**	
Roads Total		852,780	2,600	2,600	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Footpaths						
Streets and Road Construction						
Footpaths accessibility access	FP28	5,000	0	0	0	
Spring Gully Road	FP44	5,000	0	0	0	
		10,000	**0**	**0**	**0**	
Footpaths Total		10,000	0	0	0	
Drainage						
Urban Stormwater Drainage						
Peninsula Road (Showgrounds drainage)	DR25	8,850	0	0	0	
Lockley Avenue (memorial Park Drainage)	DR37	5,160	0	0	0	
Claret Ash Rise	DR31	15,000	0	0	0	
Four Season Estate	DR24	11,364	0	0	0	
		40,374	**0**	**0**	**0**	
Drainage Total		40,374	0	0	0	
Parks and Ovals						
Other Recreation and Sport						
Somme Park (Fitness Trail Equipment)	05IU	13,103	0	0	0	
		13,103	**0**	**0**	**0**	
Parks and Ovals Total		13,103	0	0	0	
Bridges						
Streets and Road Construction						
Winnejup Road Bridge 3315	BR03	345,000	0	0	0	
Donnelly Mill Road Bridge 3337	BR19	660,321	0	0	0	
Brockman Highway Bridge 0266A	BR20	10,100	0	0	0	
Winnejup Road Bridge 3315	BR21	11,000	0	0	0	
Winnejup Road Bridge 3316	BR22	28,000	0	0	0	
Slades Road Bridge 3331A	BR23	14,161	0	0	0	
Donnelly Mill Road Bridge 3337	BR24	11,000	0	0	0	
Catterick Road Bridge 3703A	BR25	7,500	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Bridges (Continued)						
McKelvie Road Bridge 3705	BR26	7,500	0	0	0	
		1,094,582	**0**	**0**	**0**	
Bridges Total		1,094,582	0	0	0	
Infrastructure Other						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		50,000	**0**	**0**	**0**	
Other Community Amenities						
Hampton Street Community Notice Board	13IU	6,500	0	0	0	
		6,500	**0**	**0**	**0**	
Other Recreation and Sport						
Lighting improvements to facility parking area	19IN	20,000	0	0	0	
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Greenbushes Recreation Centre Growth Strategy	15IN	35,000	0	0	0	
Bridgetown Youth Precinct Growth Strategy	16IN	650,021	0	0	0	
Blackwood River Park Foreshore Development	17IN	941,947	0	0	0	
Bridgetown Leisure Centre	18IN	9,810	0	0	0	
		1,720,414	**0**	**0**	**0**	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	25,000	0	0	0	
Septage dump point	13IN	22,686	0	0	0	
		47,686	**0**	**0**	**0**	
Infrastructure Other Total		1,824,600	0	0	0	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	45,000	1,450	1,450	0	
Light Fleet Vehicles	1055440	36,000	0	0	0	
		81,000	**1,450**	**1,450**	**0**	
Fire Prevention						
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	41,900	0	0	0	
		46,900	**0**	**0**	**0**	
Other Law, Order and Public Safety						
SES Equipment	1080340	5,305	0	0	0	
SES Vehicle	1080240	102,100	0	0	0	
		107,405	**0**	**0**	**0**	
Other Recreation and Sport						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	8,000	0	0	0	
Automated pool cleaner	08EQ	10,700	0	0	0	
		27,700	**0**	**0**	**0**	
Road Plant Purchases						
Multi tyre road roller	PL15	164,380	164,380	164,782	402	
Tip truck	PL04	182,330	0	0	0	
Multi tyre road roller	PL16	164,380	164,380	164,782	402	
Road grader	PL09	326,000	0	0	0	
Footpath sweeper	PL06	65,000	0	0	0	
Works and Services Fleet	1405040	125,500	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
		1,032,590	**328,760**	**329,564**	**804**	
Plant and Equipment Total		1,295,595	330,210	331,014	804	

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Aug 2020 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Furniture and Equipment						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		25,247	0	0	0	
Other Law, Order and Public Safety						
SES Furniture & Equipment	1080040	12,617	0	0	0	
		12,617	**0**	**0**	**0**	
Furniture and Equipment Total		37,864	0	0	0	
Capital Expenditure Total		7,615,957	392,298	389,575	(2,723)	

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		$	$	$	$	$	$	$
Community Amenities								
Loan 108 Landfill Plant	50,302		0	24,637	50,302	25,665	0	1,826
Loan 113 Landfill Site New Cell	104,585		0	104,585	104,585	0	0	1,792
Loan 114 Liquid & Inert Waste Sites	73,943		0	23,982	73,943	49,961	0	1,856
Loan 115 Landfill Cell Extension	80,636		0	19,677	80,636	60,959	0	1,219
Loan 116 Liquid Waste Facility	90,855		0	9,325	90,855	81,530	0	1,735
Recreation and Culture								
Loan 110 Bridgetown Bowling Club - SSL	8,976		0	8,976	8,976	0	0	252
Loan 112 Bridgetown Swimming Pool	1,401,069		0	69,552	1,401,069	1,331,517	0	55,908
Loan 117 Youth Precinct Redevelopment	0		0			189,500		
Loan 118 Bridgetown Civic Centre revitalisation	0		0			123,000		
	1,810,366	**0**	**0**	**260,734**	**1,810,366**	**1,862,132**	**0**	**64,588**

(b) New Debentures

Particulars	Amount to be Borrowed Budget	Institution	Loan Type	Term Years	Amount Borrowed Actual
	$				$
Other Recreation and Culture					
Loan 117 Youth Precinct Redevelopment	189,500	WATC	Debenture	10	0
Loan 118 Bridgetown Civic Centre revitalisation	123,000	WATC	Debenture	10	0
	312,500				0

No new debentures were raised during the reporting period.

