

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on Thursday 14 December 2023 in Council Chambers, commencing at 5.30pm.

N Gibbs, CEO

Date:

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## **AGENDA**

For an Ordinary Meeting of Council to be held in Council Chambers on 14 December 2023, commencing at 5.30pm.

### **Opening of Meeting**

*Meeting to be opened by the Presiding Member.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance, Apologies and Leave of Absence**

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- M Larkworthy, Director Corporate Services
	- P St John, Director Development, Community, and Infrastructure
	- L Taramoeroa, Executive Assistant

### **Attendance of Gallery**

### **Responses to Previous Questions Taken on Notice**

### **Public Question Time**

### **Petitions/Deputations/Presentations**

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

### **Applications for Leave of Absence**

### **Confirmation of Minutes**

#### **C.01/1223 Ordinary Council Meeting held 2 November 2023**

*That the Minutes of the Ordinary Meeting of Council held 2 November 2023 be confirmed as a true and correct record.*

#### **C.02/1223 Ordinary Council Meeting held 30 November 2023**

*That the Minutes of the Ordinary Meeting of Council held 30 November 2023 be confirmed as a true and correct record.*

### **Announcements by the Presiding Member Without Discussion**

#### **Notification of Disclosure of Interest**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

### **Questions on Agenda Items by Elected Members**

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

<b>ITEM NO.</b>	C.03/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Appointment of Fire Control Officer		
<b>ELECTED MEMBER</b>	Cr Mike Fletcher		
<b>DATE OF REPORT</b>	1 December 2023		

#### **ELECTED MEMBER RECOMMENDATION**

*Council approves the appointment of Kevin Wrightson to the position of Fire Control Officer for the Bridgetown Fire Brigade as approved by the BFAC on 15<sup>th</sup> November 2023.*

Voting Requirements – Simple majority

<b>ITEM NO.</b>	C.04/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Greenbushes Laneway Naming Project		
<b>ELECTED MEMBER</b>	Jenny Mountford		
<b>DATE OF REPORT</b>	23/11/23		

## ELECTED MEMBER RECOMMENDATION

*That Council:*

- 1. Approve the new naming of laneways in Greenbushes honouring previous residents of the town.*
- 2. That local residents be given the opportunity to nominate names.*
- 3. That volunteers of the Greenbushes Discovery Centre be delegated the task of gathering the nominations and completing the relevant research on names submitted.*
- 4. That the Greenbushes Discovery Centre then provide Council with a laneway map showing the selected names for approval.*
- 5. That Council budget for the laneway network to be rehabilitated as part of the project in the 2023/24 budget.*

## Summary/Purpose

In our region, neighbouring Shires have implemented policies that involve naming laneways to pay tribute to past residents, with the public actively participating by providing nominations and suggestions. A volunteer from the Greenbushes Discovery Centre has identified an opportunity for this to be an affordable yet significant project for Greenbushes. This would add to the re-telling of the town's history whilst also creating another interesting walk trail as a tourist attraction.

## Background

In the town of Greenbushes, the streets predominantly bear names associated with minerals such as Tourmaline, Telluride, and Galena, or are place-oriented like Spring Gully and Blackwood. Some streets do pay homage to early settlers and royalty, exemplified by names like Jephson and George.

It is important to recognize that Greenbushes, encompassing both the townsite and North and South Greenbushes, has been home to numerous significant families whose profound contributions have shaped the fabric of the town.

There is an existing laneway network of some 15 lanes in the town centre. One of the volunteers at the Greenbushes Discovery Centre - who has a keen interest in the town's history – has very kindly volunteered to manage the project of naming these laneways.

Once complete, the new walking "trail" could be promoted through the Greenbushes Discovery Centre and provide another activity for tourists to enjoy while they are visiting.

In recent years the laneway network in Greenbushes has become considerably overgrown and unkempt. As part of the project, these laneways could be rehabilitated and made clear for easy access providing benefit to locals as well as visitors.

Subject to an assessment of the work required to restore the laneways to good condition, the project could be completed in stages if necessary.

Officer Comment

Statutory Environment

Integrated Planning

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan
- Other Integrated Planning

Policy/Strategic Implications

Budget Implications

Whole of Life Accounting

Risk Management

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.05/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Renewing of Greenbushes Cemetery Markers		
<b>ELECTED MEMBER</b>	Cr Jenny Mountford		
<b>DATE OF REPORT</b>	27/11/23		

ELECTED MEMBER RECOMMENDATION

*That Council:*

1. *That new metal grave markers for the Greenbushes Cemetery be designed and manufactured incorporating numbers which will be durable and unfading over a long period of time.*
2. *That once costing has been completed, the project be incorporated into the 2023/24 budget.*
3. *That all existing grave markers be removed and the new markers be installed in accordance with the map located on the boards at the Cemetery entrance.*

Summary/Purpose

With current grave markers being in a very poor or in some cases illegible condition, new more durable markers be produced and installed in their place.

Background

In relatively recent years, new signs were installed at the entrance to the Greenbushes Cemetery, These attractive signs clearly map out all the numbers of the graves by section.

Unfortunately, the old wooden grave markers have not been renewed for a very long time. These markers are wooden stakes painted white and the numbers then hand-painted in black. A great number of these markers have faded very badly to the point

where the numbers are barely visible, others have no paint left on them at all making the number of the plot unknown.

In order to make the markers durable and suitable for the long term it would be sensible to have new ones made in a non-corrosive metal and marked with non-fading numbers. Once completed, these markers would be low to no maintenance and renewal would not need to be re-visited for many decades.

The Bridgetown Cemetery is maintained in generally good order and resources are obviously put to it in the annual maintenance schedule. Whilst the character of the Greenbushes Cemetery is different, being more of a bush cemetery with it's own rustic charm, it is still important for the facility to be maintained with it's important infrastructure kept in good order.

Officer Comment

Statutory Environment

Integrated Planning

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan
- Other Integrated Planning

Policy/Strategic Implications

Budget Implications

Whole of Life Accounting

Risk Management

Measures of Likelihood			
Rating	Description	Frequency	Probability
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<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring



Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Reports of Officers**

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development, Community and Infrastructure

**CEO's Office**

<b>ITEM NO.</b>	C.06/1223	<b>FILE REF.</b>	LOCAL LAW 11
<b>SUBJECT</b>	Proposed New Local Law Relating to Fencing		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	3 November 2023		

Attachment 3      Draft Fencing Local Law 2023

Attachment 4      Current Shire of Bridgetown-Greenbushes Local Laws Relating to Fencing

**OFFICER RECOMMENDATION**

*That Council:*

1. Pursuant to Section 3.12(3)(a) of the Local Government Act 1995, give local public notice of its intent to:
  - (a) repeal the existing Shire of Bridgetown-Greenbushes Fencing Local Laws Relating to Fencing; and
  - (b) adopt the Shire of Bridgetown-Greenbushes Fencing Local Law 2023 as presented in Attachment 3.
  
2. The purpose of the Shire of Bridgetown-Greenbushes Fencing Local Law 2023 is to prescribe a sufficient fence and the standard for the construction of fences throughout the district and the effect is to establish the minimum requirements for fencing within the district.

3. Pursuant to Section 3.12(3)(b) of the Local Government Act 1995, give a copy of the proposed new local law and a copy of the notice to the Minister.

#### Summary/Purpose

At its meeting on 29 June 2023 Council supported in principle the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and the introduction of a new Fencing Local Law based on WALGA's model.

This report presents a draft Fencing Local Law for Council's consideration.

#### Background

Council, at its meeting on 29 July 2021 meeting resolved in part (C.02/0721):

*"That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:*

- (i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law*
- (ii) Cats Local Law*
- (iii) Fencing Local Law*
- (iv) Health Local Law*
- (iv) Standing Orders Local Law"*

Council, at its meeting on 31 March 2022 meeting resolved (C.10/0322a):

*"That Council amends its Fencing Local Law to introduce a requirement for electrification of fencing along road reserves being inside of the fence line."*

Council, at its meeting on 27 October 2022 meeting resolved (C.02/1022):

*"That Council give local public notice of its intention to make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 as contained in Attachment 1 and also give notice of this intention to the Minister responsible for Local Government. The purpose of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 is to introduce new requirements for licensing of an electrified fence on a commercial or industrial lot and the effect is that any electrified fence on a commercial or industrial lot is to be located on the property side of the fence, and behind a sufficient fence."*

Council, at its meeting on 25 January 2023 resolved (C.06/0123):

*"That Council approve the replacement of the previously endorsed Draft Amendment Local Law Relating to Fencing with the new Draft Amendment Local Law Relating to Fencing as per Attachment 4."*

Council, at its meeting on 25 May 2023 resolved (C.07/0523a):

*"A report be presented to the June ordinary meeting proposing the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and*

*consideration of a new local law relating to fencing based on the current WALGA model.”*

Council, at its meeting on 29 June 2023 resolved (C.11/0623):

*“That Council:*

- 1. Support in principle the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and the introduction of a new Fencing local Law based on the WALGA model.*
- 2. Note a further report be presented to Council providing a new draft Fencing Local Law for consideration.”*

### Officer Comment

Resulting from Council’s previous resolution to provide a new draft Fencing Local Law for consideration, a draft has been developed and is attached to this report.

The proposed new local law is considerably different to the existing local law due to its contemporary nature and as such a tracked changed version has not been prepared. However, both versions have been provided for comparative purposes.

The major differences between the existing and the proposed local law (not including terminology and grammar) are detailed as follows with the clause references referring to the proposed local law:

#### **Clause 1.2 - Commencement**

*Existing* - No such provisions exist.

*Proposed* - The local law stipulates that it comes into operation 14 days after the date of its publication in the Government Gazette.

#### **Clause 1.3 – Purpose and Effect**

*Existing* - No such provisions exist.

*Proposed* – The purpose and effect are required to be included in the minutes of the meeting at which the local law is proposed. Contemporary practice now includes this in the local law itself as well as in the minutes of the meeting at which it is proposed.

#### **Clause 1.6 - Definitions**

This has been revised to reflect new terminology and requirements.

#### **Clause 2.1(1) – Sufficient fences**

*Existing* – The clause states - “A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence unless all owners of land which adjoins the relevant boundary agree to erect a fence which though different does not fail to comply with the requirements of a sufficient fence.”

*Proposed* – The clause states – “A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence.”

**Clauses 2.3 – Gates in fences, 2.4 – Depositing fencing material on public place, 2.5 – Fences on a rural lot, 2.7 – Fences across rights-of-way, public access ways or thoroughfares and 2.8 – General discretion of the local government**

*Existing* – No such provisions exist.

*Proposed* – These clauses impose greater controls and enforcement provisions for the erection and maintenance of gates and fences.

**Clause 2.11 – Electrified and razor wire fences**

*Proposed* - Includes the amendment requested by Council in October 2022 to ensure that any electrified fence on a commercial or industrial lot is to be located on the property side of the fence, and behind a sufficient fence.

**Clauses 3.1 – Application for approval, 3.2 – Decision on application for approval, 3.3 – Compliance with approval, and 3.4 – Duration of approval**

*Existing* – Various clauses within the local law refer to seeking approval.

*Proposed* – Approval clauses in the existing local law have been consolidated into this clause and strengthened to provide greater requirements when seeking approval.

**Clause 4.1 – False or misleading statement**

*Existing* – No such provisions exist.

*Proposed* - New clause that places the onus on a person not to make a false or misleading statement.

**Clause 5.1(4) – Notice of breach**

*Existing* – Requires any breaches to be remedied within 28 days of the giving of a notice.

*Proposed* – Deleted the 28-day time frame and included a requirement that it be remedied within the time given in the notice.

**Clause 6.2 (2)(3) – Modified penalties**

*Existing* – The current local law provides that all breaches incur a penalty of \$125.

*Proposed* – Rather than a single penalty rate for all breaches, a schedule of fines is proposed, which introduces higher penalties of between \$200 and \$250.

**Clause 6.3(b) – Form of notices**

*Existing* – Only stipulates the form of an infringement notice.

*Proposed* –The clause also stipulates the form for withdrawing and infringement notice.

**Clause 7.1 – Objections and review**

*Existing* - No such provisions exist.

*Proposed* – Part 9, Division 1 of the Local Government Act provides that whenever a local government makes a decision under a local law made under the Act, a person

has a right of objection or review if they consider the decision to be unfavourable. This clause states that requirement.

### **Schedule 1 – Offences and modified penalties**

*Existing* – No schedule of penalties applies as all breaches have been set at \$125.

*Proposed* – Includes a table that specifies each breach of the local law with a corresponding penalty. The penalties have increased from \$125 to a range of between \$200 and \$250.

### **Schedule 2 – Specifications for a sufficient fence on a residential lot**

*Proposed* - Most of the dimensions are different. All categories of fence are the same except that the section on colour bond or zincalume sheeting has been deleted and incorporated in the corrugated fence section.

### **Schedule 3 – Specifications for a sufficient fence on a commercial lot or an industrial lot**

*Proposed* – Includes a requirement that the fence design must be certified by a practicing structural engineer for wind loadings in accordance with Australian Standards.

### **Schedule 4 – Specifications for a sufficient fence on a rural lot or special rural lot**

*Proposed* – There are some variations in dimensions. This also includes a requirement that the fence design must be certified by a practicing structural engineer for wind loadings in accordance with Australian Standards.

### **Making the local law**

The Shire must carefully comply with s3.12 of the *Local Government Act 1995* (Act) in order to repeal the existing local law and adopt a new local law. Whilst the Act provides that a failure to follow the procedure does not immediately invalidate a local law, there must be substantial compliance.

Once the Shire has resolved to give local public notice (not less than six (6) weeks for submissions), it must also provide a copy of the proposed local law to the Minister, as well as to any person requesting it. This process allows the Department to provide feedback to the Shire, and any requested amendments can be incorporated into the new Local Law.

Following the last day for submissions, the Shire is to consider any submissions, and may make the local law as proposed, provided it is not significantly different from what was proposed. This means if the Department has requested any simple grammatical amendments or the like, this would not be substantially different.

The Shire could also make substantial amendments following consideration of any submissions however in the event there are any substantial amendments, the process must be commenced again.

After making the local law, the Shire is required to publish the new Local Law in the Government Gazette and give a copy of it to the Minister. Local public notice is again required.

The Shire is to provide the new Local Law and relevant explanatory memorandum, with supporting documents to the Joint Standing Committee on Delegated Legislation (JSCDL). At this stage the JSCDL could:

- request amendments, requiring the Shire to make an undertaking; or
- disallow the local law should it not be supported, or the Shire has not substantially followed the prescribed process for making a local law under s.3.12 of the Act.

The process for making/amending a local law is a lengthy process and should everything progress smoothly will take approximately six (6) months, so if council were to endorse the attached draft local law now then it would be approximately mid 2024 before it would become operational.

### Statutory Environment

#### **3.12. Procedure for making local laws**

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give local public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —

- (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —  
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

### **3.13. Procedure where significant change in proposal**

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

#### Budget Implications

Council's 2023/24 budget contains an allocation for local law review advertising.

Whole of Life Accounting - Nil

#### Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance.

If council did not adopt the draft local law it runs the risk of having legislation that is outdated and doesn't reflect contemporary practices, given that the existing local law has been in operation since 2004 and has had very little changed to it in that time.

The overall risk has been assessed as LOW (Minor/Unlikely).

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Detailed Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.07/1223	<b>FILE REF.</b>	203
<b>SUBJECT</b>	Review of Policy FM 4 – Purchasing		
<b>OFFICER</b>	Manager Governance & Risk/Chief Executive Officer		
<b>DATE OF REPORT</b>	2 November 2023		

Attachment 5      Draft amended Policy FM 4 – Purchasing

Attachment 6      Current FM 4 – Purchasing Policy

Attachment 7      Supporting documents – Combined FM 3 – Regional Price Preference, FM 6 – Buy Local Purchasing and FM 13 – Budget Management Policy

OFFICER RECOMMENDATION

*That Council:*

1. *Adopt amended Policy FM 4 Purchasing Policy, as presented in Attachment 5.*
2. *Repeal the following policies:*



- (a) FM 3 – Regional Price Preference
- (b) FM 6 – Buy Local Purchasing
- (c) FM 13 – Budget Management Policy

### Summary/Purpose

The FM 3 – Regional Price Preference Policy, FM 4 – Purchasing Policy, FM6 Buy Local Policy and FM 13 – Budget Management Policy have been reviewed, amended and combined into the one Purchasing Policy to:

- Reduce the risk to Council of delays on:
  - The delivery of projects and programs;
  - The potential inability to deliver on projects and programs;
  - Potential inadequate services and/or service delivery;
  - Increased costs in administration staff; and
  - The consequential increased pressure and workload on staff.
- Reduce the risk of non-compliance with legislation assigning us with the responsibility of delivery on specific projects, programs and services.
- Reduce the risk of non-compliance with funding body requirements and the potential loss of grant funding for non-compliance with these requirements.
- Align the policy content with contemporary legislation and practice reflected across the sector (including providing for the mental health well-being of staff under Work Health & Safety legislation); and
- Align the policy content and practice with various advice provided from Bob Waddell (Bob Waddell & Associates), James McGovern (Governance Team, WALGA) and Allister Butcher (Rural Infrastructure Services).
- Align purchasing thresholds with the recommendation of our own auditors, who consider them to be very low. This is a highly unusual position for a financial auditor to take, which indicates our thresholds are significantly low.

The amended policy is now presented to Council for consideration.

### Background

Council at its meeting on 30 June 2022 resolved in part (C.09/0622):

*“That with respect to Section 3 (Finance) of the Policy Manual Council:*

*...4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy...”*

The Audit Committee at its meeting on 21 September 2023 recommended (AC.03/0923):

*“That the Audit Committee approve the following broad local purchasing principles to be incorporated into a new draft Purchasing Policy for further consideration by Council:*

- 1. Incorporate the existing Buy Local Purchasing, Regional Price Preference’ and Purchasing policies into one simplified document.*
- 2. Remove the terms ‘buy local’ and ‘regional price preference’ and replace with the term ‘local purchases’*

3. *Definition of 'local' means business owned and/or physically operating within the Shire (this includes businesses which might be national companies but have physical premises that trade within the Shire e.g. Ampol or BP).*
4. *Removal of policy provisions allowing for any regional price preference outside of the boundaries of the Shire of Bridgetown-Greenbushes.*
5. *Remove mandated local purchasing requirements where the purchasing policy provides for direct procurement at purchaser's discretion (i.e. purchase that do require the seeking of quotes in the procurement policy generally).*
6. *For tender purchases above \$250,000 (currently dealt with under Regional Price Preference policy) include a 5% (to a maximum of \$50,000) price preference for local suppliers.*
7. *For procurement where it incorporates the requirement to seek quotes or for tenders below \$250,000:*
  - *Policy to require at least one quote from a local supplier and one other (to provide broad market comparison) where local supplier can supply the good or service as part of normal business (i.e. excluding suppliers who might be able to 'get the product in').*
  - *Maintain existing price preference thresholds as contained in Councils current Buy Local policy, being;*
    - *10% on Shire purchases of a value up to \$5,000.*
    - *An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000.*
    - *An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999."*

Council at its meeting on 29 June 2023 resolved (C.09/0623c):

1. *That Council receive the Audit Regulation 17 Review Report June 2023, and adopt the recommended improvements contained within the report as presented at Attachment 10.*
2. *The CEO prepare and present to the Audit Committee a plan to specifically address the time frame for implementation of the recommended improvements numbered 3-5, 12, 16, 18, 22-30 and 44-46 including any other improvements considered to be a priority by the CEO."*

The quarterly risk report presented to Council identifies various risks to the Shire and provides treatments (Actions) to mitigate those risks.

The report identifies some of these treatments as follows:

1. Develop and Implement Contract Performance Review Methodology.
2. Develop a Contractor Management Framework and associated processes (including site inductions).
3. Implement a Contractor Management Process (including site inductions).
4. Develop a procedure for assessment of any proposed contract renewals including a documented assessment of current contractor performance which is to determine whether a contract renewal should be considered.
5. Develop a procedure providing guidance on what constitutes a contract variation and when a separate procurement process is required.
6. Develop checklist for new contracts to ensure the Shire's rights, obligations and risks are protected within the contract.

## Budget Management Policy

On receipt of concerns from some managers that the Budget Management Policy may hinder some of their ability to perform work expediently on the Talison-funded projects, the CEO sought clarity on the purpose of the Policy from:

- Michelle Larkworthy (Director, Corporate Services, Shire of Bridgetown-Greenbushes);
- Bob Waddell (Bob Waddell and Associates);
- Allister Butcher (Rural Infrastructure Services); and
- James McGovern (Manager, Governance, WALGA).

Ms Larkworthy advised that it was unusual for such a policy document to exist and that she was comfortable for it to be repealed so far as other formal checks and balances were put in place in the new Purchasing Policy. Ms Larkworthy and the CEO conferred on the new Purchasing Policy until agreement was reached on the content.

Both Mr Waddell and Mr McGovern advised that no other local governments (that they were aware of) had such a policy in place and questioned why our Shire was not simply using 10% Variance on Budget. This 10% Variance Rule has now been incorporated into the new Purchasing Policy.

Both also advised that the reason other local governments did not have such a policy in place was because provisions within the *Local Government (Financial Management) Regulations 1996* govern the practice provided for in the Policy.

Mr Butcher was concerned that the Budget Management Policy was too restrictive and created an unnecessary risk to operations, in terms of having to cease work, reduce budget or reduce the scope of work subject to Council convening a Special Ordinary Council Meeting. Mr Butcher considered the Policy to be unworkable in the Infrastructure area. This is a particularly high risk at the moment because it is difficult to engage contractors and, if you send them home, pending the outcome of a Special Council Meeting, they may not return for 8 – 10 months.

The advice from WALGA is to have budget variance reported to Council through the monthly financial reports (as is currently the case in Bridgetown – Greenbushes). A budget amendment will not be required and to have budget amendments provided for through the six-month budget review process.

To be clear:

- If Council has adopted the budget;
- If Council has approved the project, program or service; and
- If there is a genuine underspend in one approved project, program or service,

Managers will be able to use the 10% Variance Rule to use that underspend to fund another approved project, program or service.

Managers are to be accountable for non-compliance with the new Policy and will face disciplinary action if they breach the new Policy.

## Officer Comment

Currently Council has four policies relating to procurement, these being:

- FM3 – Regional Price Preference
- FM4 – Purchasing Policy
- FM6 – Buy Local Purchasing
- FM13 – Budget Management

Given that all four policies relate to purchasing it is more practical and efficient to incorporate them into one policy. Therefore, a single procurement policy has been developed to facilitate efficient and effective implementation of these four policies.

The existing purchasing Policy FM4 has been completely reviewed using the WALGA model purchasing policy as a guideline. Substantial changes are being recommended and as such a 'track changed' version has not been prepared as this may cause some confusion.

Supporting documents have been developed to enable this policy.

To assist in understanding the differences between the existing and proposed policies, details of the major changes are as follows. Clauses mentioned refer to the draft policy.

### ***Objectives (Clause 1)***

All new objectives have been included to better reflect contemporary practices.

### ***Scope (Clause 2)***

A scope has been added to the policy to apply to all workers involved in procurement.

### ***Definitions (Clause 3)***

Definitions have been included for clarity purposes.

### ***Ethics and Integrity (Clause 5)***

The previous content has been deleted and now just refers to the Code of Conduct.

### ***Value for Money (Clause 6)***

Further considerations have been included when assessing value for money.

### ***Supplier Order of Priority (Clause 7.1)***

A Supplier Order of Priority has been introduced to provide guidance on who to approach (where practicable) when purchasing goods or services.

### ***Purchasing Thresholds (Clause 7.2)***

The purchasing values have been amended to reflect a more practical purchasing arrangement that meets operational needs.

This section now includes exempt provisions from the purchasing threshold requirements for emergency purchases and insurances from LGIS.

The commentary for each threshold limit in the old policy has been deleted.

***Purchase Orders (Clause 7.3)***

This is a new provision and provides that purchase orders must be raised for all goods and services except under certain specific circumstances.

***Emergency Purchases (Clause 7.4)***

This is a new provision which provides clarity on what an emergency purchase is.

***Other Purchasing Exemptions (Clause 7.6)***

Certain circumstances may arise where it is not reasonably practicable to adhere to the purchasing thresholds therefore to provide clarity as to what these circumstances may be, they have now been listed.

***Sole Source of Supplier (Clause 7.7)***

More stringent requirements have been added to this section to provide greater accountability when seeking exemption for this purpose.

***Contract Renewals, Extensions and Variations (Clause 7.9)***

The draft policy now provides greater clarity in respect of the legislative requirements regarding variations and extensions both before and after a contract has been entered into.

***Expressions of Interest (EOI) (Clause 7.10)***

This is a new provision and although not extensively used provides clarity in relation to the EOI process.

***Local Economic Benefit (Clause 8.1)***

A new addition that promotes economic development through the encouragement of competitive participation in the delivery of goods and services firstly by local suppliers permanently located within the Shire, and secondly, those permanently located within the broader region.

***Buy Local (Clause 8.2)***

Encompasses the previous two policies of Buy Local Purchasing and Regional Price Preference. The following highlights the changes from these two policies:

Buy Local

1. Included a definition of 'Buy Local'.
2. Retained the existing price preferences.
3. Removed all other content.

Regional Price Preference

Removed all policy provisions including price preference and included a broad reference under Local Economic Benefit (clause 8.1).

***Regulatory Compliance (Existing Policy)***

The draft policy has removed clause 2.6 from the existing policy as these were matters that are already specified in legislation.

***Purchasing From Environmentally and Socially Sustainable Businesses (Clause 8.3)***

This is a new provision and commits the shire to sustainable procurement and must consider minimisation of environmental and negative social impacts as part of the selection process.

***Purchasing Non-Compliance (Clause 10)***

This is a new provision. It outlines the repercussions of failing to comply with legislative requirements and the Shire's policies and procedures.

***Variance Provision (Clause 7.3)***

A 10% Variance Provision has been inserted into the Policy.

Statutory Environment

*Local Government Act 1995*

s.3.57 – Tenders for providing goods or services

s.2.7(2)(b) – Role of Council – determine the local government's policies.

*Local Government (Functions and General) Regulations 1996*

Part 4 – Provision of goods and services

Regulation 11A(1)

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of —*
  - (a) *the form of quotations acceptable; and*
  - (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
  - (b) *the recording and retention of written information, or documents, in respect of —*
    - (i) *all quotations received; and*
    - (ii) *all purchases made.*

Part 4A – Regional price preference

Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan
  - Objective 10.3 Support local business to thrive
  - Action 10.3.1 Provide an audit of Shire buy local purchasing
- Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

If Council adopt the amended policy FM 4 – Purchasing, then the following policies will need to be revoked:

- FM 3 – Regional Price Preference
- FM 6 – Buy Local Purchasing
- FM 13 – Budget Management Policy

Budget Implications - Nil

Whole of Life Accounting – N/A

Risk Management

The risk areas identified according to Policy RM 1 – Risk Management are Financial Impacts, Compliance, Service Interruptions, Reputational (External) and Property.

The amended policy provides greater mitigation of fraud and corruption and also strengthens the procurement processes to ensure compliance with legislation and the Shire’s policies and procedures.

The overall risk has been measured as High.

Measures of Likelihood			
Rating	Detailed Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.08/1223	<b>FILE REF.</b>	<b>440</b>
<b>SUBJECT</b>	Replacement of Shire Depot Facilities		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	28 November 2023		

Attachment 8      Bridgetown Shire Depot Draft Concept Plan

OFFICER RECOMMENDATION

*That Council:*

- 1. Subject to any further minor changes, approves the draft concept plan for the Bridgetown Shire Depot (Attachment 8) and the plan be used to guide the rebuild of facilities and future redevelopment of the site.*
- 2. Accept the quote of \$149,140 (ex GST) from Willcox and Associates for Detailed Design and Documentation for the Shire Depot facilities rebuild and authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and Willcox & Associates Pty. Ltd.*
- 3. Receive a further report to the January 2024 Council Meeting that identifies funding and staging options for delivery of the project.*

Summary/Purpose

This report recommends that Council approve the draft concept plan for the Bridgetown Shire Depot subject to any further minor changes and accept the quote of \$149,140 from Willcox and Associates for detailed design and documentation of the Shire Depot facilities rebuild.

Background

In February 2022 a major bush fire destroyed the office building and various sheds at the Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a Shire owned residential property in Gifford Road which is unsatisfactory and not fit for purpose.

Following consideration of a report to the Council Meeting held on 2 November 2023 it was resolved (C10/1123) as follows:

*That Council:*



1. Approve the design brief contained within the Request for Quotation document (Attachment 1) for Design and Documentation of Shire Depot Facilities Rebuild.
2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild.
3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.

Quotations for Design and Documentation for the Shire Depot Facilities Rebuild were invited from six consultants and four quotations were received by the closing date of 10 November 2023.

The Request for Quotation (RFQ) document required the consultants to submit separate prices for the two stages of the design process i.e.

Stage 1 – Concept Plan and cost estimate

Stage 2 – Detailed Design and Documentation

A panel comprising the following members was formed to assess the quotations and recommend the most advantageous quote.

- Director Development, Community and Infrastructure
- Manager Infrastructure and Works
- Project Officer

Following the assessment process, the quote of \$13,900 (plus GST) for Stage 1 submitted by Willcox and Associates was accepted. Willcox and Associates is a well-established and experienced architectural practice that is based in Margaret River and has designed many Local Government facilities including the Bridgetown Library.

A start-up meeting was held with the Architect on 20 November 2023 and 'first draft' sketch plans were received on 24 November 2023. Following a thorough review of the draft plans, the revised concept plans are presented for Council's consideration and approval (refer *Attachment 8*).

#### Officer Comment

The draft concept plan includes the following components:

- Floorplans and elevations for the proposed replacement office building and sheds.
- Perspective drawings of proposed buildings and structures.
- A Master Plan for the site which identifies current and future requirements and will help ensure that any future development of the site occurs in a planned and coordinated way; and
- Itemised cost estimates for proposed works.

A summary of the main features of the draft concept plan is provided below:

#### Relocation of the Main Entry

- The main entrance/exit is proposed to be relocated approximately 30 metres to the North East of the current position to provide clear sightlines and improved safety for vehicles exiting the site.

#### Replacement of Office Building

- A replacement office building is located adjacent to the main entry/exit to enable visual surveillance of vehicles entering and exiting the site.
- The new building provides a modest and functional office facility that meets modern standards, is fit for purpose and will adequately cater for the Shire's outside workforce for the expected 50–60 year lifespan of the building.
- The design provides sufficient office space to allow the Shire's Technical Services staff to relocate to the new Depot Office plus some additional office space to accommodate future growth. This would also benefit the Shire by freeing up space in the Shire's Administration building to accommodate future staffing requirements.

#### Replacement Workshop Shed

- A replacement workshop shed is proposed to be located adjacent to the Office building with a connecting walkway between the two buildings.
- The workshop shed will provide facilities for servicing Shire vehicles and heavy machinery, a hot works area and storeroom. These activities are currently outsourced to private operators at a significant cost to the Shire.

#### Car Parks

- A sealed staff car park with 20 bays is proposed on the western side of the Office building which would provide easy access to the Office from the car park and a secure parking facility for staff.
- A small Visitors car park (3 bays plus disabled access bay) is proposed outside the main entry with access to the Office via a pedestrian gate and walkway.

#### Storage Sheds

- A new heavy and light vehicle storage shed on the western side of the site is proposed to replace one of the sheds lost in the fire.

- An extension to the heavy machinery shed in the central area of the site is proposed as a future stage of the redevelopment of the site to provide secure storage for current and future heavy machinery.

#### Relocation of existing Sheds and Facilities

- The draft Master Plan proposes the relocation of a number of sheds and facilities currently located within the Fire Zone (BAL FZ) to low risk areas of the site.
- The Parks and Gardens area is proposed to be consolidated in the North-East area of the site along with the relocated chemical storage shed.

#### Site Planning for Vehicle Movement

- To improve the safety of vehicle movement within the site, the Master Plan proposes a one-way system of traffic flow into and out of the site.

#### Fencing

- The existing perimeter fence is in poor condition and needs to be replaced. The Master Plan proposes a realignment of fencing in the Northern area of the site and replacement of the existing fence with a Garrison style fence or similar, to provide good security for the site.

#### Cost Estimates

Itemised cost estimates for the proposed works have unfortunately been delayed and will be circulated to Councillors as soon as they become available.

#### Detailed Design and Documentation

Once the concept plan is approved by Council, the next stage of the planning process is detailed design and preparation of tender documents. Subject to Council being supportive of the concept plan, it is recommended that Council accept the quote of \$149,140 (ex GST) from Willcox and Associates for Detailed Design and Documentation for the Shire Depot facilities rebuild and authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and Willcox & Associates Pty. Ltd.

#### Funding and Staging Options

As advised in the previous report to the Council Meeting on 2 November 2023, the insurance payment of \$633,176 is included in the Shire's 2023-24 Budget for the Depot Facilities rebuild. Given the need to replace the old sub-standard office with a new office building that meets modern work health and safety standards, it was identified that there was likely to be a shortfall in funding for the project.

A separate report to the Special Council Meeting held on 13 November 2023 identified the Shire Depot facilities rebuild as one of Council's priority projects for the 2024 Talison Community Investment Program with a requested contribution of \$1.2 million. The outcome of this submission is likely to be advised mid to late December following the Talison Board Meeting.

Given that the outcome of the Talison funding request won't be known until after the December Council Meeting, it is proposed that a further report be presented to the January Council Meeting that identifies funding and staging options for delivery of the project.

### Conclusion

In conclusion, the draft concept plan addresses all known current and future requirements for the Shire Depot site and subject to any further minor changes, it is recommended that Council approves the concept plan and the plan be used to guide the rebuild of facilities and redevelopment of the site.

### Statutory Environment

The concept design for the replacement Shire Depot office building and sheds must comply with the Work Health and Safety Act 2020, the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for facilities of this nature.

### Integrated Planning

- Strategic Community Plan
  - Outcome 16 An engaged and effective workforce
  - Objective 16.1 Attract, train, develop and retain an effective workforce.
- Corporate Business Plan
  - Outcome 16 An engaged and effective workforce
- Long Term Financial Plan
  - Other than the funds allocated in the Shire's 2023-24 Budget from the insurance payout, there are no other additional funds allocated for the replacement of the Depot facilities lost in the fire.
- Asset Management Plans
  - The replacement office building and sheds will need to be included in the Shire's Asset Management Plans with provision for annual and long-term maintenance.
- Workforce Plan
  - Although not specifically included in the Shire's Workforce Plan 2018-2022, the replacement office building at the Depot will provide suitable long-term accommodation for the Shire's outside workforce.
- Other Integrated Planning - Nil

Policy/Strategic Implications

The Shire’s Purchasing Policy FM4 requires at least three written quotations to be obtained for purchase of goods and services between \$5,001 and \$249,999. Six consultants were invited to quote, and four quotations were received.

Budget Implications

A capital budget allocation of \$633,176 has been provided in the Shire’s 2023-24 Budget for the replacement of Depot facilities destroyed in the fire. This report recommends that a quote of \$143,190 be accepted for detailed design and documentation for the proposed replacement facilities and a further report be presented to the January 2024 Council Meeting that identifies funding and staging options.

Whole of Life Accounting

The replacement buildings and structures that are proposed in this report for the Shire Depot will be included on the Shire’s Asset Register and funds included in the Shire’s Long Term Financial Plans for routine and programmed maintenance and depreciation.

Risk Management

The main Risk identified in relation to this item is **Work Health and Safety**. The Consequence could be Reputational and/or Financial if a Work Health and Safety claim was made against the Shire for failing to provide a suitable workplace. The Risk Consequence is considered to be Major and the Likelihood Possible resulting in a High Level of Risk. The Risk is mitigated by adopting the recommendation contained in this report which will lead to provision of a suitable and safe working environment for the Shire’s outside workforce staff.

In addition, as a legislative requirement, the Architect will produce a ‘Safety in Design’ report that will mitigate both construction risk and user risks during operation.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.09/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Construction of Wandillup and Greenbushes Bush Fire Stations		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	4 December 2023		

OFFICER RECOMMENDATION

*That Council;*

1. *Receives the information contained in the report on the status of the new Wandillup and Greenbushes Fire Stations.*
2. *Requests the Chief Executive Officer, in consultation with the Shire President, the Brigade Captains and the Department of Fire and Emergency Services, to arrange suitable promotion of the additional funding for the new Wandillup and Greenbushes Bush Fire Stations.*

Summary/Purpose

This report provides an update on the status of the new Wandillup and Greenbushes Fire Stations and recommends that staff arrange for suitable promotion of the additional funding approved by the Department of Fire and Emergency (DFES) Services for the new facilities.

Background

At the Council Meeting held on 2 November 2023 tenders for the construction of the Wandillup and Greenbushes fire stations were awarded to BRC Building Solutions Pty. Ltd.

Although the tenders closed on 20 June 2023, the delay in awarding the tenders was due to insufficient funding being available. As advised in the earlier report, the following grants for the construction two new Fire Station buildings at Greenbushes and Wandillup were approved by DFES in June 2021.

\$242,600 (ex GST)	Construction of Greenbushes Fire Station
\$271,100 (ex GST)	Construction of Wandillup Fire Station

To address the shortfall in funding for both the Wandillup and Greenbushes Fire Station buildings, staff contacted DFES and forwarded a copy of the preferred tenders for their assessment. A formal request was then made to DFES on 13 October 2023 seeking additional funding to make up the shortfall. On 19 October 2023 the Shire received email correspondence confirming that additional funding of \$686,678 had been approved for both the Wandillup and Greenbushes Fire Stations.

The required Shire contributions for siteworks have been included in Council's 2023-24 Budget which together with the additional DFES grants provide sufficient funds for both projects to proceed.

#### Officer Comment

A start up meeting was held with the builder on 8 November 2023 and project schedules for both buildings are currently being prepared. Siteworks are likely to commence mid-late January 2024 and construction completed by September 2024, prior to the start of the 2024-25 bush fire season..

A meeting with the Bush Fire Brigade Captains was held to exchange information and establish communication channels between the builder and the brigades. This will help to ensure that there is minimal disruption to normal Bush Fire Brigade operations during the current fire season.

In consultation with the Shire President, DFES and the two Brigades, it is also proposed to arrange for some media coverage and promotion of the additional DFES funding that will allow the new facilities to be built and generally promote the vital role played by the brigades in protecting our communities.

#### Statutory Environment

The new Wandillup and Greenbushes Bush Fire Stations must comply with the Work Health and Safety Act 2020, the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for facilities of this nature.

#### Integrated Planning

- Strategic Community Plan
  - Objective 5.1 Develop Community readiness to cope with natural disasters and emergencies.
  
- Corporate Business Plan
  - Objective 5.1 Develop Community readiness to cope with natural disasters and emergencies.

- Long Term Financial Plan - Nil
- Asset Management Plans  
The new Bush Fire Stations will be constructed on Shire managed land and therefore will be included in the Shire's Asset Management and Building Maintenance Plans.
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

The new Wandillup and Greenbushes Fire Stations will provide good standard facilities for the two brigades and help attract new members and increased capacity to respond to bush fires in their respective communities.

Budget Implications - Nil

Whole of Life Accounting

The design stages of project planning included an assessment of the maintenance requirements to identify the whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

Risk Management

The main Risks identified in relation to this item are cost overruns and delays with construction. The Consequence could be Reputational and/or Financial if cost overruns and/or delays with construction were to eventuate. The Risk Consequence is considered to be Moderate and the Likelihood Possible resulting in a Moderate Level of Risk. The Risk of cost overruns is mitigated by a small contingency allowance being included in the budgets for both projects and DFES agreeing to fund unforeseen variations. The Risk of delays with construction is mitigated by establishing a Project Control Group to manage and monitor the project and avoid delays wherever possible.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring



Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Simple Majority

<b>ITEM NO.</b>	C.10/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Repeal 'Well Wishes from Council' Policy		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	7 December 2023		

Attachment 9            G 12 – Well Wishes From Council Policy

OFFICER RECOMMENDATION

*That Council repeal G 12 – Well Wishes From Council Policy as listed in Attachment 9.*

Summary/Purpose

This Agenda Item proposes the repeal of the "Well Wishes from Council" policy, which allows for the acknowledgment of personal events in the lives of staff, Councillors, and affiliates through the sending of flowers, cards, small gifts, and notices in the local paper.

Background

This Agenda Item proposes the repeal of the "Well Wishes from Council" policy, allowing Council and Executive the discretion to determine the appropriateness of recognising personal events through flowers, small gifts, or acknowledgments in the local paper.

In place of the "Well Wishes from Council Policy," the decision-making process for gifts and newspaper advertisements will be guided by the CEO's delegated authority, the Purchasing Policy, the Conflict-of-Interest Policy, the Code of Conduct and the reasoned judgement of Elected Members. This will ensure that ethical standards are maintained in every recognition gesture.

The current "Well Wishes from Council" policy was implemented to express goodwill and recognition for personal events among Council members, staff, and affiliates. Recognising the need for flexibility in such matters, this proposal seeks to empower

Council and Executive with the authority to decide the appropriateness of acknowledging personal events.

Council and Executive are best positioned to assess the appropriateness of recognising personal events within the organisation. Repealing the policy enables a more flexible approach, allowing decisions to be made on a case-by-case basis.

The amounts associated with the policy fall within the CEO's delegated authority. Granting discretion to Council and Executive aligns with established governance structures and ensures efficient decision-making.

#### Officer Comment

Council is asked to consider the repeal of the "Well Wishes from Council" policy, granting Council and Executive the discretion to determine the appropriateness of recognising personal events through flowers, small gifts, or acknowledgments in the local paper.

Officers have been unsuccessful in finding another local government in Australia that retains such a policy.

#### Statutory Environment

##### Integrated Planning

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan
- Other Integrated Planning

##### Policy/Strategic Implications

##### Budget Implications

##### Whole of Life Accounting

##### Risk Management – Low.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.11/1223	<b>FILE REF.</b>	230
<b>SUBJECT</b>	Proposed Ordinary Council Meeting dates for 2024		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	6 December 2023		

OFFICER RECOMMENDATION

*That Council approve the following schedule of ordinary council meetings for 2024, to take place at 5.30pm in the Council Chambers, excepting the month of May and November, where the meetings are to be held at the Greenbushes Community Resource Centre;*

Thursday 25 January 2024  
 Thursday 29 February 2024  
 Thursday 28 March 2024  
 Thursday 25 April 2024  
 Thursday 30 May 2024  
 Thursday 27 June 2024  
 Thursday 25 July 2024  
 Thursday 29 August 2024  
 Thursday 26 September 2024  
 Thursday 31 October 2024  
 Thursday 28 November 2024  
 No Ordinary Council Meeting in December 2024

Summary/Purpose

The *Local Government (Administration) Regulations 1996*, s.12(2) require the CEO to publish the date, time and location of ordinary council meetings on the Shire's website prior to the commencement of the year in which the meetings are to be held.

#### Officer Comment

The proposed meeting structure is in accordance with Council Policy G 4 - Meetings of Council, where meetings are to be held on the last Thursday of each month commencing at 5.30pm (excepting December). The December meeting is to be held on the second Thursday of December, as is normal practice to hold the meeting earlier in the month.

#### Statutory Environment

*Local Government (Administration) Regulations 1996*, s.12(2)

- (1) In this regulation —  
*meeting details*, for a meeting, means the date and time when, and the place where, the meeting is to be held.
  
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
  - (a) ordinary council meetings;

#### Integrated Planning

- Strategic Community Plan
  - Outcome 13 Proactive, visionary leaders who respond to community needs
  - Outcome 14 Effective governance and financial management
  - Objective 15.1 Engage the community in a meaningful and timely way using appropriate communication and consultation channels
  
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning – Nil

#### Policy/Strategic Implications

##### **G 4 - Meetings of Council**

Ordinary Meetings of the Council will be held on the last Thursday of each month (excepting the month of December), commencing at 5.30pm. If Australia Day or Anzac Day falls on a normal Council Meeting Thursday, then the meeting be held on the Wednesday beforehand.

#### Budget Implications

Elected Members are paid council meeting attendance fees in accordance with Section 5.98(1)(b) of the *Local Government Act 1995* and Council Policy G 3 – *Members Allowances/Expenses*.

Room hire fees for the May and November ordinary meetings taking place at the Greenbushes Community Resource Centre is included in the annual budget.

Whole of Life Accounting - Nil

Risk Management

Failure to set and advertise Council meeting dates will contravene legislative requirements.

Measures of Likelihood			
Rating	Detailed Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements - Simple Majority

<b>ITEM NO.</b>	C.12/1223	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	23 November 2023		

Attachment 10      Rolling Action Sheet

OFFICER RECOMMENDATION

*That Council acknowledge receipt of information contained in the Rolling Action Sheet as shown in Attachment 10.*

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the status of previous resolutions/decisions 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/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management

There are no risk areas identified in accordance with Council Policy RM 1 – Risk Management as the report is for Council’s information only.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.13/1223	<b>FILE REF.</b>	860
<b>SUBJECT</b>	Standardised Acknowledgement of Country		
<b>PROPONENT</b>	Cultural Awareness Advisory Committee		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	December 2023		

Attachment 11 Tindale's Map of the South West  
Attachment 12 Tindale's Map of Australia

**OFFICER RECOMMENDATION:**

*That Council;*

- 1. Adopt the revised Acknowledgement of Country, which removes the socio-linguistic names Wadandi and Pibbulmun and replaces them with the Bibbulmun Nation. This refers to the Aboriginal name by which the Indigenous people of the South West recognized themselves, their language and their culture prior to European Settlement.*
- 2. The revised Acknowledgement of Country is to replace the current Acknowledgement of Country and be used by shire staff as an email signature, at formal meetings and functions and offered for use to community groups, private residents and the business community for functions and formal occasions as written below:*

*Acknowledgement of Country – Meetings and formal events/functions*

*'We acknowledge the cultural custodians of the land on which we gather, the Bibbulmun Nation. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

*Acknowledgement of Country – Emails and Communications*

*'We acknowledge the cultural custodians of the land, the Bibbulmun Nation. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

- 3. Install the revised Acknowledgement of Country as a visual acknowledgement to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library and the glass door of the customer support area of the administration building, reporting back to Council for design and installation method approval.*

**Summary/Purpose**

These recommendations seek to correct Council's Acknowledgement of Country and ensure Council is as technically correct as possible, negating issues associated with identifying specific socio-linguistic groups.

### Background

In November 2021 (C.17/1121) Council establish a Bridgetown-Greenbushes Cultural Inclusion Advisory Committee for the two-year term expiring 21 October 2023, and endorsed the Instrument of Appointment & Delegation for the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee.

In March 2022 (C20/0322) Council;

1. *Endorse the change of name of this committee from the Cultural Awareness Committee to the Cultural Inclusion Committee.*
2. *Endorse the appointment of Jaye Herring as a representatives on the Cultural Awareness Advisory Committee to fill the position of a person that identifies as an Aboriginal and/or Torres Strait islander.*
3. *Endorse an annual budget allocation of \$10,000 to be used by the committee as seed funding for grants, projects, programs and events including Harmony Week and NAIDOC Week.*
4. *Direct the CEO to investigate the process and cost associated with dual naming of the Blackwood River (Goorbilyup) and report the findings back to Council at the April Council Meeting.*
5. *That the Shire provide a standard Acknowledgement of Country to be offered for use within the shire by community groups, private and business functions with Local Aboriginal Elder Sandra Hill and report back to Council.*

In September 2022 Council (c.13/0922) decided in part to:

1. Revoke Policy M.37 Acknowledgment of Country
2. Adopt the Acknowledgement of Country as recommended by the Cultural Inclusion Advisory Committee to be used by the Shire as an email signature, at formal meetings and functions and offered for use to community groups, private residents and the business community for functions and formal occasions as written below:
  - a. Acknowledgement of Country – Meetings and formal events/functions  
‘We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps’
  - b. Acknowledgement of Country – Emails and Communications  
‘We acknowledge the cultural custodians of the land, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the



land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps”

In late November 2023 the CEO was contacted by an officer from the South West Land and Sea Council to inform the shire they were including incorrect language groups in our Acknowledgement of Country. Specifically, the Wadandi language group should not be included and the Kaneang group should be included. Officers then contacted Brad Goode, an Anthropologist that undertakes anthropological and archaeological Aboriginal Heritage Surveys throughout the South West to discuss the best way to navigate the issue without offending any specific socio-linguistic group or creating disagreement between elders of each language group.