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$
Recreation and Culture								
003 Gym Equipment	95,161		6,474	24,211	88,687	70,950	530	2,780
Other Property and Services								
001 CESM Vehicle	35,168		761	9,158	34,407	26,010	10	36
002 Photocopies and printers	5,327		2,488	4,564	2,839	763	251	1,315
	135,656	**0**	**9,722**	**37,933**	**125,934**	**97,723**	**791**	**4,131**

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV Shire	0.087045	1,760	28,233,720	2,457,605			2,457,605	2,457,604	10,000	1,000	2,468,604
UV Shire Rural	0.006220	480	186,915,000	1,160,199			1,160,199	1,162,611			1,162,611
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.071478	12	994,855	71,110			71,110	71,110			71,110
Sub-Totals		2,252	216,143,575	3,688,914	0	0	3,688,914	3,691,325	10,000	1,000	3,702,325
	Minimum										
Minimum Payment	**$**										
GRV Shire	942.00	720	3,914,589	678,240			678,240	678,240			678,240
UV Shire Rural	1,168.00	253	33,962,000	295,504			295,504	295,504			295,504
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	523.00	11	31,574	5,753			5,753	5,753			5,753
Sub-Totals		984	37,908,163	979,497	0	0	979,497	979,497	0	0	979,497
							4,668,411				4,681,822
Rates Paid in Advance							0				0
Amount from General Rates							**4,668,411**				**4,681,822**
Discounts/concessions							(9,434)				(9,434)
Totals							**4,658,976**				**4,672,388**

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-20	Amount Received	Amount Paid	Closing Balance 31-Aug-20
	$	$	$	$
Accommodation - Visitor Centre	24,724	24,330	(23,763)	25,291
South West Coach Lines	102	296	(298)	100
Other Visitor Centre	76	233	(158)	151
TransWA	149	1,342	(1,154)	336
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
Frank Draper Cemetery Fees	703			703
Interest to be Distributed	0			0
	26,007	**26,200**	**(25,373)**	**26,834**

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN AUGUST TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
MUNICIPAL FUND				
DIRECT DEBITS				
DD14707.1	02/08/2020	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR AUGUST	75.90
DD14679.2	05/08/2020	WESTNET PTY LTD	ANNUAL PAYMENT FOR SECONDARY DNS MAIL RELAY IN 2020/21	90.00
DD14729.1	07/08/2020	CALTEX STARCARD	FUEL FOR THE MONTH OF JULY	2,791.14
DD14692.1	12/08/2020	WA SUPER	SUPERANNUATION CONTRIBUTIONS	16,059.74
DD14692.10	12/08/2020	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	106.23
DD14692.11	12/08/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	96.69
DD14692.12	12/08/2020	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	213.44
DD14692.13	12/08/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	543.07
DD14692.14	12/08/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	164.47
DD14692.2	12/08/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	282.76
DD14692.3	12/08/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	82.95
DD14692.4	12/08/2020	WAIKAWA DREAMING SUPER FUND	SUPERANNUATION CONTRIBUTIONS	689.30
DD14692.5	12/08/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14692.6	12/08/2020	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	214.54
DD14692.7	12/08/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	444.08
DD14692.8	12/08/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	199.98
DD14692.9	12/08/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	978.20
DD14679.1	15/08/2020	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS	136.88
DD14722.1	26/08/2020	WA SUPER	SUPERANNUATION CONTRIBUTIONS	16,571.91
DD14722.10	26/08/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	958.75
DD14722.11	26/08/2020	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	167.40
DD14722.12	26/08/2020	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	88.41
DD14722.13	26/08/2020	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	220.91
DD14722.14	26/08/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	527.63
DD14722.15	26/08/2020	TAL SUPER	SUPERANNUATION CONTRIBUTIONS	135.16
DD14722.2	26/08/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	277.92
DD14722.3	26/08/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	16.59
DD14722.4	26/08/2020	VERVE SUPER	SUPERANNUATION CONTRIBUTIONS	150.15
DD14722.5	26/08/2020	WAIKAWA DREAMING SUPER FUND	SUPERANNUATION CONTRIBUTIONS	689.30
DD14722.6	26/08/2020	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	224.69
DD14722.7	26/08/2020	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	274.04
DD14722.8	26/08/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	444.08
DD14722.9	26/08/2020	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	204.35
B/S	02/08/2020	COMMONWEALTH BANK	ACCOUNT FEES	0.00
B/S	02/08/2020	COMMONWEALTH BANK	MERCHANT FEES	106.21
B/S	17/08/2020	COMMONWEALTH BANK	BPOINT/BPAY FEES	0.71
B/S	03/08/2020	WESTPAC BANK	MERCHANT FEES	608.58
B/S	03/08/2020	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	159.11
B/S	12/08/2020	WESTPAC BANK	TOTAL WAGES FOR 30.07.2020 - 12.08.2020	115,261.24
B/S	26/08/2020	WESTPAC BANK	TOTAL WAGES FOR 13.08.2020 - 26.08.2020	113,371.37
3082020	03/08/2020	MASTERCARD DEBIT CARD	MASTERCARD PURCHASE FEE	7.95
3082020	03/08/2020	MASTERCARD DEBIT CARD	LUNCH FOR SOUTH WEST ZONE MEETING	34.00
3082020	03/08/2020	MASTERCARD DEBIT CARD	DINNER WITH BUSH FIRE CONSULTANT	114.00
3082020	03/08/2020	MASTERCARD DEBIT CARD	6 x SSD HARD DRIVES	623.49
3082020	03/08/2020	MASTERCARD DEBIT CARD	HIRE OF MEETING ROOM AT MOUNT BARKER CRC	16.50

ATTACHMENT 8

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN AUGUST TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
3082020	03/08/2020	MASTERCARD DEBIT CARD	DINNER WITH CEO PERFORMANCE REVIEW CONSULTANT	88.50
3082020	03/08/2020	MASTERCARD DEBIT CARD	TEMPLATE FOR CONTAINER DEPOSIT SCHEME MEMORANDUM OF UNDERSTANDING	79.99
3082020	03/08/2020	MASTERCARD DEBIT CARD	REFRESHMENTS MEETING WITH SHIRE OF BOYUP BROOK	32.00
BPAY				
210820201	21/08/2020	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF SPOT TRACKERS FOR AUGUST	155.00
210820202	21/08/2020	TELSTRA	TELEPHONE & INTERNET CHARGES	2,812.14
ELECTRONIC PAYMENTS				
EFT31027	06/08/2020	ABCO PRODUCTS PTY LTD	RESTOCK OF CLEANING SUPPLIES FOR SHIRE ADMINISTRATION BUILDING	2,545.43
EFT31028	06/08/2020	ALLMARK AND ASSOCIATES PTY LTD	3500 X SHIRE WASTE FACILITY PASSES FOR THE 2020/21 RATES	3,074.50
EFT31029	06/08/2020	AMITY SIGNS	5 X STREET SIGNS FOR DILKES RD, GIBLETT RD, GRANGE RD AND PERKS RD	434.50
EFT31030	06/08/2020	ANALYTICAL REFERENCE LABORATORY	2ND QUARTER BORE WATER SAMPLING FOR BRIDGETOWN WASTE FACILITY	1,229.25
EFT31031	06/08/2020	BENJAMIN & CASEY ANN ASPLIN	REFUND OF LANDSCAPING BOND PLUS INTEREST MINUS ADMIN FEE	1,181.90
EFT31032	06/08/2020	BLACKWOOD RURAL SERVICES	SWITCH FOR CHAIN SHARPENER	84.50
EFT31033	06/08/2020	BLACKWOOD VALLEY PROPERTY MAINT.	MATERIALS & LABOUR TO REPLACE DAMAGED WEATHERBOARDS AT GREENBUSHES CRICKET PAVILION	700.00
EFT31034	06/08/2020	BLISS FOR DESIGN	REPAIRS TO LEAF BLOWER & REPLACEMENT BAR AND CHAIN SET FOR HUSQVARNA CHAINSAW	164.13
EFT31035	06/08/2020	BLUE FORCE PTY LTD	50 X RFID KEY RING FOBS FOR 24HR GYM ACCESS	731.50
EFT31036	06/08/2020	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL FOR SHIRE STAFF MEMBER	270.00
EFT31037	06/08/2020	BRIDGETOWN CRC INC	SES POWER CONSUMPTION FOR PERIOD BETWEEN 14/05/2020 TO 03/07/2020	259.42
EFT31038	06/08/2020	BRIDGETOWN MITRE 10 & RETRAVISION	HANDHELD LASER DISTANCE MEASURER & OTHER MINOR ITEMS	407.03
EFT31039	06/08/2020	BRIDGETOWN PAINT SALES	KILL RUST PAINTING SUPPLIES FOR WORK ON MEMORIAL PARK GATEHOUSE	113.25
EFT31040	06/08/2020	BRIDGETOWN TYRES	2 X REPLACEMENT FRONT TYRES FOR CATERPILLAR BACKHOE	910.00
EFT31041	06/08/2020	DAVID VERNON BROCKMAN	RATES REFUND	797.97
EFT31042	06/08/2020	JOANNE MAREE BUTLER	REFUND OF LANDSCAPING BOND PLUS INTEREST LESS ADMIN FEE	1,175.71
EFT31043	06/08/2020	CB TRAFFIC SOLUTIONS PTY LTD	LINE MARKING & TRAFFIC MANAGEMENT FOR KANGAROO GULLY RD & CLARET ASH RISE	3,496.86
EFT31044	06/08/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT31045	06/08/2020	TIMOTHY PATRICK CLYNCH	VARIOUS REIMBURSEMENTS FOR MEETINGS AND REFRESHMENTS	386.95
EFT31046	06/08/2020	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR JULY	426.53
EFT31047	06/08/2020	DAVMECH	REPAIRS ON VOLVO ROAD GRADER & HYDRAULIC HOSE REPLACEMENT FOR CAT TRACK LOADER	2,174.87
EFT31048	06/08/2020	DOMESTIC MAINTENANCE SW	CLEAN AND APPLY NON-SLIP SURFACE TO BTN SPORTSGROUND MALE TOILETS & OIL WOODEN BENCHES	690.00
EFT31049	06/08/2020	LGRCEU	PAYROLL DEDUCTIONS	184.50
EFT31050	06/08/2020	FISHERS TYRE CENTRE	TYRES AND WHEEL ALIGNMENT FOR CESM VEHICLE	780.00
EFT31051	06/08/2020	DEAN GUJA	HEALTH OFFICER CONSULTING HOURS FOR JULY	5,185.00
EFT31052	06/08/2020	H C JONES & CO	REPLACEMENT OF WATER COOLER TAP AT LEISURE CENTRE & REPAIRS TO CIVIC CENTRE DISHWASHER	313.50
EFT31053	06/08/2020	HEATLEY SALES PTY LTD	GLOVES AND EAR PLUGS FOR WORKS & SERVICES STAFF	214.50
EFT31054	06/08/2020	INTERFIRE AGENCIES PTY LTD	2 X LARGE RED KIT BAGS FOR EMERGENCY SERVICES	217.25
EFT31055	06/08/2020	IT VISION USER GROUP INC	IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION FOR 2020/21	748.00
EFT31056	06/08/2020	JOHN PHILLIPS CONSULTING	PROFESSIONAL SERVICES FOR ANNUAL CEO PERFORMANCE REVIEW	3,850.00
EFT31057	06/08/2020	JTAGZ	ANIMAL REGISTRATION TAGS	262.24
EFT31058	06/08/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL	ANNUAL ANALYTICAL SERVICES FEE FOR 2020/21	594.52
EFT31059	06/08/2020	LOCAL GOVERNMENT PROFESSIONALS WA	AFFILIATE MEMBERSHIP FOR STAFF MEMBER DURING 2020/21	185.00
EFT31060	06/08/2020	LUSH FIRE AND PLANNING	DELIVERY OF WORKSHOP ON BUSH FIRE ASSESSMENT	1,501.50
EFT31061	06/08/2020	RAS MACHIN LICENSED SURVEYOR	NELSON STREET AND HESTER STREET ROAD RATIONALISATION - CLAIM 3	7,082.62
EFT31062	06/08/2020	MANJIMUP MITRE 10 & RETRAVISION	STAFF MEMBER SALARY SACRIFICE LAPTOP	4,906.00
EFT31063	06/08/2020	MARKETFORCE	ADVERTISEMENTS FOR PROPOSED ROAD NAMING & COMMUNITY BUS CARETAKER IN MB TIMES	609.63
EFT31064	06/08/2020	NATURALISTE HYGIENE SERVICES	SANITARY DISPOSAL SERVICES FOR 6 MONTHS	2,213.08
EFT31065	06/08/2020	OAKLEY DESIGN SERVICES PTY LTD	DRAWINGS AND SCOPE OF WORKS FOR GENERATOR CHANGE OVER SWITCH AT ADMIN BUILDING	1,595.00