#### Officer Comment

“Anthropological research suggests that prior to European settlement the South West and Western Australia was considered to form a distinct cultural bloc that was defined by the distribution of Noongar language groups. The work “Noongar” is a generic term used today to define those people of Indigenous descent whose ancestors originally occupied the whole of the South West (Bates 1985: 47; Collard 1994: 23). Before the word Noongar was used to denote a social-linguistic group, the Indigenous people of the South West recognised themselves, their language and culture as Bibbulmun (Bates 1985: 46).

Ethnologist Norman Tindale (1974) who built upon the work of Bates identified 13 ‘tribal groups’ based on socio-linguistic boundaries and minor dialect differences who inhabited an area to the west of a line drawn roughly from Jurien Bay in the north to Esperance in the South East. Tindale’s (1974) research identified three language groups occupying the upper Blackwood Area at Bridgetown. One of these groups were Kaneang, who reported to occupy the upper Blackwood area and east to a line joining Katanning, Cranbrook, and Tenterden; at Kojonup, Collie, Qualeup, Donnybrook, Greenbushes, Bridgetown. The group south of the Blackwood River were identified as Pibelman and occupied an area on the Lower Blackwood River; chiefly between the hills in country between the Blackwood and Warren Rivers; East of the Gardener River and Brooke Inlet; along Scott River inland to Manjimup and Bridgetown Tindale 1974; 255). The third group north of the blackwood River towards the coast to the west was identified as Wadandi. Tindale (1974:259). Tindale describes the Wadandi territory as “From Bunbury to Cape Leeuwin, chiefly along the coast at Geographe Bay in the vicinity of Nannup and Busselton.” *Report of an Aboriginal Heritage Survey for the Proposed Blackwood River Foreshore, Development in Bridgetown, Western Australia* B Goode, Louise Huxtable, S Johnston December 2017.

SWALC provided a map to the CEO suggesting Wadandi territory came very close by not quite to the Bridgetown-Greenbushes shire boundary, however, these language based boundaries were not as precise as a shire boundary placed on a map today. This can be seen in attachment XX Tindale’s map of the South West of Western Australia. For these reasons the officer recommendation suggests Council err on the side of caution and acknowledge the Bibbulmun Nation rather than specific socio-linguistic groups.

Shire officers have recently been in contact with 3 Kaneang Elders interested in the Dual Naming of the Blackwood River project and other activities undertaken by Council relating to cultural inclusion. Mark Smith, Denise Smith-Ali and Beverly Rebbeck have offered their ongoing assistance. All three elders reside in Perth but are willing to review projects developed through the Cultural Inclusion Advisory Committee and provide feedback to Council. It is hoped that with the continued input of local Elder Sandra Hill (Pibelman-Wadandi) and the support and possible inclusion of the Kaneang Elders into the cultural Inclusion Advisory committee, a balanced assessment of future cultural projects will be available to Council.

#### Statutory Environment

- Equal Opportunity

#### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.4 Grow recognition and respect for all cultures
  - Outcome 8 Local history, heritage and character is valued and preserved
  - Objective 8.1 Identify, preserve and showcase significant local history and heritage
- Corporate Business Plan
  - Action 1.4.1 provide a reconciliation action plan
  - Action 1.4.2 facilitate the collection and sharing of information and stories about local culture and history including NAIDOC Week and Harmony Week
  - Action 8.1.4 partner with the Historical Society to improve promotion of local history and heritage
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

#### Risk Management

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Risk Management is Reputational (External).

Reputational Risk (External)– the reputational risk is high and is relevant to all three recommendations given the likelihood that community and other members of the socio-linguistic groups located in the South West have already or will gain knowledge of the mistake and continued use of Council’s current Acknowledgement to Country.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C.14/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Establishment of Work Health and Safety Officer		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	8 December 2023		

Attachment 13      Position Description – Work Health and Safety Officer

OFFICER RECOMMENDATION

*That Council support the establishment of a new permanent position, being a Work Health & Safety Officer.*

Summary/Purpose

The Shire of Bridgetown-Greenbushes, in conjunction with the Boyup Brook Local Government, recognises the paramount importance of ensuring the health and safety of its employees, residents, and visitors. As part of our commitment to fostering a safe and compliant working environment, we propose the establishment of a shared Work Health & Safety Officer position.

Background

Officers propose the creation of a shared Work Health & Safety Officer position, which will be jointly funded and shared between the Shire of Bridgetown-Greenbushes and the Boyup Brook Local Government. This position will be responsible for overseeing and implementing safety measures, promoting a culture of safety, and ensuring compliance with relevant regulations.

The primary purpose of this position is to enhance safety within our organisations, reducing the risk of workplace incidents, injuries, and accidents. A dedicated Work Health & Safety Officer will help ensure strict compliance with all relevant laws, regulations, and standards, reducing the potential for non-compliance fines and penalties. By sharing the position with Boyup Brook, we can pool resources, share expertise, and reduce costs, making it more financially feasible for both organisations. Having a dedicated officer will streamline safety-related tasks, making the workplace safer and more efficient, ultimately saving time and resources. The Officer will identify potential hazards, conduct risk assessments, and develop mitigation strategies, reducing the likelihood of costly incidents.

Employee safety and wellbeing are paramount. A dedicated Officer will provide support and resources to promote physical and mental health in the workplace. The initial funding for this shared position will be sourced from the Shire of Bridgetown-Greenbushes' underspend funds, resulting from vacancies in the first six months. This will cover the cost for the first six months of the shared position. After this initial period, we intend to embed the Work Health & Safety Officer position into our organisational structure and fund it through the established budget process for the new year. This approach aligns with our long-term commitment to safety and sustainability.

#### Officer Comment

That Council support the establishment of a new permanent position, being a Work Health & Safety Officer.

#### Statutory Environment

##### Integrated Planning

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan
- Other Integrated Planning

#### Policy/Strategic Implications

#### Budget Implications

#### Whole of Life Accounting

#### Risk Management - Low

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	C15/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Work Health and Safety Act 2020 – Obligations		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	December 2023		

OFFICER RECOMMENDATION

*That Council acknowledge receipt of information contained in this report.*

Summary/Purpose

To inform any Elected Members, who are not already aware, of their significant obligations under the *Work Health & Safety Act 2020* (the WHS Act). The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers are largely expected to “hit the ground running” in compliance with the new laws. This Item highlights features of the new legislation with the potential to impact Council and the Shire in general.

Background

The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers were expected to immediately comply with the new laws.

**THE MOST SIGNIFICANT CHANGES**

1. The WHS Act introduces the concept of a 'Person Conducting a Business or Undertaking' (PCBU), replacing the outdated concept of an 'employer' as the person with primary health and safety duties. A PCBU can be a sole trader, each partner within a partnership, a joint venture, a company, an unincorporated association, a not-for-profit organisation, a government department or a public authority (including a local government) whether or not they are operating for profit or gain.
2. There is now the inclusion of the new offence of 'Industrial Manslaughter.' Under the new laws, individuals can be charged with Class One or Class Two Industrial Manslaughter offences in the event of a workplace death. Class One Industrial Manslaughter covers conduct that is engaged in, with knowing disregard, that it is likely to cause death and carries a maximum jail term of 20 years. Class Two Industrial Manslaughter covers conduct that is a negligent breach of a duty owed by a PCBU that results in death and carries a maximum jail term of 10 years.
3. The concepts of Worker and Workplace have been expanded. Worker now includes employees, contractors, sub-contractors, employees of contractors, employees of labour hire companies, apprentices, trainees, work experience students and, in certain situations, volunteers. Workplace is defined as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. The term place includes vehicles, vessels, aircrafts or other mobile structures and extends to any waters and installation on land, including roads.
4. There has been a change to the primary duty. The new laws require all PCBUs to ensure, so far as is reasonably practicable, while workers are at work in the PCBU, the health and safety of:
  - Workers engaged, or caused to be engaged by the person; and
  - Workers whose activities in carrying out the work are influenced or directed by the person.

This change drives a need to focus on the risks a hazard may pose and to manage those risks to a practicable level. The duty to ensure health includes a duty with respect to taking positive practicable steps to ensure the mental health of workers.

5. Penalties for WHS breaches are no longer insurable. Duty holders are no longer able to obtain insurance for a penalty imposed following a WHS prosecution. Individuals who breach this are liable for penalties of up to \$51,000 and body corporates are liable for penalties up to \$250,000. This change means that businesses need to ensure they are taking proactive steps to develop procedures designed to meet their legal obligations and to ensure compliance with those procedures by their workforce. Duty holders should be aware that duties are not transferrable and cannot be contracted out of.

6. There is now a duty to consult with other duty holders and workers and their representative. The new laws require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires consultation, co-operation and co-ordination between duty holders such as partners, joint venture partners, and principals and contractors. PCBU's are now also required, so far as is reasonably practicable, to consult with workers and health and safety representatives about matters that directly affect them. This duty extends to consulting with all kinds of workers, not just the PCBU's own employees. Meeting these consultation duties requires some planning as to how and when consultation will be undertaken.
7. There is now provision for officer due diligence. Officers of PCBU's now have personal obligations to demonstrate a proactive approach to workplace health and safety matters. Officer has the same meaning as defined in the *Corporations Act 2001* (Cth) and includes directors and/or any person who make or participate in making decisions that affect the whole, or a substantial part, of the PCBU. Officers must now exercise due diligence to make sure the business meets its duties to protect workers and other persons against harm to health and safety. All officers now need to be trained to ensure they fully understand these obligations and are taking all necessary steps to comply with them. There is an obligation on an officer to refuse work if it cannot be done safely.
8. CODE OF PRACTICE – WORKPLACE BEHAVIOUR

This Code aims to prevent and manage inappropriate or unreasonable behaviour that may occur in the workplace, encompassing all types of workplace behaviour that may create a risk to the personal health and safety of workers. Whilst the Code captures physical behaviours, it also extends to psychological and social conditions which may negatively impacts workers. It is the responsibility of PCBU's to ensure, so far as reasonably practicable, that workers and other people in a workplace are not exposed to psychological health and safety risks.

Inappropriate or unreasonable behaviour includes, but is not limited to:

- Bullying;
- Harassment;
- Sexual harassment;
- Racial harassment;
- Violence and aggression;
- Discrimination;
- Misconduct; and
- Escalated or unreasonable conflicts.

9. CODE OF PRACTICE – PSYCHOSOCIAL HAZARDS IN THE WORKPLACE

There is now provision for psychosocial hazards in the workplace. Penalties for contributing to mental health harm are now as severe as penalties for contributing to physical harm.

This Code captures hazards and conditions in workplaces that pose psychological and social risks to workers (as opposed to just physical risks). These include the obvious factors of bullying, harassment, violence and aggression, but also the less obvious issues of fatigue, stress and burnout that can compromise a worker's psychosocial wellbeing. Under this Code, it is the responsibility of PCBU's to facilitate a systematic approach to managing psychosocial hazards in order to meet their responsibilities under the WHS Act and to create a safe and healthy work environment for employees.

#### 10. CODE OF PRACTICE – VIOLENCE AND AGGRESSION IN THE WORKPLACE

This Code captures any incident where a person is harassed, threatened, attacked or physically assaulted within a workplace, and includes any form of physical assault, sexual assault, verbal abuse, threats, intimidation and harassment (including sexual harassment).

Under this Code, PCBU's must consider violence and aggression risk management as part of an overall prevention plan. There are three key areas employers should focus on when implementing this plan, including managing violence and aggression in the workplace, responding to any type of abuse in the workplace and ensuring post-incident support services are available such as counselling or legal support should they arise.

Code of Practice compliance centres around the implementation of a Risk Management Approach.

To comply with the above Codes, PCBU's must adopt a proactive risk management approach in order to prevent and reduce psychosocial risk in the workplace by:

- Identifying the hazards and risk factors;
- Assessing the risks;
- Controlling the risks by making the changes necessary to eliminate the hazards or risk factors, and if this is not practicable, then minimising the risk of harm; and
- Monitoring and reviewing the effectiveness of controls and adapt or improve the controls where necessary.

#### 11. THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

WorkSafe WA and Resources Safety have been consolidated into the Safety Regulation Group under the independent WorkSafe WA Commissioner.



PCBUs may expect to be prosecuted in accordance with the WorkSafe WA Prosecution Policy.

The WHS Act will allow WorkSafe WA inspectors to issue PCBUs with consequences dependent on the circumstances and by applying a consistent approach to similar fact circumstances in order to achieve greater certainty and protection in the workplace. Where a breach has occurred, in addition to recommending prosecution, a WorkSafe inspector may issue PCBUs with:

- Advice on compliance;
- Assistance to mediate and resolve workplace disputes;
- Issuance of improvement notices;
- Issuance of prohibition notices;
- Revoking, suspending or cancelling authorisations;
- Enforcing criminal prosecutions; and
- Publishing enforcement actions and outcomes.

WorkSafe WA inspectors may conduct site visits either in response to an incident or a complaint or as part of a targeted compliance program. This means that inspectors may require the employer or persons involved to produce documents relevant to WHS and conduct interviews requiring these persons to answer. This may result in the inspector seizing information to use against the employer as evidence of an offence and may issue a notice of improvement or prohibition notice.

## 12. WHAT ELSE MAY LEAD TO A PROSECUTION?

- Failure to consult between multiple PCBUs where the risk is obvious;
- Failure to carry out due diligence;
- Labour hire employees working outside of their skill or scope;
- Taking on work contracts which ultimately lead to risks and safety issues;
- Contractors failing to be responsible for not only employees, but also the plant and equipment of the client; and
- Failure to audit to ensure safety procedures and systems are being complied with.

## 13. WHAT DO WE NEED TO DO NOW?

PCBUs and their officers were directed to take urgent steps to ensure they were compliant with the WHS Act from 31 March 2022. The Shire of Bridgetown was expected to:

- Understand how the WHS Act impacts on the Shire;

- Review and update systems and processes to ensure compliance with the WHS Act;
- Provide training to officers about the new obligations and what Courts and regulators are likely to consider is required for compliance;
- Develop evidence of daily compliance with the obligations under the WHS Act; and
- Implement audits to ensure ongoing compliance with the WHS Act.

Immediate action has been taken over the past month to ensure rapid implementation of initiatives intended to ensure compliance with the above.

#### 14. APPLICABILITY TO LOCAL GOVERNMENT

The Shire of Bridgetown itself is a PCUB as a local government entity. However, the WHS Act and regulations identify specific organisations that are not considered to be a PCBU for the purposes of the WHS Act. These include (but are not limited to):

- Individuals engaged solely as a worker (such as an employee) and an officer (such as an executive manager) acting in that capacity alone.
- Local government members, who are acting in that capacity.

However, local government employees, executive managers and Elected Members, while exempt from being a PCUB, are not exempt from the WHS Act and their respective obligations under this Act. Worksafe is clear that failing to perform these obligations will potentially lead to prosecution.

Specifically, local government employees, executive managers and Elected Members are defined as 'Others.' Section 29 of the WHS Act refers to 'Duties of other persons at the workplace' and outlines the following obligations:

#### **29. Duties of other persons at the workplace**

*A person at a workplace (whether or not the person has another duty under this Part) must —*

- (a) take reasonable care for the person's own health and safety;*  
*and*
- (b) take reasonable care that the person's acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.*

In addition, Section 31(2) states:

### **31. Failure to comply with health and safety duty — Category 1**

(2) A person commits an offence (a Category 1 offence) if —

- (a) the person has a health and safety duty otherwise than as a person conducting a business or undertaking; and
- (b) the person fails to comply with that duty; and
- (c) the failure causes the death of, or serious harm to, an individual.

*Penalty for this subsection:*

- (a) for an individual, if the offence is committed by the individual as an officer of a person conducting a business or undertaking, imprisonment for 5 years and a fine of \$680 000;
- (b) for an individual, if paragraph (a) does not apply, imprisonment for 5 years and a fine of \$340 000;
- (c) for a body corporate, a fine of \$3 500 000.

(3) For the purposes of subsections (1)(c) and (2)(c), the failure causes serious harm to an individual if it causes an injury or illness to the individual that —

- (a) endangers, or is likely to endanger, the individual's life; or
- (b) results in, or is likely to result in, permanent injury or harm to the individual's health.

(4) A person charged with a Category 1 offence may be convicted of a Category 2 offence or a Category 3 offence.

## **15. PENALTIES**

The WHS Act provides for three main categories of WHS offences (each with different 'fault elements'), along with a new offence of industrial manslaughter. A high-level overview of the maximum penalties for these offences for both PCBUs and officers is set out in the table further below.

A PCBU commits industrial manslaughter if it, in breach of its duties, engages in conduct that causes the death of an individual, knowing that the conduct is likely to cause the death of, or serious harm to, an individual, and in disregard of that likelihood.

An officer of a PCBU commits industrial manslaughter if a PCBU, in breach of its duties, engages in conduct that causes the death of an individual, and the PCBU's conduct is attributable to any neglect on the part of the officer, or is engaged in with the officer's consent or connivance.

## WHS offences and maximum penalties

Offence	Maximum Penalty – PCBU	Maximum Penalty – officer
Industrial manslaughter	<ul style="list-style-type: none"> <li>Individual: 20 years imprisonment and a fine of \$5,000,000.</li> <li>Body corporate: \$10,000,000</li> </ul>	<ul style="list-style-type: none"> <li>20 years imprisonment and a fine of \$5,000,000.</li> </ul>
Category 1 Offence	<ul style="list-style-type: none"> <li>Individual: 5 years imprisonment and a fine of \$680,000.</li> <li>Body corporate: \$3,500,000</li> </ul>	<ul style="list-style-type: none"> <li>5 years imprisonment and a fine of \$680,000.</li> </ul>
Category 2 Offence	<ul style="list-style-type: none"> <li>Individual: \$350,000.</li> <li>Body corporate: \$1,800,000.</li> </ul>	<ul style="list-style-type: none"> <li>\$350,000.</li> </ul>
Category 3 Offence	<ul style="list-style-type: none"> <li>Individual: \$120,000.</li> <li>Body corporate: \$570,000.</li> </ul>	<ul style="list-style-type: none"> <li>\$120,000.</li> </ul>

### 16. INSURANCE AND INDEMNITY ARRANGEMENTS

The new laws prohibit entering into and receiving the benefit of insurance and other indemnity arrangements which cover WHS fines/penalties.

The prohibitions make it unlawful (for example) for a person to enter into an insurance policy that purports to indemnify a person for their liability to pay a fine for an offence under the WHS Act; or be indemnified, or agree to be indemnified, by another person for liability to pay a fine for an offence under the WHS Act.

Consequently, companies are no longer able to indemnify directors by paying fines on their behalf.

#### Officer Comment

Councillors requested that the CEO have confirmed that they could be prosecuted for negligence, as individuals, under the *Work Health and Safety Act 2020*.

In November 2023, the CEO confirmed that a WorkSafe Inspector had deemed the above information to be correct.

The CEO has now had confirmed by Taylor Smart Lawyers that the above information is correct. The legal advice arrived only hours before the November 2023 Ordinary Council Meeting, so the meeting was deferred to ensure proper consideration of the advice.

On advice from Cr Pearce that the WorkSafe Inspector had provided him with alternate information to the advice he had provided to the CEO with regard to Industrial Manslaughter, the CEO re-contacted WorkSafe for clarification this month and was told WorkSafe could not provide us with the clarification because this would be leaning towards 'legal advice.'

Regardless, the legal advice from Taylor Smart Lawyers confirmed that individual Councillors would not be prosecuted specifically under the Industrial Manslaughter provision.

To be clear, according to the external advice received:

- Elected Members and Executive Managers are not precluded from the WHS Act and can be prosecuted under the Act. However, they are not classified as a PCUB and so will not be prosecuted under the Industrial Manslaughter provisions.
- The Shire of Bridgetown-Greenbushes and the CEO are PCUBs and may be prosecuted under multiple provisions within the Act, including the Industrial Manslaughter provisions.
- It is the high-level responsibility of Elected Members and the Executive Team to ensure that the Shire is never subject to a successful Industrial Manslaughter charge, which would potentially prove catastrophic to the Shire's long-term viability.
- It is not the role of the CEO to interpret, rephrase, debate or defend external advice with Council, but to simply provide the advice to Council to assist with deliberations and decision-making.

#### Statutory Environment – Work Health & Safety Act 2020

##### Integrated Planning

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

Policy/Strategic Implications – Not applicable

Budget Implications

Potentially catastrophic if subject to prosecution for negligence as a PCUB (the organisation itself).

Whole of Life Accounting

Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Catastrophic (fatality, permanent disability) with a likelihood measure being unlikely, giving an overall risk rating of High.

Financial Impact:

Catastrophic (more than \$500,000) with a likelihood measure being unlikely, giving an overall risk rating of High.

Reputational External:

Dependent on the event. If one or more people die, the reputational damage could be Catastrophic.

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Measures of Likelihood			
Rating	Detailed Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Corporate Services**

<b>ITEM NO.</b>	C.16/1223	<b>FILE REF.</b>	131
<b>SUBJECT</b>	List of Accounts Paid in November 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	05 December 2023		

Attachment 14 – List of Accounts Paid in November 2023

**OFFICER RECOMMENDATION**

*That council receive the List of Accounts Paid in November 2023 as presented in Attachment 14.*

**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. The regulations also require that 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 (Regulation 13).

**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 is to be shown according to nature and type classification.

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.

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

The list of accounts is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

#### Officer Comment

At the time of agenda preparation for the December 2023 Council meeting, month end finance processes were ongoing, as such the monthly statement of Financial Activity for November 2023 will be presented to the January 2024 Council meeting.

#### 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.

Regulation 35(5) of the Local Government (*Financial Management*) Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2022/23 budget resolved as follows:



*“C.07/0823 That Council for the financial year ending 30 June 2024 adopt a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.*

The attached financial activity statements provide explanation of material variances in accordance with resolution C.07/0823.

**Integrated Planning**

- Strategic Community Plan  
Outcome 14 – Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

**Policy Implications**

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

**Budget Implications**

Expenditure incurred in November 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

**Risk Management**

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council if required.

Measures of Likelihood			
Rating	Detailed Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.17/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone		
<b>OFFICER</b>	Director Development, Community and Infrastructure		
<b>DATE OF REPORT</b>	1 December 2023		

Attachment 15      Copies of submissions received

Attachment 16      Map of Bridgetown townsite Commercial zoned land

**OFFICER RECOMMENDATION**

*That Council advertise Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 for an additional 42 days to commence on Friday 22 December 2023, by;*

- 1. Including a notice on the Shire website advising of the further opportunity to make submissions and including explanatory mapping showing all the land zoned 'Commercial' and subject to the amendment,*
- 2. Writing to the owners of Lot 601 (No 183) and Lot 2 (No 179) Hampton Street*
- 3. Considering any further submissions received, and the submissions already received on Amendment No. 73, after the completion of the further advertising period.*

## Summary/Purpose

The purpose of this report is to enable the Council to consider the submissions received on amendment No 73 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3. The purpose of this amendment to allow for increased residential density within the Commercial zone, by enabling the approval of development of residential density of R35 as opposed to R12.5/R20 which currently applies in the scheme area.

## Background

On 29 June 2023 (refer item C.15/0623) Council resolved to adopt, for the purposes of public advertising, Amendment No. 73 to the Scheme No. 3. The amendment proposes to add text to the Scheme to as follows;

*4.3.3. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:*

- i. it is satisfied that the development is consistent with the amenity of the locality, and*
- ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and*
- iii. the development can be connected to the reticulated sewerage system.*

Submissions received:

Seven (7) submissions (three (3) from state government agencies and four (4) from community members) have been received on the amendment, shown in Attachment 15.

One of the submissions received has raised a number of concerns about the compliance of the public advertising of the amendment with the relevant Regulations.

As this report recommends that a period of further advertising occur as a response to one of the issues raised in this submission, the planning issues raised in the submissions will be addressed in the officer report presented to Council following the additional advertising period recommended.

## Officer Comment

### **Summary of the advertising related issues raised in public submissions.**

#### **1. Process of advertising of the amendment**

Summary: The submission claims that the amendment has not been properly advertised on the basis that the amendment documents have not been made

available as required by Regulation 76A of the Planning and Development (Local Planning Schemes) Regulations 2015.

Comment: The notifications on the website of the amendment were as follows;

- On 4 October 2023 a notice of the amendment was published under the 'public notices' section of the website. Notice of the amendment was also included under the 'Community Consultation' section of the website, which included a link that took the user to the 'public notices' section. This link took the user to the top of the Public notices page rather than to the specific notice for the scheme. The full notice was on this page, the user just had to scroll down the page to see it.
- On 30 October this notice was mistakenly moved to 'past public notices' section of the website and was put back in current public notices on 3rd November.
- On 2nd November following a letter from a member of the public, the notice on the Community Consultation page of the website was altered to replicate the post of the public notice page rather the user having click a link to see the full notice. Both posts included links that took the users directly to the details of the amendment documentation.

Although it would have been preferable and clearer if notice of the amendment had been confined to one part of the website, the core requirements of Reg 76A are considered to be satisfied, in that the amendment documents were available on the website, albeit in some times with some scrolling required to find the details of the amendment.

## **2. Inaccurate description of the land involved in the amendment in the June 2022 (sic) report**

The submission claims that the land involved in the amendment in in the original officer report is inaccurate in that it refers to 'Hampton Road' as opposed to 'Hampton Street' and that it refers to Commercial zoned lots fronting Hampton Street and Steere Street without reference to those lots fronting other streets such as Roe or Rose Street.

Comment: It is correct that the officer report to Council of June 2023 inaccurately referred to 'Hampton Road' as opposed to 'Hampton Street' and did not refer by name to the Commercial zoned lots fronting other streets such as Roe or Rose Street. These errors / omissions are not considered to have a significant material impact on the advertising of the amendment.

## **3. Inaccurate map attached to the amendment documents.**

The submission claims that the explanatory map attached to the amendment fails to include two lots which are zoned Commercial.

Comment: It is correct that the map attached to officer report to Council of June 2023 and subsequently included in the explanatory material advertised as part of the amendment did not include 2 two lots which are zoned Commercial. These 2 lots, Lot 601 (No 183) and Lot 2 (No 179) Hampton Street should have been included in the map but were not included owing to a drafting error.

Although a relatively minor error and not having any material impacts on the content of the scheme amendment, it is considered possible that the omission of these lots from the plan could have had a material impact on the advertising. The reason for this is that interested persons may have viewed the plan and may have reasonably assumed that the amendment did not apply to these lots, when in fact it does.

On this basis, further advertising of the amendment, with a corrected version of the plan, is recommended.

#### Statutory Environment

Regulation 50 (3) of the Planning and Development (Local Planning Schemes) Regulations 2015 states as follows;

***Before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution -***

- (a) to support the amendment without modification; or***
- (b) to support the amendment with proposed modifications to address issues raised in the submissions; or***
- (c) not to support the amendment.***

A later date for compliance with the requirements of Regulation 50 (3) of 29<sup>th</sup> February 2024 has been approved by the WA Planning Commission.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 7 Responsible and attractive growth and development.
  - Objective 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.
- Corporate Business Plan
  - Objective 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.
  - Action 7.1.1 Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing and protection of environmental values.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy/Strategic Implications

The proposed amendment, if ultimately approved by the Minister for Planning, could assist in facilitating development that could contribute positively towards meeting Objective 7.1 of the Strategic Community Plan.

**Budget Implications**

There will be a cost of publishing the approved amendment in the Government Gazette, however this is not significant from a budget perspective.

**Whole of Life Accounting - Nil**

**Risk Management**

A risk assessment has been undertaken in accordance with Council Policy RM 1 (Risk Management). Possible risks include external reputation and compliance. Both these risks have been assessed as Low / Moderate.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

**Voting Requirements - Simple Majority**

<b>ITEM NO.</b>	C.18/1223	<b>FILE REF.</b>	
<b>SUBJECT</b>	Process and timing for the preparation of the Local Planning Strategy		
<b>OFFICER</b>	Director Development, Community and Infrastructure		
<b>DATE OF REPORT</b>	7 December 2023		

## OFFICER RECOMMENDATION

*That Council adopt the process and timing for the preparation of the Local Planning Strategy (Stage 2 of the Scheme review) as included in this report.*

### Summary/Purpose

The purpose of this report is to determine the high-level process and anticipated timing to prepare the new Shire of Bridgetown Greenbushes Local Planning Strategy. This Strategy is required to be prepared as part of the review of Town Planning Schemes 3 and 4 and is comprises stage 2 of the process as determined by Council in July 2022.

### Background

The Councils Town Planning Schemes set out the future direction of growth for Shire, through zoning land for various purposes and providing for standards and requirements for the development and subdivision of land. The current two (2) Planning Schemes have been in operation since the late 1980's and are outdated and long overdue for review.

In July 2022, the Council decided on an approach to the review that involves 3 stages.

- Stage 1 – Preparation of a new Local Planning Scheme No 6 text and maps as a simplification and administrative update of the current Schemes, with a focus on combining the two operational Schemes to provide for simplicity, clarity, and compliance with contemporary requirements of the State Government. This scope would not include any strategic or visionary changes.
- Stage 2 – Preparation of the Local Planning Strategy, this being a strategic planning document that captures the Councils aspirations for future long-term development of the Shire. The purpose of the Local Planning Strategy is to provide the strategic planning direction for the growth and development of the Shire.
- Stage 3 – Preparation of a series of logically grouped planning amendments to Local Planning Scheme 6 to enable the implementation of the Local Planning Strategy.

Stage 1 of the new Local Planning Scheme No 6 was adopted by the Council in March 2023. This is expected to be advertised for public comment in early to mid 2024.

This report deals with the process and anticipated timing of Stage 2 of the Scheme review process, namely the preparation of the Local Planning Strategy.

### Officer Comment

#### **Local Planning Strategy content**

Before deciding on the detail process for stage 2 of the scheme review (the Local Planning Strategy) it is worth considering the role of Council and the WA Planning Commission / Minister for Planning in the process of Strategy and Scheme preparation and understanding the limitations on their content.

Regulation 11(2) of the Planning and Development (Local Planning Schemes Regulations 2015) requires that the Local Planning Strategy be approved by the WA Planning Commission, and that it must.

- (a) be prepared in a manner and form approved by the Commission.
- (b) set out the long-term planning directions for the local government.
- (c) apply any State or regional planning policy that is relevant to the strategy.
- (d) provide the rationale for any zoning or classification of land under the local planning scheme.

Furthermore, Regulation 12 provides the Commission with the power to require a local government to change its draft Local Planning Strategy in the event that it does not meet the requirements of 11 (2) above.

The WA Planning Commission published the Local Planning Strategy Guidelines in March 2023. These set out in detailed the process of preparation of and the content of a Local Planning Strategy. The Guidelines (not including appendices) are shown in Attachment 17.

The Scheme Text, which is the mechanism through which the strategy is implemented, is also subject to the approval of the Planning Commission and the Minister for Planning. Significant sections of Scheme content are prescribed via the Deemed Provisions (included in the 2015 Regulations and which are required to be read as part of the Scheme) and the Model Provisions (required to be included in the Scheme unless approval is granted by the Commission / Minister). Major state planning policies, most notably SPP 2.5 (Rural Planning), SPP 3.7 (Planning for Bushfire Prone Areas) and SPP 7.3 (Residential Design Codes) will all significantly impact on the content of the planning strategy and scheme text and will be required to be referenced in the scheme and strategy.

In essence, this means that a considerable amount of the content of the new scheme and strategy is prescribed by state planning requirements and falls outside of the Councils ability to control. The planning system in WA is somewhat centralised and the scope of the Council to include scheme content which is inconsistent with the policy requirements of the State is limited. This means that, to some extent, the Local Planning Strategy process needs to be tempered with pragmatism and management of expectations of the Councils capacity to include Scheme content which may not accord with the government requirements.

### **Community engagement on the Local Planning Strategy**

Given the factors above, the Council faces a balanced decision on the extent of community engagement that should be undertaken as part of the Local Planning Strategy. Although, on the face of it, there is an argument that more engagement is



always better and a strong and robust 'bottom up' engagement might at first seem a desirable process, the Council needs to be mindful of the resources involved and the capacity to create expectations within the community which cannot be fulfilled in the scheme. It is quite possible that a number of the issues that might be raised in the community engagement will be subjects on which the Council cannot have any meaningful response in a statutory planning sense.

This is not to say that such input would be without value, and Council could adopt some community feedback as advocacy positions if these cannot be included in the statutory planning regime.

A level of engagement that is commensurate with the level of influence and the issues involved is considered the preferred way to approach this issue, whilst being highly transparent with the community about the process of preparation of the Local Planning Strategy and the Scheme.

### **Concurrent Stage 1 process**

It should be noted that the Stage 1 of the Scheme review process (the new Local Planning Scheme No 6 text and maps) is expected to be advertised for public comment during the February – April 2024. The anticipated timing of this advertising works quite well with the timing of this Stage 2 of the Scheme review. Noting that the Stage 1 process is limited to legal, administrative, and state government required changes only, it is likely that some of the community responses received as part of the advertising of the Scheme Text during February – April will not be able to be accommodated in the scheme as part of that process. These responses could, however, be incorporated into the Local Planning Strategy community engagement process for consideration of more strategic changes to the planning regime as part of stage 2 of the review.

### **The recommended process for the preparation, community engagement and timing for Stage 2 of the Scheme review (Local Planning Strategy)**

- 1) Research phase dealing with issues such as demographics, collation and mapping of land use and environmental data, growth and development trends, fire risk analysis, physical servicing issues, liaison with state agencies and examination of relevant key government policy positions. Development of brief discussion papers on key issues (Jan - June 2024)
- 2) Council high level vision and goal setting and development of preliminary positions on the key issues (July – Sept 2024)
- 3) Community engagement on the initial research results and key issues after the research phase by;
  - Incorporating community comments as part of the statutory advertising of the draft scheme text
  - Set up community steering group (Terms of reference and membership to be determined by the Council)

- Holding open community information sessions with public displays and survey, informal discussions
  - On line survey on key policy questions
  - Briefing of key community groups (Sept – Oct 2024)
- 4) Development of Council position on key components of the Local Planning Strategy following community engagement (Nov / Dec 2024)
  - 5) Preparation of draft Local Planning Strategy in accordance with the WAPC guidelines (Jan / April 2025)
  - 6) Adoption of draft Local Planning Strategy by Council and submission to WAPC for advertising consent (May 2025)
  - 7) Statutory advertising of draft Local Planning Strategy (July / August 2025) – methodology for this phase of the project to be developed at that time.
  - 8) Final adoption by Council (October 2025)
  - 9) Final approval by the WA Planning Commission (Dec 2025)

### **Risks and uncertainties**

The primary unknown factor which might influence the timeline above is the extent to which the Local Planning Strategy might include content that is inconsistent with the requirements of the WA Planning Commission or other state agencies. Should this occur, the suggested timelines for approval by state agencies (which are out of the Councils control in any event) can change considerably.

A preliminary list of planning issues to be addressed is shown below. This list is not definitive, and other issues may arise as a result of the community engagement or research phases of this project.

- 1. Housing affordability**
  - Whether the scheme should allow for tiny houses and transportable buildings and if so how and where?
  - Whether higher density and infill development be permissible, and if so, in which locations and under what circumstances?
  - Whether unserviced 'rural clusters' be permissible within rural areas?
- 2. Lifestyle rural lots**
  - Whether existing estates should expand, whether new estates should be permitted and whether agricultural land should be lost for this purpose?
- 3. Bridgetown Main Street**
  - Whether the commercial areas should grow or consolidate ?
  - Whether sufficient parking and amenities exist ?
- 4. Greenbushes and North Greenbushes townsites**
  - Whether and how these town sites can expand?

## 5. Tourism

- Whether agricultural land should be lost for this purpose and how potential land use conflict with more 'traditional' uses might be managed.
- Regulation of short-term rental accommodation under the new state government requirements.

## 6. New mixed business / Light industrial zone

- Where this might be located and serviced, and the range of land uses that might be permissible there?
- Consideration of risk that this might undermine the primacy of the Town Centre

### Statutory Environment

Regulation 11(2) of the Planning and Development (Local Planning Schemes Regulations 2015) requires sets out the requirements for the content of the Local Planning Strategy, namely that it must;

1. be prepared in a manner and form approved by the Commission;
2. set out the long-term planning directions for the local government
3. apply any State or regional planning policy that is relevant to the strategy
4. provide the rationale for any zoning or classification of land under the local planning scheme.

### Integrated Planning

- Strategic Community Plan
  - Outcome 7 Responsible and attractive growth and development
  - Objective 7.1 Plan for a diverse range of land, housing, and development opportunities to meet current and future needs
- Corporate Business Plan
  - Action 7.1.1 Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively, and sustainably for population growth, affordable housing and protection of environmental values
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy/Strategic Implications

The preparation and adoption of the Local Planning Strategy is a major policy development exercise by the Shire. The Strategy will provide a strategic plan for the future growth of the Shire over the next 10 years and will be used as the basis for the preparation of major amendments to the Scheme in accordance with the Council decision of July 2022.

Budget Implications

An amount of \$25,836 is included in the 2022-2023 budget for this project. This figure is based on an estimate from a few years ago that was carried forward into this year's budget. Once the scope of this project has been adopted by the Council, the anticipated consultant costs will be refined and an appropriate budget amendment report brought before Council, should this be necessary.

Whole of Life Accounting

Nil

Risk Management

A risk assessment has been undertaken in accordance with Council Policy RM 1 (Risk Management). Possible risks include external reputation and compliance. Both these risks have been assessed as Low / Moderate.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Simple majority

<b>ITEM NO.</b>	C.19/1223	<b>FILE REF.</b>	280
<b>SUBJECT</b>	New Policy - Community Grants, Contributions and Donations		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	December 2023		

- Attachment 18      Policy CS 6 - Service Agreements for Community Services Providers*
- Attachment 19      Policy FM 1 - Community Grants, Service Agreements, Donations and Contributions*
- Attachment 20      Proposed Policy CS 9 - Community Grants, Contributions and Donations*

**OFFICER RECOMMENDATION**

*That Council;*

- 1.            Repeal Policy CS 6 - Service Agreements for Community Services Providers.*
- 2.            Repeal Policy FM 1 - Shire Community Grants, Service Agreements, Donations and Contributions.*
- 3.            Adopt Policy CS 9 - Community Grants, Contributions and Donations.*
- 4.            Adopt the amended delegation FM 4 to allow the CEO to waive fees and charges.*

**Summary/Purpose**

These recommendations seek to repeal two existing policies and combine into one policy. This will streamline the annual Community Grants, Contributions and Donations program including the introduction of funding limits to provide a framework for Council and offer potential community groups clarity regarding funding amounts available under the community grants program.

**Background**

Policy FM 1 was adopted in September 1999 to offer financial support to local community groups and not-for-profits to provide activities, events and services to the community. There have been several iterations over the many years since this policy has been first adopted, most notably to include service agreements (3-year grants), to change categories and to better meet the needs of the community.

Policy FM 1 was last reviewed in June 2022.

Policy CS 6 Service Agreements for Community Service Providers was adopted in November 2003. The objective of this policy is to provide Service Agreements (3 year grants) to community groups to cover the same operational costs over 3 consecutive years to provide financial security for community groups, support their ability to plan for the future and continue to operate.

Policy CS 6 was last reviewed in November 2020.

During the Community Grants, Service Agreements, Contributions and Donations held in April 2023 attending Councilors expressed concern with the amounts being requested in the applications, which were often well above the amounts available. A maximum limit was suggested to provide guidance to community groups and enable to equitable provision of funds across a greater number of applicants.

In May 2023(C14/0523) Council agreed to allocated \$130,000 in the 2023-2024 budget for Community Grants, Service Agreements, Contributions and Donations:

- \$6,330 New service agreements
- \$15,852 Existing service agreements to be carried forward
- \$22,900 New community group grants
- \$2,835 New non-contestable annual community contributions
- \$25,580 Existing non-contestable annual community contributions
- \$1,500 Chief Executive Officer donations
- \$3,500 Chief Executive Officer hall hire donations
- \$680 Rubbish and recycling collection for community events
- \$200 Rubbish and recycling collection for Shire leased facilities
- \$45,508 Landcare Officer
- \$500 South West Academy of Sport Sponsorship
- \$250 Agricultural Society School Art Prize Sponsorship
- \$1,000 Manjimup Airfield Contribution
- \$2,000 Regional Airport Marketing (Busselton
- \$1,000 Greenbushes' Australia Day Breakfast Event
- \$365 School Awards

The Community Grants and Service Agreements application process for 2023/24 was competitive with new applications received to the value of \$87,809, to be distributed from \$29,230 available funds, once the costs of ongoing funding including Non-Contestable funding, existing Service Agreements, Contributions and Donations were considered and taken into account.

#### Officer Comment

The main points of difference between Policy FM 1 Shire Community Grants, Service Agreements, Donations and Contributions, Policy CS 6 service agreements for Community Service Providers and proposed Policy CS 9 Community Grants Contributions and Donations include the following:

- Removal of CEO donations category (\$1,500)
- Changing the term Service Agreement to 3-year Community Grant
- Combining Contributions, Donations and Non-Contestable Funding into one category called Annual Contributions and Donations to be reviewed as part of the Community Grants approval process.
- Providing a \$5,000 maximum limit on 1- year grants
- Providing a \$5,000 per year maximum limit on 3-year grants (total \$15,000 over 3 years)
- That a request to the CEO to waive fees and charges or provide rubbish services will be made through an application process 12 weeks prior to the event or activity.

- The removal on businesses, commercial organisations from being eligible to apply for funding.

The ability for community to apply for 1- and 3-year grants and in-kind support from the shire will not change under the new policy. The ability for community to apply for in-kind support from the shire will also remain unchanged, however there will be a process by which this will happen.

Policy CS 9 will provide a way of streamlining and simplifying the process for community. The new Policy also provides transparency to Council and accountability and security for the CEO regarding CEO donations and in-kind support by instating a structured application process that will be reported to Council and removing the cash donation category from possible donations.

The inclusion of a structured process including time frame for venue hire fee waiving and rubbish collection will also provide officers that work in areas that are impacted by events, the time to plan for the preparation of shire facilities and the inclusion of extra officer time for cleaning or rubbish pickup. This will improve service provision to the community.

The removal of CEO cash donations protects the CEO from perceived nepotism, offering a transparent and Council determined grant funding structure. The removal of this category also supports CEO accountability in terms of spending public funds due to the lack of formal processes or reporting. If the recommendations in this report are supported the \$1,500 currently allocated to CEO donations can be included into the other categories in the Community Grants, Contributions and Donations allocations and provided to community within a framework with clear and established reporting requirements.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 2 Good Health and community wellbeing
    - Objective 2.4 Building community capacity by supporting community organisations and volunteers
  - Outcome 13 Proactive, visionary leaders who respond to community needs
    - Objective 13.2 Embrace innovation and a 'can do' attitude
  - Outcome 14 Effective governance and financial management
    - Objective 14.1 Achieve excellence in organizational performance and service delivery.
- Corporate Business Plan
  - Action 2.4.1 Fund community grants, service agreements and donations.
  - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience.
- Long Term Financial Plan- Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil

➤ Other Integrated Planning - Nil

Policy/Strategic Implications

Council Policy FM 1 Community Grants/Donations, Donations and Contributions is recommended to be repealed.

Council Policy CS 6 Service Agreements for Community Services is recommended to be repealed.

Proposed Policy CS 9 Community Grants, Contributions and Donations is recommended to be adopted.

Budget Implications

Council allocates funding annually as part of the community grants and budgetary processes. If the recommendations are supported, Council may choose to include the \$1,500 no longer available under the CEO cash donations to another category within the Community Grants, Contributions and Donations program when the allocations are decided.

Whole of Life Accounting - Nil

Risk Management

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Risk Management is Compliance, Reputational (External).

Compliance – the compliance risk is high and relevant to recommendation 3 and 4 as both of these recommendations include the adoption of the delegations required to waive fees and charges or approve/reject variations in grant funds.

Compliance – the compliance risk is moderate and relevant to recommendation 2 given the potential lack of transparency and reporting requirements associated with the CEO donations category.

Reputational Risk (External)– the reputational risk is extreme and relevant to recommendation 2 given the potential of perceived nepotism by providing the CEO an allocation of cash funding to provide to individuals or groups without a clear procedure to guide the decision-making process or the inclusion of a formal reporting requirement to Council.

Reputations Risk (External) – the reputational risk is high and relevant to recommendation 2 given the lack of clarity associated with the amount of funding available to each applicant. The inclusion of a maximum limit of funding per category and per organisation provides community groups with an understanding of the potential value of their funding from Council allowing expectations to be managed and applicants to undertake financial planning.



Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

Receipt of Minutes from Management Committees

Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

<b>ITEM NO.</b>	C.20/1223	<b>FILE REF.</b>	244
<b>SUBJECT</b>	2024 Community Citizen of the Year Awards		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	30 November 2023		

Attachment 21      2024 Community Citizen of the Year Awards report (Confidential)

A confidential report will be circulated to Elected Members under separate cover.

**OFFICER RECOMMENDATION**

*That Council consider all nominations received and select a successful candidate for the following award categories;*

- *Community Citizen of the Year*
- *Senior Community Citizen of the Year*
- *Young Community Citizen of the Year*
- *Active Community Citizenship*

**Closure**

*The Presiding Member to close the meeting.*

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.01/1223	Ordinary Council Meeting held 2 November 2023
2	C.02/1223	Ordinary Council Meeting held 30 November 2023
3	C.06/1223	Draft Fencing Local Law 2023
4	C.06/1223	Fencing Local Laws – Current 2023
5	C.07/1223	FM 4 - Draft Amended Purchasing Policy
6	C.07/1223	Current FM 4-Purchasing-Policy
7	C.07/1223	Supporting documents - Combined FM 3 - Regional Price Preference, FM 6 - Buy Local Purchasing and FM 13 - Budget Management Policy
8	C.08/1223	Bridgetown Shire Depot Draft Concept Plan
9	C.10/1223	G 12 – Well Wishes From Council Policy
10	C.12/1223	Rolling Action Sheet
11	C.13/1223	Tindale’s Map of the South West

12	C.13/1223	Tindale's Map of Australia
13	C.14/1223	Position Description - Work Health and Safety Officer
14	C.16/1223	List of Accounts Paid in November 2023
15	C.17/1223	Copies of submissions received
16	C.17/1223	Map of Bridgetown townsite Commercial zoned land
17	C.18/1223	A Planning Commission Local Planning Strategy Guidelines (not including appendices)
18	C.19/1223	Policy CS 6 - Service Agreements for Community Service providers
19	C.19/1223	Policy FM 1 - Shire Community Grants Service Agreements Donations and Contributions
20	C.19/1223	Proposed Policy CS9 - Community Grants Policy

Agenda Papers prepared and recommended by L Taramoeroa, Executive Assistant

8 December 2023

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Agenda Papers authorised by N Gibbs, CEO

8 December 2023

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## MINUTES

For an Ordinary Meeting of Council held in Council Chambers on **Thursday 2 November 2023**, commencing at 5.30pm.

### **Opening of Meeting**

*The Presiding Member opened the meeting at 5.32pm.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance, Apologies and Leave of Absence**

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- P St John, Director Development, Community, and Infrastructure
	- E Matthews, Executive Assistant
	- L Taramoeroa, Executive Assistant
	- M Richards, Manager Community Services
Apologies	- M Larkworthy, Director Corporate Services

### **Attendance of Gallery**

B Bebbington, D Hocking and M Flemming.

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

### **Public Question Time**

#### **M Flemming**

#### **Question**

The Blackwood Women's Group purchased several large wooden Christmas decorations to be put up around town. They were stored by Neil Giblett and when he died they were left in the care of the Shire. When Mr Carstairs left the employ of the Shire he was gifted the items. Can someone from the Shire please contact Mr Carstairs and ask if he would consider giving the decorations back to a local community group to be used once more around town.

*Shire President – this matter has been simmering away for some time and we have never been able to resolve where they are, I don't see any issue in contacting Mr Carstairs.*

*CEO Response – I am more than comfortable to make the call (to Mr Carstairs) and try to track down where the decorations are.*

Question

Would you please give me the date of this year's Community Christmas Party?

*CEO Response – Friday 1 December.*

**B Bebbington**

Question

Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?

*Shire President response – that question will be taken on notice.*

Question

Regarding the review of the Community Engagement Policy, the current policy has a key principle that Council will welcome and act on appropriate recommendations from the community for changes to the Policy. Has any consultation occurred during this review?

*Manager Community Services – No.*

Question

Regarding the same policy which also says that public consultation is to occur for strategies, projects and policies that will have a direct impact on the community. I would expect that the Community Engagement Policy does have a impact on the community so why doesn't the officer recommendation refer to compliance with the old policy and intended new policy that it is required to be advertised for input.

*Shire President response – that question will be taken on notice.*

Question

Then what will happen if the Community Engagement Policy is adopted tonight?

*CEO Response – We have made a recommendation to defer that policy due to an administrative error, where the attachments supporting the policy were not included in the Agenda.*

Question

Regarding the WHS Act item can you please confirm whether our firefighting volunteers are considered to be employees under the WHS Act.

*CEO Response - Yes they are.*

Question

In June 2023 on the officer's recommendation Council adopted a policy, including compliance of procedures for brigades to meet the WHS obligations, but elected to defer compliance for 12 months. Do you know if the insurer is aware of that? What would happen in a situation where firefighters who aren't fully trained are called into fires?

*CEO Response - I would not have put that motion to Council and I cannot speak to why it was, however I'm going to be addressing that as a matter of urgency. DFES has already made the call that firefighters are not to be on a fire ground if not trained, so its actually moved out of our scope of responsibility. I will be speaking to BFAC about the fact that if they're not trained and their house burns down the insurer will not rebuild their house and if they die on a fire ground and they're not trained the insurer will not pay their family. We are going to be hitting that issue hard as it is incredibly important that we are compliant.*

Question

On that basis, can the Shire notify all brigade members of that situation and whether they are allowed to attend fires or not. There has been training introduced but we need to make sure that if people are not compliantly trained they cannot attend fires.

*Shire President – That request will need to be taken on notice.*

*CEO Response - I will be meeting urgently with our CESM & District DFES representative as I haven't been involved in the communication process between them and BFAC and sometimes it is about inconsistent messaging. When the WHS Act first dropped there were a lot of volunteers refusing to go to training because they didn't understand how the obligations had changed, we just need to recommence those discussions respectfully to make sure that everyone is reformed about how different this new legislation is.*

Question

With regards to the WHS Act, where Council provides delegated authority to the CEO does the responsibility pass to the CEO and Officers or does it still remain with the Councillors?

*CEO Response – this can be quite challenging to explain as councillors are technically exempt from the WHS Act, however are still liable under WorkSafe. Legal advice recommends that Council act as though they are bound by the WHS Act and under that Act, and under WorkSafe, you can't delegate your accountability. Councillors will always be held responsible and I always be held responsible.*

**Petitions/Deputations/Presentations** - Nil

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

**Applications for Leave of Absence** - Nil



## **Confirmation of Minutes**

### **C.01/1123 Ordinary Council Meeting held 28 September 2023**

Attachment 1 Minutes of Ordinary Council Meeting - 28 September 2023

*That the Minutes of the Ordinary Meeting of Council held 28 September 2023 be confirmed as a true and correct record.*

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

***C.01/1123 That the Minutes of the Ordinary Meeting of Council held 28 September 2023 be confirmed as a true and correct record.***

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

## **Announcements by the Presiding Member Without Discussion**

The Presiding Member reflected on two families in Bridgetown that have been affected by suicide this week.

The Presiding Member advised of a new community initiative, the Bridgetown Greenbushes Suicide Prevention Network, established by Dr Sarah Youngson in February of this year. Both the Shire President and Cr Fletcher are members of the group. The committee includes representatives from; WACHS South West, St John of God Social Outreach, Rotary Club, Wesley Mission, Bridgetown High School and other local community groups.

The Committee held its official launch in October where it provided information on the purpose and objectives of the group.

Safe Talk Workshops have commenced, where local community members are encouraged to attend, in order to learn how to recognise 'warning' signals and appropriate steps to take.

There is also a focus on 'Postvention' which will provide support to families after an incident.

The Presiding Member will provide further updates as the Committee progresses.

*The Presiding Member announced the winners of the 2023/24 rates prizes;*

- *First prize – Terry Ash*
- *Second prize – Sarah Goggs*

### **Notification of Disclosure of Interest**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

Name	Cr Lyndon Pearce
Type of Interest	Impartiality
Item No.	C.14/1123 RFT 04–22/23 Construction of Wandillup Bush Fire Station C.15/1123 RFT 05–22/23 Construction of Greenbushes Fire Station
Nature of Interest	I evaluated the tender submissions whilst in the position of Community Emergency Services Manager with the Shire.

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

### **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, Community and Infrastructure

### **CEO's Office**

<b>ITEM NO.</b>	C.02/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Work Health and Safety Act 2020 Obligations		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	24 October 2023		

### **OFFICER RECOMMENDATION**

*That Council note their obligations under the Work Health & Safety Act 2020.*

### **Summary/Purpose**

To inform Elected Members of their significant obligations under the *Work Health & Safety Act 2020* (the Act), which was proclaimed in March 2022.

Executive Members of staff are included in the definition of a "Person Conducting a Business or Undertaking" (PCBU). If a PCBU is alleged to have committed Industrial Manslaughter under the Act, and the allegation is substantiated, there is a penalty for individuals of up to 20 years imprisonment and a fine of up to \$5,000,000. The Shire of Bridgetown-Greenbushes may be fined up to \$10M as the body corporate.

Other significant penalties apply to individuals and the body corporate for Category 1-3 offences.

The insurer is no longer permitted to insure the organisation against this risk if negligence is proven.

While the *Act* excludes local government councillors under the definition of an 'officer,' Councillors have an obligation under the *Act* as an 'other.' Section 29 of the *Act* refers to 'Duties of other persons at the workplace' and outlines the following obligations:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the *Act*.

In practice this means that councillors may also be the subject of prosecution for negligence and face the associated and severe financial and imprisonment penalties.

### Background

The *Work Health and Safety Act 2020* (WA) (the *Act*) was passed through parliament in 2020 and took effect from 31 March 2022. Employers were expected to immediately comply with the new laws. This does not appear to have been the case in the Shire of Bridgetown-Greenbushes.

### THE MAIN CHANGES

The *Act* introduces the "Person Conducting a Business or Undertaking" (PCBU) concept, replacing the outdated concept of an "employer" as the person with primary health and safety duties. A PCBU can be a sole trader, each partner within a partnership, a joint venture, a company, an unincorporated association, a not-for-profit organisation, a government department or a public authority (including a local government) whether or not they are operating for profit or gain. The real significance of this change will be felt by non-operating business partners and joint venturers who must now take a much more active role in ensuring safety in the business.

The concepts of Worker and Workplace have been expanded. Worker now includes employees, contractors, sub-contractors, employees of contractors, employees of labour hire companies, apprentices, trainees, work experience students and, in certain situations, volunteers. Workplace is defined as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. The term place includes vehicles, vessels, aircrafts or other mobile structures and extends to any waters and installation on land, including roads.

There has been a change to the primary duty. The new laws require all PCBUs to ensure, so far as is reasonably practicable, while workers are at work in the PCBU, the health and safety of:

- Workers engaged, or caused to be engaged by the person; and
- Workers whose activities in carrying out the work are influenced or directed by the person.

This change drives a need to focus on the risks a hazard may pose and to manage those risks to a practicable level. The duty to ensure health includes a duty with respect to taking positive practicable steps to ensure the mental health of workers.

Penalties for WHS breaches are no longer insurable. Duty holders are no longer able to obtain insurance for a penalty imposed following a WHS prosecution. Individuals who breach this are liable for penalties of up to \$51,000 and body corporates are liable for penalties up to \$250,000. This change means that businesses need to ensure they are taking proactive steps to develop procedures designed to meet their legal obligations and to ensure compliance with those procedures by their workforce. Duty holders should be aware that duties are not transferrable and cannot be contracted out of.

There is now a duty to consult with other duty holders and workers and their representative. The new laws require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires consultation, co-operation and co-ordination between duty holders such as partners, joint venture partners, and principals and contractors. PCBUs are now also required, so far as is reasonably practicable, to consult with workers and health and safety representatives about matters that directly affect them. This duty extends to consulting with all kinds of workers, not just the PCBU's own employees. Meeting these consultation duties requires some planning as to how and when consultation will be undertaken.

There is now the inclusion of the new offence of "Industrial Manslaughter." Under the new laws, individuals can be charged with "Class One" or "Class Two" Industrial Manslaughter offences in the event of a workplace death. Class One Industrial Manslaughter covers conduct that is engaged in, with knowing disregard, that it is likely to cause death and carries a maximum jail term of 20 years. Class Two Industrial Manslaughter covers conduct that is a negligent breach of a duty owed by a PCBU that results in death and carries a maximum jail term of 10 years.

There is now provision for officer due diligence. Officers of PCBUs now have personal obligations to demonstrate a proactive approach to workplace health and safety matters. Officer has the same meaning as defined in the *Corporations Act 2001* (Cth) and includes directors and/or any person who make or participate in making decisions that affect the whole, or a substantial part, of the PCBU. Officers must now exercise due diligence to make sure the business meets its duties to protect workers and other persons against harm to health and safety. All officers now need to be trained to ensure they fully understand these obligations and are taking all necessary steps to comply with them. There is an obligation on an officer to refuse work if it cannot be done safely.

#### ELECTED MEMBERS

The *Act* excludes local government councillors under the definition of an 'officer,' however, it recognises the important role elected members have in supporting 'officers' of a PCBU – that is, supporting executive in complying with work, health and safety responsibilities.

Councillors have an obligation under the Act as an 'other.' Section 29 of the Act refers to 'Duties of other persons at the workplace' and outlines the following obligations:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and

- Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the Act.

In practice this means elected members do not have strong grounds to reject reasonable recommendations from executive that mitigate or remove hazards from the workplace. To do so would increase their own risk of prosecution which could result in financial or imprisonment penalties. Conservative legal advice recommends that elected members operate and make decisions as if they were included in the definition of PCBU.

#### CODE OF PRACTICE – WORKPLACE BEHAVIOUR

This Code aims to prevent and manage inappropriate or unreasonable behaviour that may occur in the workplace, encompassing all types of workplace behaviour that may create a risk to the personal health and safety of workers. Whilst the Code captures physical behaviours, it also extends to psychological and social conditions which may negatively impacts workers. It is the responsibility of PCBUs to ensure, so far as reasonably practicable, that workers and other people in a workplace are not exposed to psychological health and safety risks.

Inappropriate or unreasonable behaviour includes, but is not limited to:

- Bullying;
- Harassment;
- Sexual harassment;
- Racial harassment;
- Violence and aggression;
- Discrimination;
- Misconduct; and
- Escalated or unreasonable conflicts.

#### CODE OF PRACTICE – PSYCHOSOCIAL HAZARDS IN THE WORKPLACE

There is now provision for psychosocial hazards in the workplace. Penalties for contributing to mental health harm are now as severe as penalties for contributing to physical harm.

This Code captures hazards and conditions in workplaces that pose psychological and social risks to workers (as opposed to just physical risks). These include the obvious factors of bullying, harassment, violence and aggression, but also the less obvious issues of fatigue, stress and burnout that can compromise a worker's psychosocial wellbeing. Under this Code, it is the responsibility of PCBUs to facilitate a systematic approach to managing psychosocial hazards in order to meet their responsibilities under the *Act* and to create a safe and healthy work environment for employees.

#### CODE OF PRACTICE – VIOLENCE AND AGGRESSION IN THE WORKPLACE

This Code captures any incident where a person is harassed, threatened, attacked or physically assaulted within a workplace, and includes any form of physical assault, sexual assault, verbal abuse, threats, intimidation and harassment (including sexual harassment).

Under this Code, PCBU's must consider violence and aggression risk management as part of an overall prevention plan. There are three key areas employers should focus on when implementing this plan, including managing violence and aggression in the workplace, responding to any type of abuse in the workplace and ensuring post-incident support services are available such as counselling or legal support should they arise.

Code of Practice compliance centres around the implementation of a Risk Management Approach.

To comply with the above Codes, PCBU's must adopt a proactive risk management approach in order to prevent and reduce psychosocial risk in the workplace by:

- Identifying the hazards and risk factors;
- Assessing the risks;
- Controlling the risks by making the changes necessary to eliminate the hazards or risk factors, and if this is not practicable, then minimising the risk of harm; and
- Monitoring and reviewing the effectiveness of controls and adapt or improve the controls where necessary.

#### THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

WorkSafe WA and Resources Safety have been consolidated into the Safety Regulation Group under the independent WorkSafe WA Commissioner. PCBU's may expect to be prosecuted in accordance with the WorkSafe WA Prosecution Policy.

The *Act* allows WorkSafe WA inspectors to issue PCBU's with consequences dependent on the circumstances and by applying a consistent approach to similar fact circumstances in order to achieve greater certainty and protection in the workplace. Where a breach has occurred, in addition to recommending prosecution, a WorkSafe inspector may issue PCBU's with:

- Advice on compliance;
- Assistance to mediate and resolve workplace disputes;
- Issuance of improvement notices;
- Issuance of prohibition notices;
- Revoking, suspending or cancelling authorisations;
- Enforcing criminal prosecutions; and
- Publishing enforcement actions and outcomes.

WorkSafe WA inspectors may conduct site visits either in response to an incident or a complaint or as part of a targeted compliance program. This means that inspectors may require the employer or persons involved to produce documents relevant to WHS and conduct interviews requiring these persons to answer. This may result in the inspector seizing information to use against the employer as evidence of an offence and may issue a notice of improvement or prohibition notice.

#### WHAT ELSE MAY LEAD TO A PROSECUTION?

- Failure to consult between multiple PCBU's where the risk is obvious;
- Failure to carry out due diligence;
- Labour hire employees working outside of their skill or scope;
- Taking on work contracts which ultimately lead to risks and safety issues;

- Contractors failing to be responsible for not only employees, but also the plant and equipment of the client; and
- Failure to audit to ensure safety procedures and systems are being complied with.

#### WHAT DO WE NEED TO DO NOW?

PCBUs and their officers were directed to take urgent steps to ensure they were compliant with the *Act* from 31 March 2022. The Shire of Bridgetown was expected to:

- Understand how the *Act* impacts on the Shire;
- Review and update systems and processes to ensure compliance with the *Act*;
- Provide training to officers about the new obligations and what Courts and regulators are likely to consider is required for compliance;
- Develop evidence of daily compliance with the obligations under the *Act*; and
- Implement audits to ensure ongoing compliance with the *Act*.

Unfortunately, the Shire of Bridgetown-Greenbushes has done none of the above.

#### PENALTIES

The *Act* provides for three main categories of WHS offences (each with different ‘fault elements’), along with a new offence of industrial manslaughter. A high-level overview of the maximum penalties for these offences for both PCBUs and officers is set out in the table further below.

A PCBU commits industrial manslaughter if it, in breach of its duties, engages in conduct that causes the death of an individual, knowing that the conduct is likely to cause the death of, or serious harm to, an individual, and in disregard of that likelihood.

An officer of a PCBU commits industrial manslaughter if a PCBU, in breach of its duties, engages in conduct that causes the death of an individual, and the PCBU’s conduct is attributable to any neglect on the part of the officer, or is engaged in with the officer’s consent or connivance.

#### WHS offences and maximum penalties

Offence		Maximum Penalty – PCBU	Maximum Penalty – officer
Industrial manslaughter		<ul style="list-style-type: none"> <li>• Individual: 20 years imprisonment and a fine of \$5,000,000.</li> <li>• Body corporate: \$10,000,000</li> </ul>	<ul style="list-style-type: none"> <li>• 20 years imprisonment and a fine of \$5,000,000.</li> </ul>
Category Offence	1	<ul style="list-style-type: none"> <li>• Individual: 5 years imprisonment and a fine of \$680,000.</li> <li>• Body corporate: \$3,500,000</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years imprisonment and a fine of \$680,000.</li> </ul>
Category Offence	2	<ul style="list-style-type: none"> <li>• Individual: \$350,000.</li> <li>• Body corporate: \$1,800,000.</li> </ul>	<ul style="list-style-type: none"> <li>• \$350,000.</li> </ul>

Offence	Maximum Penalty – PCBU	Maximum Penalty – officer
Category Offence	3 <ul style="list-style-type: none"><li>Individual: \$120,000.</li><li>Body corporate: \$570,000.</li></ul>	<ul style="list-style-type: none"><li>\$120,000.</li></ul>

## INSURANCE AND INDEMNITY ARRANGEMENTS

The new laws prohibit entering into and receiving the benefit of insurance and other indemnity arrangements which cover WHS fines/penalties.

The prohibitions make it unlawful (for example) for a person to enter into an insurance policy that purports to indemnify a person for their liability to pay a fine for an offence under the *Act*; or be indemnified, or agree to be indemnified, by another person for liability to pay a fine for an offence under the *Act*.

Consequently, companies are no longer able to indemnify directors by paying fines on their behalf.

### Officer Comment

Unfortunately, whilst some staff are acutely aware of the severity of this new legislation and have attempted to comply with it in some areas, overall the organisation has not recognised nor responded to the introduction of the *Act* at any level. Actions that have occurred to date are:

- A desktop audit was undertaken by an external consultant earlier in the year.
- LGIS Regional Risk Coordinator completed a Safety Management System Plan and Action plan, taking into account the assessed risks identified in the desktop audit. However, this does not appear to have been implemented.
- Some staff have completed training in Roles and Responsibilities in July 2023, but this did not capture everyone.
- LGIS Regional Risk Coordinator is currently working through Emergency Management and has consulted with each business unit, prepared evacuation diagrams and full emergency management plans for each. This has been a legal requirement for over 30 years now.

The organisation is currently the subject of a Worksafe order for poor WHS record keeping or for not having certain WHS records in place at all. This month the CEO approved the purchase of an automated WHS Management System to:

- Rectify the order;
- Capture all WHS inductions, documentation, policies/procedures, incidences, action items, SWMS, pre-starts, training, inspections, record keeping requirements (this will centralise for ease of access for all and locating information);
- Ensure WHS compliance into the future.

Implementation will occur immediately.

### Statutory Environment

*Work Health & Safety Act 2020*



Integrated Planning

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

Policy/Strategic Implications – Not applicable

Budget Implications

Catastrophic if subject to prosecution for all the reasons detailed in this paper.

Whole of Life Accounting – Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Catastrophic (fatality, permanent disability) with a likelihood measure being unlikely, giving an overall risk rating of High.

Financial Impact:

Catastrophic (more than \$500,000) with a likelihood measure being unlikely, giving an overall risk rating of High.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is considered Moderate (Substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements – Simple Majority

**Moved** Cr Redman, Seconded Cr Christensen  
That Council note their obligations under the Work Health & Safety Act 2020.

**Council Decision** *Moved Cr Redman, Seconded Cr Boyle*  
**C.02/1123** *That in accordance with clause 11.1(c) of the Standing Orders Local Law, debate on item C.02/1123 be adjourned to a future ordinary meeting of Council, so further information can be provided pertaining to the legal advice referenced in the officer report.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

In accordance with clause 12.1(2) of the Standing Orders Local Law, the names of the members who have spoken on the matter are to be recorded. Cr Redman as the Mover of the motion spoke on the matter. When debate resumes Cr Christensen as Seconder of the motion will have the right to speak.

<b>ITEM NO.</b>	C.03/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Proposed Update Communication Policies		
<b>OFFICER</b>	Communications Officer		
<b>DATE OF REPORT</b>	25 October 2023		

Attachment 2 Policy CR 3 - Community Engagement

Attachment 3 Policy CR 5 - Social Media

Attachment 4 Policy CR 6 – Logo

**OFFICER RECOMMENDATION**

*That Council:*

1. *Adopt amended Policy CR 3 - Community Engagement as presented in Attachment 2;*
2. *Adopt amended Policy CR 5 - Social Media as presented in Attachment 3; and*
3. *Revoke Policy CR 6 – Logo.*

Summary/Purpose

For Council to consider:

- The proposed updates to policies CR 3 - Community Engagement and CR 5 - Social Media; and
- To revoke Policy CR 6 – Logo, which will be replaced with the Branding Guidelines.

### Background

Establishing parameters for effective communications between the Shire and the community lead to consistency in the way we share or present information and ask for feedback. This consistency is an important part of building trust through visibility and transparency.

Having clear policies that state how and why we interact and communicate with the public eliminates confusion for any officers involved in this communication. With a consistent approach over time the community begins to have clear understanding and expectations about how the Shire informs and interacts.

At the July 2023 Concept Forum a general discussion was held with Councillors regarding how our social media accounts were to be managed.

As an extension of this, Policy CR 3 - Community Engagement was reviewed which now includes a toolkit to assist and guide staff.

The existing policies were due for updating and have been done so in alignment with the External Communications Framework which was discussed with Council at the March 9 Concept Forum 2023.

### Officer Comment

The proposed Social Media, Community Engagement and branding policies will serve as valuable tools in our effort to have clear and consistent communication strategies, improve engagement and strengthen our image. This will also facilitate varied officers being able to deliver consistent messaging and communication when representing the Shire.

### Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

#### **2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### Integrated Planning

- Strategic Community Plan  
Outcome 15 A well informed engaged community
- Corporate Business Plan  
Objective 15.1 Engage the community in a meaningful and timely way using the appropriate communication and consultation channels.

Action 15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.

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

Policy/Strategic Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

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

**C.03/1123 That Council:**

- 1. Adopt amended Policy CS 5 - Social Media as presented in Attachment 3; and**
- 2. Revoke Policy CR 6 – Logo.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

Reason for amending the officer recommendation: Council Policy CR 3 - Community Engagement was removed from the officer recommendation as further information is to be provided in a subsequent report to Council.

<b>ITEM NO.</b>	C.04/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Work Health and Safety Software Package		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	26 October 2023		

**OFFICER RECOMMENDATION**

*That Council note the Chief Executive Officer's intention to authorise the purchase of a dedicated Work Health and Safety software package to meet compliance requirements under the Work Health and Safety Act 2020.*

**Summary/Purpose**

The Shire is considering the purchase of a dedicated Work Health and Safety (WHS) software package to enable the Shire to meet compliance in HSEQ (Health, Safety, Environment and Quality) as well as to streamline processes and increase productivity through the provision of a centralised documentation and record-keeping system.

### Background

In January 2023, a significant accident occurred, resulting in the sub-total amputation of an employee's left middle finger which required rehabilitation spanning over a period of six months. As this was a 'reportable' incident, it was reported to Worksafe immediately as per requirements. A subsequent Worksafe investigation occurred, resulting in three improvement notices being issued.

One of these notices has been fully cleared (relating to the provision of records demonstrating annual inspection against the Australian Standards, of the Shire's passenger lift and chair lift).

The other two notices relate to the above incident and remain outstanding. They are required to be cleared by mid-January 2024. Details of the improvement notice relating to this agenda item are:

*Reference ID: 90024446*

*Reason: "..... I viewed truck B0104, a tipping truck with a vehicle loading crane attached mid-chassis. This VLC was involved in an injury to a worker. There were no inspection records to view after a fire destroyed the depot buildings.*

*Direction: you are directed to have the mentioned VLC inspected IAW reg 213. (Dealt With).*

*Recommendations: the Shire puts a system in place that backs up any electronic or non-electronic records of inspection of plant.*

In the interests of protection for the organisation, Council and staff, this WHS software package will enable robust reporting and record-keeping to fulfil the Worksafe recommendation and provide a system of continuous improvement to the Shire's WHS processes.

Three providers have been approached, where two were found not comparably priced, dropping off core record-keeping capabilities, or incurring exorbitant annual fees for ongoing system operation and maintenance.

The system favoured is Skytrust. The following points are what have assisted in this decision.

### *Offering*

- The software is developed and serviced by Worksafe inspectors
- The core product covers extensive areas of WHSEQ
- There is a supporting app so anyone working remotely or off-site can still access the program and once back in range, the information will populate the central system
- It provides a centralised area for all reporting requirements, consultation, training, register maintenance, incident recording, actions, workflow for corrective actions, templates, SWMS, JSAs, Safety Data Sheets, workplace inspections, minutes, processes and procedures.
- A dashboard is included in the core system, to pictorialise trends and areas of interest at a glance.

- It may be customised to suit Shire needs and varying security levels may be implemented to limit access to areas that may have high level sensitivity/confidentiality.
- The package can be linked to the Corporate risk register which can be locked down for authorised personnel. It enables capture of organisational risks around strategic, operational and situational risk assessments. Controls can be identified with their effectiveness and allocated to a person responsible with review dates assigned. Overdue dates are identified via the dashboard, company actions tab and email escalations.
- Contractor management module provides opportunity to manage compliance of the contractor and their employees. (Contractor management and compliance is an area the Shire is considerably deficient in.)
- Ongoing system support is provided by the customer support team, at call, for no additional cost.

#### *Pricing*

- One-off set-up fee of \$999
- Ongoing monthly subscription of \$399 (annual fee of \$4,788)

#### *Trial*

A no-obligation trial is available for 3 months. Details are as follows:

*On signing up for a trial, Skytrust require 4 spreadsheets - HR, Plant & Equipment, Contractors, and historical injuries. Upon receipt of the HR spreadsheet, they will upload it into the platform which builds our organisational structure. They provide training to the designated System Administrators. Over the three-month period of the trial, they provide ongoing deployment assistance to assist us to configure our platform to suit our needs and training in preparation for rolling out to the users. See deployment link reference - [https://deployment.skytrust.co/story\\_html5.html](https://deployment.skytrust.co/story_html5.html).*

*Skytrust will provide a dedicated Account Manager to assist in the implementation. Their Customer Support Team are responsible for ensuring that the platform is created, and the uploads are completed.*

#### Officer Comment

Currently, there is no centralised area for record-keeping so each area of the business tends to maintain their own WHS records. This system is not conducive for producing uniform and compliant documentation upon request and so much time is wasted on locating information when required.

The proposed system is well priced, user-friendly and has the capacity to work off-line and remotely, reducing the need for our outside workers to have to compile manual checklists, inspections and reports etc.

#### Statutory Environment

*Work Health & Safety Act 2020*

#### Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

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

#### Policy/Strategic Implications

A whole suite of WHS related policies will be required to be put to Council for adoption.

#### Budget Implications

The proposed package can be accommodated in the 2023/24 annual budget.

#### Whole of Life Accounting

The ongoing annual fee is \$4,788.

#### Risk Management

Implementing this software package will mitigate our non-compliance in record-keeping and maintenance.

#### Voting Requirements – Simple Majority

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

***C.04/1123 That Council note the Chief Executive Officer's intention to authorise the purchase of a dedicated Work Health and Safety software package to meet compliance requirements under the Work Health and Safety Act 2020.***

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	C.05/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Proposed New Policy P 18 - Performance Management		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	26 October 2023		

Attachment 5      Draft Policy P 18 - Performance Management

#### **OFFICER RECOMMENDATION**

***That Council adopt Policy P 18 - Performance Management as presented in Attachment 5.***

#### Summary/Purpose

Whilst the Shire has had an approach to annual performance reviews, it seems there has been no documented formal and uniform approach in how to legally performance manage, should sub-standard performance be identified. It is recommended that Council adopt proposed policy P 18 - Performance Management.

#### Background

Recently, situations have arisen where Managers have identified unacceptable behaviours within their team but are unsure how to deal with this. There have been

instances where informal discussion direct with the employee has commenced without advice, whilst others have approached Human Resources for direction.

#### Officer Comment

Performance management can be an Industrial Relations minefield if due process is not followed. Breaches such as unlawful termination or employees raising grievances citing psychosocial injury, may become extremely challenging to navigate through and defend if an abundance of supporting documentation leading to the decision of actions taken, is not available. Adopting a Performance Management policy will assist in a systematic and uniform approach to all situations.

#### Statutory Environment

- Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023
- Local Government Officers' (Western Australia) Award 2021
- *Industrial Relations Act 1979*

#### Integrated Planning

- Strategic Community Plan  
Outcome 14 Effective governance and financial management
- Corporate Business Plan  
Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan - Nil
- Other Integrated Planning – Not applicable

#### Policy/Strategic Implications - Nil

#### Budget Implications – Not applicable

#### Whole of Life Accounting – Not applicable

#### Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 18 – Performance Management, Council run the risk of the Shire being unable to follow due process to ensure performance management actions applied, are compliant and legal.

The overall risk has been measured as High.



Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements – Simple Majority

***Council Decision Moved Cr Christensen, Seconded Cr Lansdell C.05/1123 That Council adopt Policy P 18 - Performance Management as presented in Attachment 5.***

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	C.06/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Councillor Representatives to External Committees		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2023		

**OFFICER RECOMMENDATION 1**

*That Council:*

1. *Appoint Cr \_\_\_\_\_ as Council's representative to the Bridgetown Greenbushes Business & Tourism Association Board; and*
2. *Appoint Cr \_\_\_\_\_ as the deputy representative to the Bridgetown Greenbushes Business & Tourism Association Board.*

**OFFICER RECOMMENDATION 2**

*That Council:*

1. Nominate Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes; and
2. Nominate Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Council's alternative members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes.

#### OFFICER RECOMMENDATION 3

That Council:

1. Appoint Cr \_\_\_\_\_ as Council's representative on to the Regional Road Group Committee; and
2. Appoint Cr \_\_\_\_\_ as the deputy representative on to the Regional Road Group Committee.

#### OFFICER RECOMMENDATION 4

1. That Council's representative on the WA Local Government Association South West Country Zone remains as the Shire President; and
2. That Council appoint Cr \_\_\_\_\_ as the deputy representative on the WA Local Government Association South West Country Zone.

#### OFFICER RECOMMENDATION 5

That Council's representatives on the Board of the Warren Blackwood Alliance of Councils remain as the Shire President and Deputy President.

#### OFFICER RECOMMENDATION 6

That Council appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Council's representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.

#### Summary/Purpose

For Council to appoint Council delegates on to the proposed external committees, noting that the Development Assessment Panel nominations are a statutory requirement.

#### Background

Various external committees and government agencies have requested the appointment of Council representative(s). An external Committee is one not established by Council (*under the Local Government Act 1995*) but run by an independent organisation.

#### **Bridgetown Greenbushes Business & Tourism Association (BGBTA)**

The BGBTA supports tourism and business in the region through events, functions and other promotional activities. It is a volunteer committee-based organisation. The Association is also the caretaker of the Bridgetown Jigsaw Gallery

The BGBTA sees benefit in having an elected member representative on their committee their goals include effective promotion of the Shire as a destination and economic development.

Further information on the BGBTA can be found on its website - <https://www.facebook.com/BGBTAA/>.

Council's current representative is Cr Christensen.

*It is recommended that Council appoint a representative and a deputy on to the Bridgetown Greenbushes Business & Tourism Association Board.*

### **Development Assessment Panel (DAP)**

Correspondence has been received from the Director General, Development Assessment Panels requesting Council's representative nominations (2 members and 2 alternatives) on the DAP.

A DAP is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker. The DAP system determines development applications that meet a certain threshold value.

Under Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Bridgetown-Greenbushes is requested to nominate four elected members, comprising two 'Local Members' and two 'Alternative Local Members'.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for a two-year term, expiring on 26 January 2026. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It should be noted that training is a mandatory requirement before members can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

The current DAP representatives are Cr Pratico and Cr Boyle whose appointment will cease on 26 January 2024. Prior to her retirement, Cr Rose was the alternate member. It should be noted that although the request is for 2 alternative nominees, Council previously resolved to nominate only one for want of a second nominee.

Further information can be found on the Development Assessment Panels website - <https://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage/development-assessment-panels>.

*It is recommended that Council nominate four representatives (2 x members and 2 x alternatives) to the Development Assessment Panel.*

### **Regional Road Group (RRG)**

The RRG is a sub-Committee of Main Roads WA with members consisting of councillors and officers from each of the Shires in the south west region and officers from MRWA. The group makes recommendations to the State Advisory Committee

regarding the Annual Local Government Roads Program for their region and any other relevant issues.

The group is supported by a sub-group or technical committee comprised of local government officers. Administrative support is provided by Main Roads WA. RRGs importantly provide local government with a voice in how the State Government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

The RRG representatives are currently Cr Pratico (primary) and Cr Boyle (deputy).

*It is recommended that Council appoint a representative and a deputy on to the Regional Road Group.*

### **South West Country Zone of WALGA**

The South West Zone of WALGA consists of membership of the twelve local governments of the South West region. Each Council appoints an elected member delegate to the Zone who attends the bi-monthly meetings with the CEO. The purpose of the meetings is to allow local governments to provide input into policy formulation and advice on various matters.

The Zone meetings are generally held on the first Friday of each second month with the location rotating throughout the region. Meetings commence at 9am and conclude after lunch.

Historically, the delegate has been the Shire President. Although not a requirement, it is an agreed practice throughout the zones that a local government elects their Shire President to be the representative.

*It is recommended that Council resolve to have the Shire President remain as Council's representative and elect a Deputy representative.*

### **Warren Blackwood Alliance of Councils (WBAC)**

The Alliance consists of membership from the Shires of Bridgetown-Greenbushes, Boyup Brook, Donnybrook-Balingup, Manjimup and Nannup. The constitution of the Alliance sets membership at 2 members from each Council. Meetings are held bi-monthly, commencing at 5.00pm with the location rotating amongst the five Councils.

WBAC is a voluntary regional organisation that was formed in 2001 following the restructure of the timber industry, to work as a collective body on issues affecting those areas in the Warren and Blackwood catchments. The WBAC acts as an advocacy group by supporting or undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth. The WBAC aims to highlight and progress key issues that have a regional impact and to be a voice for the Warren Blackwood area.

Although not mandated, it has been Council's position to have the President and Deputy President as its representatives.

*It is recommended that Council resolve to have the Shire President and Deputy President remain as Council's representatives on the Board.*

### **Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group (WBAC CCIRG)**

The WBAC CCIRG is a subregional group consisting of councillors and officers from the Shire's of Boyup-Brook, Bridgetown-Greenbushes, Donnybrook Balingup, Manjimup and Nannup.

The group was formed to draft and implement a Council endorsed climate change action plan, which the group finalised in 2022. The plan was created to understand and consolidate the current climate change adaptation, mitigation, communication and advocacy activities undertaken by the WBAC local governments and assist in developing practical and achievable climate change policy instruments, including adaptation, mitigation, communication and advocacy actions applicable to, and for the consideration of, the WBAC and its members. The Plan includes 11 adaptation actions, 9 mitigation actions, 14 leadership and advocacy actions and 8 communication actions

The group meets bi monthly on a Friday morning from 9.15am in Council chambers.

Further information can be found on the group's website - <https://www.wbac.net.au/projects>.

The current representatives are Cr Lansdell and Cr Boyle, who were the council member representatives on the Sustainability Advisory Committee.

*It is recommended that Council appoint two representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.*

#### Officer Comment

Although there is no formal policy to guide appointments to external Committees, Council in the past has based its decision on the following guideline:

*"Council must ascertain if it thinks it appropriate to have a delegate and if so, the delegate be given direction and any specific guidance regarding reporting back to Council".*

It is recommended that a deputy representative be appointed for each committee in order to attend meetings should the primary representative be unable to.

#### Statutory Environment - Nil

#### Integrated Planning

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

Policy/Strategic Implications - Nil

Budget Implications

Councillors are able to receive payment for mileage (if using their own vehicle) when attending meetings.

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance with regard to officer recommendation 2.

Appointment of Development Assessment Panel representatives is a statutory requirement under the *Planning and Development (Development Assessment Panels) Regulations 2011*. Failure to nominate Council’s representatives on to the panel will result in a breach of the aforementioned legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements – Simple Majority

***Council Decision Moved Cr Pratico, Seconded Cr Mahoney C.06/1123 That Council invoke clause 18.1 of the Standing Orders at 6.22pm to allow for informal discussion.***

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Mahoney**

**C.06/1123a That application of clause 18.1 of the Standing Orders cease at 6.29pm.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen**

**C.06/1123b**

**1. That Council:**

- i. Appoint Cr Christensen as Council's representative to the Bridgetown Greenbushes Business & Tourism Association Board; and**
- ii. Appoint Cr Pratico as the deputy representative to the Bridgetown Greenbushes Business & Tourism Association Board.**

**2. That Council:**

- i. Nominate Cr Boyle and Cr Redman as members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes; and**
- ii. Nominate Cr Fletcher and Cr Christensen as Council's alternative members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes.**

**3. That Council:**

- i. Appoint Cr Pratico as Council's representative on to the Regional Road Group Committee; and**
- ii. Appoint Cr Pearce as the deputy representative on to the Regional Road Group Committee.**

**4. That:**

- i. Council's representative on the WA Local Government Association South West Country Zone remains as the Shire President; and**
- ii. Council appoint Cr Pratico as the deputy representative on the WA Local Government Association South West Country Zone.**

**5. That Council's representatives on the Board of the Warren Blackwood Alliance of Councils remain as the Shire President and Deputy President.**

**6. That Council appoint Cr Lansdell and Cr Christensen as Council's representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	<b>C.07/1123</b>	<b>FILE REF.</b>	<b>209</b>
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<b>SUBJECT</b>	Rolling Action Sheet
<b>OFFICER</b>	Executive Assistant
<b>DATE OF REPORT</b>	26 October 2023

Attachment 6          Rolling Action Sheet – October 2023

**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 status of previous resolutions/decisions 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/Strategic Implications** – Not Applicable

**Budget Implications** – Not Applicable

**Whole of Life Accounting** – Not Applicable

**Risk Management**

There are no risk areas identified in accordance with Council Policy RM 1 – Risk Management as the report is for Council’s information only.

**Voting Requirements** – Simple Majority

**Corporate Services**

<b>ITEM NO.</b>	C.08/1123	<b>FILE REF.</b>	224
<b>SUBJECT</b>	Proposed New Policy - Fraud, Corruption & Misconduct Prevention		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	11 October 2023		

Attachment 7          Draft Policy RM 2 - Fraud, Corruption & Misconduct Prevention



### OFFICER RECOMMENDATION

That Council adopt the Fraud, Corruption & Misconduct Prevention Policy as presented in Attachment 7.

#### Summary/Purpose

A Fraud, Corruption & Misconduct Prevention policy has been developed to strengthen existing controls in relation to fraud, corruption and prevention and to address one of the findings from the review of the Shire's financial systems.

#### Background

In accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, a review of the Shire's financial systems and procedures was undertaken by AMD Chartered Accountants (AMD) in June 2022.

The review report contained seven (7) findings supported by a number of recommendations. The report was subsequently endorsed by Council at its meeting held 29 September 2022.

An action plan was developed following Council's endorsement to address the findings contained in the report.

#### Officer Comment

One of the findings included in the review report was that consideration be given to introduction of a Fraud and Corruption Framework as best practice.

As such a draft policy has been prepared, the objectives of which are:

- Install a corporate culture which encourages awareness, vigilance and confidence in identifying instances of fraud, corruption and misconduct within a wider culture of encouraging continuous improvement, corporate and individual responsibility and innovation;
- Develop and maintain corporate systems which discourage and eliminate the risk of fraud, corruption and misconduct; and
- Promotion of an open and transparent culture of communication.

The policy is structured in such a way as to recognise that most fraud, corruption and misconduct controls are imbedded in existing legislation and policy. Consequently, the policy identifies priority areas of risk and provides for risk assessment and policy/procedure amendments where necessary.

The policy was presented to the Audit Committee on 21 September 2023 who subsequently recommended that Council adopt the policy.

#### Statutory Environment

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

*“undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

### Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications

This item seeks endorsement of a new policy to aid in the prevention of fraud, corruption and misconduct.

### Budget Implications - Nil

Whole of Life Accounting – Not applicable

### Risk Management

The development of a formal Fraud, Corruption and Misconduct policy sets the parameters to embed fraud risk management into the Shire's culture to mitigate the risks of financial or property loss as a result of fraud, corruption or misconduct.

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Pratico  
C.07/1123 That the information contained in the Rolling Action Sheet be noted.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	C.09/1123	<b>FILE REF.</b>	131
<b>SUBJECT</b>	September 2023 Financial Activity Statements and List of Accounts Paid in September 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	17 October 2023		

Attachment 8 September 2023 Financial Activity Statements

Attachment 9 List of Accounts Paid in September 2023

### OFFICER RECOMMENDATION

*That Council receive the:*

1. *September 2023 Financial Activity Statements as presented in Attachment 8; and*
2. *List of Accounts Paid in September 2023 as presented in Attachment 9.*

### Summary/Purpose

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. The regulations also require that 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 (Regulation 13).

### 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 1995*;
- (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 is to be shown according to nature and type classification.

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.

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

The list of accounts is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

### 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.

Regulation 35(5) of the Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2023/24 budget resolved as follows:

*C.07/0823 That Council for the financial year ending 30 June 2024 adopt a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.*

The attached financial activity statements provide explanation of material variances in accordance with resolution C.07/0823.

### Integrated Planning

- Strategic Community Plan  
Outcome 14 – Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

### Policy Implications

FM 4 Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

### Budget Implications

Expenditure incurred in September 2023 and presented in the list of accounts paid was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

### Risk Management

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council is required.

Voting Requirements – Simple Majority

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

**C.09/1123 That Council receive the:**

- 1. September 2023 Financial Activity Statements as presented in Attachment 8; and  
List of Accounts Paid in September 2023 as presented in Attachment 9.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.10/1123	<b>FILE REF.</b>	440
<b>SUBJECT</b>	Replacement of Shire Depot Facilities		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 10 Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;*
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and*
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.*

**Summary/Purpose**

This report recommends that Council endorse the proposed methodology as outlined in the report to replace the office building and sheds that were destroyed by fire in February 2022.

**Background**

In February 2022 a major bush fire destroyed the office building and two large sheds at the Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a Shire owned residential property in Gifford Road which is unsatisfactory and not fit for purpose. According to the employees, the premises is a possible physical and mental health danger to employees.

Due to delays in finalising the insurance payout (which occurred in November 2022) and staff shortages, the replacement of the facilities that were lost in the fire has unfortunately been delayed. To help get the project back on track, a Project Plan has been prepared that outlines key tasks and timeframes for delivery of the project.

Following consultation with relevant Shire staff, a design brief has been prepared and included in a Request for Quotation (RFQ) document (refer Attachment 10). Part 2 of the RFQ (Specification) describes the facilities that would be required in a replacement office building as well as the replacement sheds.

#### Officer Comment

Prior to the loss of the former office building and sheds in February 2022, the facilities at the Shire Depot could best be described as “basic” and did not meet modern standards. It appears that the various sheds and structures at the Depot have evolved over a long period of time in an “ad-hoc” fashion with minimal overall planning of the site.

In addition to replacing facilities that were destroyed by the fire, it is proposed that the Shire include a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

The replacement of the old office building provides the opportunity for Council to provide a modern and functional administration office for the Depot that will meet the Shire’s long term needs for the expected 50-60 year lifespan of the building. The design brief includes a requirement for additional office space in the new office building that would allow Technical Services staff to relocate to the Depot and free up space in the Shire’s Administration building to accommodate future staffing requirements.

The following options for delivery of the replacement facilities have been considered and assessed:

#### Option 1 – Separate Contracts for Design and Construction

The approach that is used for the majority of Local Government construction projects is for design to be undertaken separate from construction. This allows the Local Government to have greater involvement in the design process and helps to ensure that the design is fit for purpose and meets the needs of the community.

The design process is normally undertaken in two stages i.e.

##### Stage 1 – Concept Plan

In response to the design brief, the consultant will prepare draft concept or schematic plans that will include a site plan, floor plan, elevations, perspective or artist impression drawings and cost estimates. The Local Government will then review and make any required changes to the draft concept plans before proceeding to the next stage.

##### Stage 2 – Detailed Design and Documentation

Once the concept plans have been approved by the Local Government, the consultant will then prepare detailed plans and specifications in sufficient detail to enable tenders for construction to be invited.

#### Option 2 – Design and Construct Contract

In certain circumstances a Design and Construct contract may be more suitable than the traditional approach of separate contracts for design and construction. It is best suited to projects with complex design or where the final design documentation cannot be completed prior to commencing construction.

For design and construct projects the Principal will usually engage a design consultant to prepare a concept design. The contractor will then use the concept design as a base to develop and complete the design.

The main benefit of design and construct contracts is that it provides a more streamlined approach to project delivery as it allows the project to commence before the design has been completed.

The main disadvantage of this approach is that there is limited ability for the Principal to be involved in the design following the design brief's development.

Although Option 2 may provide a time saving of 1-2 months for delivery of the project, given that the new facilities will serve the Shire for the next 50-60 years, Option 1 has been chosen and will allow greater input and control over the design.

The current status of the project is that quotations for design have been invited with the closing date for receipt of quotations being 10 November 2023.

Draft concept plans and cost estimates are scheduled to be received by 8 December 2023. Subject to the adoption of the draft concept plans at the Council meeting to be held on 14 December 2023, detailed design and documentation would follow soon after with construction likely to commence in May/June 2024.

In terms of funding for the project, the insurance payment of \$633,176 is included in the Shire's 2023-24 Budget. Given the need to replace the old sub-standard office with a new office building that meets modern work health and safety standards, there is likely to be a shortfall in funding for the project. A cost estimate for the replacement office and shed buildings will be available on completion of the concept plans and allow Council to consider funding and staging options should there be a shortfall.

### Statutory Environment

The concept design for the replacement Shire Depot office building and sheds must comply with the *Work Health and Safety Act 2020*, the Building Code of Australia 2012, the *Disability Services Act 1993*, *Health (Miscellaneous) Act 1911*, *Public Health Act 2016*, *Food Act 2008* and all other relevant Standards and Codes that apply for a facility of this nature.

### Integrated Planning

- Strategic Community Plan
  - Outcome 16 An engaged and effective workforce
  - Objective 16.1 Attract, train, develop and retain an effective workforce.
  
- Corporate Business Plan
  - Outcome 16 An engaged and effective workforce
  
- Long Term Financial Plan
  - Other than the funds allocated in the Shire's 2023-24 Budget from the insurance payout, there are no other additional funds allocated for the replacement of the Depot facilities lost in the fire.
  
- Asset Management Plans

The replacement office building and sheds will need to be included in the Shire's Asset Management Plans with provision for annual and long-term maintenance.

- Workforce Plan  
Although not specifically included in the Shire's Workforce Plan 2018-2022, the replacement office building at the Depot will provide suitable long term accommodation for the Shire's outside workforce.
- Other Integrated Planning – Not applicable

Policy/Strategic Implications

The Shire's Purchasing Policy FM4 requires at least three written quotations to be obtained for purchase of goods and services between \$5,001 and \$249,999.

Budget Implications

A capital budget allocation of \$633,176 has been provided in the Shire's 2023-24 Budget for the replacement of Depot facilities destroyed in the fire.

Whole of Life Accounting

Unknown until quotes are received.

Risk Management

There is significant risk to the Shire to "do nothing" and continue with the current arrangement of the outside workforce operating from a residential dwelling that does not meet Work Health and Safety standards and is not fit for purpose. This risk has been assessed as High.

The proposal outlined in this report to prepare plans for replacement of the facilities would allow Council to work towards mitigating this risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements - Simple Majority



**Council Decision Moved Cr Boyle, Seconded Cr Christensen**

**C.10/1123 That Council:**

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;**
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and**
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	C.11/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Greenbushes Place Making		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	25 October 2023		

Attachment 11      Grow Greenbushes Presentation

**OFFICER RECOMMENDATION:**

*That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m<sup>2</sup>) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;*

- Outdoor table-tennis table;*
- Mural on Greenbushes Town Hall water tank;*
- Landscaping including native plants for screening, grass trees, native creepers as ground covers;*
- Limestone retaining wall;*
- Wooden bench under the tree;*
- Stepping stones to bench from table tennis area;*
- Crushed rock sand around table tennis area; and*
- Complete any Shire approvals required (retaining wall building permit if over ½ metre).*

**Summary/Purpose**

This recommendation seeks to support the community-driven and funded proposal to activate a small area in Thomson Park between the basketball court and the Old Court House fence. This area has not been included in the shire redevelopment of the Youth Precinct and was going to get covered in mulch.

**Background**

Grow Greenbushes was established as Greenbushes Ratepayers and Residents Association with the objective to improve amenities and services in Greenbushes,

conduct consultation between residents and businesses (including Talison) and to advocate on behalf of Greenbushes community.

Grow Greenbushes representatives presented a placemaking proposal at the September Council Meeting. The proposal was well received by Councillors. As Thomson Park is a Council managed park developments funded by community members required a formal approval from Council.

#### Officer Comment

Placemaking is a multi-faceted approach to the planning, design, and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that improve urban vitality and promote people's health, happiness, and well-being. Placemaking strengthens the connection between people and the places they share and refers to a collaborative process by which community can shape their public realm to maximize shared value.

The intention of this placemaking proposal is to activate and beautify the otherwise unused space on the south side of the newly constructed ¼ basketball court by landscaping the surrounding area and installing an outdoor table tennis table (pictured in Attachment 11), seating and a public art installation.

The public art project involves a child friendly, community-based activity in which a professional local artist will work with the primary school students to design the artwork for the water tank and the students will then assist in painting the tank. Planting in the area, in line with the plan, will also include the primary school students and community members.