EFT31066	06/08/2020	PRESTON POWER EQUIPMENT	4 X COMBINATION FUEL/OIL CONTAINERS FOR CHAINSAWS	168.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN AUGUST TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
EFT31067	06/08/2020	QUALITY SHOP	3000 X TAX INVOICE/RECEIPT PAPER & 3000 DL WINDOW ENVELOPES	832.00
EFT31068	06/08/2020	SONJA SEHM	REIMBURSEMENT FOR MEAL EXPENSES WHILST ATTENDING OSH TRAINING COURSE	80.25
EFT31069	06/08/2020	SOUTHERN LOCK & SECURITY	KEYS, BARRELS, CYLINDERS & LOCKS FOR NEW SHIRE KEY SYSTEM	1,320.28
EFT31070	06/08/2020	DION STEVEN	ENVIRONMENTAL WORKS FOR THE MONTH OF JULY	2,263.50
EFT31071	06/08/2020	STEVE WOOD CARPENTRY	REMOVE EXISTING AND INSTALL NEW DOUBLE DOORS AT GREENBUSHES GOLF CLUB	1,568.60
EFT31072	06/08/2020	SYNERGY	ELECTRICITY	6,771.95
EFT31073	06/08/2020	THE STABLES IGA	ADMIN & WORKS DEPOT GROCERIES FOR JULY	181.54
EFT31074	06/08/2020	TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT CHARGES IN JULY	278.36
EFT31075	06/08/2020	WESTRAC PTY LTD	2 X NEW MULTI TYRE ROAD ROLLERS LESS TRADE IN	289,586.00
EFT31076	06/08/2020	WALGA	WALGA MEMBERSHIP & SERVICE SUBSCRIPTIONS FOR 2020/21	22,189.56
EFT31077	06/08/2020	DE & CL WILSON	REFUND OF STANDPIPE CARD BOND	100.00
EFT31078	06/08/2020	WINC AUSTRALIA PTY LTD	OFFICE STATIONERY & CLEANING SUPPLIES	381.25
EFT31083	20/08/2020	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BRIDGETOWN LEISURE CENTRE IN JULY	484.57
EFT31084	20/08/2020	AUSTRALIA POST	MONTHLY POSTAGE CHARGES FOR JULY & 2 X 16GB USB DRIVES	180.90
EFT31085	20/08/2020	AUSTRALIAN SAFETY ENGINEERS	WALL BRACKET & CYLINDER SPRING CLIP FOR BLC MAINTENANCE	370.26
EFT31086	20/08/2020	AUSTRALIAN WILDFLOWER SEEDS	VARIOUS WILDFLOWER SEEDS FOR VISITOR CENTRE STOCK	188.55
EFT31087	20/08/2020	B & B STREET SWEEPING PTY LTD	MONTHLY STREET SWEEPING FOR BRIDGETOWN IN JULY	1,716.00
EFT31088	20/08/2020	INGRID BARKER	REFUND OF HALL HIRE BOND	200.00
EFT31089	20/08/2020	BLACKWOOD FRESH	REFRESHMENTS FOR COUNCIL MEETINGS, CITIZENSHIP CEREMONY & ELECTED MEMBER TRAINING	85.72
EFT31090	20/08/2020	BLACKWOOD VETERINARY CENTRE	EUTHANISATION OF STRAY CAT	55.00
EFT31091	20/08/2020	BLACKWOOD VALLEY PROPERTY MAINT.	LABOUR TO CLEAN GUTTERS AT VISITOR CENTRE	125.00
EFT31092	20/08/2020	GLENN BLECHYNDEN	REMOVAL AND WEATHER PROOFING OF WINDOW AT YORNUP SCHOOL	638.65
EFT31093	20/08/2020	BLISS FOR DESIGN	BRUSHCUTTER HARNESS, PARTS FOR CHAINSAW REPAIR & OTHER MINOR ITEMS	420.85
EFT31094	20/08/2020	BRIDGETOWN TIMBER SALES	1 X PIECE OF FORM PLY FOR ICC BUILDING MAINTENANCE	35.00
EFT31095	20/08/2020	BRIDGETOWN COMPUTERS	USB COMPATIBLE WEBCAM	200.00
EFT31096	20/08/2020	BRIDGETOWN MITRE 10 & RETRAVISION	24 X PLANTS FOR HAMPTON STREET STREETSCAPE, MOVING DOLLIES, EXTENSION LEADS & MINOR ITEMS	834.30
EFT31097	20/08/2020	BRIDGETOWN TYRES	2 X TYRES FOR P&G SUPERVISOR VEHICLE, BATTERY FOR RIDE ON MOWER & TYRE CHANGE ON TIP TRUCK	653.00
EFT31098	20/08/2020	BRIDGETOWN NEWSAGENCY	10 X BOXES A4 WHITE PAPER, FAREWELL CARD FOR STAFF MEMBER & MONTHLY NEWSPAPER CHARGES	360.69
EFT31099	20/08/2020	BCITF	BCITF LEVIES COLLECTED FOR JULY	520.94
EFT31100	20/08/2020	BURGESS RAWSON (WA) PTY LTD	ASHBILL GARDEN WATER USAGE BETWEEN 08.06.20 - 03.08.20	8.57
EFT31101	20/08/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	223.00
EFT31102	20/08/2020	CITY AND REGIONAL FUELS	BULK DIESEL FUEL FOR DEPOT	13,903.32
EFT31103	20/08/2020	CJD EQUIPMENT PTY LTD	VARIOUS OIL, FUEL & AIR FILTERS FOR VOLVO GRADER	283.32
EFT31104	20/08/2020	CLEANAWAY PTY LTD	WASTE COLLECTION & DISPOSAL CHARGES FOR JULY	33,137.45
EFT31105	20/08/2020	CLIFFORD AUTO REPAIRS	ANNUAL ROADWORTHINESS INSPECTION FOR COMMUNITY BUS	188.95
EFT31106	20/08/2020	CUSTOM SERVICE LEASING LTD	VEHICLE LEASING FOR AUGUST	420.65
EFT31107	20/08/2020	DAVMECH	PARTS & LABOUR TO MAKE NEW HOSE FOR CATERPILLAR TRACK LOADER	248.15
EFT31108	20/08/2020	DEPT OF MINES, INDUSTRY REGS AND SAFETY	BSL'S COLLECTED FOR JULY	1,531.39
EFT31109	20/08/2020	DOMESTIC MAINTENANCE SW	CLEAN/OIL TABLES AND BENCHES AT BRIDGEDALE BANDSTAND & OIL BENCH SEAT AT HAMPTON ST TOILETS	580.00
EFT31110	20/08/2020	ENVIRO INFRASTRUCTURE PTY LTD	5-YEARLY PREVENTATIVE MAINTENANCE AND MINOR REPAIRS ON BRIDGES	15,026.48
EFT31111	20/08/2020	RICK EVANS	REFUND OF HALL HIRE BOND LESS RETENTION FOR EXTRA CLEANING COSTS	115.51
EFT31112	20/08/2020	LEIGH GUTHRIDGE	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	125.00
EFT31113	20/08/2020	H C JONES & CO	REPLACE SEPTIC SYSTEM TO LADIES TOILET BLOCK, KITCHEN SINK & MEN'S TOILET BLOCK AT GR HALL	5,005.00
EFT31114	20/08/2020	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - AUGUST	130.90
EFT31115	20/08/2020	ISA TECHNOLOGIES	MONTHLY IT SUPPORT - JULY	1,760.00
EFT31116	20/08/2020	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER IN JULY	174.25
EFT31117	20/08/2020	LANDGATE	2019/20 LANDGATE SALE REGISTER	101.78