The table tennis table is a 700kg steel structured welded one-piece unit with a fixed net and equipment holder. The table includes an industrial standard, UV rated surface treatment and is manufactured to International Table Tennis Federation table specifications. The surface is suitable for a community-based art project and comes with a 5-year structural and a 2-year surface treatment warranty. Maintenance is minimal with a 6 monthly clean and the cost of the surface treatment if damaged is currently \$500 to \$800.

The aim of this proposal is to activate the space by encouraging physical activity, attract people of all ages in the community to enjoy the space and create an inclusive area for social networking. Grow Greenbushes have agreed to manage the bats and balls, and participants are able to bring their own equipment.

Grow Greenbushes have worked hard to raise the \$16,000 funds to cover the costs of the project with additional funds offered by the CWA Greenbushes Bells if required.

Council will be required to maintain the table and the area, cover insurance on new assets/infrastructure and include on the asset register, however the area is relatively small 220m<sup>2</sup> and given that council already maintain the park and Youth Precinct the impost on the parks and gardens work schedule would be minimal.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 1      A growing community that is diverse, welcoming and inclusive

- Objective 1.1 Improve family and youth services and facilities to attract and retain families
- Outcome 2 Good Health and community wellbeing.
- Objective 2.2 Provide quality sport, leisure and recreation services.

- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans  
New and upgraded infrastructure will be included as Shire assets in Council's Property Infrastructure Asset Management Plan once the development is complete.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

The ongoing costs associated with the maintenance of the area and the table tennis table are minimal given the size of the location, the materials being used in the landscaping (natives – no lawn) and the manufacturing standard and surface treatment of the table tennis table. If/when the table requires resurfacing it is completed using a similar treatment to that used for treating/respraying cars and costs between \$500 and \$800 currently.

Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Reputation - External.

Reputational –External reputation may be impacted if the proposal is not supported by Council given the small size of the area being affected by the proposal, the minimal ongoing maintenance and asset management costs to Council and the amount of funds raised by Grow Greenbushes to achieve their placemaking proposal. This overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements –Simple Majority

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

***C.11/1123 That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m<sup>2</sup>) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;***

- ***Outdoor table-tennis table;***
- ***Mural on Greenbushes Town Hall water tank;***
- ***Landscaping including native plants for screening, grass trees, native creepers as ground covers;***
- ***Limestone retaining wall;***
- ***Wooden bench under the tree;***
- ***Stepping stones to bench from table tennis area;***
- ***Crushed rock sand around table tennis area; and***
- ***Complete any Shire approvals required (retaining wall building permit if over ½ metre).***

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	C.12/1123	<b>FILE REF.</b>	904.1
<b>SUBJECT</b>	Budget Amendment Bridgetown Leisure Centre Aquatics Training Budget		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	26 October 2023		

**OFFICER RECOMMENDATION**

***That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.***

**Summary/Purpose**

This recommendation seeks to increase the current training budget to cover the annual training costs associated with qualifying and re-qualifying staff to meet the legislative requirements under the *Health (Aquatic Facilities) Regulations 2007 Code*

of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

### Background

Each year prior to the Aquatic Centre opening, lifeguards and pool operators need to be replaced, trained or requalified. This costs between \$5,200 and \$6,500 per year.

The lifeguard requalification for 3 of the aquatics staff and 1 pool operator course has already been covered by the current budget.

### Officer Comment

The remaining qualification/requalification courses for aquatics staff, including lifeguards and pool operators, is a legislative requirement that must be adhered to if the pool is going to open. The expenditure exceeding the current budget is due to the following training and accommodation costs;

• Lifeguard Course Accommodation Lifeguard 1	\$455
• Lifeguard Course Accommodation Lifeguard 2	\$455
• Pool Operator Course Part-time	\$955
• Pool Operator Course Accommodation Part-time	\$682
• Pool Operator Course Accommodation Full-time	\$682
• First Aid Course Lifeguards (x3)	\$465
• First Aid Course Pool Operators (x3)	\$465
	<u>\$4,159</u>

### Statutory Environment

*Health (Aquatic Facilities) Regulations 2007* Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families
  - Outcome 2 Good Health and community wellbeing
  - Objective 2.2 Provide quality sport, leisure and recreation services
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

Should Council endorse the officer recommendation, the 2023/24 budget will reflect the unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6483.

Whole of Life Accounting - Nil

Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Compliance, Reputation and Financial.

Compliance - The compliant training of aquatic officers is a legislative requirement. Should Council not increase the expenditure the required training will not occur, and the Aquatics Facility will not open. The overall risk has been measured as Extreme.

Compliance - Work Health and Safety legislation requires the provision of appropriate training for staff to enable the performance of required duties and increases the liability to staff and management. The overall risk is High.

Service Interruption – Non-compliance will result in termination of services with for the pool season or until suitably qualified staff can be hired to fill all number of roles needed to open the aquatics facility. The overall risk has been measured as High.

Reputational – Closing the facility for an unknow amount of time, possibly the entire season would incur sustained public embarrassment, and would require immediate and ongoing social media response and monitoring. This overall risk has been measured as High.

Financial – The loss of income associated with the aquatics facility not opening would be mitigated by the reduced expenditure associated with the ongoing costs of running the facility. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Voting Requirements - Absolute Majority

**6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(b) is authorised in advance by resolution\*

\* Absolute majority required.

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

***C.12/1123 That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.***

***Carried by Absolute Majority 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil

<b>ITEM NO.</b>	C.13/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	RoadWise Council Invitation		
<b>PROPONENT</b>	WA Local Government Association		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	27 October 2023		

**OFFICER RECOMMENDATION**

*That Council accept the WA Local Government Association's invitation to register as a RoadWise Council.*

**Summary/Purpose**

Council has been asked to consider the invitation from WALGA to register as a RoadWise Council to demonstrate leadership in improving road safety outcomes for our community.

**Background**

Correspondence has been received from WA Local Government Association (WALGA) inviting the Shire of Bridgetown-Greenbushes to sign up to a new initiative and register as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting local governments in working towards delivering best practice road safety. The Framework considers the elements which determine the level of safety of the road transport system within the context of local governments.

To register, local governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

The benefits for local governments that register as a RoadWise Council include:

- Use of the RoadWise logo;
- Priority access to WALGA's road safety services and products;
- Exclusive quarterly meetings and support from a Road Safety Advisor;
- Priority access to participate in WALGA's road safety policy development, training;
- Professional development forums and knowledge-sharing workshops offered by WALGA;
- Access to incentives and sponsored programs; and
- Participation in the new RoadWise Recognised initiative.

The RoadWise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions. RoadWise Recognised will assist the Shire with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

#### Officer Comment

Road authorities owe all road users a duty of care and must do what is reasonable to be aware of deficiencies in the road transport system, to assess and prioritise them, and to have a system for remedying them. Becoming a RoadWise Council will not only demonstrate commitment to road safety but also provide access to valuable resources that will ultimately help enable practical works to improve road safety.

#### Statutory Environment

*Local Government Act 1995*

*Work Health and Safety Act 2020*

#### Integrated Planning

- Strategic Community Plan
  - Outcome 9 Safe, affordable and efficient movement of people and vehicles.
  - Objective 9.1 Improve road safety and connectivity.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Not applicable



**Budget Implications**

There are no budget implications to register as a RoadWise Council.

**Whole of Life Accounting** - Not applicable

**Risk Management**

The risk area identified according to the Shires risk management policy is “Reputational External”.

**Reputational External:**

Road safety is a significant community concern and not signing up to the free initiative would be seen as a lack of commitment in that area. Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
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Measures of Likelihood			
Rating	Description	Frequency	Probability
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Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

**Voting Requirements** – Simple Majority

**Council Decision** *Moved Cr Pratico, Seconded Cr Lansdell*  
**C.13/1123 That Council accept the WA Local Government Association’s invitation to register as a RoadWise Council.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Receival of Minutes from Management Committees**

Nil

**Urgent Business Approved by Decision** - Nil

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

**Elected Members Questions With Notice** - Nil

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

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

Cr Boyle vacated the meeting at 6.43pm.

**Council Decision** *Moved Cr Mahoney, Seconded Cr Christensen*  
***C.14/1123 That Council go behind closed doors at 6.45pm to consider items***  
***C.14/1123 and C.15/1123.***

***Carried 8/0***

**For:** Crs Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil

Cr Boyle returned to the meeting at 6.46pm.

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	C.14/1123	<b>FILE REF.</b>	TEN 511.75
<b>SUBJECT</b>	RFT 04–22/23 Construction of Wandillup Bush Fire Station		

<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes
<b>OFFICER</b>	Project Officer
<b>DATE OF REPORT</b>	25 October 2023

**Council Decision Moved Cr Boyle, Seconded Cr Pratico  
C.14/1123a That Council;**

- 1. For tender RFT 04-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$687,794.40 (exclusive of GST) for the construction of Wandillup Bush Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Wandillup Bush Fire Station.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

In accordance with Section 5.23(2) of the *Local Government Act 1995* the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	C.15/1123	<b>FILE REF.</b>	TEN 511.76
<b>SUBJECT</b>	RFT 05-22/23 Construction of Greenbushes Fire Station		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	25 October 2023		

**Council Decision Moved Cr Boyle, Seconded Cr Fletcher  
C.15/1123 That Council;**

- 1. For tender RFT 05-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$574,958.50 (exclusive of GST) for the construction of Greenbushes Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Greenbushes Fire Station.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Fletcher**  
**C.15/1123a That Council come out from behind closed doors at 6.51pm.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

At 6.51pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

### **Closure**

*The Presiding Member closed the meeting at 6.51pm.*

### **List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.01/1123	Minutes of Ordinary Council Meeting - 28 September 2023
2	C.03/1123	Policy CR 3 - Community Engagement
3	C.03/1123	Policy CR 5 - Social Media
4	C.03/1123	Policy CR 6 – Logo
5	C.05/1123	Draft Policy P 18 - Performance Management
6	C.07/1123	Rolling Action Sheet – October 2023
7	C.08/1123	Draft Policy RM 2 – Fraud, Corruption & Misconduct Prevention
8	C.09/1123	September 2023 Financial Activity Statements
9	C.09/1123	List of Accounts Paid in September 2023
10	C.10/1123	Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild
11	C.11/1123	Grow Greenbushes Presentation

Minutes Papers prepared and  
recommended by L Taramoeroa,  
Executive Assistant

6 November 2023

Minutes Papers authorised by  
N Gibbs, CEO

6 November 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 2 November 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 30 November 2023.

..... 30 November 2023



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## MINUTES

For an Ordinary Meeting of Council held in Council Chambers on Thursday 28 September 2023, commencing at 5.30pm.

### **Opening of Meeting**

*The Presiding Member opened the meeting at 5.30pm.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance, Apologies and Leave of Absence**

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Temporary Chief Executive Officer - M Larkworthy, Director Corporate Services - E Matthews, Executive Assistant - S Alexander, Manager Infrastructure & Works - M Richards, Manager Community Services

### **Attendance of Gallery**

B Longbottom, I Lachmund, S Fraser-Butler, R Redman, L Roberts, D Hocking.

### **Responses to Previous Questions Taken on Notice**

#### **B Bebbington**

##### **Question**

In relation to the traffic on Stanifer Street, whilst Main Roads do set all speed limits on public roads within the state, is it not correct that the Shire still has control of restricted access vehicles and road trains, and has input in limiting time such as school bus speed curfew, daylight hours, etc.?

*Response – Main Roads WA (MRWA) is responsible for administering Restricted Access Vehicles (RAVs) on all public roads in Western Australia. Roads (or sections of roads) on the RAV network sometimes have conditions of use specifying such things as maximum permitted speed and school curfew times. Some local government roads on the network also carry a condition requiring operators to obtain written support from the local government acknowledging the operator's use of the road. To a limited extent, this condition provides the local*



government with an opportunity to come to an agreement on the operator's use of the road. Stanifer Street is on the RAV network but is not subject to operator conditions. If a need for conditions were identified, the Shire could approach MRWA and request certain conditions be imposed. MRWA would require evidence to support such a request and as the regulator, MRWA would determine the outcome.

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.2(3) of the Standing Orders Local Law, Comments on Agenda Items by Parties with an Interest and Questions on Agenda Items by Elected Members would be brought forward.

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

B Longbottom – C.11/0923 Installation of planter boxes along the Stanifer Street footpath

*Spoke against the officer recommendation.*

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

Return to Order of Business in Agenda.

The Manager Infrastructure & Works vacated the meeting at 5.47pm.

### **Public Question Time**

#### **I Lachmund**

My question is regarding the future of the water body situated behind the old historic football club. I understand the land was to be transferred to the Shire to be used in the future as an RV recreation area. Has the transfer happened and who will use the water? We have noticed there is a big pump in the water body and we would like to know if the Shire has approved use of the water.

*Manger Community Services Response – The Shire has been in negotiations with the Water Corporation for a number of years trying to get the parcel of land transferred to the Shire. It is my understanding that the previous CEO hadn't received a response since he last wrote to them. The land in question forms part of a recreation development plan, with the water possibly being used for watering the back oval, which is going to be part of the development. The land is still in the possession of the Water Corporation*

### **Petitions/Deputations/Presentations**

*Irma Lachmund and Shannon Fraser-Butler, on behalf of Grow Greenbushes, presented a concept for the activation of the area south of the Greenbushes skate park.*

*The Temporary CEO requested that Grow Greenbushes provide a formal submission to the Shire, following which a report will be presented to Council for consideration.*

**Applications for Leave of Absence - Nil**

**Confirmation of Minutes**

C.01/0923 Ordinary Council Meeting held 31 August 2023

*That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.*

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

**C.01/0923 That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

**Announcements by the Presiding Member Without Discussion**

*The Presiding Member congratulated Cr Pratico on being awarded a Merit Award in the 2023 WALGA Local Government Honours Program and acknowledged his significant contribution to the community during his 20 years of service.*

**Notification of Disclosure of Interest - Nil**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

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

**C.02/0923 Community Group Banner Development and Funding Allocation**

*Submitted by Cr Mountford*

**Motion**

*That Council:*

1. *Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;*
  - a. *The Blues at Bridgetown*
  - b. *Blackwood Marathon*
  - c. *Festival of Country Gardens*
  - d. *Winter Festival*
  - e. *Heritage Week*
2. *Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)*

3. *Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

#### Summary/Purpose

To develop five sets of banners in collaboration with five community groups to be used at the northern entry to town to support and promote the events.

#### Background

The banner poles at the north entry to Bridgetown have a potentially significant part to play in the first impression visitors receive as they arrive to town. They have long been left underutilised and over the past 12 months steps have been taken to enliven their use in providing a meaningful place making statement.

The Cultural Inclusion Advisory Committee spearheaded the use of the banner poles with the creation of the NAIDOC Week banners incorporating the use of local Elder, Sandra Hill's iconic works, installed for the second time in July this year. In October 2022, holiday season banners were created by a group of local artists to be used from December 1 to January 31. Welcome to Bridgetown banners are currently being developed for use when event banners are not in place.

At the November 2022 Council meeting (C.11/1122) the Banner policy (CS 4) was adopted. This Policy was first brought to the concept forum in October 2022 in response to several enquiries received from community groups, after the installation of the NAIDOC Week banners, regarding the possibility of installing their own banners to promote celebrations/events.

The policy outlines the use of banners including;

1. Council's banner messaging should have priority over other community groups and events wishing to install banners at the same time
2. Community groups, NFP and volunteer run events may make bookings to display banners for a maximum of 2 weeks provided it doesn't clash with Council needs
3. Bookings for banner installation can be made up to a year in advance
4. Where times are contested officers will attempt to fairly rotate between different groups each year
5. Council do not wish to place restrictions on banner content provided there is no commercial, political, defamatory or offensive messaging
6. There should be a subsidised fee for installation - (50% of installation and removal costs – no waiving)
7. The Shire will develop its own Welcome banners to be installed when banner poles are not being used for other events/celebrations.

#### Officer Comment

The community/not for profit groups who facilitate our significant events throughout the year have great demands on their budgets. The likelihood of them being able to set aside \$2,000 for the development of banners would be difficult to achieve. By funding these banners Council will be providing an extremely valuable promotional

tool for these events while at the same time acknowledging the economic and social contribution these festivals and events make to our community.

The Banner Policy does include a fee for installing a set of banners on behalf of all community groups (current fee of \$195) and this would remain in place for all community groups requiring the Shire to install banners.

If Council approve the recommendations, it may also want to consider whether this opportunity is offered just this once, assessed on an as needs basis, or included as an annual allocation for community groups wanting to promote other local events, during the next budget development process.

### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 2 good Health and community wellbeing
  - Objective 2.3 become a hub of excellence in art, culture and community events
- Corporate Business Plan- Nil
- Long Term Financial Plan- Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

#### Budget Implications

As the expenditure associated with developing banners for community groups/other organisation is unbudgeted, Council will need to approve the unbudgeted expenditure (\$10,000) associated with developing 5 sets of banners if recommendation 2 is to be supported.

#### Whole of Life Accounting

Due diligence has been undertaken to ensure the highest quality product/cost associated with the banner design, print, and product to extend the life of the banners and reduce the cost of replacement.

#### Risk Management

Mitigating risk is achieved through community group consultation and collaboration to ensure that the final banner sets meet the needs and design requirements of the community groups involved, the community groups understand their responsibility associated with the banners including storage, and timely delivery for installation and the financial impost of installation (\$195/installation), mitigating the risk of misunderstanding or an unwanted outcome.

#### Voting Requirements – Absolute Majority

##### **6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure — (b) is authorised in advance by resolution\*

\* *Absolute majority required.*

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

**C.02/0923 That Council:**

- 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;**
  - a. The Blues at Bridgetown**
  - b. Blackwood Marathon**
  - c. Festival of Country Gardens**
  - d. Winter Festival**
  - e. Heritage Week**
- 2. Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)**
- 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.**

**Carried by Absolute Majority 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

**Reports of Officers**

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development, Community and Infrastructure

**CEO's Office**

<b>ITEM NO.</b>	<b>C.03/0923</b>	<b>FILE REF.</b>	
<b>SUBJECT</b>	Proposed Date Change of October Ordinary Council Meeting and Calling of a Special Meeting of Council		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 September 2023		

**OFFICER RECOMMENDATION**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
  - i. swearing-in newly elected Councillors**
  - ii. electing and swearing-in of Shire President**
  - iii. electing and swearing-in of Deputy President**
  - iv. allocation of seating arrangements for the 2023/25 term of office**
  - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

For Council to consider changing the date of the ordinary meeting scheduled for Thursday 26 October and to call a special meeting of council following the 2023 Local Government Ordinary Election.

### Officer Comment

It is recommended that Council change the date of the ordinary council meeting in October to the following week, in order to allow for the newly elected Councillors to receive an induction from the CEO, which will include information on council meeting processes. As the month of November contains five Thursdays, shifting the date of the October meeting back a week will still allow for a two-week break between the proposed new date of 2 November, the November Concept Forum (this will need to be moved back a week to 16 November) and the Ordinary Council Meeting scheduled for Thursday 30 November.

A special meeting is proposed for the Tuesday following the 2023 Local Government Ordinary Election to swear in the newly elected councillors, elect the Shire President & Deputy, determine seating arrangements, and consider community and elected member representatives on internal advisory committees and external committees and organisations.

### Statutory Environment

#### *Local Government Act 1995*

#### **s 5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1 /3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

#### *Local Government (Administration) Regulations 1996*

#### **r 12. Publication of meeting details**

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made

### Integrated Planning

➤ Strategic Community Plan

Outcome 14 effective governance and financial management

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

Policy/Strategic Implications  
**G 4 – Meetings of Council**

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen  
C.03/0923**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
  - i. swearing-in newly elected Councillors**
  - ii. electing and swearing-in of Shire President**
  - iii. electing and swearing-in of Deputy President**
  - iv. allocation of seating arrangements for the 2023/25 term of office**
  - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.  
**Against:** Nil

<b>ITEM NO.</b>	C.04/0923	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 September 2023		

Attachment 1          Rolling Action Sheet – September 2023

**OFFICER RECOMMENDATION**

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

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the status of previous resolutions/decisions 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/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management - Not Applicable

Voting Requirements – Simple Majority

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

***C.04/0923 That the information contained in the Rolling Action Sheet be noted.***

***Carried 7/0***

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

During debate Cr Lansdell requested that resolution C.05/07233 of the Rolling Action Sheet be prioritised, to which the Temporary CEO agreed.



## Corporate Services

<b>ITEM NO.</b>	C.05/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Council Delegation Planning Compliance		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	15 September 2023		

Attachment 2          Proposed Delegation LE.24 – Planning Compliance

### OFFICER RECOMMENDATION

*That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

Council is requested to approve a new delegation LE.24 – Planning Compliance.

### Background

Council at its meeting on 23 February 2023 resolved (C.09/0223):

- 1. Revoke all delegations from Council to the CEO except delegation LUP.3 – Subdivision*
- 2. Approves all the delegations as amended/deleted/created contained within the Delegations Register in Attachment 6, noting that delegation LUP.3 – Subdivisions was adopted by Council on 25 January 2023 (C.07/0123).*

### Officer Comment

Delegations of power to the CEO, or in particular circumstances to officers, may be made, amended or deleted at any time, by an absolute majority resolution of council.

A new delegation is sought to provide authority for the CEO to perform all necessary functions in respect of matters relating to compliance with the *Planning and Development Act 2005* and subordinate legalisation, for currently there are no such powers to ensure compliance.

The CEO may on-delegate powers to specific staff with those delegations contained in a separate register.

### Statutory Environment

Town Planning Scheme 3

#### **Clause 6.8 Delegation**

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled the exercise by virtue of the Scheme.

## Town Planning Scheme 4

### **Clause 7.7 Delegation**

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled to exercise by virtue of the Scheme.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy 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 – Not applicable

#### Voting Requirements – Absolute Majority

##### **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 —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5). \*

\* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Pratico  
C.05/0923 That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.**

**Carried by Absolute Majority 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.06/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Amendments to Policy G 1 – Policy Manual		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	15 September 2023		

Attachment 3          Policy G 1 – Policy Manual, showing proposed amendments

**OFFICER RECOMMENDATION**

*That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.*

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

**Summary/Purpose**

For Council to consider the proposed amendments to Policy G 1 – Policy Manual.

**Background**

All Council policies have previously been reviewed on an annual basis with the review in 2021/22 being carried out section by section rather than undertaking a singular annual review of the whole of the policy manual contents.

**Officer Comment**

Current Council Policy G1 requires that the Council Policy Manual be reviewed on an annual basis.

The intent of this policy provision is that policies be maintained up to date to reflect contemporary legislative accuracy and are a fair representation of the Council's objectives for any particular policy subject area.

However, a 'blanket' requirement for an annual review does create a task that generates considerable workload which, in many cases, does not create a meaningful improvement in outcomes and perhaps places corporate effort in the areas which might not be a priority.

There is no legislative obligation to review policies within a prescribed time period, except for one policy (G2 - Continuing Professional Development which is required to be reviewed after each ordinary election), therefore it is open to Council to change this should it desire.

It is proposed that the policy be amended to allow Council policies to be reviewed every three (3) years after the date of adoption, or more frequently when determined by the CEO or Council, or as legislatively required.

Currently several policies contain an annual review requirement due to the nature of the policy and the above wording would continue to allow those policies to be reviewed annually if required.

This matter was discussed at the September concept forum with general support given.

### Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

#### **2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### Integrated Planning

- Strategic Community Plan
  - Outcome 14 effective governance and financial management
  - Objective 14.1 achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications

This proposal will affect the review timeframe of all Council policies.

### Budget Implications - Nil

### Whole of Life Accounting - Nil

### Risk Management - Nil

### Voting Requirements – Simple Majority

**Council Decision Moved Cr Browne, Seconded Cr Boyle  
C.06/0923 That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.07/0923	<b>FILE REF.</b>	131
<b>SUBJECT</b>	July and August 2023 Financial Activity Statements and List of Accounts Paid in August 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	18 September 2023		

- Attachment 4          July 2023 Financial Activity Statements
- Attachment 5          August 2023 Financial Activity Statements
- Attachment 6          List of Accounts Paid in August 2023

### OFFICER RECOMMENDATION

*That Council receive the:*

1. *July 2023 Financial Activity Statements as presented in Attachment 4*
2. *August 2023 Financial Activity Statements as presented in Attachment 5*
3. *List of Accounts Paid in August 2023 as presented in Attachment 6.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### 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. The regulations also require that 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 (Regulation 13).

### 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 is to be shown according to nature and type classification.

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.

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

The list of accounts is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

#### Officer Comment

Due to end of financial year processing, presentation of the July 2023 Financial Activity Statements to Council was deferred to the September 2023 ordinary meeting. Presented are the financial activity statements for both July and August 2023 along with the list of accounts paid in August 2023.

#### 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.

Regulation 35(5) of the Local Government (*Financial Management*) Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2022/23 budget resolved as follows:

*C.06/0822n That Council for the financial year ending 30 June 2023 adopt a percentage of plus or minus 5% at nature or type level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.*

The attached financial activity statements provide explanation of material variances in accordance with resolution C.06/0822n.

Integrated Planning

- Strategic Community Plan  
Outcome 14 effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications

**FM 4 - Purchasing Policy**

To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications

Expenditure incurred in August 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

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

***C.07/0923 That Council receive the:***

- 1. July 2023 Financial Activity Statements as presented in Attachment 4***
- 2. August 2023 Financial Activity Statements as presented in Attachment 5***
- 3. List of Accounts Paid in August 2023 as presented in Attachment 6.***

***Carried 7/0***

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.08/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Management Report – August 2023		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	19 September 2023		

Attachment 7 Budget Management Report – August 2023

**OFFICER RECOMMENDATION**

***That Council***

- 1. Receive the August 2023 Budget Management Report as presented in Attachment***

2. Amend the 2023/24 Budget as follows:

<b>Account or Job Number</b>	<b>Account or Job Description</b>	<b>Expenditure or Income Type</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634
1414130.64	Car Park Grants & Contributions - Capital Grants - Federal Government	Capital Grants – Federal Government	-\$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	-\$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions - Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook - Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook - Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
<b>Total</b>				<b>\$0.00</b>	

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Summary/Purpose

Presented is the August 2023 Budget Management Report (Attachment 7). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

To aid in efficient and effective management of budget allocations Council adopted policy FM 13 – Budget Management at its meeting held 15 December 2022.

Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget



is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

To assist in the day-to-day management of budget allocations policy FM 13 – Budget Management provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council. The policy provides for the following categories of budget overspends:

- Non-Reportable
- Determined by the CEO and Subsequently Reported to Council
- Authorised by the Shire President in an Emergency
- Council Budget Amendments

The report contains budget amendments that require Council decision prior to commitment of expenditure in accordance with Section 4.1.4 of the Budget Management Policy. A summary of these requests is detailed below:

#### Bridgetown and Greenbushes Youth Precinct Projects

The scope of the second stage of the Bridgetown Youth Precinct included;

- 3 cubicle toilet block including an ambulant cubical, a universally accessible cubicle and a general use cubicle,
- Installation of the already purchased water fountain, and
- Construction of parkour.

In 2022 community feedback from young people in the community through BYA suggested that parkour is not popular and would not be utilized if constructed as part of the second stage of the Bridgetown Youth Precinct project. To confirm this feedback, advice was sought from Skate Sculpture, the contractors that designed the precinct, regarding their experience of the ongoing use and popularity of parkour as part of existing youth precinct projects they had been involved in developing. They agreed that parkour was not popular in other areas.

The rescoping of stage 2 of the Bridgetown Youth Precinct was informally discussed at Council's June Concept Forum with a view to focusing funds for this stage on the toilet block and CCTV and not include parkour. Since this time the cost of the toilet block has increased and the remaining funds, once the toilet block is completed and the water fountain is installed, is \$14,000. This amount is not enough to deliver any other elements to the skate park. CCTV for the Bridgetown Youth Precinct has been funded separately. For these reasons it is recommended that the remaining unspent funds be used to complete landscaping at the Greenbushes youth precinct.

The Greenbushes youth precinct development has recently been completed however landscaping implementation was not included in the budget (landscape design was). The Greenbushes community have received donated plants and would like to undertake a community planting event (as per the design) however before this can be completed reticulation and turf needs to be laid, the funds from the Bridgetown Youth Precinct project along with savings from the allocation for anti-graffiti treatment would provide enough funds to complete the landscaping, enhancing the development and allow community to hold their community planting event with the school children.

In summary Attachment 7 requests Council's consideration and approval to transfer \$14,000 from '16IN – Bridgetown Youth Precinct Stage 2' project and \$5,711 from

'02IM – Greenbushes Skate Park Anti-Graffiti' project and add these funds (\$19,711) to project '22IN – Greenbushes Youth Precinct'.

#### Bridgetown CBD Water Restoration Project - Geegelup Brook Design

In August 2023 the scope for Landscape and Engineering Concept Design for the Geegelup Brook rehabilitation project was taken to Council's Concept Forum and the Sustainability Advisory Committee for review and feedback. A number of essential items were highlighted and included in the scope with additional funding of \$47,000 added to the design component of the project. It was also advised that it was proposed to amalgamate the existing Corporate Business Plan allocations for planning (\$45,000) and construction drawings (\$40,000) to cover the scope of the current design project. The total 2023/24 budget allocation being \$132,000.

However, the need to undertake the requirements to facilitate an approval under the Aboriginal Heritage Act will be essential to complete this process and will require approximately \$25,000 of unbudgeted funds. This process will be undertaken concurrently with the stage 1 design project. The outcome of the consultation process and approval will be used to inform the outcome of the design. Undertaking this approval process will ensure that the project will have all approvals completed and be ready for detailed design and construction at the completion of this design process.

In summary Attachment 7 requests Council's consideration and approval for the transfer of \$40,000 from 'PJ127 – Bridgetown CBD Water Restoration Project (Detail Design Stage)' to 'PJ95 – Bridgetown CBD Water Restoration Project (Concept Stage)' along with an additional \$25,000 being allocated to PJ95 for Aboriginal Heritage Act approval requirements. The additional \$25,000 is to be funded from the Strategic Projects Reserve.

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in a reduction to overall budget expenditure of \$108,107. This reduction in expenditure is offset by reduced income of \$116,363 and an increase in transfers from Reserve totalling \$8,256.

#### Statutory Environment

##### *Local Government Act 1995*

Section 5.41 of the Local Government Act (the Act) outlines the functions of the CEO. Functions included in this section of the Act relevant to this item are:

- cause council decisions to be implemented
- manage the day-to-day operations of the local government

#### **s 6.8 Expenditure from municipal funds not included in annual budget:**

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an 'additional purpose') except where the expense —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution by Absolute Majority; or
  - (c) is authorised in advance by the mayor or president in an emergency.

- (2) Where expense has been incurred;
- (a) under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and
- (b) under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council

**Integrated Planning**

- Strategic Community Plan  
Outcome 14            Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

**Policy Implications**

This report has been prepared in accordance with Council’s policy FM 13 - Budget Management Policy.

**Budget Implications**

Budget amendments as recommended will reduce funds held in the Strategic Projects Reserve by \$8,256.

**Whole of Life Accounting** – Not applicable

**Risk Management** – Not applicable

**Voting Requirements** – Absolute Majority

**s 6.8 Expenditure from municipal funds not included in annual budget:**

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an ‘additional purpose’) except where the expense —
- (b) is authorised in advance by resolution by Absolute Majority

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

**C.08/0923** *That Council:*

**1. Receive the August 2023 Budget Management Report as presented in Attachment 7**

**2. Amend the 2023/24 Budget as follows:**

<b>Account or Job Number</b>	<b>Account or Job Description</b>	<b>Expenditure or Income Type</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
<b>CP05</b>	<b>Greenbushes CBD Parking &amp; Safety Enhancement</b>	<b>Materials &amp; Contracts</b>	<b>\$205,240</b>	<b>-\$166,606</b>	<b>\$38,634</b>

<b>1414130.64</b>	<b>Car Park Grants &amp; Contributions – Capital Grants – Federal Government</b>	<b>Capital Grants – Federal Government</b>	<b>- \$149,862</b>	<b>\$149,862</b>	<b>\$0</b>
<b>Reserve 126</b>	<b>Strategic Projects Reserve</b>	<b>Transfer from Reserve</b>	<b>- \$49,864</b>	<b>\$16,744</b>	<b>-\$33,120</b>
<b>CP05</b>	<b>Greenbushes CBD Parking &amp; Safety Enhancement</b>	<b>Materials &amp; Contracts</b>	<b>\$38,634</b>	<b>\$33,499</b>	<b>\$72,133</b>
<b>1414130.92</b>	<b>Car Park Grants &amp; Contributions – Capital Contributions</b>	<b>Capital Contributions</b>	<b>\$0</b>	<b>-\$33,499</b>	<b>-\$33,499</b>
<b>22IN</b>	<b>Greenbushes Youth Precinct (Stage 1)</b>	<b>Materials &amp; Contracts</b>	<b>\$397,330</b>	<b>\$19,711</b>	<b>\$417,041</b>
<b>16IN</b>	<b>Bridgetown Youth Precinct (Stage 2)</b>	<b>Materials &amp; Contracts</b>	<b>\$175,000</b>	<b>-\$14,000</b>	<b>\$161,000</b>
<b>02IM</b>	<b>Greenbushes Skate Park Infrastructure Maintenance</b>	<b>Materials &amp; Contracts</b>	<b>\$10,490</b>	<b>-\$5,711</b>	<b>\$4,779</b>
<b>PJ95</b>	<b>Bridgetown CBP Water Restoration Project (Geegelup Brook – Concept Stage)</b>	<b>Materials &amp; Contracts</b>	<b>\$92,000</b>	<b>\$65,000</b>	<b>\$157,000</b>
<b>PJ127</b>	<b>Bridgetown CBP Water Restoration Project (Geegelup Brook – Detail Design Stage)</b>	<b>Materials &amp; Contracts</b>	<b>\$40,000</b>	<b>-\$40,000</b>	<b>\$0</b>
<b>Reserve 126</b>	<b>Strategic Projects Reserve</b>	<b>Transfer from Reserve</b>	<b>\$0</b>	<b>-\$25,000</b>	<b>-\$25,000</b>
<b>Total</b>				<b>\$0.00</b>	

**Carried by Absolute Majority 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.  
**Against:** Nil

## **Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.09/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	CSRFF Bridgetown Golf Club – Club house rebuild		
<b>OFFICER</b>	Manager Community Development		
<b>DATE OF REPORT</b>	19 September 2023		

### **OFFICER RECOMMENDATION**

*That Council*

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house*
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### **Summary/Purpose**

As part of the process for the Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Sport and Recreation Facilities Fund (CSRFF) the applicable local government is asked to prioritise all applications received from its district before they are lodged. Only 1 application exists for the 2023/24 CSRFF Small Grants funding round, and that is the application from the Bridgetown Golf Club to assist in funding the construction of the new Golf Club - Club House.

### **Background**

The DLGSC provides funding to community sporting groups to assist in the construction of sport and recreation infrastructure through the annual CSRFF funding round.

The DLGSC will provide a maximum of ½ of the total project costs for projects over \$500,000 that can be included under the Development Bonus. It is the applicant's responsibility to then obtain the remaining funding required to implement the project.

The DLGSC, as part of their application and assessment process, seek input from local government authorities in this process by prioritising applications for projects within the relevant local government area.

This is considered beneficial as a method of informing local government authorities about infrastructure development proposals within the area and as a means for the Council to prioritise the projects in line with their strategic objectives.

Only 1 CSRFF application exists for the 2023/24 funding round, being the Bridgetown Golf Club Proposal to construct a new clubhouse building at the Bridgetown Golf Course to replace the old building that was destroyed in the February 2022 Bridgetown Fire.

If Council are supportive of the officer's recommendation the sole application will be ranked 1 of 1 for the specific grant round for this local government area.

#### Officer Comment

The old clubhouse was destroyed by a major bushfire in February 2022 and the Club is currently operating from a tin shed and transportable toilet facilities. The replacement of the old clubhouse building with a modern and functional community facility is critical for the long-term sustainability of the club and will provide a high-quality venue for a range of community activities and functions. The new facility would allow the Club to resume hosting golf tournaments and veterans golf days which provide essential funds for maintaining the course and running the club, and provide a trail head for the mountain bike trails currently at concept design.

The proposed facility has been designed to cater for a range of recreation and community activities in addition to golf related activities. The design features that will allow multi-purpose use of the facility include:

- Easy access to the building from the car park including access ramps to the main entrance and undercover verandah
- The main Function/Activity room is 120m<sup>2</sup> which provides an ideal space for a range of small to medium size group activities such as Yoga, Pilates, Group exercise classes and the like. It would also be a suitable venue for a range of passive activities, seminars, training programs and social functions
- The kitchen has been designed to a Class 1 standard that would allow food preparation on the premises and meals to be served directly to the Function Room via a servery
- Modern ablution facilities including a universal access toilet and shower are located at the main entry to the building and are easily accessible from the Function/Activity room and the southern veranda
- The southern veranda/alfresco area provides the opportunity for larger functions during the warmer months and the potential to enclose should there be a need to expand the size of the main Function/Activity room in the future.

In response to the design brief and to provide the most appropriate technical specification for the equipment and systems for the facility (i.e. filtration, lighting, water heating, air quality) the architect has included the following features in the design:

- Heat Recovery Ventilation system which runs off 2 x 80 watt fans and delivers 100% fresh air to the building with 1.5 air changes per hour
- Filtration of the incoming fresh air removes any pollens, air born dust and allergens
- Efficient and intelligent lighting systems with Light Emitting Diodes (LED)
- The Hot Water System will be heat pumps which are proven to be the most efficient way of heating water.

The following sustainability features have been included in the design to ensure energy and water efficient products and design considerations have been included in the new club house:

- The building is provided with a large north facing skylight to the function room that will allow the entry of warming winter sun and prevent the entry of hot summer sun via a carefully designed overhang. This skylight in combination with the South skylight will also generally reduce the need for Artificial light.
- Windows and Doors will be Low Emissivity Glass which reduces infrared light (Heat) from penetrating the glass from the outside thus reducing the heating

and cooling loads to maintain a comfortable internal temperature and reducing the heating and cooling costs.

- High levels of wall and roof insulation and polystyrene under the slab perimeter will reduce the heat gain and heat loss through these elements. Walls and roof to be built to prevent air leaks to the outside with an “Intello” membrane.
- The building will capture, and U/V treat all the roof rainwater run-off and store it in a large 135,000 litre rainwater tank.
- The plumbing fixtures, fittings and tapware will all be water wise certified.
- The Hot Water System will be heat-pumps which are proven to be the most efficient way of heating water.
- Provision of a Photo Voltaic Array on the roof with a lithium Iron rechargeable Battery will dramatically reduce the building’s electrical consumption.
- The provision of all electrical equipment in the kitchen in lieu of gas appliances
- The use of energy efficient LED lighting will reduce the building’s electrical consumption.

The Bridgetown Golf Club are not requesting a financial contribution from Council just support of their grant application and to rank the application as 1 of 1 for the Shire of Bridgetown-Greenbushes

#### Statutory Environment – Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 2 good health and community wellbeing.
  - Objective 2.2 provide quality sport, leisure and recreation services.
  - Outcome 7 responsible and attractive growth and development
  - Objective 7.2 advocate for adequate infrastructure to support responsible growth
- Corporate Business Plan
  - Action – 7.2.1 advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy Implications - Nil

#### Budget Implications - Nil

#### Whole of Life Accounting

The Bridgetown Golf Club Inc. will be solely responsible for all ongoing operating costs associated with the new building. This will be funded from club revenue including member fees, golf tournaments and activities, green fees, building hire fees, sponsorship and fundraising. An annual maintenance provision of \$20,000 (1% of

construction cost) is included in the Life Cycle Cost Analysis for the first five years, increasing to \$25,000 thereafter.

### Risk Management

Supporting the provision of sports facilities that allow for shared use and are in good condition supports community wellbeing, health and social cohesion and mitigates risk by improving liveability in the Shire and supporting community wellness.

### Voting Requirements - Simple Majority

### **Council Decision Moved Cr Mahoney, Seconded Cr Boyle**

#### **C.09/0923 That Council:**

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house**
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.10/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Geegelup Brook Rehabilitation Project		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	21 September 2023		

Attachment 8 Collated Data from the community consultation.

Attachment 9 Emerge Associates - Original RFQ Response (CONFIDENTIAL)

Attachment 10 Map of project area

### **OFFICER RECOMMENDATION:**

*That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:*

- 1. The Project Area as presented in Attachment 10*
- 2. The Project Scope as below:*
  - a) Stage 1-Project Inception and Investigations*
    - Appointment of Design Consultant (indicative)*
    - Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan*
    - Site Visit with Sub-Consultants*
    - Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps*
    - Consultant team design workshop 1: Development of the opportunities and constraints plan.*



- b) *Stage 2- Scoping and consultation*
- *Feature Survey*
  - *Consultation 1 Aboriginal stakeholder engagement on country*
  - *Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers*
  - *Consultation 3 Liaison with Government agencies and event organisers*
  - *Consultant team design workshop 2: Development of concept plan approach*
  - *Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach*
  - *Include a flora and bird survey to be undertaken for the identified project area*
  - *Include a fauna survey focusing on amphibians be undertaken for the identified project area*
  - *Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook*
  - *Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act*
  - *Include the 2D model for the major storm event*
  - *Planning elements – undertaken inhouse.*
- c) *Stage 3-Draft of Landscape Concept Design*
- *Preparation of draft landscape concept design and report*
  - *Hydrological assessment of frequent storm event*
  - *Preliminary Cost estimate*
  - *Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)*
  - *Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire*
  - *Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach*
  - *Council Presentation 1 of draft design for approval – in person.*
- d) *Stage 4-Finalisation of Landscape Concept Design*
- *Review design (based on outcomes of the community consultation and feedback from Project Reference Group)*
  - *Minor amendments to the final Landscape Concept plan*
  - *Develop staged implementation relating to project scope.*
  - *Itemised cost estimate (Quantity Surveyor)*
  - *Send revised design to Project Reference Group for final comments.*
  - *Incorporate any further design inputs into the masterplan*
  - *Council Presentation 2 of final masterplan approval for release for community consultation Face to face*
  - *Finalisation of Brief concept design report*
  - *Project Completion.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

These recommendations seek to progress the Bridgetown CBD & Water Safety Project (Geegelup Brook Rehabilitation Project) as identified in the Corporate Business Plan.

### Background

Geegelup Brook forms part of the Blackwood River catchment. The catchment area for Geegelup Brook is approximately 23 square kms and is approximately 8 km in length, extending from Hester in the north to the Blackwood River in the south. Approximately 1 km of Geegelup Brook forms the basis of the study area, shown in Attachment 10. The brook is highly valued by the community and has Aboriginal and European heritage values (being a Registered Aboriginal heritage site, ID 20434), as well as providing a connection to the Blackwood River and recreation opportunities.

For close to ninety years, Geegelup Brook has been substantially modified and a significant portion of the waterway, between Lockley Avenue and Stewart Street, is now a concrete lined trapezoid drain with limited ecological values. The waterway is currently limited to a small corridor, with portions of the western bank subject to a steep escarpment, primarily south of Henry Street. A small portion of the brook, between Stewart Street and Loftie Street was revegetated in the early 2004, while the remainder of the brook is still largely cleared of intact remnant vegetation. A number of remnant trees exist along portions of the waterway, as well as a number of planted non-native species and weed species.

This Geegelup Brook Rehabilitation project was first included in the Corporate Business Plan in 2020. The action items in the Corporate Business Plan 2020 – 2024 included developing concept plans and preliminary costings, develop detailed plans, costings and funding model, acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking, prepare a design plan for the completion of the car park area behind the shops adjacent to Geegelup Brook and prepare detailed design plans for the construction of the car parking area behind the shops adjacent to Geegelup Brook.

There has been significant concern about flooding associated with Geegelup Brook, as well as impacts on water quality within the Blackwood River. A number of flood studies have been completed over the last 20 years that consider Geegelup Brook with different modifications made to the brook over this period (Wittencoom Consulting Engineers 2014). There is concern that future larger flood events could result in significant safety concerns for users of the carpark areas that currently service the town centre, including vehicles being washed away. Geegelup Brook in its current configuration is not able to support the 1 in 100-year flood event, with significant flooding of nearby carpark and retail areas, as well as potential for significant erosion due to the high velocity associated with water moving through the brook.

A community consultation session held in the form of a community design workshop was undertaken to understand the communities' intent with regard to this important

Bridgetown landmark. There were 15 members of the community from various professional and personal backgrounds including 1 councillor in attendance (Attachment 8).

The main conclusions from the design workshop were;

- Re-naturalise the creek's appearance by removing concrete walls, allow for a natural meandering rather than rigid structure
  - Use natural filtration methods by using reeds, etc.
  - Minimise manmade structures and use less intrusive pathways like boardwalks over the brook.
  - Maintain Western side as natural.
  - Eastern side can have built up infrastructure e.g. parking, walk trails, shops
- Flooding risk must be considered and mitigated
- Consult aboriginal elders and historians to better understand the brook's historical existence, prevalence and meaning
  - Tie this in with interpretative signage describing historical use and descriptions of native flora/fauna
- Ensure the trail has a flow-on effect to existing trails - accessibility is key
- Consider expanding the art trail with use of murals on adjacent buildings
- Consider encouraging local businesses to build up their Geegelup-brook side infrastructure with decks (car park underneath), boardwalks, murals, etc.

A Request for Quote was offered to suitable vendors through the WALGA preferred supplier vendor panel. The only response received was from Emerge Associates. The scope of works proposed by Emerge Associates was presented to councillors at a Concept Forum and then taken to the Sustainability Advisory committee for feedback (Attachment 9).

The proposed project scope incorporates modifications as recommended by the Sustainability Advisory Committee.

#### Officer Comment

Geegelup Brook is a valued feature within the townsite, with a strong desire from the community to enhance and maintain the brook in order to restore the health of the brook and create a 'Living Stream', provide passive recreation areas that are attractive to visitors and connect with the town centre as well as provide an important ecological linkage between the Blackwood River and Somme Creek.

The term 'Living Streams' describes an approach to managing urban stormwater that creates a complex ecosystem with outcomes for ecology, water quality, water conveyance and amenity. It was developed as a restoration approach to managing urban streams and drains for multiple outcomes (DoW, 2007). While Geegelup Brook includes both rural and urban catchment, the principles associated with developing a Living Stream would enable the goals of Council and the community to be achieved, in particular improving the ecological values associated with the brook, mitigating flood impacts and improving water quality outcomes for the Blackwood River. The ideal outcome for the portion of Geegelup Brook that will be rehabilitated as part of this project would be the provision of a naturalised 'Living Stream' however there are constraints in achieving the stormwater management outcomes for the Brook and study area that will not be managed as a part of this project.

Geegelup Brook (where it interacts with the town centre) runs from Nelson Street in the north to Loftie Street in the south and is located at the rear of existing commercial areas adjacent to Hampton Street (Attachment 10). The intention of this project is to restore Geegelup Brook to be more natural in form and function, but also ensure flood safety issues, as well as pedestrian and vehicle accessibility issues for the main street and town centre are appropriately managed.

If Council approve the recommendations, once this stage of the project is complete all approvals shall be finalised and the next stage of the project would include detailed design, costings, engineering and construction.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 4 the Shire of Bridgetown-Greenbushes continues to be naturally beautiful
  - Objective 4.1 conserve and enhance the natural environment for current and future generations to enjoy
- Corporate Business Plan
  - Action 4.1.1 provide concept plans and preliminary costings for the Bridgetown CBD Water Restoration Project (Geegelup Brook) 22-23
  - Action 4.1.2 provide detailed design plans, costings and funding model for Bridgetown CBD 22-23
  - Action 4.1.3 provide the implementation of the Bridgetown CBD Water Restoration Project (Geegelup Brook) 24-25
- Long Term Financial Plan – Not applicable
- Asset Management Plans
  - Maintenance requirements will be identified and included in the annual maintenance schedule and budget process once the project is complete.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

#### Policy Implications - Nil

#### Budget Implications

The budgetary implications associated with this stage of the Bridgetown CBD Water Restoration Project (Geegelup Brook) have been covered in the Budget Management Report (C.08/0923). If Council approve the budget amendment, the current budget will cover the costs associated with the proposed scope of work.

#### Whole of Life Accounting

Whole of life cycle principles will be considered during the design stage with the suggested outcome being a reduction of maintenance and flood damage due to the rehabilitation of the Geegelup Brook.

### Risk Management

Engaging all stakeholders to assist in informing the plan and including natural flood mitigation strategies will mitigate the impacts of potential flood events, ensure the support of community, and complete the approvals process so that the project will be ready for detailed design and construction.

### Voting Requirements –Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne  
C.10/0923 That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:**

**1. The Project Area as presented in Attachment 10**

**2. The Project Scope as below:**

**a) Stage 1-Project Inception and Investigations**

- **Appointment of Design Consultant (indicative)**
- **Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan**
- **Site Visit with Sub-Consultants**
- **Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps**
- **Consultant team design workshop 1: Development of the opportunities and constraints plan.**

**b) Stage 2- Scoping and consultation**

- **Feature Survey**
- **Consultation 1 Aboriginal stakeholder engagement on country**
- **Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers**
- **Consultation 3 Liaison with Government agencies and event organisers**
- **Consultant team design workshop 2: Development of concept plan approach**
- **Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach**
- **Include a flora and bird survey to be undertaken for the identified project area**
- **Include a fauna survey focusing on amphibians be undertaken for the identified project area**
- **Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook**
- **Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act**
- **Include the 2D model for the major storm event**
- **Planning elements – undertaken inhouse.**

**c) Stage 3-Draft of Landscape Concept Design**

- **Preparation of draft landscape concept design and report**
- **Hydrological assessment of frequent storm event**
- **Preliminary Cost estimate**
- **Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)**
- **Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire**
- **Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach**
- **Council Presentation 1 of draft design for approval – in person.**

**d) Stage 4-Finalisation of Landscape Concept Design**

- **Review design (based on outcomes of the community consultation and feedback from Project Reference Group)**
- **Minor amendments to the final Landscape Concept plan**
- **Develop staged implementation relating to project scope.**
- **Itemised cost estimate (Quantity Surveyor)**
- **Send revised design to Project Reference Group for final comments.**
- **Incorporate any further design inputs into the masterplan**
- **Council Presentation 2 of final masterplan approval for release for community consultation Face to face**
- **Finalisation of Brief concept design report**
- **Project Completion.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.11/0923	<b>FILE REF.</b>	RD270
<b>SUBJECT</b>	Installation of planter boxes along the Stanifer Street footpath		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	19 September 2023		

Attachment 11	Greenbushes Town Centre Car Park Project – Initial Design
Attachment 12	Greenbushes Town Centre Car Park Project – Revised Design
Attachment 13	AUSTROADS Vehicle Classification System
Attachment 14	Stanifer Street Daily Classes
Attachment 15	Stanifer Street Speed Statistics

**OFFICER RECOMMENDATION**

*That Council approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office in order to improve public safety by preventing direct vehicle access from Stanifer Street.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

#### Summary/Purpose

To approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office as part of the Greenbushes Town Centre Car Park Project. The purpose of the installation is to improve public safety by preventing direct vehicle access to the location from Stanifer Street.

#### Background

The Greenbushes Town Centre Car Park project was substantially completed in August 2023, formalising the previous gravel parking area as a sealed, kerbed, and line marked car park to current Australian Standards. In addition to the obvious improvements to function and amenity, addressing driver and pedestrian safety were also important outcomes of the project. In particular, the ad-hoc vehicle movements into and within the area needed to be addressed since this created hazards for pedestrians on the Stanifer Street footpath and motorists on Stanifer Street.

The initial project design (Attachment 11) incorporated a single entry/exit point for the off-street parking from Stanifer Street and provided 18 standard bays in addition to an ACROD bay and long vehicle parking. Feedback from the business owners of the Roadhouse and Post Office raised concerns that the number of bays were insufficient. In response, a revised design (Attachment 12) was produced providing 26 standard bays, an ACROD bay, but reduced long vehicle parking. The revised design did not alter the entry/exit points along Stanifer Street from the initial design.

The initial and revised designs proposed bollards to be installed along the Stanifer Street footpath to prevent unsafe vehicle movement. During construction, the business owners of the Roadhouse and Post office objected to the installation of bollards adjacent to their premises citing loss of convenience for customers. The Shire agreed not to proceed with the installation pending further consideration of the issue.

#### Officer Comment

Figure A shows the existing parking situation. Yellow dashed lines indicate the road reserve boundary, red indicates footpaths, and the hatched area indicates the extent of the conflict area created by front-in off-road parking adjacent to the Roadhouse and Post Office.

The primary concern with the current arrangement is the crossover from the road to the premises (hatched area):

- Stanifer Street is a major road - June 2022 traffic count show 1500 vehicles per day (approx. 20% heavy vehicles). For context, a residential road in Bridgetown such as Blechynden St or Turner Rd carry approximately 300 vehicles per day
- There is often a lack of visibility of the footpath and oncoming traffic for reversing vehicles due to adjacent parked vehicles
- There are a very high number of vehicle movements into and from the parking area

- The 17.5m width of the crossing introduces a large potential conflict area for users of the footpath and Stanifer Street.

Figure A: Existing Arrangement



The following are relevant design points for parking at the premises:

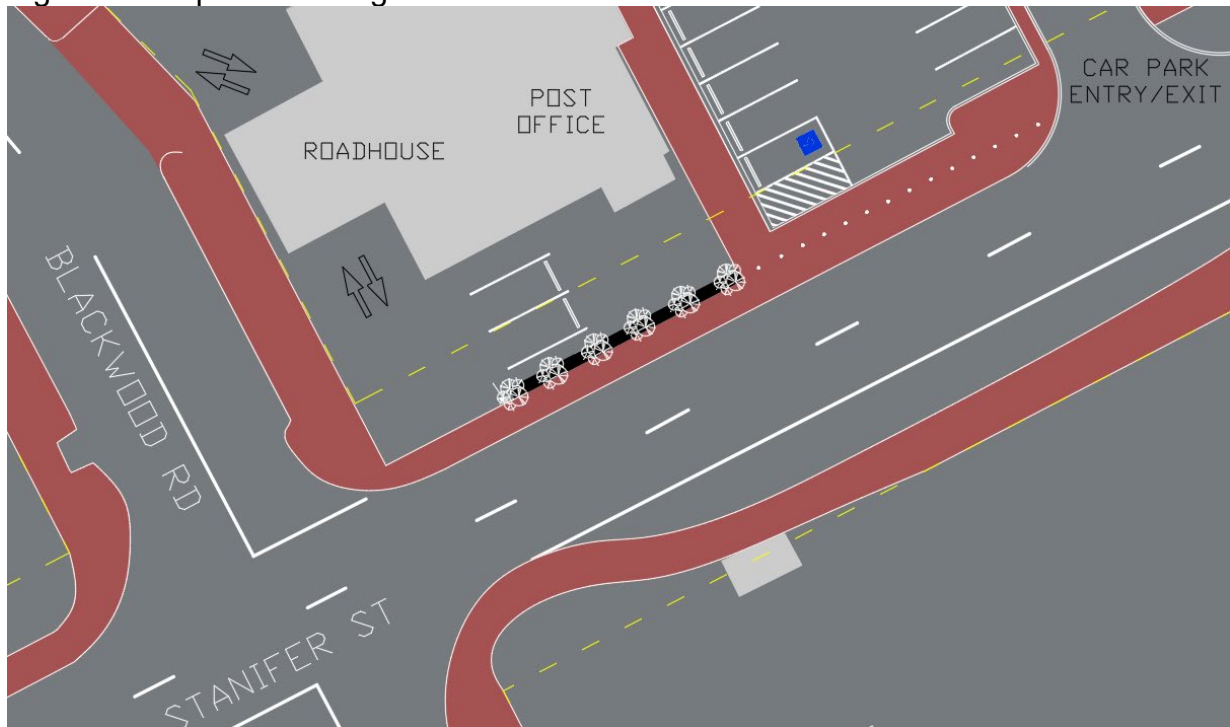
- A. Stanifer Street is considered a major road (a road carrying predominantly through traffic) and as such, both entry and exit to the off-road commercial parking area at the property boundary is required to be in the forward direction. (*Reference: AS 2890.2 Parking facilities, Part 2 Off-street commercial vehicle facilities, Reference: MRWA Guide to Road Design - Driveways*)
- B. The location of off-street parking facility entrances and exits should consider the likely effects of entry/exit traffic on the safety of pedestrians and other non-motorised road users on adjacent footpaths and bicycle lanes. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- C. Design should prohibit on-site car parking between the footpaths and the fronts of buildings. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- D. Provision for traffic within a parking facility shall take into account the need for traffic to move to and from the frontage road with minimum disruption to through traffic and maximum pedestrian safety. (*Reference: AS 2890.1 Parking Facilities - Off-Street Car Parking*)
- E. The Shire often refers to Main Roads WA (MRWA) specifications for design guidance and in relation to the Roadhouse, MRWA guidelines state that service stations may have up to two driveways up to 11.0 m wide. (*Reference: MRWA Guide to Road Design - Driveways*)
- F. While the project did not include provision for on-street parking, it is worth noting that inclusion of such parking would need to consider pedestrian and cyclist amenity and safety. Parking should minimise obstructions to pedestrians and



cyclists. Front-in parking may create safety hazards when reversing out into traffic flow. (Reference: AS 2890.5 Parking Facilities - On-Street Parking)

The above points would be addressed by the installation of long and narrow planter boxes between the Stanifer Street footpath and the premises as shown in figure B. This will restrict vehicle movements to the appropriate crossover to the premises while still allowing at least two off-road parking bays adjacent to the premises. It would also ensure vehicles entering and exiting the premises do so in a forward direction and eliminate the pedestrian & oncoming traffic conflict area identified in Figure A.

Figure B: Proposed Arrangement



The use of the area between the planter boxes and the premises for parking should be considered suitable for safe vehicle and pedestrian manoeuvring, however this should be at the discretion of the business owners. It is not proposed that the Shire install and manage of parking at this location. The possibility of parallel on-street parking to provide additional parking at the front of the premises was assessed. However, it was determined that the minimum safe intersection sight distance (SISD) of 97m could not practically be met. Additionally, there would only be space for at best two parallel parking bays.

Figure C: Parallel On-Street Parking



Design of the planter box and plant selection are yet to be determined however the intention is that the arrangement should be of a high standard and improve the amenity of the area.

The purpose of the proposed planter boxes is equivalent in function to the installation of bollards at the location in the original project scope. The planter boxes are considered consistent with the project scope and the associated cost is intended to be met under the project budget.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
  - Outcome 3 A safe community for people and animals.
  - Objective 3.1 Maintain high levels of community safety.
  - Outcome 9 Safe, affordable, and efficient movement of people and vehicles.
  - Objective 9.1 Improve road safety and connectivity.
  - Objective 9.3 Develop a safe, well-connected network of paths for all users.
- Corporate Business Plan - Nil
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

There will be an ongoing cost to maintain the planter box garden consistent with other installations around the Shire.

Risk Management

There is a risk that the Shire could be held liable for damage or injury resulting from failure to address the current hazardous situation.

Voting Requirements - Simple Majority

***Council Decision Moved Cr Pratico, Seconded Cr Lansdell  
C.11/0923 That in accordance with clause 3.9(1)(f) of the Standing Orders  
Local Law item C.11/0923 be debated.***

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.  
**Against:** Nil

**Moved** Cr Pratico, Seconded Cr Boyle

That consideration of this item be deferred until after the Talison Lithium Greenbushes mine access road has been completed.

**Lost 2/5**

**For:** Crs Boyle and Pratico.

**Against:** Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

***Council Decision Moved Cr Pratico, Seconded Cr Browne  
C.11/0923a That Council approve the installation of planter boxes along the  
Stanifer Street footpath adjacent to the Greenbushes Roadhouse and  
Greenbushes Post Office in order to improve public safety by preventing direct  
vehicle access from Stanifer Street.***

**Carried 5/2**

**For:** Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

**Against:** Crs Boyle and Pratico

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

**Urgent Business Approved by Decision - Nil**

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

**Elected Members Questions With Notice - Nil**

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

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

**Closure**

*The Presiding Member closed the meeting at 6.21pm.*

**List of Attachments**

Attachment	Item No.	Details
1	C.04/0923	Rolling Action Sheet - September 2023
2	C.05/0923	Proposed Delegation LE.24 – Planning Compliance
3	C.06/0923	Policy G 1 – Policy Manual, showing proposed amendments
4	C.07/0923	July 2023 Financial Activity Statements
5	C.07/0923	August 2023 Financial Activity Statements
6	C.07/0923	List of Accounts Paid in August 2023
7	C.08/0923	Budget Management Report
8	C.10/0923	Collated Data from the community consultation
9	C.10/0923	Emerge Associates - Original RFQ Response (CONFIDENTIAL)
10	C.10/0923	Map of project area
11	C.11/0923	Greenbushes Town Centre Car Park Project – Initial Design
12	C.11/0923	Greenbushes Town Centre Car Park Project – Revised Design
13	C.11/0923	AUSTROADS Vehicle Classification System
14	C.11/0923	Stanifer Street Daily Classes
15	C.11/0923	Stanifer Street Speed Statistics

Minutes Papers prepared and recommended by E Matthews, Executive Assistant

29 September 2023

Minutes Papers authorised by P St John, Temporary CEO

29 September 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 28 September 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 2 November 2023.

..... 2 November 2023

# CR 3 – Community Engagement

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## 1 Objectives

This policy affirms the commitment of the Shire of Bridgetown-Greenbushes to community engagement and consultation.

The policy establishes a framework for timely and well-defined community engagement and communication to take place between Council and the Community.

## 2 Scope

All staff.

## 3 Definitions

### 3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

### 3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

### 3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

### 3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

### 3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

## 4 Policy

### 4.1 Aims of the policy

The aims of this policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow the community an adequate and appropriate opportunity to:
  - Be kept informed on current issues and proposals that will potentially affect the community; and
  - Respond to and comment on issues and proposals affecting individuals and groups within the community.
- (c) Ensure that the consultation includes people affected by a Council decision;

- (d) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (e) Clearly define the levels of community consultation required on issues affecting the community;
- (f) Detail the requirements for consultation for the related levels of community impact; and
- (g) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

## **4.2 Key Principles**

### **4.2.1 Accessible and Inclusive**

- Encourage the participation of community members affected by, or interested in, a decision.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

### **4.2.2 Timely and Relevant**

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

### **4.2.3 Well Defined and Transparent**

- Information is accurate and easy to understand.
- The community is provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback is provided to the community on what we did, and what decisions were made, and why.

## **4.3 When we engage with the Community**

- On strategies, plans, projects and policies that have a direct impact on the community and their quality of life.
- On changes to services or infrastructure.
- In line with statutory requirements.

## **4.4 When we do not engage with the Community**

- When a decision had already been made by Council or another agency (other than to communicate final decision).
- Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when possible.
- When developing or reviewing internal procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

## **4.5 The Decision-Making Process**

Elected members and the CEO are charged under the *Local Government Act 1993* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and

are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Decisions may not necessarily reflect the majority view received from community consultation.

However, Council is bound to make decisions that are equitable, economically, socially and environmentally appropriate, timely and in accord with The Act.

Decisions must be made for the overall good of the Shire of Bridgetown-Greenbushes. The Act requires decision-makers to make decisions in the interests of “the good government of the district.” This responsibility from time to time puts decision-makers at odds with the expressed views of citizens from a local neighbourhood or community group who may, understandably, take a narrower view of the considerations at hand.

There will be a diversity of views on most issues. Council and Shire Officers are wary of claiming to speak for the “community” and wary of those who claim to do so. Council and Shire Officers recognise that, on most significant issues, diverse views exist that need to be respected and taken into account by the decision-makers.

**All community consultations will clearly outline from the outset any such constraints or limitations associated with the matter under consultation.**

#### 4.6 How we engage

Level of engagement will vary depending on the nature and complexity of the project or decision. An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

There are four levels of engagement: Inform, Consult, Involve and Collaborate. This is expanded upon in the Community Engagement Toolkit.

#### 4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

## 5 Applicable Legislation and Documents

<b>Statutory Power</b>  <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>[List all legislative powers that relates to this policy e.g. s.5.24 Local Government Act 1995 – Question time for public]</i></p> <p>s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies</p>
<b>Shire Policies</b>	<p><i>CR5 – Social Media</i></p>
<b>Related Documents</b>	<p>External Communications Framework</p> <p>Community Engagement Toolkit</p> <p>Community Engagement Templates 1, 2, 3, 4 and 5</p> <p>Shire Branding and Style Guide</p> <p>Strategic Community Plan 2021 - 2031</p>

<b>Related Procedure</b>	<i>Community Engagement Toolkit (including Community Engagement Templates)</i>

## 6 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date



# CR 5 – Social Media

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## 1 Objectives

The aim of this Policy is to outline what Council considers appropriate and productive use of social media as a communication tool. We use social media to inform, not to engage.

## 2 Scope

This Policy outlines:

- What is expected of officers, Elected Members and contractors in relation to using social media;
- What type of information we post;
- How we monitor social media;
- The decision not to respond to comments to protect the reputation and legitimate interests of Council.

## 3 Policy

### 3.1 Who can post

- a) The Communications Officer is responsible for social media management.
- b) Delegated site monitors are nominated by the CEO and made administrators on the Shire Facebook page. The site monitors are the only officers to post/upload content on the official social media site.

Site monitors are:

- Communications Officer;
- Manager Community Services;
- Executive Assistant; and
- Community Emergency Services Manager.

All other officers wishing to post Shire content on official social media sites can forward their information and/or responses to the delegated site monitors.

### 3.2 Why we post

The Shire posts on social media to:

- Inform the community of Shire or other information and activities that will impact on, be of interest to, or be of service to, the community; and
- Ensure the community is informed of information in a widely accessible and timely manner.

### 3.3 What we post

The type of content the Shire posts includes:

- a) Notice of significant council events/information – such as meetings, elections, major decisions of council, bushfire hazards and information about council services.
- b) Tenders.
- c) Job advertisements.
- d) Educational information about Council services.
- e) Community events that are sponsored by the Shire.
- f) Information provided by third parties (e.g. a government agency) that impacts on, or is of interest to, the community (see 3.4 c) for details).

- g) Community consultation/engagement opportunity. Comments on these posts will not be classified as submissions. The post content will contain the following statement. Please be aware that comments on this post will not be considered submissions, however, we do encourage you to find out more and make a formal submission by visiting: (website link).
- h) New articles in the form of a summary that links to full article on the Shire website.

\*Styled templates are to be used for posts in alignment with the Shire branding.

### 3.4 What we do not post

- a) Community events not sponsored by the Shire. Groups will be redirected to share on the Bridgetown Notice Board as it has a bigger audience.
- b) Commercial events.

### 3.5 Where we post

- a) We post to the Shire of Bridgetown-Greenbushes Facebook page.
- b) We share every post to the Community Notice Board group to reach a wider audience.
- c) We post as The Shire of Bridgetown-Greenbushes to the Community Notice Board when asked to share information (see 3.2 g) ), and include the statement:  
*We have been asked by (insert govt dept) to share this information with the community. Please direct any queries to them directly.*

### 3.6 When we post

- a) We post as needs dictate to keep the community informed in a timely manner, and as information comes to hand. We do not have a rigid schedule for posting at certain times or on certain days.
- b) When possible, we schedule posts on consistent days to create a pattern of recognition (e.g. Waste Wednesday). This also gives officers a framework of when to provide content to the Communications Officer. Scheduling also allows us to post on days that the Communications Officer is not working.

### 3.7 How we interact on Facebook

- a) The Shire does not have capacity to monitor and respond to social media posts full time, therefore there can be no expectation of immediate post responses.
- b) We have a pinned post on our Facebook page stating:  
*The Shire of Bridgetown-Greenbushes uses Social Media primarily to inform rather than as an interactive forum. We value and appreciate your feedback and recommend that the best way to contact us for a response is via the customer service request here:*  
<https://www.bridgetown.wa.gov.au/contact.aspx>
- c) Comments made by community members on proposals which are subject to engagement or consultation will not be treated as formal submissions on the proposal. The method for enabling community members to make formal submissions on proposals will be made clear in the original post. See 3.1.2 h).
- d) The CEO reserves the right to remove content such as illegal or offensive material.

### 3.8 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by the delegated site monitors.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

### 3.9 Personal Facebook accounts

When using personal Facebook accounts, officers and Elected Members must not pose to represent Council.

When commenting on personal social media sites officers and Elected Members can post publicly available information about Shire activities, services and events, as well as Council decisions.

When using personal social media accounts for personal communication, officers and Elected Members must not:

- Use Council's intellectual property or copyrighted materials;
- Disclose sensitive or confidential information; or
- Make negative comment or insinuation about Council, Elected Members, staff members or the organisation itself.

A breach of 3.9 will result in disciplinary action.

## 4 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies s.5.103 – Model code of conduct for council members, committee members and candidates
<b>Shire Policies</b>	<i>CR3 – Community Engagement</i>
<b>Related Documents</b>	External Communications Framework Community Engagement Toolkit Shire Branding and Style Guide Community Engagement Policy
<b>Related Procedure</b>	<i>N/A</i>

## 5 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date

## CR 6 – Logo

### 1 Policy

- 1.1 The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



- 1.2 No action is to be taken to register the logo under the Designs Act.
- 1.3 Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the logo by local organizations seeking to identify geographically with the district.

### 2 Applicable Legislation and Documents

<b>Statutory Power (Acts, Regulations, Local Laws, TPS)</b>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Designs Act 2003 (Cth)</i>
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

### 3 Administration

<b>Original Adoption Date</b>	29 April 1999
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	28 April 2022 (C.08/0422)
<b>Scheduled Reviewed Date</b>	30 November 2023

# P 18 – Performance Management

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## 1 Objectives

This policy seeks to set out a process to be followed for the management of employees' performance, whereby:

1. Any unacceptable performance is identified, documented, and communicated to the employee.
2. The employee is afforded procedural fairness and natural justice throughout the performance management process, such that they are allowed a support person at any performance management meeting, and the right to defend themselves against any allegations of unacceptable performance and to challenge the accuracy of the documentation produced by the Shire as a record of the performance management process.
3. The employee is provided reasonable time and, if necessary, reasonable assistance or training, to address their unacceptable performance to meet the Shire's expectations.
4. The employee is made aware, in advance, of the possible consequences should they fail to remedy their unacceptable performance, to meet the Shire's expectations, within a reasonable time frame.
5. The whole process is correctly documented, and the employee is provided with copies of the documentation throughout the process.
6. The employee will be given opportunity to comment on the accuracy of the minutes of the meeting and their comments will be recorded.

## 2 Scope

This policy applies to all continuing contract employees and casual employees of the Shire of Bridgetown-Greenbushes, be they full time or part time, and who *do not* have performance management procedures set out in the terms and conditions of their written contracts of employment.

## 3 Policy

### 3.1 Identification and Management of Unacceptable Performance

#### 3.1.1 Initial Investigation

Where the performance of an employee is believed to be unacceptable, the employee's immediate supervisor/manager shall perform an investigation of the employee's performance and identify those aspects of the employee's performance that are unacceptable. This investigation shall be documented showing what aspects of the employee's performance is unacceptable, how it is unacceptable and what the employee needs to do to remedy the situation. The investigation may include taking witness statements from other employees who are impacted by the employee's unacceptable performance.

### 3.1.2 Initial Communication to the Employee

The documentation of the investigation shall be used to formulate a letter to the employee, setting out in sufficient detail, those aspects of the employee's performance that are deemed unacceptable, giving examples where possible to clearly identify the unacceptable performance. The letter should instruct the employee of the requirement to attend a meeting on a set date and time, to discuss the alleged unacceptable performance. The employee is expected to attend, prepared to offer their argument in defense of the stated unacceptable performance. The letter should advise the employee that they may be accompanied by a support person of their choice at the meeting and advise the employee how serious the matter of their unacceptable performance is. If the employee requests an extension of time to prepare for the meeting and to arrange a support person, the supervisor/manager should give reasonable consideration and accommodate this request for an extension of time. The supervisor's/manager's investigation notes and any witness statements should be attached to the letter to the employee. The employee should be advised that they may respond to the allegations in writing prior to the meeting if they so choose. The timing of the meeting should be such as to allow the employee sufficient time to access professional advice and assistance from any person of their choosing.

### 3.1.3 Performance Management Meeting

The Shire should have at least two representatives (one being Human Resources Officer) at the performance management meeting. During this meeting, the employee should be given a verbal summary of the Shire's concerns about their performance not meeting the Shire's expectations and go through the details provided in the letter and in the investigation notes and any witness statements. The employee should then be asked to respond to the allegations of unacceptable performance and to explain any mitigating factors that may impact their performance and defend themselves against the allegations. Their responses should be documented in minutes of the meeting. If the employee's explanations are not acceptable then the supervisor/manager should advise the employee of the reasons why they are not acceptable. If the employee provides satisfactory explanations demonstrating that there are mitigating factors impacting their performance, then this should be acknowledged. The parties should then assess what time the employee needs to be allowed to remedy the situation and what assistance or training they may need to bring their performance back up to the Shire's expected standard. The employee should be told how serious the matter is and the possible consequences if they are unable to bring their performance up to the Shire's expected standard. The parties should agree as to how and when the employee's performance is to be monitored during the time in which the employee is expected to remedy their unacceptable performance issues. Regular monitoring meetings should be scheduled in advance at which the employee may be accompanied by a support person of their choice and the Shire be represented by at least two officers. These monitoring meetings should be minuted and the employee should receive copies of the minutes of these meetings.

### 3.1.4 Ongoing Communication to the Employee

Immediately following the Performance Management Meeting, the employee should be provided with the minutes of this meeting and advised that if they do not challenge the accuracy of the minutes within a reasonable time frame, that the minutes will stand as a true and correct record of the meeting. Similarly, the follow-up meetings are to be minuted, and

copies provided to the employee immediately following those meetings, with an opportunity for the employee to comment on the accuracy of the minutes and have their comments noted, otherwise, the minutes will stand as a true and correct record of the meeting. Copies of all meeting minutes, from the initial performance management meeting and subsequent follow-up monitoring meetings, must be placed on the employee's personnel file.

### **3.1.5 Monitoring the Employee's Progress**

After the initial performance management meeting, a performance improvement plan is to be set, stating the timeframe and the expectations/standards to be achieved. Follow-up monitoring meetings should be mutually agreed as to how and when these meetings will occur. During these follow-up meetings, if the performance is improving, the employee should be advised of this and encouraged to continue with the improvement plan. If the unacceptable performance is not being addressed and the employee is failing to improve, then the employee should be advised in writing that there is no perceivable improvement in their performance and that if there is no improvement in the agreed time frame, there are consequences which may include transfer to a lower paid position, written warning or termination of employment. The employee should be provided with copies of all minutes and documentation during this process and copies placed on the employee's personnel file. The supervisor/manager must ensure that the Shire has provided the agreed level of assistance or training to the employee within the agreed time frame during the monitoring process. If the employee does remedy their unacceptable performance within the agreed time frame, then this should be acknowledged in writing to the employee and the letter placed in their personal file. Where a relapse of behaviour occurs within twelve months of these discussions, performance management will be reinstated with the ability to expedite an outcome, utilising previous discussion notes on file.

### **3.1.6 Employee Fails to Remedy Unacceptable Performance**

Where an employee's performance has been identified as unacceptable and the procedures described in items 3.1.1 to 3.1.6 above have been completed, and the employee has been assisted/trained as agreed and the employee's performance remains unchanged and unacceptable, and where dismissal is being considered, the employee should be advised in writing, they have failed to satisfactorily remedy their unacceptable performance and they should be invited to a meeting accompanied by a support person of their choice and be prepared to show cause as to why they should not be dismissed on the grounds of unacceptable performance. The timing of this meeting should allow the employee to access professional advice and arrange a support person of their choice, to attend the meeting. The employee should be allowed the opportunity to respond in writing instead of attending a face-to-face meeting for this purpose.

If the employee responds in writing, their response should be assessed impartially to determine if they have provided reasonable evidence that shows cause that they should not be dismissed. If the written response fails to show cause as to why the employee should not be dismissed, then a report should be prepared to the CEO with a recommendation that the employee be dismissed, detailing the procedures that have been undertaken leading to the recommendation to dismiss.

If the employee chooses to deal with the matter in a face-to-face meeting, they should be allowed a support person of their choice, and the Shire should be represented by at least two officers. At the meeting, the employee should be allowed reasonable time to put their case as

to why they should not be dismissed. The meeting should be meticulously minuted, and if a dismissal is to be recommended, a letter of termination should be prepared for the CEO, containing details of the meeting and the reasons for the dismissal. The Shire representatives conducting the performance management process should seek advice from the Shire's Industrial Relations Consultant throughout this process and at the point where the employee is likely to be dismissed, to verify that the process has been followed correctly and the reason being considered as grounds for dismissal is fair and reasonable.

## 4 Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Nicole Gibbs  
Chief Executive Officer

## 5 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date





# **ROLLING ACTION SHEET**

## ROLLING ACTION SHEET

**October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)**

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

Note: Where no progress has occurred on implementing a resolution since the last update this comment will be made in the right hand column titled 'Progress Since Last report' but will not be included in the 'Past Comments' column. Only comments detailing specifics of how the resolution is being implemented are contained in the 'Past Comments' column.

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	√
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.	P St John	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p><b>October 2023</b> No update.</p>	√

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b>  DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p><b>October 2019</b>  The process to transfer the land from State Forest is progressing.</p> <p><b>March 2020</b>  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.</p> <p><b>May 2020</b>  A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>	
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			<p><b>July 2020</b> A meeting with DBCA is being arranged for August.</p> <p><b>August 2020</b> 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.</p> <p><b>September 2020</b> 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.</p> <p><b>June 2021</b> A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p><b>July 2021</b> Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p><b>July 2022</b> No progress since last report.</p> <p><b>October 2022</b> A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>	
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			<p><b>November 2022</b> A meeting of relevant agencies has been scheduled for 7.12.22</p> <p><b>December 2022</b> A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p> <p><b>January 2023</b> Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p><b>February 2023</b> A new meeting date with Government agency representatives hasn't been established yet.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>August 2023</b> A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p><b>September 2023</b> No update.</p>	
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct	That Council: 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.	S Alexander	<p><b>August 2021</b> Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p><b>October 2021</b> Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p><b>November 2021</b> The works will occur as part of the 2021/22 road construction program.</p>	<p><b>October 2023</b> No update since last month's report.</p>

			<p><b>December 2021</b> No progress since last report</p> <p><b>January 2022</b> No progress since last report</p> <p><b>April 2022</b> The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p><b>May 2022</b> Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>June 2022</b> The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p><b>September 2022</b> Design of the works have been completed with the calling for quotes to occur shortly.</p> <p><b>October 2022</b> This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p>	
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			<p><b>November 2022</b> No update since last month's report.</p> <p><b>January 2023</b> Line marking of car park scheduled to occur on 19 January 2023.</p> <p><b>February 2023</b> Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p><b>March 2023</b> RFQ for remaining works not yet ready.</p> <p><b>April 2023</b> No update since last month's report.</p> <p><b>July 2023</b> The works will be scheduled for Spring 2023.</p> <p><b>August 2023</b> No update since last month's report.</p> <p><b>September 2023</b> Updated RFQ's and MRWA works approval currently being prepared.</p>		
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p>	N Price	<p><b>September 2021</b> This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</p> <p><b>October 2021</b> Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p><b>December 2021</b> Pest Plants Repeal Local Law currently being advertised</p> <p><b>February 2022</b> Report on Pest Plants Repeal Local Law</p>	<b>October 2023</b> No update.	

	<p>(i) Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</p> <p>(ii) Cats Local Law</p> <p>(iii) Fencing Local Law</p> <p>(iv) Health Local Law</p> <p>(v) Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <p>(i) Bush Fire Brigades Local Law</p> <p>(ii) Cemeteries Local Law</p> <p>(iii) Dogs Local Law</p> <p>(iv) Parking &amp; Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p><b>March 2022</b> Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p><b>April 2022</b> Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p><b>May 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p><b>June 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p> <p><b>July 2022</b> The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>October 2022</b></p>		
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			<p>Report on Fencing Local law amendment contained in October agenda.</p> <p><b>November 2022</b> Fencing Amendment Local Law being advertised.</p> <p><b>December 2022</b> No update since last month.</p> <p><b>January 2023</b> Report on Fencing Local Law included in January Council agenda.</p> <p><b>February 2023</b> Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources allow.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>May 2023</b> Report on Fencing Local Law to be presented to May Council meeting.</p> <p><b>June 2023</b> Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p><b>July 2023</b> No progress since last report.</p>		
C.11/1221 Review of Plantation Applications Town Planning Scheme	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation	P St John	<p><b>January 2022</b> Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner</p>	<b>October 2023</b> No update.	

Policy	in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.		<p>in mid-January</p> <p><b>February 2022</b> Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p><b>March 2022</b> Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p><b>April 2022</b> Submissions being assessed.</p> <p><b>June 2022</b> No update from last report</p> <p><b>July 2022</b> Due to workload associated with development applications the relevant officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>February 2023</b> The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p><b>March 2023</b> No update.</p>		
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<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</li> <li>2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022.</li> <li>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</li> </ol>	<p>P St John</p>	<p><b>April 2022</b> Not commenced</p> <p><b>June 2022</b> Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget.</p> <p><b>September 2022</b> No update since last report.</p> <p><b>October 2022</b> This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.</p> <p><b>November 2022</b> No update since last month's report.</p> <p><b>February 2023</b> The issue of parking checks being conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p><b>March 2023</b></p>	<p><b>October 2023</b> No update.</p>
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			<p>No update.</p> <p><b>April 2023</b></p> <p>Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p><b>May 2023</b></p> <p>No update since last report.</p>		
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	<p>That Council:</p> <p>1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	P St John	<p><b>April 2022</b></p> <p>Not commenced</p> <p><b>May 2022</b></p> <p>Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA.</p> <p><b>June 2022</b></p> <p>A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p><b>July 2022</b></p> <p>No update since last report.</p> <p><b>February 2023</b></p> <p>The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p><b>March 2023</b></p> <p>No update.</p>	<b>October 2023</b>	No update.
C.05/0422	That a request be submitted to Main Roads Western	S Alexander	<b>May 2022</b>	<b>October 2023</b>	

<p>Stanifer Street 40km/h Speed Zone</p>	<p>Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.</p>		<p>Traffic counter has been setup on Stanifer St and will record data for 2 weeks.  <b>June 2022</b>  Traffic counter data being processed for submittal to MRWA.  <b>July 2022</b>  Request submitted to MRWA  <b>September 2022</b>  No update since last month's report.  <b>October 2022</b>  Waiting for a decision from MRWA on the application.  <b>November 2022</b>  Waiting for a decision from MRWA on the application  <b>December 2022</b>  No update since last month's report  <b>January 2023</b>  Still awaiting decision from MRWA.  <b>February 2023</b>  Contacted MRWA for an update. Waiting for a response.  <b>March 2023</b>  No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months.  <b>April 2023</b>  No update.  <b>August 2023</b>  Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	
<p>C.17/0422</p>	<p>1. Direct the CEO to commence formal negotiations</p>	<p>S Alexander</p>	<p><b>May 2022</b></p>	<p><b>October 2023</b></p>	

<p>Nairnup Road Land Acquisition</p>	<p>with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</p> <p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>	<p>Letter posted to land owners</p> <p><b>June 2022</b> Awaiting response from land owners.</p> <p><b>July 2022</b> Letter response period has expired with no response received.</p> <p><b>August 2022</b> No update since last month's report</p> <p><b>September 2022</b> No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p><b>October 2022</b> Report to be presented to November Council meeting.</p> <p><b>November 2022</b> Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p><b>December 2022</b> Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p><b>January 2023</b> Report scheduled for February Council Meeting.</p> <p><b>February 2023</b> Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p><b>March 2023</b> Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p> <p><b>April 2023</b></p>	<p>No update since last month's report.</p>
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			<p>Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p> <p><b>May 2023</b> No update since last month's report.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network.</li> <li>2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST).</li> <li>3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design.</li> <li>4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve.</li> <li>5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$23,243 to \$73,243.</li> <li>6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time.</li> <li>7. Include the \$50,000 expenditure for the</li> </ol>	<p>M Richards</p>	<p><b>May 2022</b> Consultant has been appointed.</p> <p><b>July 2022</b> Awaiting commencement of work by consultant.</p> <p><b>August 2022</b> A RFQ including project scope has been sent to three trail designers. Awaiting responses.</p> <p><b>September 2022</b> RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the Southwest. We are waiting to receive response.</p> <p><b>October 2022</b> The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p><b>November 2022</b> RFQ's being assessed.</p> <p><b>December 2022</b> Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p>	<p><b>October 2023</b> The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>

	<p>planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>		<p><b>January 2023</b> Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p><b>February 2023</b> DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p><b>March 2023</b> DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>April 2023</b> DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>May 2023</b> No progress since last report.</p> <p><b>August 2023</b> We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>		
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<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>•Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>•Policy F.15 (Asset Management)</li> <li>•Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)</li> <li>•Policy F.19 (Assets Financing and Borrowings)</li> <li>•Policy F.21 (Risk Management)</li> </ul>	<p>M Larkworthy</p>	<p><b>July 2022</b> Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p><b>August 2022</b> No update since last month's report.</p> <p><b>September 2022</b> The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p><b>October 2022</b> Report to Council scheduled for November.</p> <p><b>November 2022</b> Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p> <p><b>December 2022</b> Budget Management Policy included in December Council agenda.</p> <p><b>January 2023</b> Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p> <p><b>February 2023</b> No update.</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review being presented to Council in December.</p>
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			<p><b>June 2023</b> Work has commenced on review of the Purchasing and Buy Local policies. Recommendations included in a recent internal audit on compliance with the Buy Local Policy will be considered as part of the review.</p> <p><b>July 2023</b> No update since last report.</p> <p><b>August 2023</b> Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes.</p> <p><b>September 2023</b> Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p>	
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p><b>October 2022</b> Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p><b>November 2022</b> Discussions with prospective contractors occurring.</p> <p><b>December 2022</b> No update since last month.</p> <p><b>March 2023</b> No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p>	<p><b>October 2023</b> Waiting to hear from the Kaneang Elders as to what they would like included in the visual acknowledgement.</p>

			<p><b>April 2023</b> No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p> <p><b>May 2023</b> No update since last report.</p> <p><b>June 2023</b> No update since last report, this will be considered during the 23/24 financial year.</p> <p><b>July 2023</b> Beginning to investigate glass options and request quotes.</p> <p><b>August 2023</b> The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p>	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p><b>November 2022</b> Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p><b>December 2022</b> MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8<sup>th</sup> December to access this.</p> <p><b>January 2023</b> MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p> <p><b>February 2023</b> Waiting for MRWA decision.</p> <p><b>August 2023</b> Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p><b>October 2023</b> No update since last month's report.</p>

<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<p>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>4. Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>	<p>M Richards</p>	<p><b>November 2022</b> Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p><b>December 2022</b> Letters prepared to other local governments regarding dual naming of Blackwood River.</p> <p><b>January 2023</b> Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p> <p><b>February 2023</b> Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p><b>March 2023</b> We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p><b>April 2023</b> CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from</p>	<p><b>October 2023</b> Waiting to hear from Boyup Brook Council, Kaneang and Wilman Elders.</p>
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			<p>Nannup, Margaret River and Bridgetown).</p> <p><b>May 2023</b> The recommendation to support the Dual Naming of the Blackwood River is going to Augusta Margaret River Council this month – with the Executives support. We are waiting to hear from Boyup Brook.</p> <p><b>June 2023</b> The Shire of Augusta- Margaret River have given their support for the Dual naming of the Blackwood River, the last shire to respond is Boyup Brook.</p> <p><b>July 2023</b> Still waiting for response from Shire of Boyup Brook – a meeting is being scheduled to raise directly.</p> <p><b>August 2023</b> The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p><b>September 2023</b> No update since last month.</p>		
C.02/1122 Petition – Greenbushes Depot and Worker	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Receive the petition</li> <li>2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels</li> <li>3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council</li> <li>4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of</li> </ol>	N Gibbs	<p><b>January 2023</b> Work on reviewing parks and gardens service levels has commenced.</p> <p><b>February 2023</b> Work on reviewing parks and gardens service levels is progressing.</p> <p><b>March 2023</b> Council workshop was held 13 March 2023 for initial discussions on service levels.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b></p>	<b>October 2023</b> No update.	

	<p>establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>		<p>Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p> <p><b>June 2023</b> No update.</p> <p><b>August 2023</b> Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p><b>September 2023</b> No update since last month.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> <li>Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>Policy I.5 (Road Resumptions)</li> <li>Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)</li> <li>Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>Policy I.17 (Pesticides Spraying)</li> <li>Policy I.19 (Gravel Procurement)</li> </ul> </li> <li>Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and</li> </ol>	<p>S Alexander</p>	<p><b>January 2023</b> Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p><b>February 2023</b> No change since last report.</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review being presented to Council in December.</p>

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>			
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> <li>• O.1 Vandalism</li> <li>• O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>• O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>• O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>• O.14 Australia Day Events</li> </ul> </li> <li>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly</li> <li>3. Note and retain all other policies without modification</li> <li>4. Note that the following policies will be subject to standalone review in 2022/23: <ul style="list-style-type: none"> <li>• O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>• O.9 Bush Fire Brigade Personal Protective Equipment</li> <li>• O.11 Use of Chainsaws by Bush Fire Brigades</li> <li>• O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</li> </ul> </li> </ol>	<p>N Gibbs</p>	<p><b>January 2023</b> Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p><b>February 2023</b> No change since last report.</p> <p><b>March 2023</b> BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b> Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p> <p><b>June 2023</b> Included in the June agenda is an item recommending revocation of the Bridgetown-Greenbushes Visitor Centre Membership policy.</p> <p><b>July 2023</b> No update from last report.</p> <p><b>August 2023</b> Bush fire procedures were recently adopted by Council. A review of existing</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review going to Council in December.</p>

			<p>bush fire policies is to occur to ensure duplication doesn't occur.</p> <p><b>September 2023</b></p> <p>No update since last month.</p>		
<p>C.08/1122</p> <p>Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</li> <li>2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</li> </ol>	L Guthridge	<p><b>January 2023</b></p> <p>Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p><b>February 2023</b></p> <p>Progress for clean-up is slow. Staff will activate legal action if clean up not resolved by the end of February 2023.</p> <p><b>March 2023</b></p> <p>Clean-up is progressing.</p> <p><b>April 2023</b></p> <p>Clean-up is progressing.</p> <p><b>May 2023</b></p> <p>Clean up in progress.</p> <p><b>August 2023</b></p> <p>Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p><b>September 2023</b></p> <p>Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p>	<p><b>October 2023</b></p> <p>A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20<sup>th</sup> December 2023. Shire solicitors will guide this process moving forward.</p>	
<p>C.11/0123</p> <p>Public Open Space Strategy</p>	<ol style="list-style-type: none"> <li>1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'</li> <li>2. Council note the methodology and outcomes of the project as contained in Attachment 10.</li> </ol>	P St John	<p><b>February 2023</b></p> <p>Not actioned yet.</p> <p><b>March 2023</b></p> <p>No further update – this project is planned for 2023/24 FY.</p>	<p><b>October 2023</b></p> <p>No update.</p>	
<p>C.04/0223</p>	<p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed</p>	S Alexander	<p><b>March 2023</b></p> <p>Current traffic data required for application.</p>	<p><b>October 2023</b></p>	



Greys Hill Road 50km/h Speed Zone	limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street		<p>Counter to be installed asap. <b>April 2023</b> No update since last month's report.</p> <p><b>June 2023</b> Traffic count is complete and application to MRWA will be completed in approximately the next week.</p> <p><b>July 2023</b> No update from last report.</p> <p><b>August 2023</b> Waiting for a determination on this request by Main Roads Western Australia.</p> <p><b>September 2023</b> No update.</p>	Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.	
C.13/0223 Development Compliance Policy	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> <li>2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period</li> <li>ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this</li> <li>iii. Providing hard copies of the draft policy for</li> </ol> </li> </ol>	P St John	<p><b>March 2023</b> Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution.</p> <p><b>April 2023</b> Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April.</p> <p><b>May 2023</b> The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting</p> <p><b>June 2023</b> This item has not been progressed due to other priorities taking precedence.</p>	<b>October 2023</b> No update.	

	<p>public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>		<p><b>July 2023</b> No update from last report.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</li> <li>2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> <li>i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</li> <li>ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> </ol> </li> <li>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public</li> </ol> </li> </ol>	<p>P St John</p>	<p><b>March 2023</b> Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p><b>April 2023</b> A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p> <p><b>May 2023</b> Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p> <p><b>June 2023</b> Negotiations with DWER and DPLH ongoing.</p> <p><b>July 2023</b> Meetings held with DPLH and DWER to progress assessment of the draft LPS.</p> <p><b>August 2023</b> In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p><b>October 2023</b> Negotiations between DPLH &amp; DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>

	<p>advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <ul style="list-style-type: none"> <li>ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</li> <li>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</li> <li>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</li> <li>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</li> </ul> <p>4. After the end of the public advertising period, a</p>		<p><b>September 2023</b> No update.</p>	
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	further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.				
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	E Matthews	<p><b>May 2023</b> Application being submitted.</p> <p><b>June 2023</b> No update since last report.</p> <p><b>July 2023</b> Ongoing discussions occurring with DPLH on this proposal.</p> <p><b>August 2023</b> Application is progressing.</p>	<p><b>September 2023</b> The application has been approved by the Department of Planning, Lands and Heritage.</p>	√
C.10/0423 Reflect Reconciliation Action Plan	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> <li>a. Complete the 12 month Reflect Template</li> <li>b. Submit the Reflect template to Reconciliation Australia for review</li> <li>c. Make any changes required by Reconciliation Australia</li> <li>d. Present to Council for adoption</li> <li>e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan</li> </ol> </li> <li>2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown.</li> </ol>	M Richards	<p><b>May 2023</b> No progress</p> <p><b>June 2023</b> Work has commenced on this project.</p> <p><b>July 2023</b> No update since last meeting.</p>	<p><b>October 2023</b> No progress</p>	
C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station	<p>That Council:</p> <ol style="list-style-type: none"> <li>7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance</li> </ol>	P St John	<p><b>June 2023</b> No update.</p> <p><b>July 2023</b> A meeting with representatives from the BGBTA is scheduled to occur prior to the</p>	<p><b>October 2023</b> No update.</p>	

	<p>costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>end of July.</p> <p>The 5 Year Building Capital Works plan presented to Council at the July Concept Forum included an amount of \$40,000 to be included in the 2023/24 Budget for identified essential building works. Sandra Hill and Karen Hill and Megan Richards completed a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p><b>August 2023</b></p> <p>Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p><b>September 2023</b></p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building	That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.	L Poad	<p><b>July 2023</b></p> <p>Directions given to contractor. Works to be scheduled.</p> <p><b>August 2023</b></p> <p>No progress as awaiting contractor.</p>	<b>October 2023</b> No update.	
C.11/0623 Local Law Relating to Fencing Amendment	That Council: 2. Note a further report be presented to Council providing a new draft Fencing Local Law for	N Price	<p><b>July 2023</b></p> <p>Work has commenced on drafting a new local law based on the WALGA model</p>	<b>October 2023</b> No update.	

Local Laws 2023	consideration.		Fencing local Law. <b>August 2023</b> No update		
C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone	That Council: 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: i. it is satisfied that the development is consistent with the amenity of the locality, and ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and iii. the development can be connected to the reticulated sewerage system. 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.	P St John	<b>July 2023</b> Referral to EPA has commenced. <b>August 2023</b> EPA referral completed. Referral to DPLH for approve to advertise has commenced. <b>September 2023</b> Intent to advertise has been approved by the WAPC, which will occur in September/October.	<b>October 2023</b> Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.	
C.16/0623 Bridgetown Mobile Food Vendors Trial	That Council: 5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:	P St John	<b>July 2023</b> Internal meetings have been held to address how the trial will be managed. <b>August 2023</b>	<b>October 2023</b> Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.	√

	<ul style="list-style-type: none"> <li>(a) Feedback from the community.</li> <li>(b) Feedback from existing food premises within the Shire.</li> <li>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</li> <li>(d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</li> <li>(e) The suitability of the days and times of operation.</li> </ul>		<p>No update.</p> <p><b>September 2023</b></p> <p>EOIs for vendors has been called and applications are being assessed.</p>	
<p>C.15/0723</p> <p>RFT 03-2223</p> <p>Relocation and Renewal of the Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST);</li> <li>2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</li> <li>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</li> <li>4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance.</li> <li>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</li> <li>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract</li> </ol>	L Guthridge	<p><b>August 2023</b></p> <p>Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3<sup>rd</sup> party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3<sup>rd</sup> party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p><b>September 2023</b></p> <p>Anticipate that the successful Contractor will sign contract documents the week commencing 25<sup>th</sup> September 2023.</p>	<p><b>October 2023</b></p> <p>Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>

	with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.				
August Ordinary Meeting	Nil				
C.02/0923 Community Group Banner Development and Funding Allocation	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> <li>a. The Blues at Bridgetown</li> <li>b. Blackwood Marathon</li> <li>c. Festival of Country Gardens</li> <li>d. Winter Festival</li> <li>e. Heritage Week</li> </ol> </li> <li>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</li> </ol>	M Richards		<b>October 2023</b> Will contact community groups this month now that the Shire Welcome Banners are in production	



# RM 2 – Fraud, Corruption & Misconduct Prevention

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## 1 Objectives

The objectives are:

- Install a corporate culture which encourages awareness, vigilance and confidence in identifying instances of fraud, corruption and misconduct within a wider culture of encouraging continuous improvement, corporate and individual responsibility and innovation.
- Develop and maintain corporate systems which discourage and eliminate the risk of fraud, corruption and misconduct.
- Promote an open and transparent culture of communication.