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN AUGUST TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
EFT31118	20/08/2020	SEONAID LESLIE	REIMBURSEMENT FOR PRE-EMPLOYMENT NATIONAL POLICE CLEARANCE	55.80
EFT31119	20/08/2020	MCG FIRE SERVICES	MONTHLY TESTING OF FIRE PANEL & EMERGENCY WARNING SYSTEMS AT LEISURE CENTRE - JULY	115.50
EFT31120	20/08/2020	NOVUS AUTO GLASS SOUTH WEST	REMOVAL AND REPLACEMENT OF WINDSCREEN FOR BACKHOE LOADER - B029	484.00
EFT31121	20/08/2020	OFFICEWORKS LTD	1 X PROFESSIONAL ENDURO ERGONOMIC HEAVY DUTY CHAIR	328.95
EFT31122	20/08/2020	ONEMUSIC AUSTRALIA	ANNUAL APRA MUSIC LICENCE FEES FOR 01/07/2020 - 30/06/2021	357.87
EFT31123	20/08/2020	LYNDON GRAEME PEARCE	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL AND NATIONAL POLICE CLEARANCE	355.60
EFT31124	20/08/2020	QUALITY SHOP	PRINTING AND FOLDING OF KERBSIDE HARD WASTE COLLECTION FLYERS & 15 X PRE-START CHECK BOOKS	450.00
EFT31125	20/08/2020	REPCO	20 KG OF QUICK SMART HAND CLEANER	147.40
EFT31126	20/08/2020	RICHFEEDS AND RURAL SUPPLIERS	1 X PAIR OF SIZE 8 WORK BOOTS & OTHER MINOR ITEMS	118.50
EFT31127	20/08/2020	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING & PRINTING CHARGES FOR JULY	675.25
EFT31128	20/08/2020	SETON AUSTRALIA PTY LTD	6 X PACKS OF ANTI-BACTERIAL DISINFECTANT WIPES	49.50
EFT31129	20/08/2020	SOUTHERN LOCK & SECURITY	KEYS, BARRELS, CYLINDERS & LOCKS FOR NEW SHIRE KEY SYSTEM	1,115.76
EFT31130	20/08/2020	SOUTH WEST FIRE UNITS	ANNUAL SERVICE & ADDITIONAL WORKS FOR BRIDGETOWN 12.2 FIRE VEHICLE	12,073.18
EFT31131	20/08/2020	SOUTHERN FOREST PEST MANAGEMENT	TREATMENT TO ERADICATE ANT INFESTATION AT GREENBUSHES HALL	220.00
EFT31132	20/08/2020	STATEWIDE CLEANING SUPPLIES PTY LTD	2 X CARTONS OF GYM WIPES	393.80
EFT31133	20/08/2020	SYNERGY	ELECTRICITY	5,654.04
EFT31134	20/08/2020	THE STABLES IGA	GROCERIES FOR OSH TRAINING BREAKFAST & VISITOR CENTRE GROCERIES FOR AUGUST	98.54
EFT31135	20/08/2020	TINDERBOX	VARIOUS ITEMS FOR VISITOR CENTRE STOCK	423.50
EFT31136	20/08/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	223.75
EFT31137	20/08/2020	TOTALLY SOUND	LAPEL MICROPHONE & ACCESSORIES FOR SHIRE PA SYSTEM	536.15
EFT31138	20/08/2020	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY - AUGUST	159.50
EFT31139	20/08/2020	VANGUARD PRESS	PURCHASE OF 450 X GOLDEN I BAGS FOR VISITOR CENTRE	350.52
EFT31140	20/08/2020	DEREK WAUGH	REIMBURSEMENT OF PRE-EMPLOYMENT NATIONAL POLICE CLEARANCE	55.80
EFT31141	20/08/2020	WESTRAC PTY LTD	1 X AIR FILTER FOR CAT ROAD GRADER & SERVICE KITS FOR CAT ROAD GRADER & CAT TRACK LOADER	1,320.30
EFT31142	20/08/2020	WALGA	E-LEARNING COURSES FOR ELECTED MEMBERS	1,170.00
EFT31143	20/08/2020	WINC AUSTRALIA PTY LTD	REPLACEMENT WORK COMPUTER & MONITOR, OFFICE FURNITURE & STATIONERY	2,030.41
EFT31144	21/08/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR JULY 2020	21,380.00
EFT31145	27/08/2020	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31146	27/08/2020	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31147	27/08/2020	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	963.83
EFT31148	27/08/2020	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31149	27/08/2020	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31150	27/08/2020	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	1,577.33
EFT31151	27/08/2020	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31152	27/08/2020	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	802.33
EFT31153	27/08/2020	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	802.33
CHEQUES				
300041	06/08/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	RETAINED ADMINISTRATION FEE FROM LANDSCAPING BOND REFUND	100.00
300042	06/08/2020	WATER CORPORATION	WATER USAGE	2,053.29
300043	20/08/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	RETENTION OF CLEANING COSTS FROM HALL HIRE BOND PAID	169.24
300044	20/08/2020	WATER CORPORATION	WATER USAGE	2,533.62
DIRECT DEBITS - LICENSING				
22981	03/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 03/08/2020	10,387.35
22982	04/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 04/08/2020	6,431.25
22983	05/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 05/08/2020	3,907.20
22984	06/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 06/08/2020	1,912.45
22985	07/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 07/08/2020	4,274.05