## 2 Scope

This policy applies to all employees of the Shire of Bridgetown-Greenbushes.

## 3 Definitions

### 3.1 Act

*Local Government Act 1995*

### 3.2 Fraud

Dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity (Australian Standard AS 8001 – 2021 Fraud and Corruption Control).

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered ‘fraud’ for the purposes of this Standard.

### 3.3 Serious misconduct

Serious misconduct is misconduct that involves corrupt intent and/or criminal conduct and occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriment of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment.

Where the Principal Officer (CEO) has a reasonable suspicion that an instance of serious misconduct has occurred, the Principal Officer must report to the Corruption, Crime Commission (CCC) as soon as practicable.

### 3.4 Minor misconduct

Minor misconduct is misconduct that is significant enough that it could possibly lead to termination of a public officer's employment if proved. Minor misconduct occurs when a public officer engages in conduct that:

- Adversely affects or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- Constitutes or involves the performance of functions in a manner that is not honest or impartial; or
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Where the CEO has a reasonable suspicion that an instance of minor misconduct has occurred, s/he must report this suspicion to the Public Sector Commission as soon as practicable.

### 3.5 Public interest information

Means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- (a) Improper conduct; or
- (b) An act or omission that constitutes an offence under a written law; or
- (c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- (d) An act done or omission that involves a substantial and specific risk of –
  - (i) Injury to public health; or
  - (ii) Prejudice to public safety; or
  - (iii) Harm to the environment; or
- (e) Matter of administration that can be investigated.

### 3.6 Public officer

Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act (*Corruption, Crime and Misconduct Act 2003*)

### 3.7 Public authority

Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law (*Corruption, Crime and Misconduct Act 2003*).

## 4 Policy

Council is committed to a strong culture and sound governance that will safeguard public funds and property.

Council considers fraud, corruption and misconduct to be serious matters and such behaviours are considered unacceptable.

All employees are accountable for, and have a role to play, in fraud, corruption and misconduct prevention and control and are encouraged to disclose actual or suspected fraudulent or corrupt activity.

When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued.

Where appropriate, Council will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Administrative Policy. Council may take disciplinary action against those who maliciously and knowingly create a false allegation.

### 4.1 Responsibilities

Whilst the management of fraud, corruption and misconduct is considered the collective responsibility of all persons engaged with or associated with the Shire, certain roles within the Shire will have specific roles in the operation of this Policy.

Role	Responsibility
Council	<ul style="list-style-type: none"> <li>Adopt Fraud, Corruption and Misconduct Policy and provide leadership.</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>Review risk management framework and associated processes for the effective identification and management of fraud risks;</li> <li>overseeing development and implementation of the Fraud, Corruption and Misconduct policy.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>The CEO has overall accountability for the effective and economical use of Shire resources and for determining appropriate controls in managing fraud and corruption risks;</li> <li>The CEO, has certain reporting obligations to the Corruption and Crime Commission and/or the Public Sector Commission under the <i>Corruption, Crime and Misconduct Act 2003</i>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate and/or conduct investigations into allegations of fraud, corruption and misconduct when required.</li> </ul>
Executive Leadership Team and Managers	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support to employees in preventing fraud, corruption and misconduct and modelling ethical behaviour;</li> <li>• Monitor the implementation of operational controls;</li> <li>• Identify significant fraud, corruption and misconduct risk areas.</li> </ul>
Manager Governance & Risk	<ul style="list-style-type: none"> <li>• Coordinate, monitor and review the fraud, corruption and misconduct risk assessment process;</li> <li>• Assist with implement of fraud, corruption and misconduct strategies with departments, including internal and external audit recommendations;</li> <li>• Undertake scheduled audits, which include examining established controls to determine if these are robust enough to reduce the risks of fraud, corruption and misconduct, including the identification of work practices that may lead to fraudulent and corrupt activities and misconduct.</li> <li>• Delivering and/or coordinating fraud and corruption training.</li> </ul>

## 4.2 Policies and Processes

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud, corruption and misconduct prevention and detection controls are embedded in various state legislation, Shire policies and procedures including (but not limited to):

- Local Government Act and associated Regulations
- Accrual of Annual Leave Policy
- Codes of Conduct
- Fraud, Corruption & Misconduct Policy
- Information Communication Technology Use Policy
- Managing Issues & Grievances Procedures
- Purchasing Policy
- Risk Management Policy and Framework

- Use of Corporate Credit Card Policy

Specific council and administrative policies dealing with fraud, corruption and misconduct are to be revised regularly to include specific provisions to address fraud/misconduct/corruption.

#### **4.3 Fraud, Corruption and Misconduct Risk Assessments**

Risk assessments should be undertaken for all potential fraud, corruption and misconduct risks.

The following areas have been identified as those with the greater potential for fraud, corruption or misconduct as such more detailed risk assessments will be undertaken in these areas:

1. Procurement
2. Contract Management
3. Regulatory Services
4. Employment
5. Misuse of resources

Appropriate amendments to policy and procedure to mitigate identified fraud, corruption and misconduct risks will be developed.

#### **4.4 Communication and Awareness**

It is important that fraud, corruption and misconduct is identified and reported at an early stage and that employees understand the process for the reporting of it.

Awareness of the Shire's fraud, corruption and misconduct prevention policy and controls will be implemented through the following channels:

- A copy of the Shire's Code of Conduct will be provided to all new employees after which they are to sign acknowledgement of having understood the contents.
- Annual reviews and training for employees.
- Any changes to the Code of Conduct will be communicated to all employees.

#### **4.5 Detection of Fraud**

The Shire will implement several processes to detect fraud, corruption and misconduct, which may include, but is not necessarily limited to:

- Observation and awareness by all employees - Through the Shire's Code of Conduct and training, staff have the knowledge and understanding of how to respond if fraud, corrupt or misconduct activity is detected or suspected.
- Risk Management System - The Shire has a Risk Management system in place for the identification, analysis, evaluation and treatment of risk, including fraud, corruption, misconduct and a process to monitor and review on a regular basis.
- Internal Audit – provide assurance to the Chief Executive Officer/Council that the financial and operational controls designed to manage the Shire's risks are effective, by undertaking Internal Audit activities to identify weaknesses in the fraud, corruption and misconduct control environment.

- External Auditors - Australian auditing standards provide for auditing procedures so that the audit will be more likely to detect a material misstatement in financial statements due to fraud or corruption (or error).

**Common red flags for possible fraud, misconduct or corruption include:**

- Over-familiar relationships between employees, proponents, suppliers and contractors;
- Disregard of internal controls;
- Employees demonstrating a reluctance to take leave, particularly where they have cash control or debt collection responsibilities;
- Employees remaining later at work than other employees, or accessing work premises unnecessarily after other employees have left;
- Unreconciled accounting records, including corporate card transactions and/or poor follow up of outstanding accounts; and
- Lack of supporting documentation for purchases.

#### **4.6 Reporting Fraud, Corruption and Misconduct**

As outlined in the Shire's Code of Conduct for Employees, employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with the Shire of Bridgetown-Greenbushes' Fraud, Corruption and Misconduct Prevention Policy

In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

1. The Corruption and Crime Commission, in the case of serious misconduct; or
2. The Public Sector Commissioner, in the case of minor misconduct.

Staff may also report directly to the Corruption and Crime Commission or the Public Sector Commission, anonymously if desired.

#### **4.7 Investigating Fraud, Corruption and Misconduct**

Investigations of allegations of fraud, corruption or misconduct will be investigated in line with the requirements of the Code of Conduct and the Public Interest Disclosure provisions outlined on the Shire's website. The guidelines provide for:

1. Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice).
2. Systems for internal reporting of all detected incidents.
3. Process for reporting the matters of suspected fraud, corruption and misconduct to appropriate external enforcement agencies.

The Shire will review these processes from time to time or after investigations have been made and potential improvements have been recognised as part of the investigation process.

#### 4.8 Response to Investigations

All reports of suspected fraud, corruption or misconduct will be investigated according to Shire policies and processes or referred to an external investigative agency as appropriate.

Appropriate action will be taken which may include disciplinary action or referral to an external agency such as the Corruption and Crime Commission or the WA Police.

If there is a reasonable suspicion that an incident constitutes minor misconduct or serious misconduct, the CEO, as Principal Officer, is required in accordance with the Corruption, Crime and Misconduct Act to report the matter to the Public Sector Commission (PSC) or Corruption and Crime Commission (CCC) respectively.

The PSC or CCC respectively may choose to investigate the matter itself, refer it back to the Shire, or work with the Shire to investigate the matter.

Any allegation involving criminal offences against the Shire, by employees or external parties, needs to be referred to the Police. In the event the Police do not lay criminal charges, but the information requires further enquiry because the allegation raises a reasonable suspicion of employee misconduct which, if proven, would be likely to result in formal disciplinary action, an investigation will be commenced.

The CEO is to ensure that all incidents of fraud, corruption and misconduct are investigated, documented and registered on the organisations document management system in a confidential manner.

The Audit Committee will be informed of all instances of alleged fraud and the status of investigations to consider and ensure controls are appropriately designed and implemented.

#### 4.9 Disciplinary Procedures

The Shire reserves its rights to recover any losses it has suffered due to fraud, corruption and misconduct especially where the likely benefits of recovery exceed the funds required to investigate the action.

#### 4.10 Monitor, Review and Evaluation

The effective monitoring, review and evaluation of fraud, corruption and misconduct is a mechanism by which the Shire can demonstrate accountability and provide assurance that legislative and governance requirements are being met.

Records will be kept of all instances of suspected fraud, corruption or misconduct.

Following an incident or investigation where fraud, corruption or misconduct was substantiated, the Manager Governance & Risk will conduct a review of the incident to determine if a change to policy, procedure or internal controls is necessary.

### 5 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Corruption, Crime and Misconduct Act 2003</i>
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	<p><i>Criminal Code Act Compilation Act 1913</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Public Sector Management Act 1994</i></p>
<b>Regulation</b>	<p>r.17, <i>Local Government (Audit) Regulations 1996</i> – CEO to review certain systems and procedures</p> <p>r.5, <i>Local Government (Financial Management) Regulations 1996</i> – CEO’s duties as to financial management</p>
<b>Local Law</b>	
<b>Shire Policies</b>	<p>FM 4 – Purchasing Policy</p> <p>FM 7 – Use of Corporate Credit Cards</p> <p>IT 1 – Information Communication Technology Use</p> <p>P 15 – Accrual of Annual Leave</p> <p>RM 1 - Risk Management Policy</p> <p>Public Information Disclosure Administration Policy</p>
<b>Related Documents</b>	<p>Australian Standard AS 8001-2021 – Fraud and Corruption Control</p> <p>Australian Standard AS ISO 31000:2018 Risk management – Guidelines</p> <p>Local Government Framework – Fraud &amp; Corruption Control, July 2015</p> <p>Codes of Conduct</p> <p>Risk Management Framework</p> <p>Auditor General – Fraud Risk Management – Better practice Guide June 2022</p> <p>Notification of misconduct in Western Australia – a joint information resource prepared by the Public Sector Commission and the Corruption and Crime Commission on misconduct as defined by the Corruption, <i>Crime and Misconduct Act 2003</i> – 1 July 2015</p>
<b>Related Procedure</b>	<p>FIN 03 – Purchasing Policy Non Compliance</p> <p>HR 008 – Disciplinary Procedures</p> <p>Issue Resolution Procedure</p>

## 6 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Variation Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD16990.1	06/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	16,256.82
DD16990.2	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD16990.3	06/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	731.77
DD16990.4	06/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD16990.5	06/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD16990.6	06/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	179.95
DD16990.7	06/09/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD16990.8	06/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	784.72
DD16990.9	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	479.62
DD16990.10	06/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.11	06/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	349.26
DD16990.12	06/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD16990.13	06/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.14	06/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.15	06/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	358.93
DD16990.16	06/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	799.13
DD16990.17	06/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,086.03
DD16990.18	06/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD16990.19	06/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD16990.20	06/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	373.20
DD16990.21	06/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	423.20
DD17008.1	07/09/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	PURCHASES ON FUEL CARDS FOR THE MONTH AUGUST	4,224.63
DD17018.1	15/09/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17032.1	20/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	15,151.67
DD17032.2	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17032.3	20/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	762.40
DD17032.4	20/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17032.5	20/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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DD17032.6	20/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	236.70
DD17032.7	20/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	496.96
DD17032.8	20/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	927.81
DD17032.9	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	517.45
DD17032.10	20/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	373.36
DD17032.11	20/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	316.19
DD17032.12	20/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17032.13	20/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	299.59
DD17032.14	20/09/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.83
DD17032.15	20/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	513.80
DD17032.16	20/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17032.17	20/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,421.69
DD17032.18	20/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17032.19	20/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD17032.20	20/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	379.59
DD17032.21	20/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	357.87
DD17053.1	02/09/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR SEPTEMBER	75.90
B/S	01/09/2023	WESTPAC BANK	MERCHANT FEES	217.19
B/S	01/09/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	715.21
B/S	06/09/2023	WESTPAC BANK	TOTAL WAGES FOR 24/08/2023 TO 06/09/2023	250,026.13
B/S	20/09/2023	WESTPAC BANK	TOTAL WAGES FOR 07/09/2023 TO 20/09/2023	140,588.35
<b>WESTPAC CORPORATE CREDIT CARD - CEO</b>				
B/S	09/08/2023	MULBERRY TREE	ELT LUNCH MEETING	57.80
B/S	09/08/2023	WOTIF.COM	ACCOMMODATION DURING HONOUR BOARD RESEARCH TRIP	141.83
B/S	15/08/2023	WILSON PARKING	PARKING DURING STATE LIBRARY VISIT	21.26
B/S	15/08/2023	IKEA PERTH	2 X PICTURE FRAMES FOR TOWN PLANNING MAPS	50.00
B/S	15/08/2023	THE LIQUOR SHED	WINE FOR COUNCIL BAR	287.76
B/S	21/08/2023	BP MORLEY	FUEL FOR LIGHT FLEET VEHICLE	60.01
B/S	25/08/2023	DEPT OF PRIMARY INDUSTRIES	DPIRD REGISTRATION FEE FOR STOCK IMPOUNDING FACILITY	76.50
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	78.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	33.20
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>WESTPAC CORPORATE CREDIT CARD - DCS</b>				
B/S	07/08/2023	THE GIFT FACTORY	GRATUITY GIFT FOR DEPARTING CEO	226.90
B/S	10/08/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.91
B/S	22/08/2023	CLOVERS LIQUOR STORE	GRATUITY GIFT FOR DEPARTING CEO	392.00
B/S	24/08/2023	BRIDGETOWN HOTEL	STAFF MEALS DURING EVENING BUDGET PREPARATION	48.00
B/S	29/08/2023	DARDANUP BUTCHERING	MEAT FOR CEO FAREWELL BBQ	106.74
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>BPAY</b>				
7092023	07/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	1,177.53
13092023	13/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	2,240.22
26092023	26/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	1,177.33
<b>ELECTRONIC PAYMENTS</b>				
EFT37572	14/09/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	236.69
EFT37573	14/09/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MINOR PARTS FOR JOHN DEERE TRACTOR	24.38
EFT37574	14/09/2023	ARBOR GUY	POWERLINE PRUNING AT THOMPSON PARK	1,936.00
EFT37575	14/09/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	4,400.00
EFT37576	14/09/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF AUGUST AND BOOKS FOR LIBRARY STOCK	130.69
EFT37577	14/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR AUGUST	1,914.00
EFT37578	14/09/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT & FCC FOR AUGUST	445.22
EFT37579	14/09/2023	BLACKWOOD VETERINARY CENTRE	EUTHANASE CAT UNSUITABLE FOR REHOMING	65.00
EFT37580	14/09/2023	BLUES AT BRIDGETOWN	23/24 COMMUNITY GRANT	17,490.00
EFT37581	14/09/2023	JOSHUA BONSER-PRICE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	20.00
EFT37582	14/09/2023	BOOKEASY AUSTRALIA PTY LTD	MONTHLY BOOKEASY COMMISSIONS FOR AUGUST	220.00
EFT37583	14/09/2023	BRIDGETOWN AGRICULTURAL SOCIETY	SPONSORSHIP OF SCHOOL DISPLAYS AT BRIDGETOWN SHOW	250.00
EFT37584	14/09/2023	BRIDGETOWN TIMBER SALES	MINOR MAINTENANCE SUPPLIES	27.00
EFT37585	14/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS & GAS BOTTLE FOR GREENBUSHES POOL	342.87
EFT37586	14/09/2023	BRIDGETOWN PAINT SALES	MINOR MAINTENANCE SUPPLIES	79.95
EFT37587	14/09/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR AUGUST	134.90

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37588	14/09/2023	BRIDGETOWN TYRES	TYRE REPAIRS FOR LIGHT FLEET	127.00
EFT37589	14/09/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37590	14/09/2023	BCITF	BCITF LEVIES COLLECTED FOR AUGUST 2023	1,784.66
EFT37591	14/09/2023	BUNBURY PRINT	SHIRTS FOR BRIDGETOWN BFB	325.00
EFT37592	14/09/2023	BURGESS RAWSON PTY LTD	LEASING PREPARATION FEE FOR LICENCE L4072-2	550.00
EFT37593	14/09/2023	CATTERICK DISTRICT PROGRESS ASSOC	2023/24 SERVICE AGREEMENT (3RD YEAR)	700.00
EFT37594	14/09/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLY FOR DEPOT	7,999.99
EFT37595	14/09/2023	CLEAR TO WORK PTY LTD	ONLINE NATIONAL POLICE CLEARANCE CHECKS	200.25
EFT37596	14/09/2023	COUNTRY WOMENS ASSOCIATION WA	23/24 COMMUNITY GRANT	2,750.00
EFT37597	14/09/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE FOR JULY & AUGUST	1,225.26
EFT37598	14/09/2023	DMIRS	BSL'S COLLECTED FOR AUGUST 2023	52,365.29
EFT37599	14/09/2023	DOMESTIC MAINTENANCE SW	INSTALL STORM WATER PIPES TO BTOWN SPORTS GROUND STORAGE SHED	820.00
EFT37600	14/09/2023	ELGAS PTY LTD	ANNUAL SERVICE CHARGE FOR LPG CYLINDERS	422.40
EFT37601	14/09/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR AUGUST	164.92
EFT37602	14/09/2023	DEPT OF FIRE & EMERGENCY SERVICES	2023/24 1ST QUARTER ESL CONTRIBUTION	101,089.49
EFT37603	14/09/2023	FONTY'S HIRE	4 WEEKS PORTA-LOO HIRE FOR DEPOT - AUGUST	264.00
EFT37604	14/09/2023	FULTON HOGAN INDUSTRIES PTY LTD	12 X TONNES OF BITUMEN PREMIX FOR ROAD MAINTENANCE	2,706.00
EFT37605	14/09/2023	GARVS AUTO ELECTRICS PTY LTD	RECTIFY POWER AND RADIO CIRCUITS FOR VOLVO GRADER	120.00
EFT37606	14/09/2023	GEOGRAPHE FORD & BUNBURY HYUNDAI	NEW FORD RANGER UTE FOR OUTSIDE CREW, LESS TRADE IN	24,413.44
EFT37607	14/09/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL REPAIRS	633.60
EFT37608	14/09/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR SEPTEMBER	130.90
EFT37609	14/09/2023	ITR PACIFIC PTY LTD	10PK GRADER BLADES	1,045.00
EFT37610	14/09/2023	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	54.65
EFT37611	14/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	541.64
EFT37612	14/09/2023	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 16 RETENTION RELEASE	14,960.46
EFT37613	14/09/2023	LGIS INSURANCE BROKING	REGIONAL RISK CO-ORDINATOR FEES JANUARY 2023 - JUNE 2023	5,390.00
EFT37614	14/09/2023	LUSH FIRE AND PLANNING	PROVIDE REVIEW OF BMP REPORTS FOR SUBDIVISION APPLICATION	357.50
EFT37615	14/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	16.50
EFT37616	14/09/2023	MCLEODS	PROVIDE LEGAL ADVICE FOR DEVELOPMENT APPLICATION	1,582.35
EFT37617	14/09/2023	MODUS AUSTRALIA	BRIDGETOWN YOUTH PRECINCT ABLUTION BLOCK - 20% DEPOSIT	35,066.68

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

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EFT37618	14/09/2023	JAMES MOYES	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37619	14/09/2023	MUIRS MANJIMUP	SUPPLY REAR WIPER FOR FLEET VEHICLE	58.12
EFT37620	14/09/2023	RACHAEL POTTER	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	60.00
EFT37621	14/09/2023	QUALITY SHOP	PRINTING OF 4000 X FIREBREAK NOTICES FOR RATES PACKS	875.00
EFT37622	14/09/2023	REPCO	REPLACEMENT REVERSE ALARMS FOR WORKS FLEET VEHICLES	114.00
EFT37623	14/09/2023	ERIN LESLIE REYNOLDS	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT37624	14/09/2023	RICHFEEDS AND RURAL SUPPLIERS	SUPPLIES FOR SHIRE WEED SPRAYING AND VARIOUS PPE	3,123.00
EFT37625	14/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC FOR JULY	126.50
EFT37626	14/09/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - AUGUST	1,157.47
EFT37627	14/09/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	462.00
EFT37628	14/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE'S COMMISSIONS RETAINED FOR AUGUST 2023	104.75
EFT37629	14/09/2023	SOUTHERN LOCK AND SECURITY	DOOR CLOSERS FOR CIVIC CENTRE	524.98
EFT37630	14/09/2023	SOUTH WEST ACADEMY OF SPORT	2023/24 SWAS SPONSORSHIP	550.00
EFT37631	14/09/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW IN SHIRE UNIT	501.60
EFT37632	14/09/2023	SOUTH REGIONAL TAFE	CHAINSAW TRAINING FOR WORKS CREW	245.10
EFT37633	14/09/2023	SOUL NURTURING	PACKAGE OF 4 X MICHAEL MILLER ARTWORKS	2,000.00
EFT37634	14/09/2023	SPORTSPEOPLE GROUP PTY LTD	RECRUITMENT ADVERTISING	214.50
EFT37635	14/09/2023	STEWART & HEATON CLOTHING CO	PRINTING ON BFB PPE	183.94
EFT37636	14/09/2023	SYNERGY	ELECTRICITY CHARGES	14,079.08
EFT37637	14/09/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	406.26
EFT37638	14/09/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	328.65
EFT37639	14/09/2023	THE RIGHT STUFF FOR LANDHOLDERS	2 X BLOWER VACUUM'S	538.21
EFT37640	14/09/2023	CODIE TOLE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37641	14/09/2023	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM THE WASTE FACILITY	576.65
EFT37642	14/09/2023	PETER VAN VEEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37643	14/09/2023	WA RANGERS ASSOCIATION	RANGER BADGES	70.00
EFT37644	14/09/2023	WATTLESEED BARN CAFE & FLORIST	REFRESHMENTS FOR MEETING	91.00
EFT37645	14/09/2023	WESTRAC PTY LTD	REPAIRS TO HYDRAULIC SYSTEM FOR CATERPILLAR TRACK LOADER	3,260.25
EFT37646	14/09/2023	WALGA	CONVENTION ATTENDANCE & TRAINING COURSES FOR ELECTED MEMBERS	4,099.00
EFT37647	14/09/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTONS OF COMPOSTABLE DOG WASTE BAGS	917.40

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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EFT37648	15/09/2023	EILEEN AMANDA ROSE	REIMBURSEMENT FOR COST OF FLOWERS FOR COUNCIL PRESENTATION	99.55
EFT37654	20/09/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR AUGUST 2023	30,006.00
EFT37655	28/09/2023	AIRIUS OCEANIA PTY LTD	50% DEPOSIT FOR COURT FANS FOR BRIDGETOWN LEISURE CENTRE	35,976.60
EFT37656	28/09/2023	AJ STALEY CARPENTRY PTY LTD	REPAIRS & MAINTENANCE TO SHIRE BUILDINGS	3,325.00
EFT37657	28/09/2023	AMITY SIGNS	STREET SIGN BLADES	514.53
EFT37658	28/09/2023	AUSTRALIAN COMS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY & SBSFM	159.00
EFT37659	28/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR SEPTEMBER	1,914.00
EFT37660	28/09/2023	DONNA BAKER	ANIMAL HANDLING EQUIPMENT	45.00
EFT37661	28/09/2023	BCP CONTRACTORS PTY LTD	CLAIM ON PRACTICAL COMPLETION FOR GREENBUSHES CARPARK PROJECT	16,346.97
EFT37662	28/09/2023	BELIA ENGINEERING	TRANSPORT MATTRESSES TO PERTH FOR RECYCLING	884.40
EFT37663	28/09/2023	BLACKWOOD COUNTRY GARDENS INC.	2023/24 SERVICE AGREEMENT	1,000.00
EFT37664	28/09/2023	BLUE FORCE PTY LTD	150 X RFID KEY FOBS FOR 24 HOUR GYM	2,161.50
EFT37665	28/09/2023	BOC LIMITED	ADJUSTMENT TO RENEWAL DATE FOR ARGOSHIELD CYLINDER RENTAL	90.17
EFT37666	28/09/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37667	28/09/2023	BRC BUILDING SOLUTIONS PTY LTD	SUPPLY FANS & DELIVERY OF WORKS FOR CIVIC CENTRE PROJECT - CLAIM 3	77,560.56
EFT37668	28/09/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR 11/07/2023 - 04/09/2023	312.32
EFT37669	28/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR MAINTENANCE ITEMS & GARDEN SUPPLIES	842.11
EFT37670	28/09/2023	BRIDGETOWN PAINT SALES	EXTENSION LADDER & MINOR MAINTENANCE SUPPLIES	404.70
EFT37671	28/09/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - AUGUST	511.50
EFT37672	28/09/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,307.30
EFT37673	28/09/2023	BUNNINGS TRADE	DOOR HARDWARE FOR SHIRE UNIT	70.04
EFT37674	28/09/2023	CEMETERIES & CREMATORIA ASSOC WA	2023/24 ANNUAL MEMBERSHIP	130.00
EFT37675	28/09/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37676	28/09/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR AUGUST	72,390.39
EFT37677	28/09/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR AUGUST	879.10
EFT37678	28/09/2023	COMMERCIAL NETMAKERS PTY LTD	15M x 1M EGRESS NETTING FOR THE WASTE FACILITY LEACHATE POND	1,061.50
EFT37679	28/09/2023	CORE BUSINESS AUSTRALIA PTY LTD	GREENBUSHES TOWN CENTRE CAR PARK PROJECT - CLAIM 1	8,243.18
EFT37680	28/09/2023	COUNTRY WOMENS ASSOCIATION OF WA	23/24 COMMUNITY GRANT	3,850.00
EFT37681	28/09/2023	CROWN HOTELS	ACCOMM & MEALS FOR COUNCILLORS ATTENDING WALGA CONVENTION	1,652.60
EFT37682	28/09/2023	ECOCYCLE PTY LTD	RECYCLING OF FLUORESCENT GLOBES FROM WASTE FACILITY	887.43

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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EFT37683	28/09/2023	ESPRESSO ESSENTIAL WA	LIBRARY COFFEE MACHINE SUPPLIES	199.24
EFT37684	28/09/2023	LGRCEU	PAYROLL DEDUCTIONS	154.00
EFT37685	28/09/2023	GARVS AUTO ELECTRICS PTY LTD	REPAIRS TO SHIRE LIGHT FLEET VEHICLES & ROAD ROLLER	1,963.50
EFT37686	28/09/2023	G.C. SALES (W.A.)	200 X BIN LID PINS	160.60
EFT37687	28/09/2023	GOOD READING MAGAZINE PTY LTD	ANNUAL SUBSCRIPTION TO GOOD READING MAGAZINE FOR LIBRARY	119.95
EFT37688	28/09/2023	HANSEN'S HOT BREAD SHOP	REFRESHMENTS FOR WHS COMMITTEE	145.50
EFT37689	28/09/2023	HARMONIC ENTERPRISES PTY LTD	ANNUAL FORTIGATE FEE FOR BLC & MONTHLY MANAGED SERVICES FOR SEPT	3,793.90
EFT37690	28/09/2023	HILLVIEW ELECTRICAL SERVICE	LIGHTING REPAIRS FOR SHIRE BUILDINGS	704.00
EFT37691	28/09/2023	IMPART MEDIA	ANNUAL HOSTING FEES FOR VC WEBSITE FOR 30/06/2023 - 29/06/2024	1,320.00
EFT37692	28/09/2023	IRIS CONSULTING GROUP PTY LTD	ATTENDANCE TO RECORD MANAGEMENT BASICS COURSE	638.00
EFT37693	28/09/2023	ISUBSCRIBE	ANNUAL SUBSCRIPTION TO NEW SCIENTIST MAGAZINE FOR LIBRARY	560.99
EFT37694	28/09/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER FOR AUGUST	174.25
EFT37695	28/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	43.50
EFT37696	28/09/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,630.80
EFT37697	28/09/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37698	28/09/2023	MANJIMUP MONOGRAMS	STAFF PPE & UNIFORMS	661.85
EFT37699	28/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	66.00
EFT37700	28/09/2023	J.L & G.F MAY	GRAVE DIGGING & MAINTENANCE IN BRIDGETOWN CEMETERY	957.00
EFT37701	28/09/2023	METRO COUNT	SUPPLIES FOR TRAFFIC COUNTING	880.00
EFT37702	28/09/2023	MOORE AUSTRALIA	REGISTRATION TO 3 X PAYROLL & FINANCE RELATED WEBINARS	759.00
EFT37703	28/09/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37704	28/09/2023	OFFICEWORKS LTD	SIT STAND DESK & ANTI FATIGUE MAT	535.04
EFT37705	28/09/2023	OLD DOG DIRT AND DIESEL	INVESTIGATE AND REPAIR ENGINE CODE FAULT FOR VOLVO GRADER	1,454.40
EFT37706	28/09/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	1,166.67
EFT37707	28/09/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37708	28/09/2023	QUALITY SHOP	PRINTING OF RATES PACK FLYERS & PRE-PRINTED STATEMENTS	1,724.00
EFT37709	28/09/2023	PATRICK QUINLIVAN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37710	28/09/2023	REPCO	HYDRAULIC JACK, LOADING RAMPS AND MINOR PARTS	2,034.62
EFT37711	28/09/2023	MEGAN RICHARDS	REIMBURSEMENT OF EXPENSES DURING CONFERENCE ATTENDANCE	690.00
EFT37712	28/09/2023	JANINE MAREE RICHARDSON	REIMBURSEMENT OF EXPENSES DURING COURSE ATTENDANCE	1,114.98

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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EFT37713	28/09/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWAL	169.00
EFT37714	28/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC FOR AUGUST	126.50
EFT37715	28/09/2023	SHIRE STAFF CLUB	PAYROLL DEDUCTIONS	184.00
EFT37716	28/09/2023	SLATER-GARTRELL SPORTS	AIR COMPRESSOR AND PICKLEBALL EQUIPMENT FOR BLC	1,336.50
EFT37717	28/09/2023	SOUTH WEST ISUZU	DIAGNOSTIC FOR ISUZU MAINTENANCE TRUCK AND MINOR PART	576.27
EFT37718	28/09/2023	SOUWEST GLASS SERVICE	SUPPLY & INSTALL 2 X GLASS PANELS TO WINDOWS OF SHIRE BUILDING	473.00
EFT37719	28/09/2023	SPORTS SURFACES	TURF FOR CRICKET TRAINING NETS AT BRIDGETOWN SPORTSGROUND	16,021.50
EFT37720	28/09/2023	STEVE WOOD CARPENTRY	REPLACE 2 X EXISTING STAIR CASES WITH SIMILAR	4,290.00
EFT37721	28/09/2023	SYNERGY	ELECTRICITY CHARGES	4,435.31
EFT37722	28/09/2023	TANIA MARIE - RAW RADIANCE	CATERING FOR COUNCIL MEETING	350.00
EFT37723	28/09/2023	THE STABLES IGA	REFRESHMENTS FOR MEETING, FORUM & VARIOUS GROCERY SUPPLIES	621.62
EFT37724	28/09/2023	THE FACTORY	CHRISTMAS DECORATIONS	3,256.00
EFT37725	28/09/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY & DEPOT FOR SEPTEMBER	290.40
EFT37726	28/09/2023	T-QUIP	MINOR PARTS FOR MOWERS	92.80
EFT37727	28/09/2023	ALEXA TUNMER	ACCOMMODATION ALLOWANCE DURING ATTENDANCE TO CONFERENCE	280.95
EFT37728	28/09/2023	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF TYRES FROM THE WASTE FACILITY	2,541.87
EFT37729	28/09/2023	WATTLESEED BARN CAFE & FLORIST	WREATH FOR VIETNAM WAR MEMORIAL SERVICE	85.00
EFT37730	28/09/2023	WESTRAC PTY LTD	2 X REVERSE MIRRORS FOR CATERPILLAR MULTI TYRE ROAD ROLLER	316.18
EFT37731	28/09/2023	ERIC WESTER & ROBYN MCCRACKEN	RATES REFUND	124.50
EFT37732	28/09/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING AND STATIONERY SUPPLIES	2,470.77
<b>DIRECT DEBITS - LICENSING</b>				
27743	01/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/09/2023	7,124.40
27744	04/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/09/2023	4,284.05
27745	05/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/09/2023	4,465.90
27746	06/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/09/2023	5,549.10
27747	07/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/09/2023	3,485.20
27748	08/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/09/2023	7,361.65
27749	11/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/09/2023	4,753.55
27750	12/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/09/2023	2,055.95
27751	13/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/09/2023	3,752.70



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

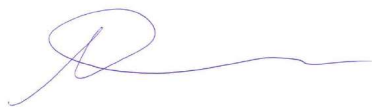
<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
27752	14/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/09/2023	10,185.75
27753	15/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/09/2023	6,588.45
27754	18/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/09/2023	6,008.80
27755	19/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/09/2023	2,652.10
27756	20/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/09/2023	3,267.85
27757	21/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/09/2023	2,673.75
27758	22/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/09/2023	4,951.60
27759	26/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/09/2023	8,781.05
27760	27/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/09/2023	3,460.60
27761	28/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/09/2023	4,532.70
27762	29/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/09/2023	3,398.85
<b>CHEQUES</b>				
300263	14/09/2023	WATER CORPORATION	WATER CHARGES	23.42
				<b>1,207,503.71</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
300228	12/09/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF AUGUST 2023	1,128.75
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT37649	18/09/2023	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	28.12
EFT37650	18/09/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	20.25
EFT37651	18/09/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	22.50
EFT37652	18/09/2023	PUBLIC TRANSPORT AUTHORITY WA	BUS TICKETS SOLD FOR AUGUST 2023	407.52
EFT37653	18/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS RETAINED FOR AUGUST 2023	268.91
				<b>1,876.05</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
--------------------------------	----------------------------	--------------	----------------------------	----------------------------------

This schedule of accounts paid for the Municipal Fund totalling \$1,207,503.71 and for the Trust Fund totalling \$1,876.05 which was submitted to each member of the Council on 26th October 2023 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 30/09/2023 is \$377,308.32



.....  
CHIEF EXECUTIVE OFFICER

26th October 2023



**SHIRE OF BRIDGETOWN-GREENBUSHES**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 30 September 2023**

**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

September 2023

December 2023

March 2024 (Budget Review)

June 2024

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,735,031	5,677,690	5,683,762	6,072	0.11%	
Grants, subsidies and contributions		1,580,220	285,815	299,779	13,964	4.89%	
Fees and charges		2,345,731	1,587,768	1,580,299	(7,469)	(0.47%)	
Interest revenue		353,000	65,923	59,774	(6,149)	(9.33%)	
Other revenue		275,604	41,542	39,351	(2,191)	(5.27%)	
Profit on asset disposals	7	55,001	5,314	5,314	0	0.00%	
		10,344,587	7,664,052	7,668,280			
<b>Expenditure from operating activities</b>							
Employee costs		(6,320,263)	(1,594,875)	(1,520,346)	74,529	4.67%	
Materials and contracts		(4,488,655)	(710,975)	(675,468)	35,507	4.99%	
Utility charges		(299,456)	(48,839)	(40,460)	8,379	17.16%	
Depreciation		(3,759,377)	(939,814)	(1,241,911)	(302,097)	(32.14%)	▼
Finance costs		(63,715)	(939)	9	948	100.95%	
Insurance		(380,176)	(380,132)	(189,546)	190,586	50.14%	▲
Other expenditure		(325,972)	(133,101)	(132,680)	421	0.32%	
Loss on asset disposals	7	(5,450)	(132)	0	132	100.00%	
		(15,643,064)	(3,808,807)	(3,800,402)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	0	1,237,919	1,237,919		
<b>Amount attributable to operating activities</b>		<b>(1,583,025)</b>	<b>3,855,245</b>	<b>5,105,796</b>			
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	20,000	20,000	0	0.00%	
		8,088,628	275,919	285,966			
<b>Outflows from investing activities</b>							
Purchase of property, plant and equipment	8	(7,552,606)	(518,813)	(292,847)	225,966	43.55%	▲
Purchase and construction of infrastructure	8	(5,178,809)	(582,510)	(417,938)	164,572	28.25%	▲
		(12,731,415)	(1,101,323)	(710,785)			
<b>Amount attributable to investing activities</b>		<b>(4,642,787)</b>	<b>(825,404)</b>	<b>(424,819)</b>			
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(153,248)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218)	(12,229)	(12,229)	0	0.00%	
Transfers to reserve accounts	5	(1,102,137)	(29,362)	(29,362)	0	0.00%	
		(1,319,603)	(41,592)	(41,592)			
<b>Amount attributable to financing activities</b>		<b>1,206,983</b>	<b>(41,592)</b>	<b>(41,592)</b>			

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	<b>5,006,329</b>	<b>5,006,329</b>	<b>5,032,107</b>	25,778	0.51%	
Amount attributable to operating activities	(1,583,025)	3,855,245	5,105,796			
Amount attributable to investing activities	(4,642,787)	(825,404)	(424,819)			
Amount attributable to financing activities	1,206,983	(41,592)	(41,592)			
<b>Surplus or deficit after imposition of general rates</b>	<b>(12,500)</b>	<b>7,994,578</b>	<b>9,671,493</b>	<b>1,676,914</b>		
1(b)						

\* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL POSITION**  
For the Period Ended 30 September 2023

	Note	30-Sep-2023	Last Period	30-Jun-23
<b>Current Assets</b>		\$	\$	\$
Cash and cash equivalents	4	10,265,500	9,433,203	11,307,415
Trade and other receivables		6,994,452	1,326,186	1,505,902
Inventories		28,905	27,775	26,085
Other assets		0	0	0
<b>TOTAL CURRENT ASSETS</b>		<b>17,288,857</b>	<b>10,787,164</b>	<b>12,839,402</b>
<b>Non-Current Assets</b>				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,073,796	41,129,160	41,042,703
Infrastructure		213,508,043	214,424,933	214,073,122
Right-of-use assets		25,671	29,526	33,659
<b>TOTAL NON-CURRENT ASSETS</b>		<b>254,852,073</b>	<b>255,828,182</b>	<b>255,394,047</b>
<b>TOTAL ASSETS</b>		<b>272,140,930</b>	<b>266,615,346</b>	<b>268,233,449</b>
<b>Current Liabilities</b>				
Trade and other payables		951,711	707,669	1,371,178
Other liabilities		1,473,523	1,489,929	1,272,029
Lease liabilities	9	23,791	24,775	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,340,336</b>	<b>3,113,684</b>	<b>3,566,700</b>
<b>Non-Current Liabilities</b>				
Lease liabilities	9	3,081	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,605,624</b>	<b>1,605,624</b>	<b>1,605,624</b>
<b>TOTAL LIABILITIES</b>		<b>4,945,960</b>	<b>4,719,308</b>	<b>5,172,324</b>
<b>NET ASSETS</b>		<b>267,194,970</b>	<b>261,896,038</b>	<b>263,061,125</b>
<b>Equity</b>				
Retained surplus		121,630,306	116,331,374	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
<b>TOTAL EQUITY</b>		<b>267,194,970</b>	<b>261,896,038</b>	<b>263,061,125</b>

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 30 September 2023**

**Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)**

**(a) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(5,314)	0	(75,306)
Add: Loss on disposal of assets	7	0	0	4,173
Add: Depreciation on assets		1,241,911	7,971	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
<b>Non cash amounts excluded from operating activities</b>		<b>1,237,919</b>	<b>9,293</b>	<b>3,565,787</b>

**(b) Surplus or deficit after imposition of general rates**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		23,791	24,775	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
<b>Total adjustments to net current assets</b>		<b>(4,277,028)</b>	<b>(4,276,044)</b>	<b>(4,240,595)</b>
<b>Net current assets used in the Statement of Financial Activity</b>				
Total current assets		17,288,856	10,787,165	12,839,402
Less: Total current liabilities		(3,340,335)	(3,113,682)	(3,566,700)
Less: Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
<b>Surplus or deficit after imposition of general rates</b>		<b>9,671,493</b>	<b>3,397,438</b>	<b>5,032,107</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Expenditure from operating activities</b>					
Depreciation	(302,097)	(32.14%)	▼	Permanent	Variance due to updated fair values on infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
Insurance	190,586	50.14%	▲	Timing	Variance due to timing of receiving 2nd instalment insurance invoice for shire buildings, plant and equipment.
<b>INVESTING ACTIVITIES</b>					
Purchase of property, plant and equipment	225,966	43.55%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$84,859 Plant and equipment \$140,900 Please refer to note 8 for more details.
Purchase and construction of infrastructure	164,572	28.25%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$32,734 Parks & Ovals infrastructure \$122,810 Please refer to note 8 for more details.

Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 3: 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
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Closing Surplus				0
	<b>Permanent Changes</b>						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
				<b>0</b>	<b>294,816</b>	<b>(307,316)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash deposits</b>								
Municipal bank account	Nil	688,525				688,525	Westpac	At Call
Municipal funds on call	4.05%	311,599				311,599	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			12,118		12,118	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
<b>Term deposits</b>								
<b>(b) Municipal funds</b>								
Municipal funds	5.10%	514,913				514,913	NAB	03-Oct-23
Municipal funds	5.10%	514,561				514,561	NAB	03-Oct-23
Municipal funds	5.05%	514,752				514,752	NAB	09-Oct-23
Municipal funds	5.05%	514,762				514,762	NAB	09-Oct-23
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Reserve funds	4.10%		4,649,012			4,649,012	NAB	25-Aug-23
<b>Total</b>		<b>5,616,488</b>	<b>4,649,012</b>	<b>12,349</b>	<b>0</b>	<b>10,277,849</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
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
		\$	\$	\$	\$	\$		\$	\$	\$
	<b>Restricted by Legislation/Agreement</b>									
106	Subdivision reserve	224,056	6,510	1,529	10,000			240,566	225,585	
121	Car park reserve	1,008	29	7	0			1,037	1,015	
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)	(1)	317,455	
	<b>Restricted by Council</b>									
101	Leave reserve	193,624	5,626	1,321	0			199,250	194,945	
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)	154,333	769,165	
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)	338,696	593,100	
104	Bush fire reserve	50,156	1,457	342	10,000			61,613	50,498	
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573			164,299	82,896	
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)	85,419	298,251	
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000			260,892	245,472	
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)	235,832	255,198	
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)	76,636	81,171	
114	Community bus reserve	74,296	2,159	507	5,000			81,455	74,803	
115	SBS & communications tower reserve	63,577	1,847	434				65,424	64,011	
118	Playground equipment reserve	46,455	1,350	317				47,805	46,772	
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)	136,532	234,489	
126	Strategic projects reserve	292,757	8,506	1,998	297,564		(143,120)	455,707	294,755	
127	Matched grants reserve	77,797	2,260	531	10,000			90,057	78,328	
128	Aged care infrastructure reserve	59,556	1,730	406				61,286	59,962	
129	Equipment reserve	6,389	186	44				6,575	6,433	
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)	57,705	125,168	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
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
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		<b>4,619,649</b>	<b>125,000</b>	<b>29,362</b>	<b>977,137</b>	<b>0</b>	<b>(2,526,586)</b>	<b>0</b>	<b>3,155,200</b>	<b>4,649,012</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 6: RECEIVABLES**

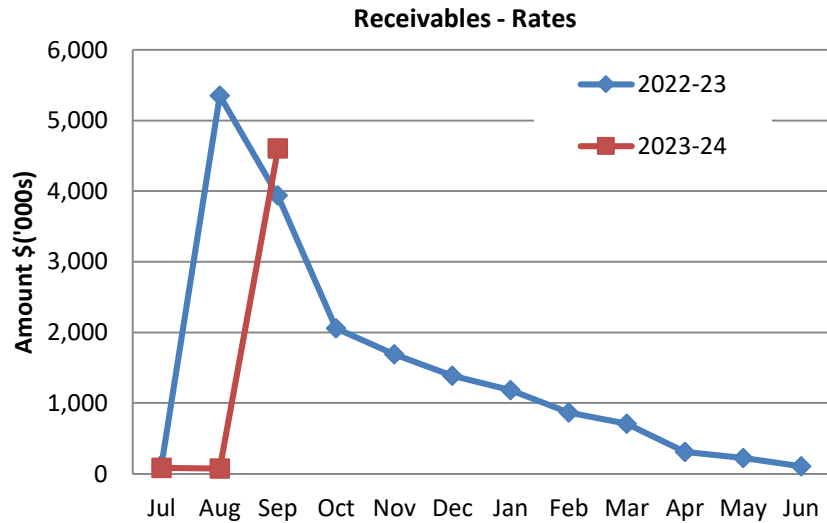
**Receivables - Rates**

Opening arrears previous years  
 Levied this year  
 Less Collections to date  
 Equals Current outstanding

	YTD 30 Sep 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,683,762	5,343,483
Less Collections to date	(1,183,424)	(5,385,195)
<b>Equals Current outstanding</b>	<b>4,605,664</b>	<b>105,326</b>
<b>Net Rates Collectable</b>	<b>4,605,664</b>	<b>105,326</b>
% Collected	20.44%	98.08%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

Receivables - Sundry debtors

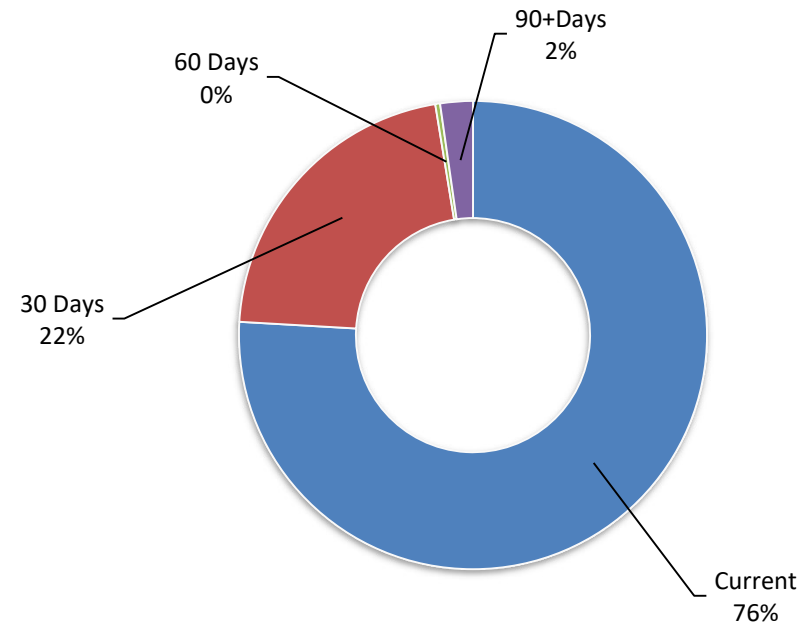
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	226,984	64,260	1,047	6,697

**Total Sundry Debtor Receivables Outstanding**

**298,988**

Amounts shown above include GST (where applicable)

**Receivables - Sundry Debtors**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 7: FIXED ASSET DISPOSALS**

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
				P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
				P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
14,686	20,000	5,314	(2,250)				
<b>14,686</b>	<b>20,000</b>	<b>5,314</b>	<b>(2,250)</b>		<b>394,450</b>	<b>444,001</b>	<b>49,551</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Governance</b>						
Shire Administration Building	07BU	47,855	6,931	6,725	(206)	
<b>Law, Order and Public Safety</b>						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	0	0	0	
<b>Housing</b>						
144 Hampton Street	38BU	40,000	20,000	5,011	(14,990)	Job continuing
146 Hampton Street	26BU	10,000	2,145	2,145	0	
<b>Community Amenities</b>						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
<b>Recreation and Culture</b>						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	78,344	78,344	0	
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	0	(15,537)	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	32,706	32,706	0	
Bridgetown Regional Library	60BU	54,300	4,000	4,000	0	
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Recreation and Culture (Continued)</b>						
Greenbushes Old Court House	TF12	330,000	0	0	0	
<b>Transport</b>						
Shire Depot Rebuild	08BU	661,796	0	0	0	
<b>Economic Services</b>						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	0	0	0	
<b>Other Property and Services</b>						
Purchase of Land	1790040	17,500	0	0	0	
<b>Land and Buildings Total</b>		<b>4,106,924</b>	<b>292,428</b>	<b>207,363</b>	<b>(85,065)</b>	
<b>Roads</b>						
<b>Transport</b>						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	9,958	9,958	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	731	731	
Kerbing	KB01	10,000	0	0	0	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Transport (Continued)</b>						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
<b>Roads Total</b>		<b>2,565,951</b>	<b>7,499</b>	<b>10,689</b>	<b>3,190</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Footpaths</b>						
<b>Transport</b>						
Footpaths Accessibility Access	FP28	19,495	0	0	0	
Allnutt Street	FP38	14,040	0	0	0	
<b>Footpaths Total</b>		<b>33,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Drainage</b>						
<b>Community Amenities</b>						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	13,573	(32,734)	Job continuing
<b>Drainage Total</b>		<b>55,959</b>	<b>46,307</b>	<b>13,573</b>	<b>(32,734)</b>	
<b>Parks and Ovals</b>						
<b>Community Amenities</b>						
Bridgetown Cemetery	01IN	20,000	0	0	0	
<b>Recreation and Culture</b>						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
<b>Parks and Ovals Total</b>		<b>2,149,984</b>	<b>452,946</b>	<b>330,136</b>	<b>(122,810)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Bridges</b>						
<b>Transport</b>						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
<b>Bridges Total</b>		<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other</b>						
<b>Other Governance</b>						
Records Facility	20IU	6,732	0	0	0	
<b>Housing</b>						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
<b>Community Amenities</b>						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	34,976	0	(34,976)	Purchase order raised
<b>Recreation and Culture</b>						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
<b>Transport</b>						
Greenbushes CBD Parking	CP05	72,133	38,634	61,392	22,758	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
<b>Infrastructure Other Total</b>		<b>263,380</b>	<b>75,758</b>	<b>63,540</b>	<b>(12,218)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment</b>						
<b>Governance</b>						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
<b>Law, Order and Public Safety</b>						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
<b>Community Amenities</b>						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	0	0	0	
<b>Recreation and Culture</b>						
Indoor vertical lift	1346640	20,000	0	0	0	
BLC pool inflatable	TF04	16,125	0	0	0	
BLC pool blankets	TF05	114,000	0	0	0	
Solar panels and batteries	TF06	660,000	0	0	0	
<b>Transport</b>						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
<b>Plant and Equipment Total</b>		<b>3,430,682</b>	<b>226,385</b>	<b>85,485</b>	<b>(140,900)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Furniture and Equipment</i></b>						
<b>Other Governance</b>						
IT and Communication equipment	1055140	15,000	0	0	0	
<b>Furniture and Equipment Total</b>		<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>12,731,415</b>	<b>1,101,323</b>	<b>710,785</b>	<b>(390,538)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
<b>Recreation and Culture</b>									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	<b>1,695,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>153,248</b>	<b>1,695,413</b>	<b>1,542,165</b>	<b>0</b>	<b>59,842</b>

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
003 Gym Equipment	19,997		0	6,690	19,997	13,307	0	133	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
<b>Other Property and Services</b>									
001 CESM Vehicle	471	3,838	2,344	1,632	3,296	2,677	0	39	46
002 Photocopies and printers	6,455		0	2,594	6,455	3,861	0	52	81
004 EHO Vehicle	8,340		0	1,313	5,259	7,027	3,081	8	24
005 2022 Toyota Hilux (CESM)	0		58,235		13,879	0	44,356		1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	<b>35,263</b>	<b>3,838</b>	<b>194,207</b>	<b>12,229</b>	<b>64,218</b>	<b>26,872</b>	<b>165,733</b>	<b>232</b>	<b>3,773</b>

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
<b>Other Properties</b>			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		<b>194,207</b>	<b>3,838</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 10: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rates or general rates</b>									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	11,377	2,960,484	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
<b>Sub-Totals</b>		2,328	289,686,993	4,543,581	14,689	4,558,270	4,543,581	67,000	4,610,581
<b>Minimum payments</b>	<b>Minimum \$</b>								
Shire GRV	1,112.00	665	3,671,960	739,480	6,174	745,654	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
<b>Sub-Totals</b>		963	54,252,620	1,124,450	1,041	1,125,491	1,124,450	0	1,124,450
<b>Total general rates and minimum payments</b>						<b>5,683,762</b>			<b>5,735,031</b>



## Request for Quotation

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<b>Request for Quotation:</b>	<i>Design and Documentation for Shire Depot Facilities Rebuild</i>
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<b>Deadline:</b>	<i>2pm on Friday, 10<sup>th</sup> November 2023</i>
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<b>Address for Delivery:</b>	<p><i>Submissions to be made: via email to: <a href="mailto:btnshire@bridgetown.wa.gov.au">btnshire@bridgetown.wa.gov.au</a> OR By hand delivery to: Shire of Bridgetown-Greenbushes 1 Steere St Bridgetown</i></p>
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<b>RFQ Number:</b>	<i>23/04</i>
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# 1 Conditions of Responding

## 1.1 Contract Requirements in Brief

The contract is to prepare a concept plan for the Shire of Bridgetown-Greenbushes Depot which includes replacement of facilities destroyed by a major fire in February 2022 and planning for the site to include current and future requirements. Subject to acceptance of the concept plan by Council, a separate contract will be entered into which requires the consultant to prepare detailed design drawings and specifications in sufficient detail to enable tenders to be invited for construction.

A full statement of the Services required under the proposed Contract appears in the Specification (Part 2).

## 1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor:</b>	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract:</b>	Goods and/or Services Contract Conditions.
<b>Offer:</b>	Your Offer to be selected to supply the Requirements.
<b>Principal:</b>	Shire of Bridgetown-Greenbushes
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The Services requested by the Principal.
<b>Request or RFQ or Request for Quotation:</b>	This document.

### 1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Patrick Quinlivan
<b>Telephone:</b>	9761 0808
<b>Email:</b>	<a href="mailto:pquinlivan@bridgetown.wa.gov.au">pquinlivan@bridgetown.wa.gov.au</a>

### 1.4 Briefing/Site Inspection

Attendance at this meeting is not mandatory.

Respondents are invited to attend a Site Inspection on Tuesday, 31<sup>th</sup> October 2023 at 10am.

The location of the meeting is Shire of Bridgetown-Greenbushes Depot, Les Woodhead Drive, Bridgetown WA.

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quotation.

Please confirm with the contact person, Mr Patrick Quinlivan by email at [pquinlivan@bridgetown.wa.gov.au](mailto:pquinlivan@bridgetown.wa.gov.au) your attendance at this meeting no later than Monday, 30<sup>th</sup> October.

### 1.5 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

### **1.6 Compliance Criteria**

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

### **1.7 Qualitative Criteria**

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

### **1.8 Value Considerations**

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

<b>Criteria</b>	<b>Weighting</b>
Quoted Price	30%

#### **1.8.1 Price Basis**

All prices for the Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include all costs associated with the delivery of the Services including travel, meeting attendance, production of plans and

miscellaneous. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **1.9 Principal's Policies That May Affect Selection**

Not applicable.

### **1.10 Lodgement of Response and Delivery Method**

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is Friday, 10<sup>th</sup> November 2023 at 2pm Western Standard Time.

The Response may be lodged in either of the following ways:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at the Shire of Bridgetown-Greenbushes, 1 Steere Street, Bridgetown WA by the Respondent or the Respondent's private agent or sent through the mail to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown WA 6255.
- c) emailed [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au) prior to the deadline.

Respondents must ensure that they have provided one signed copy of their Submission. All pages must be numbered consecutively and the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

### **1.11 Rejection of Responses**

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

### **1.12 Acceptance of Responses**

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### **1.13 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.14 Precedence of documents**

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

### **1.15 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

### **1.16 Ownership of Responses**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.17 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Response, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### **1.18 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

## 2 Specification

### 2.1 Background

In February 2022 a major bush fire destroyed the Office building and a large of shed at the Bridgetown Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a residential property which is unsatisfactory and not fit for purpose.

In addition to replacing facilities that were destroyed by the fire, the Shire is seeking to develop a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

### 2.2 Scope of Work

The scope of works includes the following tasks:

- a) Review the Shire Depot site and identify the most suitable location for replacement of facilities lost in the fire.
- b) Identify any additional requirements and/or facilities to be considered as part of the future staged development of the site.
- c) Prepare a Concept Plan for the proposed new office building and sheds.
- d) Prepare a draft Master Plan that includes short and medium-term development of the site for consideration by Council.
- e) With the inclusion of any agreed changes, and subject to the approval of the Concept Plan by Council, undertake detailed design for the proposed new office building and sheds. This will include preparing plans and specifications in sufficient detail to enable tenders/quotations for construction of the buildings to be invited.
- f) The following sub consultants will need to be engaged as part of the project team and included in the submission:
  - Structural
  - Mechanical
  - Electrical
  - Hydraulics (including effluent disposal design)
  - Civil
  - Quantity Surveyor - an itemised cost estimate is required upon completion of the draft Concept Plan.
  - Geotechnical report
  - Surveyor

Note: A BAL Assessment has been completed and will be available to the consultant.



## **2.3 Design Specifications**

### **2.3.1 Architectural Form**

The Shire is seeking to achieve a functional office building that is fit for purpose and provides a safe and comfortable working environment for its outside workforce staff. The design should also aim to complement the surrounding environment and be a focal point for staff and visitors to the Depot.

The brief requires the consultant to consider two options for the new office building and obtain cost estimates for both options i.e.

Option 1 - Traditional on-site construction

Option 2 - Transportable building that is assembled on-site.

### **2.3.2 Sustainability**

The design should reflect the Shire's aim to:

- Provide a low maintenance facility in order to minimise operating costs.
- Consider the merits of alternative building materials that are suited to the environment.
- Meet Section J of the NCC Energy Efficient requirements;
- Achieve best practice in the following areas;
  - the use of Photo Voltaic solar panels and battery storage
  - solar radiation into the building
  - the use of passive ventilation systems
  - the use of natural lighting
  - building insulation
  - water efficient fittings

### **2.3.3 Concept Plan**

The scope of works for the concept plan includes:

#### Master Plan

A Master Plan (A1 size and coloured for display purposes) is required to include:

- The location of existing structures and facilities that are recommended to be retained.
- The size, possible form, and placement of the proposed new buildings and facilities on the site.
- Site planning for pedestrian and motor vehicle requirements.
- A plan capable of demonstrating how the functions proposed for the new buildings will be accommodated within the size and form of the proposed buildings. This plan

should show the floor areas allocated to, and the relationships between each function.

Note: The consultant is not required to produce resolved architectural drawings for the concept plan.

### Floor Plan and Elevations

Floor plan and elevations of the proposed new office building and sheds are required.

### Perspective drawings

A minimum of two (2) coloured perspective drawings showing external perspectives of the proposed buildings.

## **2.3.4 Facility Components**

### Office building

- Entry and reception
- 6 x Offices (approx. 12m<sup>2</sup>) plus open plan office area to accommodate 4 workstations.
- Lunch room/kitchen (approx. 30m<sup>2</sup>) to include space for a kitchen table, large domestic oven (1), microwave oven, domestic refrigerators (2), storage cupboards and drawers, extractor fans, and domestic sinks (2) sinks.
- Ablutions to include (1) x WC in Ladies, mirror, wash basin, separate vanity top with GPO. Men's to include (1) x WC plus (1) x wall mounted urinal and wash basins (2).
- Unisex disabled toilet with shower.
- Covered outdoor patio (approx. 40m<sup>2</sup>).
- Cleaner's cupboard
- Equipment store (35m<sup>2</sup>)
- Additional storeroom (4m<sup>2</sup>)
- First Aid Room
- Communications store/cupboard
- Space for 20 lockers
- Adjacent staff car park (20 bays)
- Visitors car park with three (3) standard bays plus one disabled access bay adjacent to the main entrance and new office building, outside the Depot fence with a pedestrian access gate and connecting pathway to the office.

### Sheds/Shelters

- Workshop steel frame shed with gable roof and colorbond sheeting to include the following spaces:

- Truck bay 6m x 12m x 6m (height) with roller door.
- Light vehicle bay 6m x 12m x 6m (height) with hoist, work benches and roller door.
- Workshop area 8m x 12m x 6m (height) next to the light vehicle bay that includes a connecting pathway to the main office building, small office (10m<sup>2</sup>), hot work area (16m<sup>2</sup>), storeroom (20m<sup>2</sup>), work benches, sinks, access doors and an external emergency shower/eye wash facility.
- Machinery storage steel frame shed 30m x 10m x 5m (height) with gable roof, enclosed on the southern, western side and northern sides and open on eastern side. The shed design is to provide six individual bays 5m x 10m with a concrete base suitable for parking large machinery.

### **2.3.5    Functionality and relationship between spaces**

The following functionality requirements are identified for the new office building:

- The office reception area is to allow visual surveillance of vehicles entering and leaving the site through the main entrance gate and be easily accessible for visitors to the Depot from the external car park. Reception to be located adjacent to the office area to allow easy referral of queries from visitors to appropriate staff.
- The equipment store is to be located adjacent to reception to enable administration and control of equipment and supplies issued from the store.
- A separate access door to the office building is required to avoid staff having to enter and exit the building via reception.
- The kitchen/lunchroom to be located adjacent to the external patio.
- Ablutions to be accessible internally and externally.
- The First Aid Room to be accessible internally and externally and allow for Ambulance access if required.

### **2.3.6    Building Regulations and Standards**

The design must comply with the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for a facility of this nature.

### **2.3.7    Community Safety through Environmental Design**

In order to minimise the risk of vandal damage to the building and help create a safe and welcoming environment, the concept plan should incorporate the principles of Crime Prevention through Environmental Design wherever possible.

### 2.3.8 Meetings with Shire

The appointed consultant will be required to attend two meetings with Shire staff at the following stages of the project:

- a) Prior to the commencement of the project to discuss and clarify relevant aspects of the project.
- b) Upon completion of draft Concept Plan.

### 2.3.9 Implementation Table

The consultant is to indicate its availability to commence the project and provide a time frame for completing the work, including completion dates for significant milestones. It is the Shire's aim to complete the draft Concept Plan by 8 December 2023.

<b>Activity/Milestone</b>	<b>Date</b>	<b>Responsibility</b>
Appointment of Consultant	14 <sup>th</sup> November 2023	Shire
Start-up meeting with consultant	17 <sup>th</sup> November 2023	Shire Consultant
Completion of draft Concept Plan	8 <sup>th</sup> December 2023	Consultant
Approve Concept Plan	14 <sup>th</sup> December 2023	Shire
Completion of detailed design plans and specification	20 <sup>th</sup> March 2024	Consultant
Advertise tender for construction	23 <sup>rd</sup> March 2024	Shire
Closing date for receipt of tenders	24 <sup>th</sup> April 2024	Shire
Review Tenders and select builder	2 <sup>nd</sup> May 2024	Shire
Commence site preparation	27 <sup>th</sup> May 2024	
Commence construction	10 <sup>th</sup> June 2024	Builder
Complete construction	28 <sup>th</sup> March 2025	Builder

### **3 General Conditions of Contract**

#### **3.1 General Conditions of Contract**

The Western Australian Local Government Association *Goods and /or Services Contract Conditions* shall apply for this contract.

#### **3.2 Insurance**

Insurance requirements for this contract are detailed in clause 34 of the *Goods and /or Services Contract Conditions* and include:

- a) Workers Compensation Insurance as required under Commonwealth and State laws.
- b) Public Liability Insurance for the amount of \$20 million
- c) Professional Indemnity Insurance for the amount of \$5 million
- d) Vehicle and equipment insurance

#### **3.3 Progress Payments**

Progress payments for provision of services under this contract are detailed in Schedule 1 of the *Goods and /or Services Contract Conditions*.

## 4 Respondent's Offer

### 4.1 Offer Form

The Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
1 Steere Street  
Bridgetown WA 6255

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**In response to Request for Quotation (RFQ) 23/04 – Design and Documentation for Shire Depot Facilities Rebuild**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No
d) Compliance with the Quality Assurance requirement for this Request.	N/A
e) Compliance with the Delivery Date.	Yes / No
f) Risk Assessment Respondents must address the following information in an attachment and label it “ <b>Risk Assessment</b> ”:	Yes / No
i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i>	Yes / No
ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i>	Yes / No
iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i>	Yes / No
iv) <i>Provide a summary of the number of years your organisation has been in business.</i>	Yes / No
v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i>	Yes / No

**Part 4 COMPLETE AND RETURN THIS PART**

<p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p>	<p>Yes / No</p>
<p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	<p>Yes / No</p>
<p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p>	<p>Yes / No</p>
<p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i></p>	<p>Yes / No</p>
<p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	



**4.2.2 Qualitative Criteria**

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p><b>A. Relevant Experience and Capability</b></p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “<b>Relevant Experience</b>”:</p>	<p><b>Weighting</b></p> <p><b>40%&gt;</b></p>	
<ul style="list-style-type: none"> <li>a) <i>Provide details of similar work.</i></li> <li>b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i></li> <li>c) <i>Provide details of issues that arose during the project and how these were managed.</i></li> <li>d) <i>Demonstrate competency and proven track record of achieving outcomes.</i></li> </ul>	<p><b>“Relevant Experience”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>

<p><b>B. Key Personnel Skills and Experience</b></p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p><b>Weighting</b></p> <p><b>20%&gt;</b></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>	<p><b>“Key Personnel”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it <b>“Key Personnel Skills and Experience”</b>.</p>		

<p><b>C. Demonstrated Understanding</b></p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p><b>Weighting</b></p> <p><b>10%&gt;</b></p>	
<p>a) <i>A project schedule/timeline.</i></p> <p>b) <i>The process for the delivery of the service.</i></p> <p>c) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p><b>“Demonstrated Understanding”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled <b>“Demonstrated Understanding”</b>.</p>		

### 4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

#### 4.3.1 Price Basis

Are you prepared to offer a fixed price?	<b>Yes / No</b>
--	-----------------

#### 4.3.2 Lump Sum Price Schedule

##### Stage 1 – Concept Plan

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Concept Plan			
2	Quantity Surveyor			
3	Other – please specify			
4				
	<b>Totals</b>			

##### Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

**Part 4 COMPLETE AND RETURN THIS PART****Stage 2 – Detailed Design and Documentation**

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Detailed Design and Specifications			
2	Structural			
3	Mechanical			
4	Electrical			
5	Hydraulics			
6	Civil			
7	Geotechnical survey			
8	Compliance with BCA			
9	Contract Administration			
10	Other – please specify			
	<b>Totals</b>			

**Hourly Rates for Additional Work Required by the Client**

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

**Part 4 COMPLETE AND RETURN THIS PART**

Total Lump Sum Price for Stage 1 and Stage 2

	<b>Service Description</b>	<b>Price Tendered (ex GST)</b>	<b>GST</b>	<b>Price Tendered (inc GST)</b>
1	Stage 1 – Concept Plan			
2	Stage 2 – Detailed Design			
	<b>Total</b>			

Grow


Greenbushes

Table tennis project





## About GROW Greenbushes Incorporated

- Established as Greenbushes Ratepayers and Residents Association
  - Objective to improve amenities and services in Greenbushes, broad scope
  - Consultation between local residents and businesses (incl Talison)
  - Meets once a month on first Thursday, \$5 membership, all welcome
- 

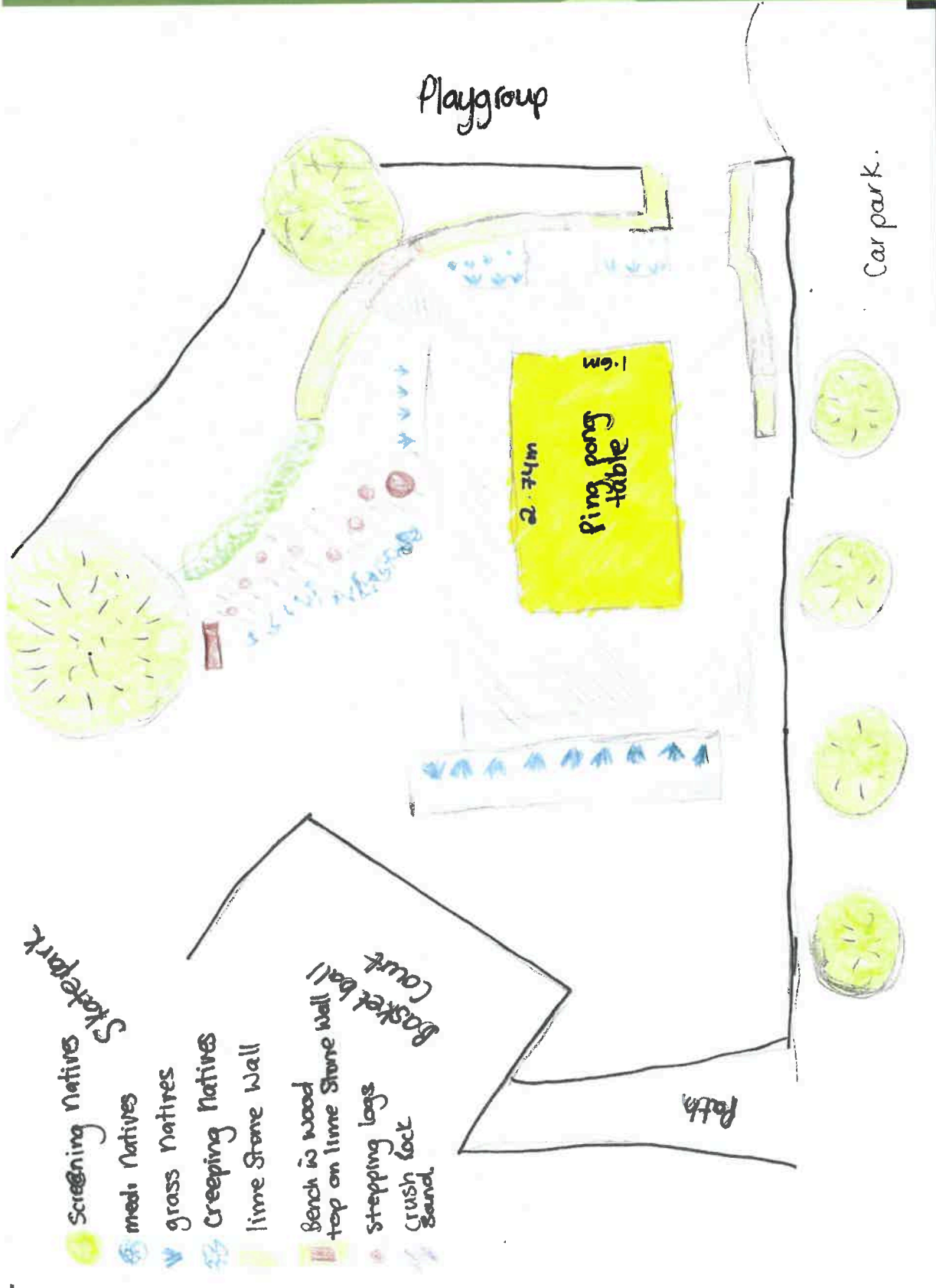
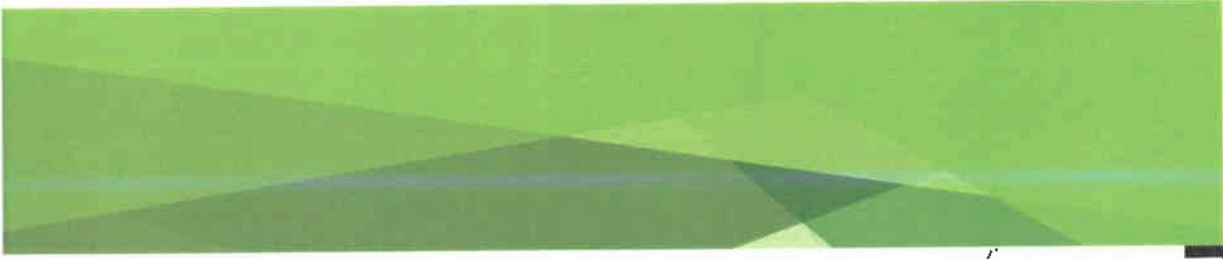
## Improvement of the area between District Hall and Court House

### **Aims:**

- To activate the space
- To encourage physical activities
- To overcome social isolation
- To attract people of all ages
- To create an inclusive space
- To create plenty of seating
- To use the natural shade

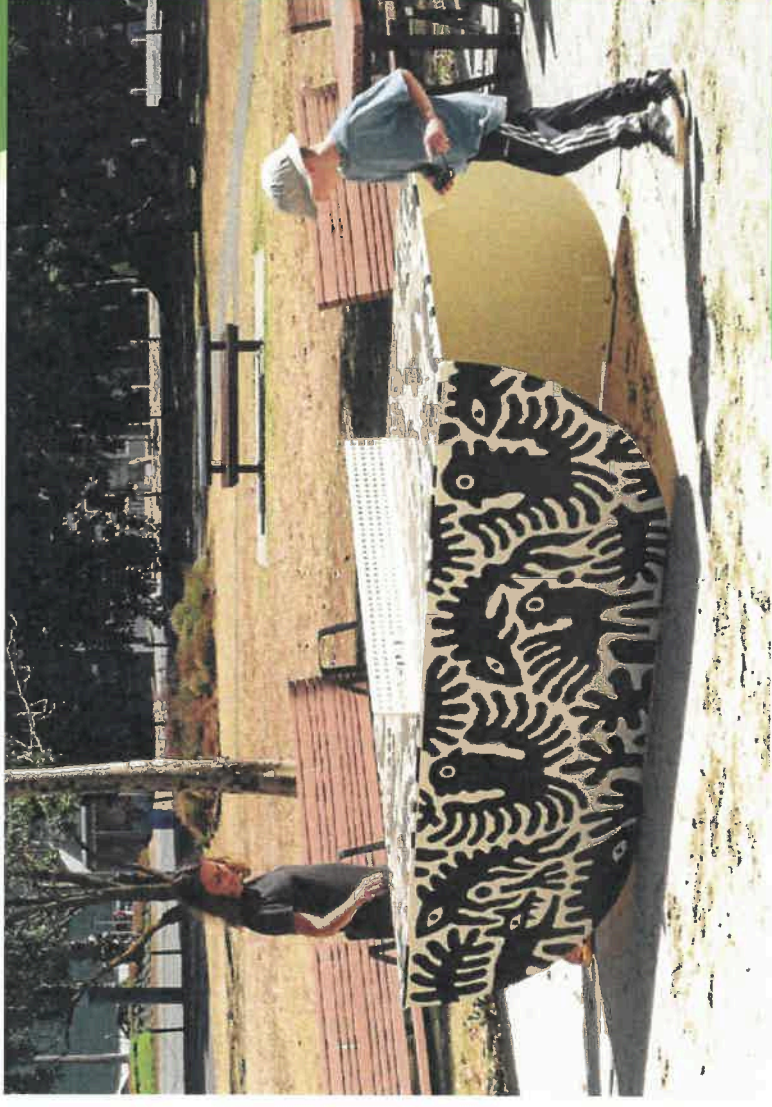






# Project Components - Funding available

- ▶ **Watertank Mural**
  - ▶ to be designed and painted by Greenbushes Primary School Children
  - ▶ Managed by Art Teacher
- ▶ **Retaining Wall and TT footings**
  - ▶ Quote from Balingup contractor
- ▶ **Table Tennis Table**
  - ▶ <https://popp.world>
- ▶ **Bats and balls supplied by players**
- ▶ **Maintenance of sand**
  - ▶ same as for playground



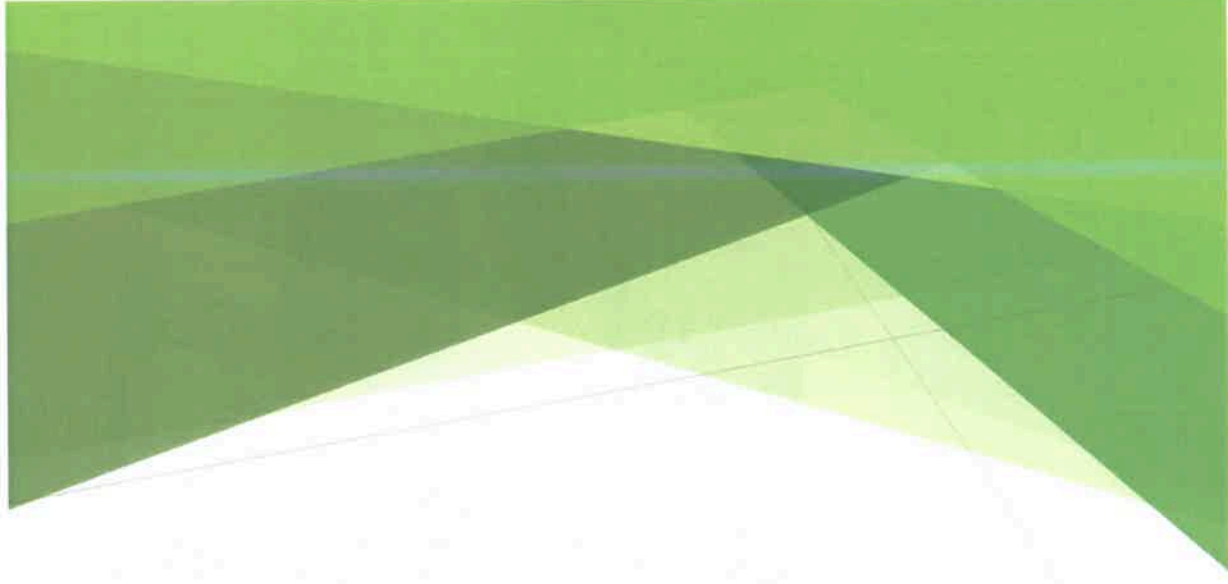
# Responsibilities

## GROW Greenbushes

- ▶ Order works and project management
- ▶ Payment of contractors

## Shire of Bridgetown - Greenbushes

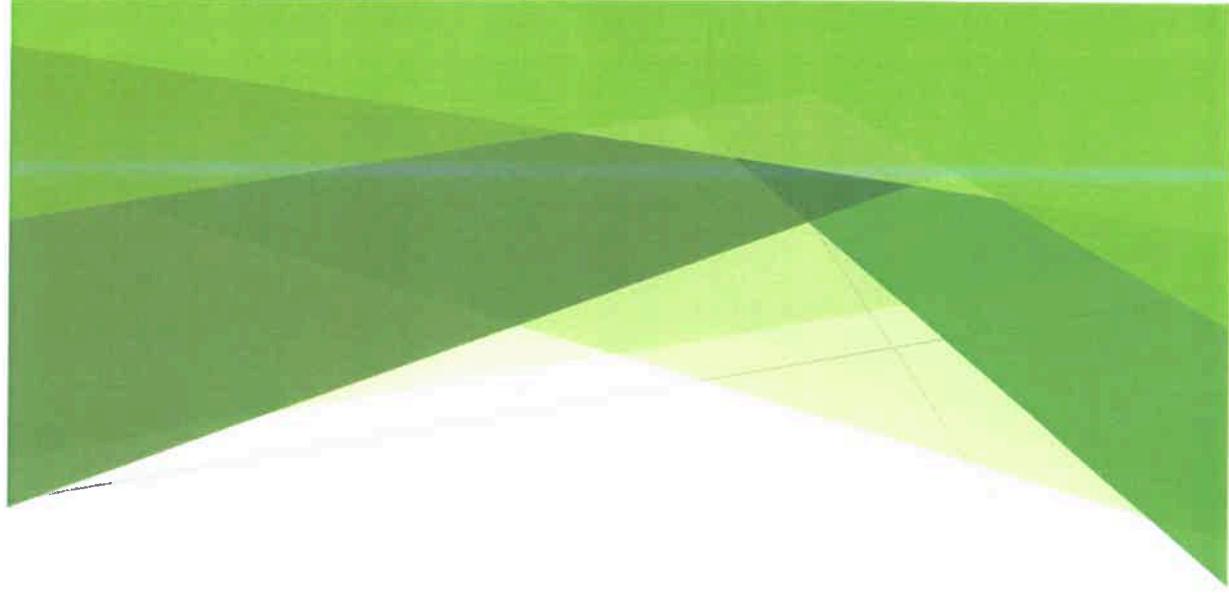
- ▶ Maintain space in line with skatepark and playground



## Proposed motion

To grant in principle permission to GROW  
Greenbushes

to organise and manage the activation of the  
space between skate park and the Historic  
Court House





Thank you for your  
consideration!

Presentation by Irma Lachmund and Shannon Fraser-Butler  
Committee Members of GROW Greenbushes Inc



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## **AGENDA**

For an Ordinary Meeting of Council to be held in Council Chambers on 30 November 2023, commencing at 5.31pm.

### **Opening of Meeting**

*Meeting to be opened by the Presiding Member.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance, Apologies and Leave of Absence**

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- M Larkworthy, Director Corporate Services
	- P St John, Director Development, Community, and Infrastructure
	- M Richards - Manager Community Services
	- L Taramoeroa, Executive Assistant

### **Attendance of Gallery**

K Hill, N Ward, D Roberts, L Roberts, B Bebbington, B Longbottom, M Flemming, F Birks, S Ewing, P Crossan, C Crossan, S Alexander, D Hocking, K Piper, D Reeves

### **Responses to Previous Questions Taken on Notice**

#### **B Bebbington**

##### **Question**

Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?

The Shire will look further into this matter and will report to the Council on this question when the Scheme amendment is further considered. I anticipate that this will occur at the December 2023 Council meeting.



### Question

What are the training obligations under the WHS Act? Can the Shire notify all brigade members of that situation and whether they are allowed to attend fires or not. There has been training introduced but we need to make sure that if people are not compliantly trained, they cannot attend fires.

*CEO response - will be meeting urgently with our CESM & District DFES representative as I haven't been involved in the communication process between them and BFAC and sometimes it is about inconsistent messaging. When the WHS Act first dropped there were a lot of volunteers refusing to go to training because they didn't understand how the obligations had changed, we just need to recommence those discussions respectfully to make sure that everyone is reformed about how different this new legislation is.*

### **Public Question Time**

#### **B Longbottom**

##### Question

Are the Councillors elected supposed to represent the people that elect them or do they have their own agenda? Are they meant to put forward what the people want?

*Presiding Member – Yes, the councillors are elected to representatives of the Community.*

##### Question

Are all Councillors representative of all community or is it just the local community of which they represent? Do they represent the whole Shire or that area?

*Presiding Member - Most definitely represent the whole Shire. Yes, every Councillor has the responsibility to represent people from both Bridgetown and Greenbushes.*

##### Question

If a person is from Bridgetown, how would they understand what the community in Greenbushes want?

*Presiding Member - Most of us Councillors do consult with the Greenbushes community.*

##### Question

Are you aware of the protest put forward and no one seems to take any notice of that and not consulting with the people of Greenbushes. The protest was in relation to bollards being erected and flower beds in front of the Greenbushes post office – that area is currently being used as a parking area?

*Presiding Member - The role of a Councillor is difficult in that sometimes we must make decisions that don't necessarily please all the community. We understand the concerns that have been placed around that, but the Council made the decision based on safety requirements.*

Question

The proposed drawing design I have seen has introduced a greater safety hazard with how it is designed. The two carparks, provided at the end of the shop you cannot see people if you back out or drive in if you're using the service station.

*Manager Community Services – The drawing was just to show the community that they could put carparks there. Not that was where we would put carparks.*

Question

Where is the evidence of reversing onto that road that is dangerous?

*Presiding Member - There are regulations surrounding this perhaps. That question will need to be taken on notice.*

Question

If that decision has been passed by the Council. What procedure do we have to go through to get this decision reversed?

*Presiding Member response – That question will be taken on notice.*

Question

What has happened with the speed limit on the road that was supposed to be brought down by Main Roads? It's been several months now since I last discussed this with you.

*Presiding Member – There has been some progress on the application with Main Roads.*

Question

So, nothing about repairs to the road and nothing about the speed sign then?

*Presiding Member – The repair to the roads is an ongoing part of our roads schedule which is all being reviewed now. Main Road decision hasn't come back.*

Question

Last time you told me Stanifer Street was a Shire responsibility. I still can't get my head around the fact that if it's a Shire responsibility. Why do we have to wait for Main Roads that we are waiting for to slow down the traffic at the school crossing zone?

*Presiding Member – Main Roads is responsible for the speed limits. Although it's our road we don't have the authority to adjust the speed limits as a local government.*

Question

It got changed in Bridgetown quickly, why doesn't it get done in Greenbushes?

*CEO response – It's the main highway.*

*Presiding Member - The 40kph through Bridgetown was part of the trial that the State government was doing with a series of towns throughout the Southwest, so they instigated the trial it wasn't something that was generated by us.*

Question

What about a school crossing though? Has consideration been given to that?

*Cr Pratico – the application for it to be a school zone is the distance from Stanifer St from the school is outside the regulations. There has been a number of applications to try and make it fit but they can't so the 40kph that applies in the school zone does not apply in Stanifer Street.*

*Presiding Member - Take that question on notice.*

**M Flemming**

Question

I asked if someone could contact Mr Carstairs and see if he would arrange for us to get the wooden Christmas decorations back.

*CEO response – Officers have approached Mr Carstairs who has stated that he has never seen the Christmas decorations and has no knowledge of the Christmas decorations or what happened to them. Officers have contacted the Shire of Boyup Brook, who has advised that the Shire of Boyup Brook has no knowledge of the Christmas decorations and has no knowledge of what has happened to them. Officers have asked the question of every current employee within the Shire of Greenbushes-Bridgetown. Only one current employee has knowledge of the Christmas decorations and what happened to them. The information is as follows:*

*Approximately 10 years ago, the Blackwood Women's Group asked the Shire if they could store the Christmas decorations under the stage in the Town Hall. Officers agreed to do this. St Pauls Anglican Church then asked the Blackwood Women's Group if they could borrow the decorations. The Shire has no knowledge of what happened to the decorations after this point in time. The Shire never owned the decorations and did not ever gift them to anyone. Perhaps Ms M Flemming may wish to approach St Pauls Church to find out what happened to the decorations.*

Question

The road behind IGA and the creek is very badly broken at the edges and very dangerous. Is there any chance of that being done soon?

*Steele – Most of that is private property. It's not a Shire managed road.*

Question

Does that mean that nobody is going to fix it because its private property?

*Presiding Member response – Take that question on notice.*

## **B.Bebbington**

### Question

In relation to the Town Planning Scheme Amendment 73, the website and the Rolling Action Sheet refer to the closing date of submissions being the 15 November. Have submissions closed on that?

*Director Development, Community, and Infrastructure - There is a requirement for a public advertising period, but the Act does allow a Council at its discretion to consider submissions received after the closure. So yes, it has closed but there is an opportunity still to put submissions in and the Council has discretion to consider these.*

### Question

In relation to the item that was bought up at the Special Council Meeting regarding the funding of Talion's 2024 and the item of \$200,000 to go towards the development of the park at the Highlands. As it is normal that subdivision approval includes the developer to provide all parks and facilities or a developer contribution and that the parkland and the internal roads do not normally be handed to the local government until a point of completion. Was it a requirement for the Highlands, for the developer to develop that park there? Or has the Shire received a contribution and should that \$200,000 be going to its developer contribution requirement?

*Director Development, Community, and Infrastructure - I will look into his further. The normal requirements of the WA Planning Commission is to require land or sometimes a reduced land and cash contribution for public open space development. It is also possible that any contribution this case might be a voluntary one.*

*Cr Pratico – There was a commitment to a contribution when Stage 5 is completed. We are not able to even pre-empt when he is going to finish Stage 5.*

*Presiding Member - I have a figure of \$40,000.*

*Cr Pratico - Time has eroded that figure considerably.*

### Question

In relation to the Community Engagement Policy that has been resubmitted for this evening noting that the Officer report does not indicate the changes and there's 43 changes to the document. Specifically, can we find out why the changes from the last months presentation - we removed the requirement to ensure that the consultation involves people affected by the Council decision and also deleted make it easy as possible for the community to participate and provide input, which to me is inconsistent with the Strategic Plan and Business Plan.

*CEO response – I can't answer that question because unfortunately Jennifer wasn't able to be here today, but it was just so very repetitive we commit we commit we commit – we've already within that document commit extensively towards consulting with the community so we just got feedback that the list was very repetitive. So it was just reworking not to lessen our commitment to*

*the community consultation it's just trying to tighten up the language because we got a change to rework the document.*

Question

In relation to the Town Planning Scheme Amendment Act which the Shire were required to advertise for 42 days and in accordance with the Regulations 2015 is required to make available the advertisement and add a link or hyperlink if they don't display the information for the entire 42 days which is referred to in the Rolling Action Sheet for the Local Planning Scheme. The Shire is aware of the requirement. Since last month now in October, I brought to the Shire's attention that the advertisement for the Town Planning Scheme Amendment wasn't on the public notices page and where it was on the consultation page, the link took it to the application for 5 development units – so therefore the hyperlink didn't exist, isn't the Shire required to advertise it for 42 days consistently showing the information.

*Director Development, Community, and Infrastructure - It will be addressed in the report to Council in the December Council Meeting further with the amendments for consideration.*

Question

Same provisions in the State Planning and Development Act Regulations 2015 also specify that once the consultation has closed and submissions have formally closed which was November 15, yes there is a provision that allows they can accept more submissions, that within 60 days of the closing of the advertised period the local government must consider, and there are only 3 options available to the local government. Accept the proposal, accept the modification, which triggers its own advertising, or reject. Therefore, if the Shire considers it completed its advertising of submissions, it has until January 14<sup>th</sup> to put forward that motion with only 3 options. There are no other options under the legislation. How do you propose to review the advertising?

*Director Development, Community, and Infrastructure - I'm afraid there is a misquote of the Regulations there – what was not mentioned was in fact what the Regulations specify a time period but allow this to be extended with the approval of the Western Australian Planning Commission. I can tell you that I have the approval of the Planning Commission for the extension of time has been granted. So, this opens to the Council to consider other options other than those specified in the regulations – but what wasn't told to you was that resolutions do allow for the Commission to give Council additional time to consider the amendment.*

**P Crossan.**

Question

I came to the Greenbushes meeting last year and brought up the problem of the ability to refill the fire trucks after an incident where it takes us a good 2-2.5 hours to fill 3000L. They said they would look into it; I came to a meeting here 2 months back and the Councillors were under the idea that it had been fixed or covered and so far nothing has happened at the station.

*CEO response – What exactly needs to happen at the station?*

We've been told previously that they can't do anything about the pressure in the town water system so we did bring up there is a 50,000L water tank there that could be flow fed from the fire hydrant line and have a standalone pump inside the station so they pump from tank into truck.

*CEO response – Take that question on notice.*

*Cr Pearce – In relation to the tank, the Station about to be built. Numerous approaches to Water corporation about the town pressure. There is nothing they can do about that. In relation to the 50,000L tank, that site at completion of the build, Greenbushes station will be handed back to DFES – no point spending a lot of money on plumbing and infrastructure into that tank itself. The decision was made to wait until completion of Greenbushes new station and then make an assessment from there.*

*Presiding Member – So we can make a submission to DFES presumably.*

*Cr Pearce - Well now they have a portable pump that they can hook into that tank to fill. It is awkward but at the time there is no other option.*

*CEO response – I will do a similar investigation and get back to you.*

## **B Bebbington**

### Question

In relation to the issue raised by the man in Greenbushes regarding Stanifer Street speeds, has the Shire undertaken any traffic counts which also would do a speed count with Stanifer and this street that may assist in putting out an argument regarding the speed?

*Steele - Part of our submission to main roads is to include an updated traffic count so we do have one for Stanifer Street. Blackwood Road wasn't part of it so, we don't have current ones for that.*

### Question

In relation to the Town Planning Scheme Amendment item, the Shire is aware as I've had confirmed by the Minister for Planning that in the agenda item – the map that was provided to Council was incorrect and did not show the entire area subject to the amendment. The EPA was supplied with the incorrect map, and they confirmed that yesterday. The public with the limited time of 30 days the advertising occurred were also supplied with the wrong map. Councillors do you believe that you as Councillors, the EPA who made the environmental assessments, and the community should be given a correct map that clearly shows a town planning scheme amendment or should we just simply say were going to readvertise it.

*Director Development, Community, and Infrastructure - There were two items missing – we will be reporting to that in December and you will get to decide how you want to deal with the amendments when the report goes to you in 2 weeks' time.*

## **Petitions/Deputations/Presentations**

### D Reeves

Trade as a young man was a Stonemason. The reason Stonemasons don't put our initials on their work, is because there is standard of that work, and if one man puts his initials there, where does it end? I feel that if I did that I would be going against my code as a tradesman. I would ask that the decision that was made to put Ken Moyes initials on there be overturned.

*CEO response - I am writing in response to your presentation made at the Council Meeting held on Thursday 30<sup>th</sup> November 2023.*

*The decision that you referred to was made by the Council at its meeting of 29 June 2023 (reference C.03/0623). The decision was as follows;*

***“That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.”***

*As CEO, it is my responsibility to ensure that the decisions of the Council are implemented, and the Council staff have taken steps towards the implementation of this decision, as they should. In this case the planning and organising of this work is completed and the works are due to occur imminently.*

*It was not possible for this matter have been reconsidered by the Council at the meeting on Thursday evening. The reason for this is that the Councils Standing Orders (these are the rules under which Council meetings operate) do not allow it to consider a motion to revoke or change a decision where action has been taken to implement that decision, without a report prepared by staff outlining any legal and financial consequences of such a revocation. As this matter was not on the agenda for the meeting, no such report was prepared and as such, any consideration of revocation last Thursday evening would have improperly breached our Standing Orders.*

*I do appreciate that you have genuine reasons for not agreeing with this decision. I can only respond to that by saying that this matter was lawfully decided by the Council in June of this year, after due consideration and debate, and as such the decision stands and is required to be implemented.*

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

**Applications for Leave of Absence** - Nil

### **Confirmation of Minutes**

Attachment 1- Minutes of Special Council Meeting held 24 October 2023 (Meeting number 1)

*That the Minutes of the Special Meeting of Council held at 5.30pm on 24 October 2023 (Meeting number 1) be confirmed as a true and correct record.*

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

**Ca.01/1123** *That the Minutes of the Special Meeting of Council held at 5.30pm on 24 October 2023 be confirmed as a true and correct record.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

Attachment 2- Minutes of Ordinary Council Meeting held 24 October 2023 (Meeting number 2)

*That the Minutes of the Ordinary Meeting of Council held at 6.14pm on 24 October 2023 (Meeting number 2) be confirmed as a true and correct record.*

**Moved** Cr Pratico, Seconded Cr Fletcher

Ca.02/1123 Minutes of the Ordinary Meeting of Council held at 6.14pm on 24 October 2023 be confirmed as a true and correct record.

The amendment was incorporated into the substantive motion and was put.

**Amendment** Moved Cr Pratico, Seconded Cr Fletcher

To amend the wording from 'Ordinary Meeting of Council...' to Special Meeting of Council'...'

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil

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

**Ca.02/1123** *That the Minutes of the Special Meeting of Council held at 6.14pm on 24 October 2023 (Meeting number 2) be confirmed as a true and correct record.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

Attachment 3 - Minutes of Ordinary Council Meeting held 2 November 2023.