SHIRE OF BRIDGETOWN-GREENBUSHES

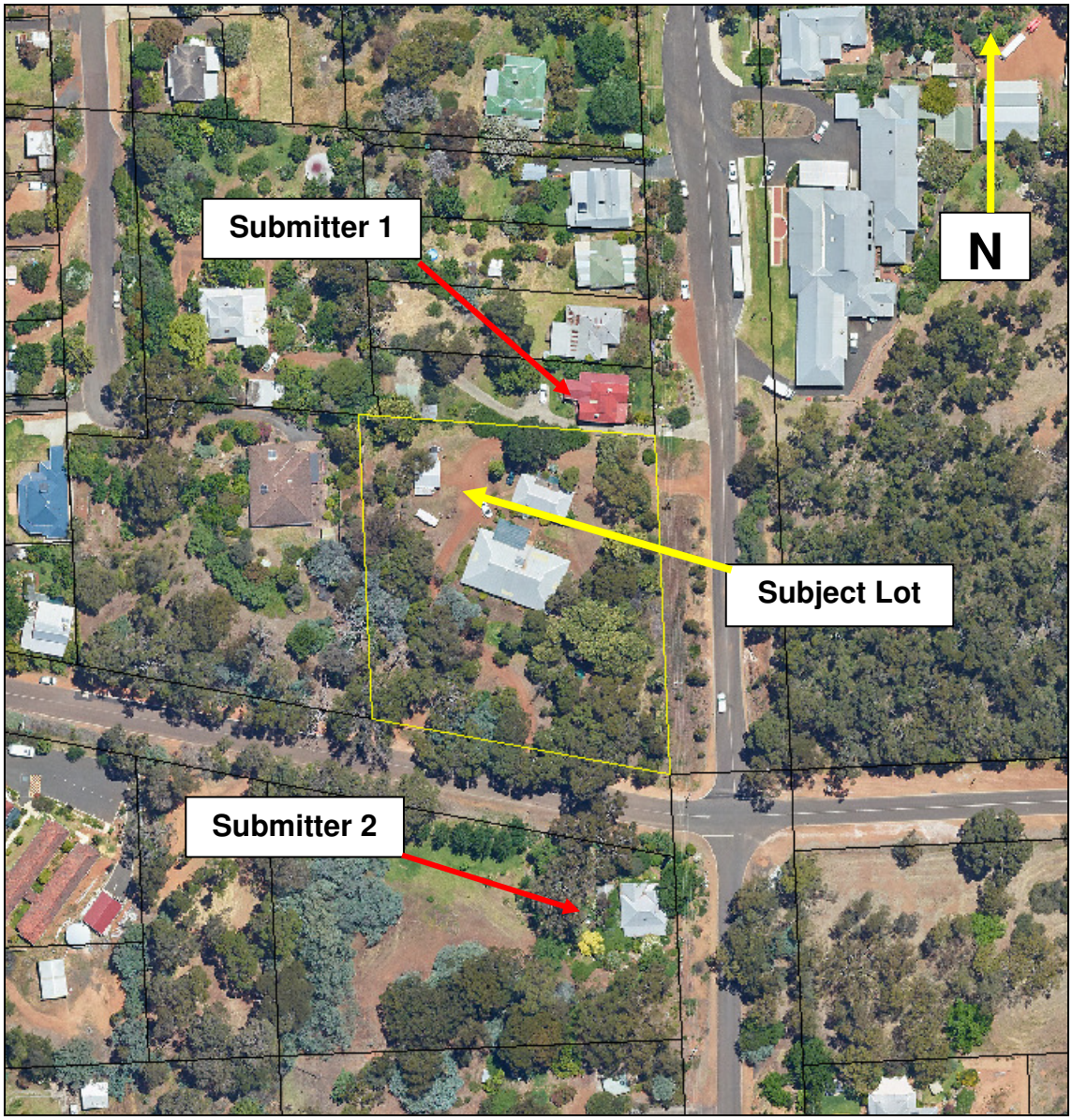
LIST OF ACCOUNTS PAID IN AUGUST TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
22986	10/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 10/08/2020	3,061.45
22987	11/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 11/08/2020	6,895.05
22988	12/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 12/08/2020	4,872.20
22989	13/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 13/08/2020	2,030.95
22990	14/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 14/08/2020	4,923.90
22991	17/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 17/08/2020	6,687.75
22992	18/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 18/08/2020	5,731.90
22993	19/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 19/08/2020	2,855.10
22994	20/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 20/08/2020	7,493.95
22995	21/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 21/08/2020	3,811.45
22996	24/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 24/08/2020	3,639.85
22997	25/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 25/08/2002	2,971.90
22998	26/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 26/08/2020	2,283.65
22999	27/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 27/08/2020	3,955.60
23000	28/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 28/08/2020	5,216.35
23001	31/08/2020	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR THE 31/08/2020	5,852.90
				898,043.71
TRUST FUND				
CHEQUES - VISITOR CENTRE TRUST				
200005	19/08/2020	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR JULY	20.25
200006	19/08/2020	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BUS TICKETS SOLD FOR JULY	221.28
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT31079	19/08/2020	BGBTA	CONSIGNMENT STOCK SOLD FOR JULY	22.50
EFT31080	19/08/2020	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR JULY	833.71
EFT31081	19/08/2020	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR JULY	166.45
EFT31082	19/08/2020	WUD	CONSIGNMENT STOCK SOLD FOR JULY	18.71
V300191	13/08/2020	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF JULY	16,239.50
				17,522.40

This schedule of accounts paid for the Municipal Fund totalling **$898,043.71** and for the Trust Fund totalling **$17,522.40** which was submitted to each member of the Council on 24th September 2020 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/08/2020 is $198,204.12

CHIEF EXECUTIVE OFFICER 24 September 2020



Application for Retrospective Approval for Proposed Cottage Industry (Woodcraft) – Lot 7 (15) Phillips Street, Bridgetown

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

Scott Donaldson

From: BTNSHIRE
Sent: Monday, 17 August 2020 12:18 PM
To: Scott Donaldson
Subject: FW: IPC20227 - APPLICATION FOR RETROSPECTIVE APPROVAL FOR COTTAGE INDUSTRY (WOODCRAFT) AT 15 PHILLIPS ST, BRIDGETOWN

SynergySoft: IPC20227

Eileen Kneale
Records Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
PH: (08) 9761 0800
FAX: (08) 9761 2023
Website: www.bridgetown.wa.gov.au

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Shire of Bridgetown-Greenbushes .... simply beautiful

From: Nicola [mailto:moonstone88@primus.com.au]
Sent: Saturday, 15 August 2020 7:36 PM
To: BTNSHIRE
Subject: IPC20227 - APPLICATION FOR RETROSPECTIVE APPROVAL FOR COTTAGE INDUSTRY (WOODCRAFT) AT 15 PHILLIPS ST, BRIDGETOWN

93 Roe St
BRIDGETOWN 6255

14 August 2020

The Chief Executive Officer
Shire of Bridgetown-Greenbushes

Dear Sir,

I write to object to the retrospective approval for cottage industry (woodcraft) home business application at 15 Phillips Street, Bridgetown dated 31st July, 2020.

This address is a different street from where I live but it is in fact right next door.

The business in question had been operating from before Christmas 2019 till May 2020. During this period, and as a consequence of the noise generated by this activity, I contacted the Shire and spoke to Scott Donaldson and Dean

Guja on several occasions regarding the excessive noise of the power tools (circular saw and/or electric planer and staple gun?). The noise was loud. Even with my doors and windows closed it was impossible to avoid inconvenience and becoming distressed and dismayed, whilst going about my daily home life in 'peaceful' Bridgetown.

I have no issue with a person wishing to have their own business and support cottage industries in general. However any activity that negatively impacts people in their normal day to day activities should not be supported or approved in a residential area.

I strongly object to the excessive noise of a back yard industry close to my house which has already proved the case with the business in question. The power tools were being used continuously up to five hours a day, several days a week. I was unable to escape the noise inside my home, despite turning up my stereo or TV. Trying to make a phone call or even being outside to enjoy the outdoors and my garden was impossible.

The power tools made a loud screeching noise which is, to be frank, physically, emotionally and mentally distressing.

It would seem to me that the proposed activity is more light industrial and because of the noise generated, has no place in a residential area. Surely the regular use of power tools to make products for commercial sale does not qualify as an activity for a residential area?

I also believe that approval of this activity may devalue my home which will become an issue should my only option be to try to sell my home as the noise will not be compatible with me continuing to live there.

I suggest the business as it had been operating previously and is now proposed would be more suited to the Grumpy Men's Shed for which there is no charge or the light industrial area in Rose Street.

I strongly object to the approval of this home business application because:

. It is right next door to my private residential home.

. The activity has already proved to be excessively noisy and clearly incompatible with a residential area.

. For six months, I have already endured the extreme noise caused by the use of power tools. I already suffered loss of amenity during that time. Approval of this application would only exacerbate and continue this loss of amenity.

. As I'm on an aged pension and not working, I'm regularly home most of the day.

. My home may be devalued if this application was to be approved.

. There is an alternative in that the business can be located in the Grumpy Men's Shed or the light industrial area in Rose Street.

. This disturbing noise associated with this activity has already caused me distress and anguish, physically, emotionally and mentally.

I therefore strongly request that this application not be approved.

Thank you for your consideration.

Yours sincerely,

Nicola Bellugue

Scott Donaldson

From: BTNSHIRE
Sent: Tuesday, 18 August 2020 10:50 AM
To: Scott Donaldson
Subject: FW: IPC20228 - Application for Cottage Industry

SynergySoft: IPC20228

Eileen Kneale
Records Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
PH: (08) 9761 0800
FAX: (08) 9761 2023
Website: www.bridgetown.wa.gov.au

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Shire of
Bridgetown-Greenbushes
.... simply beautiful

From: Deborah Elizabeth Gugeri [mailto:dgugeri@bigpond.net.au]
Sent: Tuesday, 18 August 2020 9:51 AM
To: BTNSHIRE
Subject: IPC20228 - Application for Cottage Industry

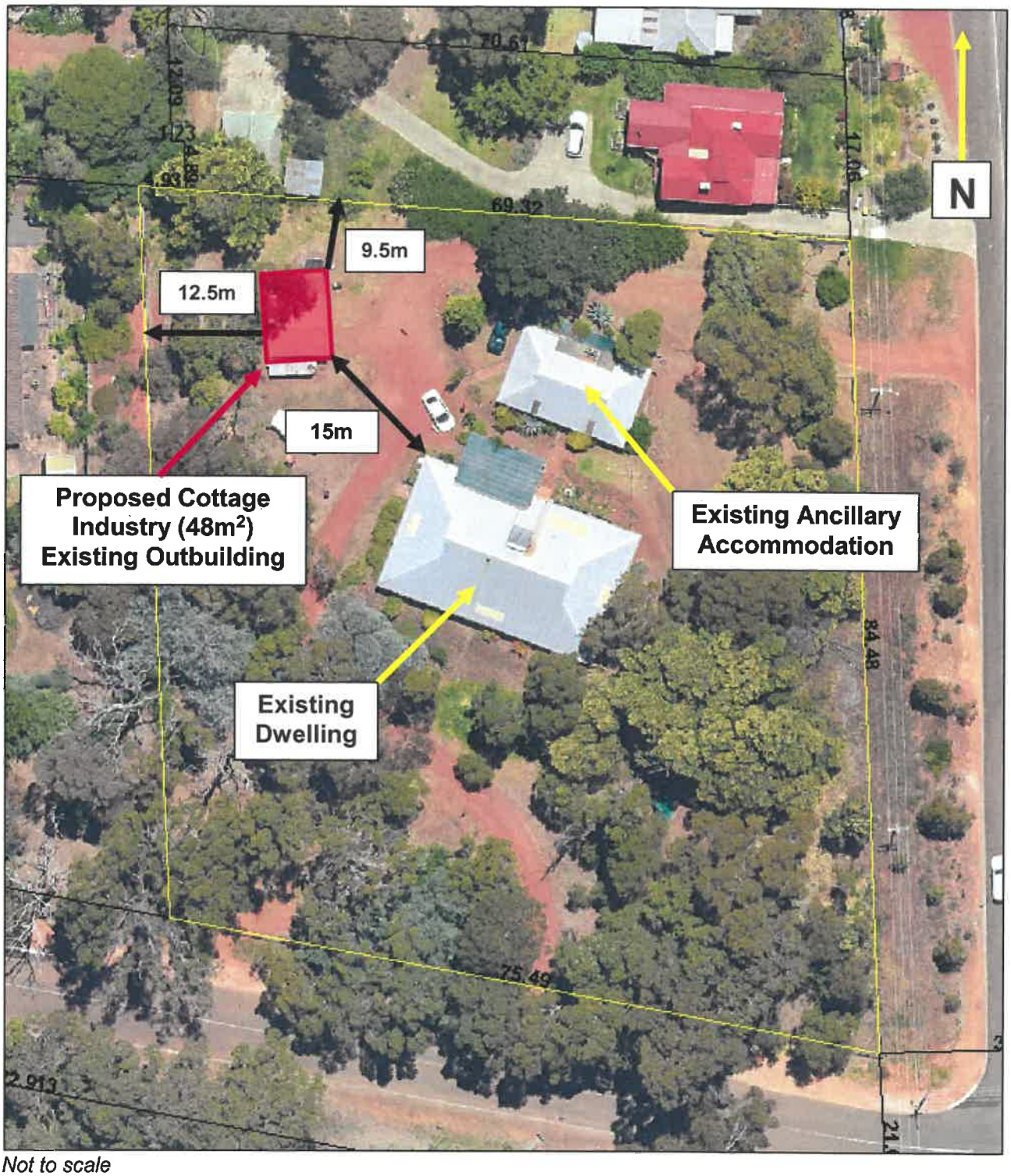
TO WHOM IT MAY CONCERN

RE. APPLICATION FOR RETROSPECTIVE APPROVAL FOR COTTAGE INUDSTRY (WOODCRAFT) - LOT 7 (15 PHILLIPS STREET), BRIDGETOWN

I have not experienced high levels of noise from the above property and have not been inconvenienced as we live quite a distance from the said shed where this industry is proposed. I would like to mention, though, that I have spoken to a neighbour who has been inconvenienced by the noise of the saw and I do sympathise with her.

Regards

Deborah Gugeri



Not to scale

Proposed Cottage Industry (Woodcraft) –
Lot 7 (15) Phillips Street, Bridgetown (for Colin Perkins)

29 July 2020
Chief Executive Officer
Shire of Bridgetown - Greenbushes
Steere Street
Bridgetown
Western Australia. 6255

Shire of Bridgetown-Greenbushes	
File No:	A2159
Document No:	IPC20218
31 JUL 2020	
Officer	MP
Copy	

Colin Perkins
15 Phillips Street
Bridgetown
Western Australia. 6255

Chief Executive Officer,

I am applying for a Home Based Cottage Business.

My application will be restricted to production of ' Arts and crafts ' goods only.

I will not be doing any ' general industrial'.

I will be carrying out my cottage industry in a shed (photos supplied) approximately 15 metres from the dwelling, the shed is 6m X 6m (36 sqm) , with a lean to 2m X 6m (12 sqm), with a total of 48 sqm.

I am the permanent resident of the dwelling.

I will be conducting sales online ordering and delivering offsite.

As all my sales will be conducted online and at the fortnight market sales there will no customers coming to the dwelling.

As I am on a pension my sales are limited to what can be sold online.

All hobby activity will be done in consent pursuant to Town Planning Scheme No. 3 (TPS3) or town Planning Scheme No 4 (TPS4).

As I am retied and enjoy working with wood I will be conducting what I do on a part time basis.

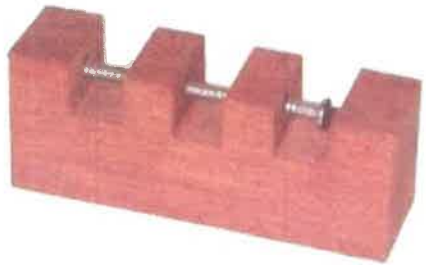
In my working career I owned a cabinet making business.

When I retired and came to Bridgetown to live, I was happy to see the history of Jarrah and Marri wood in the area.

This excited me to sell Jarrah and Marri wood craft at the markets where in can not be bought any where else in the world.

I believe my Jarrah and Marri wood craft will be a value to traveling tourists through Bridgetown.

Sincerely yours,

Colin Perkins

colin@provest.com.au