*That the Minutes of the Ordinary Meeting of Council held 2 November 2023 at 5.32pm be confirmed as a true and correct record.*

**Council Decision** Moved Cr Lansdell, Seconded Cr Mahoney

**Ca.03/1123** *That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item Ca.03/1123 be adjourned to a future ordinary meeting of Council to allow for corrections to be made.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.



Attachment 4 - Minutes of Special Council Meeting held 13 November 2023.

*That the Minutes of the Special Meeting of Council held 13 November 2023 at 5.31pm be confirmed as a true and correct record.*

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico  
Ca.04/1123 That the Minutes of the Special Meeting of Council held 13  
November 2023 be confirmed as a true and correct record.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

### **Announcements by the Presiding Member Without Discussion**

#### **Notification of Disclosure of Interest**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

Name	Cr Mike Fletcher
Type of Interest	Impartiality
Item No.	Ca.07/1123 Bush Fire Brigade Training Report Ca.09/1123 Repeal Policy ES2 – Use of Chainsaws by Bush Fire Brigade and ES4 Bush Fire Brigade Personal Protective Equipment

Name	Cr Lyndon Pearce
Type of Interest	Financial
Item No.	Ca..12/1123 Priorities for the Talison Community Investment programme for 2024
Nature of Interest	I am an employee of Talison Lithium Greenbushes Operations

### **Questions on Agenda Items by Elected Members**

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

#### **Reports of Officers**

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Development, Community, and Infrastructure

## CEO's Office

<b>ITEM NO.</b>	Ca.05/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Work Health and Safety Act 2020 – Obligations		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	22 November 2023		

### OFFICER RECOMMENDATION

*That Council acknowledge receipt of information contained in this report.*

### Summary/Purpose

To inform any Elected Members who are not already aware of their significant obligations under the *Work Health & Safety Act 2020* (the WHS Act).

The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers are largely expected to “hit the ground running” in compliance with the new laws. This Item highlights features of the new legislation with the potential to impact Council and the Shire in general.

### Background

The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers were expected to immediately comply with the new laws. Acknowledging conflicting and somewhat shifting legal advice since the introduction of the WHS Act, and to ensure the accuracy of information provided in this Item, the CEO sought specific advice from the Department of Mines, Industry Regulation and Safety: WorkSafe, the body that prosecutes under the WHS Act. Inspector Geoffrey States spoke with the CEO at length.

### THE MOST SIGNIFICANT CHANGES

1. The WHS Act introduces the concept of a ‘Person Conducting a Business or Undertaking’ (PCBU), replacing the outdated concept of an ‘employer’ as the person with primary health and safety duties. A PCBU can be a sole trader, each partner within a partnership, a joint venture, a company, an unincorporated association, a not-for-profit organisation, a government department or a public authority (including a local government) whether or not they are operating for profit or gain.
2. There is now the inclusion of the new offence of ‘Industrial Manslaughter.’ Under the new laws, individuals can be charged with Class One or Class Two Industrial Manslaughter offences in the event of a workplace death. Class One Industrial Manslaughter covers conduct that is engaged in, with knowing disregard, that it is likely to cause death and carries a maximum jail term of 20 years. Class Two Industrial Manslaughter covers conduct that is a negligent breach of a duty owed by a PCBU that results in death and carries a maximum jail term of 10 years.
3. The concepts of Worker and Workplace have been expanded. Worker now includes employees, contractors, sub-contractors, employees of contractors, employees of labour hire companies, apprentices, trainees, work experience students and, in certain situations, volunteers. Workplace is defined as a place where work is carried out for a business or undertaking and includes any place

where a worker goes, or is likely to be, while at work. The term place includes vehicles, vessels, aircrafts or other mobile structures and extends to any waters and installation on land, including roads.

4. There has been a change to the primary duty. The new laws require all PCBUs to ensure, so far as is reasonably practicable, while workers are at work in the PCBU, the health and safety of:
  - Workers engaged, or caused to be engaged by the person; and
  - Workers whose activities in carrying out the work are influenced or directed by the person.

This change drives a need to focus on the risks a hazard may pose and to manage those risks to a practicable level. The duty to ensure health includes a duty with respect to taking positive practicable steps to ensure the mental health of workers.

5. Penalties for WHS breaches are no longer insurable. Duty holders are no longer able to obtain insurance for a penalty imposed following a WHS prosecution. Individuals who breach this are liable for penalties of up to \$51,000 and body corporates are liable for penalties up to \$250,000. This change means that businesses need to ensure they are taking proactive steps to develop procedures designed to meet their legal obligations and to ensure compliance with those procedures by their workforce. Duty holders should be aware that duties are not transferrable and cannot be contracted out of.
6. There is now a duty to consult with other duty holders and workers and their representative. The new laws require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires consultation, co-operation and co-ordination between duty holders such as partners, joint venture partners, and principals and contractors. PCBUs are now also required, so far as is reasonably practicable, to consult with workers and health and safety representatives about matters that directly affect them. This duty extends to consulting with all kinds of workers, not just the PCBU's own employees. Meeting these consultation duties requires some planning as to how and when consultation will be undertaken.
7. There is now provision for officer due diligence. Officers of PCBUs now have personal obligations to demonstrate a proactive approach to workplace health and safety matters. Officer has the same meaning as defined in the *Corporations Act 2001* (Cth) and includes directors and/or any person who make or participate in making decisions that affect the whole, or a substantial part, of the PCBU. Officers must now exercise due diligence to make sure the business meets its duties to protect workers and other persons against harm to health and safety. All officers now need to be trained to ensure they fully understand these obligations and are taking all necessary steps to comply with them. There is an obligation on an officer to refuse work if it cannot be done safely.
8. CODE OF PRACTICE – WORKPLACE BEHAVIOUR

This Code aims to prevent and manage inappropriate or unreasonable behaviour that may occur in the workplace, encompassing all types of workplace behaviour that may create a risk to the personal health and safety of workers. Whilst the Code captures physical behaviours, it also extends to psychological and social conditions which may negatively impacts workers. It is the responsibility of PCBUs to ensure, so far as reasonably practicable, that workers and other people in a workplace are not exposed to psychological health and safety risks.

Inappropriate or unreasonable behaviour includes, but is not limited to:

- Bullying;
- Harassment;
- Sexual harassment;
- Racial harassment;
- Violence and aggression;
- Discrimination;
- Misconduct; and
- Escalated or unreasonable conflicts.

#### 9. CODE OF PRACTICE – PSYCHOSOCIAL HAZARDS IN THE WORKPLACE

There is now provision for psychosocial hazards in the workplace. Penalties for contributing to mental health harm are now as severe as penalties for contributing to physical harm.

This Code captures hazards and conditions in workplaces that pose psychological and social risks to workers (as opposed to just physical risks). These include the obvious factors of bullying, harassment, violence and aggression, but also the less obvious issues of fatigue, stress and burnout that can compromise a worker’s psychosocial wellbeing. Under this Code, it is the responsibility of PCBUs to facilitate a systematic approach to managing psychosocial hazards in order to meet their responsibilities under the WHS Act and to create a safe and healthy work environment for employees.

#### 10. CODE OF PRACTICE – VIOLENCE AND AGGRESSION IN THE WORKPLACE

This Code captures any incident where a person is harassed, threatened, attacked or physically assaulted within a workplace, and includes any form of physical assault, sexual assault, verbal abuse, threats, intimidation and harassment (including sexual harassment).

Under this Code, PCBUs must consider violence and aggression risk management as part of an overall prevention plan. There are three key areas employers should focus on when implementing this plan, including managing violence and aggression in the workplace, responding to any type of abuse in

the workplace and ensuring post-incident support services are available such as counselling or legal support should they arise.

Code of Practice compliance centres around the implementation of a Risk Management Approach.

To comply with the above Codes, PCBU's must adopt a proactive risk management approach in order to prevent and reduce psychosocial risk in the workplace by:

- Identifying the hazards and risk factors;
- Assessing the risks;
- Controlling the risks by making the changes necessary to eliminate the hazards or risk factors, and if this is not practicable, then minimising the risk of harm; and
- Monitoring and reviewing the effectiveness of controls and adapt or improve the controls where necessary.

## 11. THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

WorkSafe WA and Resources Safety have been consolidated into the Safety Regulation Group under the independent WorkSafe WA Commissioner. PCBU's may expect to be prosecuted in accordance with the WorkSafe WA Prosecution Policy.

The WHS Act will allow WorkSafe WA inspectors to issue PCBU's with consequences dependent on the circumstances and by applying a consistent approach to similar fact circumstances in order to achieve greater certainty and protection in the workplace. Where a breach has occurred, in addition to recommending prosecution, a WorkSafe inspector may issue PCBU's with:

- Advice on compliance;
- Assistance to mediate and resolve workplace disputes;
- Issuance of improvement notices;
- Issuance of prohibition notices;
- Revoking, suspending or cancelling authorisations;
- Enforcing criminal prosecutions; and
- Publishing enforcement actions and outcomes.

WorkSafe WA inspectors may conduct site visits either in response to an incident or a complaint or as part of a targeted compliance program. This means that inspectors may require the employer or persons involved to produce documents relevant to WHS and conduct interviews requiring these persons to answer. This may result in the inspector seizing information to use against the employer as evidence of an offence and may issue a notice of improvement or prohibition notice.

## 12. WHAT ELSE MAY LEAD TO A PROSECUTION?

- Failure to consult between multiple PCBUs where the risk is obvious;
- Failure to carry out due diligence;
- Labour hire employees working outside of their skill or scope;
- Taking on work contracts which ultimately lead to risks and safety issues;
- Contractors failing to be responsible for not only employees, but also the plant and equipment of the client; and
- Failure to audit to ensure safety procedures and systems are being complied with.

## 13. WHAT DO WE NEED TO DO NOW?

PCBUs and their officers were directed to take urgent steps to ensure they were compliant with the WHS Act from 31 March 2022. The Shire of Bridgetown was expected to:

- Understand how the WHS Act impacts on the Shire;
- Review and update systems and processes to ensure compliance with the WHS Act;
- Provide training to officers about the new obligations and what Courts and regulators are likely to consider is required for compliance;
- Develop evidence of daily compliance with the obligations under the WHS Act; and
- Implement audits to ensure ongoing compliance with the WHS Act.

Immediate action has been taken over the past month to ensure rapid implementation of initiatives intended to ensure compliance with the above.

## 14. APPLICABILITY TO LOCAL GOVERNMENT

The Shire of Bridgetown itself is a PCUB as a local government entity. However, the WHS Act and regulations identify specific organisations that are not considered to be a PCBU for the purposes of the WHS Act. These include (but are not limited to):

- Individuals engaged solely as a worker (such as an employee) and an officer (such as an executive manager) acting in that capacity alone.
- Local government members, who are acting in that capacity.

However, local government employees, executive managers and Elected Members, while exempt from being a PCUB, are not exempt from the WHS Act and their respective obligations under this Act. Worksafe is clear that failing to

perform these obligations will potentially lead to prosecution, including Industrial Manslaughter in the instance of death through negligence.

Specifically, local government employees, executive managers and Elected Members are defined as 'Others.' Section 29 of the WHS Act refers to 'Duties of other persons at the workplace' and outlines the following obligations:

### **29. Duties of other persons at the workplace**

*A person at a workplace (whether or not the person has another duty under this Part) must —*

- (a) take reasonable care for the person's own health and safety; and*
- (b) take reasonable care that the person's acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.*

In addition, Section 31(2) states:

### **31. Failure to comply with health and safety duty — Category 1**

*(2) A person commits an offence (a Category 1 offence) if —*

- (a) the person has a health and safety duty otherwise than as a person conducting a business or undertaking; and*
- (b) the person fails to comply with that duty; and*
- (c) the failure causes the death of, or serious harm to, an individual.*

*Penalty for this subsection:*

- (a) for an individual, if the offence is committed by the individual as an officer of a person conducting a business or undertaking, imprisonment for 5 years and a fine of \$680 000;*
- (b) for an individual, if paragraph (a) does not apply, imprisonment for 5 years and a fine of \$340 000;*
- (c) for a body corporate, a fine of \$3 500 000.*

*(3) For the purposes of subsections (1)(c) and (2)(c), the failure causes serious harm to an individual if it causes an injury or illness to the individual that —*

- (a) endangers, or is likely to endanger, the individual's life; or*
- (b) results in, or is likely to result in, permanent injury or harm to the individual's health.*

*(4) A person charged with a Category 1 offence may be convicted of a Category 2 offence or a Category 3 offence.*

## 15. PENALTIES

The WHS Act provides for three main categories of WHS offences (each with different ‘fault elements’), along with a new offence of industrial manslaughter. A high-level overview of the maximum penalties for these offences for both PCBUs and officers is set out in the table further below.

A PCBU commits industrial manslaughter if it, in breach of its duties, engages in conduct that causes the death of an individual, knowing that the conduct is likely to cause the death of, or serious harm to, an individual, and in disregard of that likelihood.

An officer of a PCBU commits industrial manslaughter if a PCBU, in breach of its duties, engages in conduct that causes the death of an individual, and the PCBU’s conduct is attributable to any neglect on the part of the officer, or is engaged in with the officer’s consent or connivance.

### WHS offences and maximum penalties

Offence	Maximum Penalty – PCBU	Maximum Penalty – officer
Industrial manslaughter	<ul style="list-style-type: none"> <li>• Individual: 20 years imprisonment and a fine of \$5,000,000.</li> <li>• Body corporate: \$10,000,000</li> </ul>	<ul style="list-style-type: none"> <li>• 20 years imprisonment and a fine of \$5,000,000.</li> </ul>
Category 1 Offence	<ul style="list-style-type: none"> <li>• Individual: 5 years imprisonment and a fine of \$680,000.</li> <li>• Body corporate: \$3,500,000</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years imprisonment and a fine of \$680,000.</li> </ul>
Category 2 Offence	<ul style="list-style-type: none"> <li>• Individual: \$350,000.</li> <li>• Body corporate: \$1,800,000.</li> </ul>	<ul style="list-style-type: none"> <li>• \$350,000.</li> </ul>
Category 3 Offence	<ul style="list-style-type: none"> <li>• Individual: \$120,000.</li> <li>• Body corporate: \$570,000.</li> </ul>	<ul style="list-style-type: none"> <li>• \$120,000.</li> </ul>



## 16. INSURANCE AND INDEMNITY ARRANGEMENTS

The new laws prohibit entering into and receiving the benefit of insurance and other indemnity arrangements which cover WHS fines/penalties.

The prohibitions make it unlawful (for example) for a person to enter into an insurance policy that purports to indemnify a person for their liability to pay a fine for an offence under the WHS Act; or be indemnified, or agree to be indemnified, by another person for liability to pay a fine for an offence under the WHS Act.

Consequently, companies are no longer able to indemnify directors by paying fines on their behalf.

### Officer Comment

The organisation is currently the subject of a Worksafe order for poor WHS record keeping or for not having certain WHS records in place at all.

This month the CEO approved the purchase of an automated WHS Management System to:

- Rectify the order;
- Capture all WHS inductions, documentation, policies/procedures, incidences, action items, SWMS, pre-starts, training, inspections, record keeping requirements (this will centralise for ease of access for all and locating information);
- Ensure WHS compliance into the future.

### Statutory Environment – Work Health & Safety Act 2020

#### Integrated Planning

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

#### Policy/Strategic Implications – Not applicable

#### Budget Implications

Catastrophic if subject to prosecution for negligence

#### Whole of Life Accounting

Not applicable

**Risk Management**

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Catastrophic (fatality, permanent disability) with a likelihood measure being unlikely, giving an overall risk rating of High.

Financial Impact:

Catastrophic (more than \$500,000) with a likelihood measure being unlikely, giving an overall risk rating of High.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

**Voting Requirements – Simple Majority**

**Moved**

Cr Redman, Seconded Cr Christensen

That Council acknowledge receipt of information contained in this report.

***Council Decision Moved Cr Pearce, Seconded Cr Redman***

***Ca.05/1123 That Council invoke clause 18.1 of the Standing Orders at 6.20pm to allow for informal discussion.***

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil

***Council Decision Moved Cr Mahoney, Seconded Cr Pearce***

**Ca.05/1123 That application of clause 18.1 of the Standing Orders cease at 6.24pm.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

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

**Ca.05/1123 That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item Ca.05/1123 be adjourned to a future ordinary meeting of Council so the legal advice can be properly considered and if necessary, the wording of the motion be revised.**

**Carried 8/1**

**For:** Crs Boyle, Christensen, Fletcher, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Cr Lansdell.

<b>ITEM NO.</b>	Ca.06/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Community Engagement Policy		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	24 November 2023		

Attachment 5	CR 3 - Community Engagement Policy
Attachment 6	Community Engagement Toolkit
Attachment 7	Community Engagement Template 1
Attachment 8	Community Engagement Template 2
Attachment 9	Community Engagement Template 3
Attachment 10	Community Engagement Template 4
Attachment 11	Community Engagement Template 5 – Summary

**OFFICER RECOMMENDATION**

*That Council adopt amended Policy CR 3 - Community Engagement as presented in Attachment 5.*

**Summary/Purpose**

For Council to consider the proposed updates to the CR 3 - Community Engagement Policy.

**Background**

The review of the Community Engagement Policy was deferred from last month's Council meeting due to the Toolkit attachment not being included as part of the report.

Establishing parameters for effective communications between the Shire and the community lead to consistency in the way we share or present information and ask for feedback. This consistency is an important part of building trust through visibility and transparency.

Having clear policies that state how and why we interact and communicate with the public eliminates confusion for any officers involved in this communication. With a consistent approach over time the community begins to have clear understanding and expectations about how the Shire informs and interacts.

At the July 2023 Concept Forum a general discussion was held with Councillors regarding how our social media accounts were to be managed.

As an extension of this, Policy CR 3 - Community Engagement was reviewed which now includes a toolkit to assist and guide staff.

The existing policies were due for updating and have been done so in alignment with the External Communications Framework which was discussed with Council at the March 9 Concept Forum 2023.

#### Officer Comment

The proposed Community Engagement Policy will serve as valuable tool in our effort to have clear and consistent communication strategies, improve engagement and strengthen our image. This will also facilitate varied officers being able to deliver consistent messaging and communication when representing the Shire.

#### Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

##### **2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 15 A well informed engaged community
- Corporate Business Plan
  - Objective 15.1 Engage the community in a meaningful and timely way using the appropriate communication and consultation channels.
  - Action 15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen  
Ca.06/1123 That Council adopt amended Policy CR 3 - Community  
Engagement as presented in Attachment 5.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

Cr Fletcher declared an impartiality interest in item Ca.07/1123.

<b>ITEM NO.</b>	Ca.07/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Bush Fire Brigade Training Report		
<b>OFFICER</b>	Community Emergency Services Manager		
<b>DATE OF REPORT</b>	21 November 2023		

**OFFICER RECOMMENDATION**

*That Council acknowledge receipt of information contained in this report.*

**Summary/Purpose**

Under the powers conferred by the *Bush Fires Act 1954* and the *Local Government Act 1995*, the Shire of Bridgetown-Greenbushes has significant obligations with regard to establishing and maintaining BFBs, including by keeping the volunteers, staff and community members safe.

In addition, since the introduction of the *Work Health & Safety Act 2020*, our obligation has increased with regard to:

- Having trained and competent Bushfire Brigade (BFB) volunteers on the fire ground;
- Supporting operations throughout the Shire (and State); and
- Ensuring the safety, training and compliance of responding members.

This Item provides an update on the:

- Current state of emergency services operations; and
- Training needs analyses and audit review required for Bridgetown-Greenbushes BFB members.

**Background**

Fire Training Programs are a role-based training framework designed for progressive and safe training. Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each

Training Stream there are one or more required courses, which must be completed to complete that Training Stream. The Training Streams are designed to provide:

- Ease of targeting brigade profile requirements;
- Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs;
- Allow volunteers more flexibility in their training; and
- Be easy to understand and complete.

As is the case with most Western Australian regional locations, many BFB volunteers have 'learnt on the job,' having responded to fires from an early age as young family members. However, over the past 20 years there has been an increasing agenda to ensure all BFB volunteers are trained and qualified to be involved in an active response role. Since the introduction of the *Work Health & Safety Act 2020*, our obligation has increased to ensure that this is the case.

The advantages of being formally qualified as a BFB volunteer are as follows:

- BFB volunteers are more confident, they know how to provide for their own safety and the safety of others, and they feel more supported in their respective roles.
- Other BFB volunteers are more confident that their safety will not be impacted by the incompetence of an untrained volunteer.
- The insurer has a greater sense of comfort that the volunteer is knowledgeable of tactical operations, including being proficient in the use of machinery, vehicles, personal protective equipment and command and control. There is less likelihood of negligence.
- Worksafe has a greater sense of comfort that the volunteer is knowledgeable of tactical operations, including being proficient in the use of machinery, vehicles, personal protective equipment and command and control. There is less likelihood of negligence.

The Shire of Bridgetown-Greenbushes, in partnership with the Department of Fire and Emergency Services, has made a concerted effort over the past 12 months to work towards ensuring all BFB volunteers have been provided with at least Basic Training.

As of today's date, the recorded status is:

- 581 registered BFB members across the Shire (note - not all are operational); and
- 283 competent (trained) BFB members from the DFES training data base (operational).

This means 48.7% of our members are recorded as being formally trained. However, there is strong reason to believe that the DFES database is an inaccurate reflection of the number of members trained. This is because of the system and procedure used to

collect and maintain the data. Our Community Emergency Services Manager considers the figure to be closer to 80%.

To ensure report data is accurate, our strategy is:

- To conduct a full audit and review of membership and training needs analysis for 2024;
- The 2024 Training Plan is under development; and
- Expressions of Interest are being called for additional volunteer trainers (required to assist with future needs).

#### Officer Comment

Nil.

#### Statutory Environment

- Implementation Guide – Bush firefighter training program (DFES) for all operation firefighters.
- Appliance driver – PUAVEH001 - Drive vehicles under operational conditions.

#### Integrated Planning

##### ➤ Long Term Financial Plan

Future needs for additional training from a training provider will be required to fill gaps in our training. Example –DFES has limited courses available and trainers available for the Driving Under Operation Conditions course.

#### Budget Implications

- Addition funds for external training (between \$300 to \$500 each student dependent on provider). This is for all BFB members that drive an emergency appliance.
- Need to investigate options for bulk training and do a campaign in blocks utilising our appliances and training facilities (then only pay a day rate).

#### Risk Management

The risk may be low, moderate, high or extreme, depending on the emergency event and the impact of that event.

Additional budget request: High risk due to compliance with the traffic code.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Moved** Cr Christensen, Seconded Cr Mahoney  
Ca.07/1123 That Council acknowledges receipt of information contained in this report.

**Council Decision** *Moved Cr Fletcher, Seconded Cr Pratico.*  
Ca.07/1123 *That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item Ca.07/1123 be adjourned to the February Ordinary Council meeting to give a more accurate picture of training requirements of active members of bush fire brigades and also present that information to BFAC for consideration.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

<b>ITEM NO.</b>	Ca.08/1123	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	23 November 2023		

Attachment 12 Rolling Action Sheet – Old  
Attachment 13 Rolling Action Sheet – New

**OFFICER RECOMMENDATION**

*That the information contained in the Rolling Action Sheet be presented in a new format as shown in Attachment 13.*



Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the status of previous resolutions/decisions 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/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management

There are no risk areas identified in accordance with Council Policy RM 1 – Risk Management as the report is for Council’s information only.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Moved** Cr Redman, Seconded Cr Pratico  
Ca.08/1123 That the information contained in the Rolling Action Sheet be presented in a new format as shown in Attachment 13.

**Amendment** Moved Cr Redman, Seconded Cr Pratico  
Ca.08/1123 That the words ‘received as’ be added after the words ‘sheet be.’

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil

The amendment was incorporated into the substantive motion and was put.

**Council Decision** **Moved Cr Redman, Seconded Cr Pratico**  
**Ca.08/1123 That the information contained in the Rolling Action Sheet be received as presented in a new format as shown in Attachment 13.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

Cr Fletcher declared an impartiality interest in item Ca.09/1123

<b>ITEM NO.</b>	Ca.09/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Repeal Policy ES2 – Use of Chainsaws by Bush Fire Brigade and ES4 – Bush Fire Brigade Personal Protective Equipment		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	23 November 2023		

Attachment 14 – ES2 Use of Chainsaws by Bush Fire Brigade  
Attachment 15 – ES4 Bush Fire Brigade Personal Protective Equipment

**OFFICER RECOMMENDATION**

*That Council repeal Policy ES2 Use of Chainsaws by Bush Fire Brigade and Policy ES4 Bush Fire Brigade Personal Protective Equipment.*

**Summary/Purpose**

It is unnecessary and inappropriate to have a "Use of Chainsaws by Bushfire Brigades (BFB) Policy" and a "Bushfire Brigade Personal Protective Equipment (PPE) Policy" for the Shire of Greenbushes-Bridgetown. The Bush Fires Act 1954 (WA) provides us with the authority to equip BFBs as necessary.

A comprehensive review of existing BFB policies is underway, with impending approval by the Bushfire Advisory Committee and the Department of Fire and Emergency Services (DFES) under the emergency services remit. We seek this

approval voluntarily because this external validation process ensures appropriate qualified personal are making the decisions related to emergency services and aligns decision-making with legislative standards and DFES policy.

Our commitment to legislative compliance, including the Work Health & Safety Act 2020, guarantees the safety and competency of BFB Members in using diverse equipment, including chainsaws, as part of their emergency response roles.

Finally, the use of chainsaws and PPE is an operational matter, not a matter for Council deliberation.

### Background

It is unnecessary and inappropriate to have a "Use of Chainsaws by Bushfire Brigades (BFB) Policy" and a "Bushfire Brigade Personal Protective Equipment (PPE) Policy" for the Shire of Greenbushes-Bridgetown. The Bush Fires Act 1954 (WA) grants local governments the authority to equip bush fire brigades with necessary appliances, equipment, and apparatus. Our commitment to legislative compliance, including the Work Health & Safety Act 2020, ensures the safety and competency of BFB Members in the use of various equipment, including chainsaws.

As part of our ongoing commitment to safety and effective emergency response, our current suite of BFB policies is presently undergoing a comprehensive review by the Community Emergency Services Manager (CESM). This review process involves a thorough examination of all existing BFB policies to ensure that they align with the latest standards and guidelines set forth by the Department of Fire and Emergency Services (DFES). It is important that personal with appropriate emergency services expertise lead this process and that their experienced hierarchy approve the content.

While local government is the approving authority for BFB policies, we voluntarily seek approval/endorsement from the Bushfire Advisory Committee and DFES to ensure we are operating within the broader framework of emergency services. This regulatory oversight ensures that our policies comply with the highest standards and are reflective of best practices in emergency response.

Given that the approval of BFB policies falls within the emergency services remit and not under the direct purview of the Council, the introduction of a separate policy on chainsaw uses and PPE is redundant. The existing legislative framework and the imminent approval of updated policies by DFES will ensure that BFB Members are equipped and trained in accordance with the highest safety standards.

Finally, the use of chainsaws and PPE is an operational matter.

### Officer Comment

#### Statutory Environment

*The Bush Fires Act 1954 (WA)*  
*Work Health & Safety Act 2020*

#### Integrated Planning

- Strategic Community Plan
- Corporate Business Plan

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

Policy/Strategic Implications

Budget Implications

Whole of Life Accounting

Risk Management

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
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Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Simple Majority

**Moved** Cr Pratico, Seconded Cr Mahoney  
Ca.09/1123 That Council Repeal Policy ES2 – Use of Chainsaws by Bush Fire Brigade and ES4 – Bush Fire Brigade Personal Protective Equipment

**Council Decision** *Moved Cr Fletcher, Seconded Cr Pratico.*  
**Ca.09/1123** *That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item Ca.09/1123 be adjourned to a future meeting for the CEO to provide advice from LGIS regarding insurance coverage, and that this issue be referred back to BFAC for further discussion.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil.

<b>ITEM NO.</b>	Ca.10/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Draft Policy P 19 – Grievance Resolution		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	22 November 2023		

Attachment 16      Draft Policy P 19 – Grievance Resolution

**OFFICER RECOMMENDATION**

*That Council adopt Policy P 19 – Grievance Resolution as presented in Attachment 16.*

**Summary/Purpose**

Implementing a Grievance Resolution Policy for the Shire of Bridgetown-Greenbushes (the Shire) employees, is not only a proactive measure to comply with legal requirements but also a strategic investment in promoting a positive work culture, enhancing employee satisfaction and ensuring the overall success of the Shire. A Grievance Resolution Policy demonstrates the Shire's commitment in addressing issues raised in a fair, transparent, lawful and efficient manner.

It is recommended that Council adopt policy P 19 – Grievance Resolution.

**Background**

The Shire already has in place P1 – Anti-Discrimination, Sexual Harassment and Bullying which refers to a grievance handling procedure. P1 – Anti-Discrimination, Sexual Harassment and Bullying is very prescriptive in the handling of sexual harassment complaints. The proposed P 19 – Grievance Resolution provides for the handling of all level of complaints / disputes. This policy also allows for the appointment and formal training of Grievance Resolution Officers.

**Officer Comment**

Adopting P 19 – Grievance Resolution is beneficial to the Shire in the following ways:

**Employee Satisfaction and Morale:**

A Grievance Resolution Policy demonstrates the Shire's commitment to fostering a positive work environment. When employees feel heard and supported in addressing their concerns, it contributes to higher job satisfaction and morale. The appointment of Grievance Resolution Officers under the policy is an appointment of those who already demonstrate positive workplace behaviours and successful working relationships with their colleagues in all areas.

**Conflict Resolution:**

Conflicts are inevitable in any workplace. Having a structured Grievance Resolution Policy provides a clear and fair process for resolving conflicts and preventing them from escalating and negatively impacting the work environment.

**Legal Compliance:**

Adhering to employment laws and regulations is essential. A Grievance Resolution Policy helps the Shire remain compliant with employment laws in Western Australia. It ensures that disputes are handled fairly and in accordance with legal requirements.

**Productivity and Performance:**

Addressing employee grievances promptly helps maintain a focused and productive workforce. Unresolved conflicts can lead to decreased productivity and lower overall performance, which can have adverse effects on the quality of services provided by the Shire.

**Retention and Recruitment:**

A Grievance Resolution Policy can positively influence employee retention. When employees know that their concerns will be addressed, they are more likely to stay with the organisation. Moreover, a positive work culture, supported by effective grievance resolution, can enhance the local government's reputation as an employer of choice, aiding in recruitment efforts.

**Fairness and Equity:**

A formalised grievance resolution process ensures that all employees are treated fairly and equitably. It establishes a consistent standard for addressing concerns and promoting a sense of justice among employees.

**Prevention of Escalation:**

Timely resolution of grievances prevents issues from escalating into more serious problems. By providing a structured process for addressing concerns, the Shire can nip potential larger disputes in the bud.

**Employee Engagement:**

An engaged workforce is essential for the effective functioning of any organisation. When employees feel that their concerns are taken seriously and addressed, they are more likely to engage positively with their work, colleagues, and the Shire's goals.

**Continuous Improvement:**

A Grievance Resolution Policy allows the Shire to learn from employee feedback. By addressing concerns and identifying recurring issues, the Shire can make informed decisions to improve policies, procedures, and the overall work environment.

Statutory Environment

Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023

Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023

Local Government Officers' (Western Australia) Award 2021

Municipal Employees (Western Australia) Award 2021

*Industrial Relations Act 1979*

*Local Government Act 1995*

Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
- Corporate Business Plan
  - Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable

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

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Health, Financial, Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 19 – Grievance Resolution, Council run the risk of the Shire being unable to follow due process to ensure grievance resolution actions applied, are consistent, compliant and legal. This may result in Work Health and Safety claims for mental health or physical health distress.

The overall risk has been measured as High.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Lansdell  
Ca.10/1123 That Council adopt Policy P 19 – Grievance Resolution as presented in Attachment 16.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	Ca.11/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Draft Policy P 20 – Professional Development and Performance Review		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	22 November 2023		

Attachment 17      Draft Policy P 20 – Professional Development and Performance Review.

**OFFICER RECOMMENDATION**

*That Council adopt Policy P 20 – Professional Development and Performance Review as presented in Attachment 17.*

**Summary/Purpose**

Implementing a Professional Development and Performance Review policy for the Shire of Bridgetown-Greenbushes (the Shire) employees, may serve as a strategic tool that contributes to employee satisfaction, organisational success, and long-term sustainability. It aligns individual and organisational goals, promotes continuous improvement and positions the company to thrive in a dynamic business environment. It is recommended that Council adopt policy P 20 – Professional Development and Performance Review.

**Background**

Historically, the Shire has been reactive to filling vacancies and often struggled to attract a pool of suitably qualified applicants, particularly for specialist roles within the Shire.

Adopting policy P 20 – Professional Development and Performance Review, provides Shire employees with a transparent and consistent approach to professional development through identification of high-potential employees in readiness to cover or fill specialist roles.

**Officer Comment**

Adopting P 20 – Professional Development and Performance Review is beneficial to the Shire in the following ways:

**Employee Growth and Skill Enhancement**

A well-structured professional development policy encourages employees to enhance their skills and knowledge. This growth benefits both the individual and the Shire as employees become more proficient in their roles and contribute more effectively to the Shire's success.

**Retention and Employee Satisfaction**

Offering opportunities for professional development demonstrates a commitment to employee growth and can increase job satisfaction. This, in turn, contributes to higher employee retention rates, reducing recruitment and training costs associated with high turnover.



### **Increased Productivity**

Employees who receive regular performance reviews and have access to professional development opportunities are more likely to be engaged and motivated. This increased motivation often translates into higher levels of productivity, benefiting the overall efficiency of the Shire.

### **Succession Planning**

A performance review policy provides a structured framework for identifying high-potential employees and grooming them for leadership roles. This is essential for effective succession planning, ensuring that the Shire has a pool of qualified individuals ready to step into key positions as needed.

### **Alignment with Shire Goals**

Regular performance reviews allow for the alignment of individual goals with Shire objectives. Employees can understand how their work contributes to the overall success of the Shire, fostering a sense of purpose and dedication.

### **Quality Control and Improvement**

Performance reviews serve as a mechanism for assessing the quality of work and identifying areas for improvement. Constructive feedback and targeted professional development can result in continuous improvement in individual and team performance.

### **Legal Compliance and Fairness**

Having a formal performance review policy helps ensure that evaluations are conducted fairly and consistently across the Shire. This is critical for legal compliance and can protect the Shire from potential legal issues related to employee treatment and termination.

### **Employee-Centric Approach**

A policy that emphasises professional development and performance reviews communicates to employees that their growth and well-being are valued. This employee-centric approach fosters a positive work culture and can enhance the employer-employee relationship.

### **Adaptability to Change**

In a rapidly evolving business environment, employees need to adapt to new technologies, methodologies, and industry trends. A professional development policy facilitates ongoing learning and helps employees stay relevant and effective in their roles.

### **Competitive Advantage**

Investing in Shire employees' professional development provides a competitive edge with increased job satisfaction and security, when coming up against the likes of Talison, where higher salaries can often seem more attractive. A skilled and motivated workforce can be a significant asset, enabling the Shire to be innovative, adaptable and efficient for the community.

### Statutory Environment

Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023

Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023  
 Local Government Officers' (Western Australia) Award 2021  
 Municipal Employees (Western Australia) Award 2021  
*Industrial Relations Act 1979*  
*Local Government Act 1995*

Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
- Corporate Business Plan
  - Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan - Nil
- Other Integrated Planning – Not applicable

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Health, Financial, Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 20 – Professional Development and Performance Review, Council run the risk of the Shire being unable to attract and retain a skilled and effective workforce.

The overall risk has been measured as High.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Council Decision** *Moved Cr Christensen, Seconded Cr Fletcher  
Ca.11/1123 That Council adopt Policy P 20 – Professional Development and Performance Review as presented in Attachment 17.*

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Cr Peace declared a financial interest in Ca.12/1123 and vacated the meeting at 7.10pm.**

<b>ITEM NO.</b>	Ca.12/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Talisn Partnering for the Future Update		
<b>OFFICER</b>	Principal Project Manager		
<b>DATE OF REPORT</b>	24 November 2023		

Attachments 18      November 2023 Partnering for the Future 2023 Report

**OFFICER RECOMMENDATION**

*That Council acknowledge receipt of information contained in the ‘November 2023 Partnering for the Future 2023 Report’.*

**Summary/Purpose**

For Council awareness to the status of the Partnering for the Future Project between Talison Mining Company (Talison) and the Shire of Bridgetown – Greenbushes (The Shire).

**Background**

In August 2023, a ‘Partnering for the Future 2023’ agreement was reached between the Shire and Talison, whereby Talison would fund several Community infrastructure improvement projects in Greenbushes and Bridgetown to the value of \$1,640,459 which were to be delivered within the 2023 calendar year period.

In addition, in November 2023, the Shire put forward a series of projects to Talison for the Partnering for the Future 2024 period to the value of \$5,350,000 to be

delivered within the 2024 calendar year period. This proposal forms part of the Talison Board Meeting Agenda in mid-December 2023, at which point, the Shire will be advised of the outcome.

#### Officer Comment

**2023 Program:** Some elements of the current 2023 project delivery program are slightly behind schedule due to the very short period of time between the 2023 agreement finalisation and the end of year delivery date, however discussions with Talison confirm that a calendar year carry forward of funds is acceptable to ensure proper completion of the project works. Of particular note is the resurfacing of a number of Greenbushes local roads and completion of irrigation and dam building works at the Bridgetown Sports Ground. Commentary of the status of all 2023 projects is included in the attachment.

**2024 Program:** Officers have proposed a much larger package of works to be delivered within the 2024 calendar year including the funding of additional elements from the original planned program.

Key elements include:

1. The top up funding of the new Shire Depot to ensure a proper, modern, fit for purpose facility is delivered. Council Officers have engaged a reputable Architectural firm to undertake conceptual and detailed designs for the facility with costed Concepts due for release in December. (Refer item C.10/1123 18<sup>th</sup> October 2023).
2. Top up funding to complete the Town Hall project with the installation of Air Conditioning and upgrades to the toilets and kitchen which will enable the facility to be utilised as a second Evacuation Centre.
3. Top up funding to enable the construction of a replacement dam at the Bridgetown Sports field.
4. Funding to implement the installation of PV and battery at the Bridgetown Leisure Centre.
5. Funding for the installation of staff buildings at the Recycling Centre.
6. Top up funding for the full scope of fit out works to the new Visitor Centre.
7. Installation of a playground at the Highlands Estate and a new dog park
8. Planning for the installation of LED feature / event lighting in Bridgetown

#### Statutory Environment

All new facilities will need to be compliant with the Work Health and Safety Act 2020, the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply.

#### Integrated Planning

##### ➤ Strategic Community Plan

Outcome 16 An engaged and effective workforce

Objective 16.1 Attract, train, develop and retain an effective workforce.

##### ➤ Corporate Business Plan

Outcome 16 An engaged and effective workforce

##### ➤ Long Term Financial Plan

Other than the funds allocated in the Shire’s 2023-24 Budget, there are no other additional funds allocated to these projects.

➤ **Asset Management Plans**

All new assets will be included in the Shire’s Asset Management Plans with provision for annual and long-term maintenance.

➤ **Workforce Plan**

Project Management costs to deliver the 2024 Partnering of the Future Project Plan are covered within the Grant request.

➤ **Other Integrated Planning - NA**

Policy/Strategic Implications - NA

Budget Implications – Increased Grant funding to support the Community and Staff will reduce demand on Municipal funds.

Whole of Life Accounting

Potential increased in Capital expenditure of \$5,350,000 across the 23/24 financial years.

Risk Management

Positive - The upgrades to the Town Hall will ensure the facility is fit for purpose as a second Evacuation Centre for use by the public.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Council Decision** *Moved Cr Lansdell, Seconded Cr Pratico*  
**Ca.12/1123** *That Council acknowledge receipt of information contained in the*  
*‘November 2023 Partnering for the Future 2023 Report’*

**Carried 8/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	Ca.13/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Advisory Committees		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	24 November 2023		

- Attachment 19      Audit Committee Instrument of Appointment
- Attachment 20      Bush Fires Advisory Committee Instrument of Appointment
- Attachment 21      CEO Performance Review Committee Instrument of Appointment
- Attachment 22      Local Emergency Management Committee Instrument of Appointment

**OFFICER RECOMMENDATION – 1**

*That Council appoint Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_ as the Elected Member representatives on the Audit Committee in accordance with the Instrument of Appointment presented in Attachment 19.*

**OFFICER RECOMMENDATION – 2**

*That Council appoint Cr \_\_\_\_\_, and Cr \_\_\_\_\_ as the Elected Member representatives on the Bush Fires Advisory Committee in accordance with the Instrument of Appointment presented in Attachment 20.*

**OFFICER RECOMMENDATION – 3**

*That Council appoint Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_ as the Elected Member representatives on the CEO Performance Review Committee in accordance with the Instrument of Appointment presented in Attachment 21.*

**OFFICER RECOMMENDATION – 4**

*That Council appoint Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_ as the Elected Member representatives on the Local Emergency Management Committee in accordance with the Instrument of Appointment presented in Attachment 22.*

**OFFICER RECOMMENDATION – 5**

*That Council note the CEO’s intention to extend the nomination period for the Community representatives on the Access and Inclusion Committee, Cultural*

*Inclusion Advisory Committee, Trails Advisory Committee, Sustainability Advisory Committee and Youth Services Advisory Committee.*

#### Summary/Purpose

For Council to determine the Elected Member Representatives on the Audit Committee, Bush Fires Advisory Committee, CEO Performance Review Committee and the Local Emergency Management Committee.

#### Background

At the Special Council Meeting on 24 October 2023 (Meeting 1) Council resolved to establish the Audit Committee, Bush Fires Advisory Committee, CEO Performance Review Committee, and the Local Emergency Management Committee, noting that a subsequent report would be presented to Council to determine the Elected Member representatives on the Committees. Due to the lack of community nomination received for the Access and Inclusion Committee, Cultural Inclusion Advisory Committee, Trails Advisory Committee, Sustainability Advisory Committee and Youth Services Advisory Committee it is recommended that the nomination period be extended to encourage more nominations from the Community.

#### Officer Comment

It is recommended that Council appoint Elected Members onto their Committees in accordance with their Instrument of Appointment, should Council resolve to include more Elected Member representatives on their Committees, the Instrument of Appointment needs to be updated to reflect this.

#### **Audit Committee**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

#### **Bush Fires Advisory Committee**

The main function of the Bush Fires Advisory Committee is to represent volunteer bushfire brigades within the Shire and to make recommendations to Council on the following:

- Annual firebreak requirements
- General management of and communication within the bushfire brigade structure
- Planning, setting standards and works program for fire prevention within the Shire
- Formation, rationalisation or winding up of any bush fire brigades within the Shire
- Standards of equipment that should be provided and maintained under Brigade control
- review of firefighting/prevention practices
- Coordination of training

- Review of Council's Bushfire Mitigation Strategy
- Any other matters relating to bush fire control.

### **CEO Performance Review Committee**

The CEO Performance Review Committee assists Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

### **Local Emergency Management Committee**

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations are:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire's Local Emergency Management Committee also advises Council on incident prevention and preparation, and assists in the management of recovery processes following an emergency event affecting the Shire.

### Statutory Environment

#### *Local Government Act 1995*

#### **5.10. Committee members, appointment of**

- (1) A committee is to have as its members —
- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in [section 5.9\(2\)\(a\)](#) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

### Integrated Planning

- Strategic Community Plan



Outcome 13 proactive, visionary leaders who respond to community needs

Objective 13.1 strengthen leadership and advocacy

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

Policy/Strategic Implications

**CR 8 – Advisory Committees**

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management – Compliance and service interruption.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Lansdell**

**Ca.13/1123 That Council invoke clause 18.1 of the Standing Orders at 7.11pm to allow for informal discussion.**

**Carried 8/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pratico and Redman.  
**Against:** Nil

Cr Peace returned to the meeting at 7.13pm.

**Council Decision Moved Cr Mahoney, Seconded Cr Lansdell**

**Ca.13/1123 That application of clause 18.1 of the Standing Orders cease at 7.16pm.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

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

**Ca.13/1123 Advisory Committees**

**OFFICER RECOMMENDATION – 1**

**That Council appoint Cr Mahoney, Cr Mountford and Cr Redman as the Elected Member representatives on the Audit Committee in accordance with the Instrument of Appointment presented in Attachment 19.**

**OFFICER RECOMMENDATION – 2**

**That Council appoint Cr Fletcher, and Cr Pratico as the Elected Member representatives on the Bush Fires Advisory Committee in accordance with the Instrument of Appointment presented in Attachment 20.**

**OFFICER RECOMMENDATION – 3**

**That Council appoint Cr Redman, Cr Pearce, Cr Pratico, Cr Boyle, Cr Lansdell, Cr Christensen and Cr Mountford as the Elected Member representatives on the CEO Performance Review Committee in accordance with the Instrument of Appointment presented in Attachment 21.**

**OFFICER RECOMMENDATION – 4**

**That Council appoint Cr Pratico, Cr Pearce, and Cr Fletcher as the Elected Member representatives on the Local Emergency Management Committee in accordance with the Instrument of Appointment presented in Attachment 22.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

Cr Pratico asked a question about previous Council decision for him to Chair the LEMC. This question was taken on notice.

**Corporate Services**

<b>ITEM NO.</b>	Ca.14/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Bridgetown Town Square RV Parking – Removal of Access to Power		
<b>OFFICER</b>	Manager Visitor Servicing		

<b>DATE OF REPORT</b>	10 November 2023
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#### **OFFICER RECOMMENDATION**

*That Council resolve to remove access to power at the 24 hour RV camping stop located in the Bridgetown Town Square car park.*

#### Summary/Purpose

To mitigate risks associated with misuse of power facilities and to ensure a fair business environment within the Shire of Bridgetown-Greenbushes for caravan parks this item seeks Council's approval to remove the existing power supply facility at the free 24 hour RV camping stop located in the Bridgetown Town Square carpark.

#### Background

The October 2020 Community Scorecard (which informed the development of Council's current Strategic Community Plan) identified a community view that there is a need to attract tourists as a high priority action. Council's 2021-2025 Corporate Business Plan included the following action:

*"12.2.4 Facilitate key stakeholder engagement in achieving RV friendly town status."*

During December 2021 staff liaised with owners of both caravan parks located within the Shire regarding the introduction of a free 24 hour RV camping stop in Bridgetown. One operator was highly supportive of the initiative (as both a trial and a permanent option) and the other, while aware of the potential wider community and economic benefit, felt that a free 24 hour camping option raised concerns about the impact on their business.

In January 2022 council resolved:

*"C.10/0122c That Council:*

- 1. Endorse a 24 hour free camping trial for two (2) self-contained motor homes and caravans in the dedicated caravan parking bays within the Bridgetown Railway Reserve car park for a 3 month period commencing 1 March 2022 and concluding 31 May 2022.*
- 2. Direct the CEO to install temporary signage at the location advising details of the trial period; inviting patrons to leave their local receipts and invoices from goods and services purchased and provide a depository for those receipts and invoices.*
- 3. Direct the CEO provide a report back to the June Council meeting advising of the impact of the trial period to assist in future decision making regarding permanent 24 hour free camping for caravans and motor homes in the Town Square."*

During the trial feedback was received from patrons about fluctuating power outages in the two western bays. Investigations confirmed that the electrical cable for power supply to these bays was non-compliant. Council at its 28 July 2022 meeting resolved in part to:

*"C.05/0722*

- 1. Note the results of the 3 month trial of 24 hour free camping for self-contained motorhomes and caravans in the railway car park.*

2. *Continue with allowing 24 hour free camping for self-contained motorhomes and caravans in dedicated parking bays in the railway car park with the 2 eastern bays to have access to power supply and the 2 western bays being unpowered.”*

In March 2023 power was cut to the western bays as per Council’s resolution.

On 11<sup>th</sup> July 2023 a caravan park operator in the shire contacted the Manager Visitor Servicing about the free electricity being provided to the eastern two bays at the Town Square 24 hour RV stop. The operator provided photos of caravans misusing the facilities by using power boards and running extension cords across the car park to gain access to power at the western side bays. This practice has also been observed by Shire officers.

#### Officer Comment

In January 2023 the Caravan and Motorhome Club of Australia Ltd (CMCA) acknowledged that the town of Bridgetown has met the criteria to be accepted as an ‘RV Friendly Town’. Providing power at the RV stop is not a requirement of an RV Friendly Town. Council’s letter of understanding with the Campervan & Motorhome Club of Australia outlines the facility is for use by self-contained motorhomes, campervans and caravans only. RV vehicles who do not have their own power source can be serviced by the two caravan parks located within the Shire.

It is proposed that the power be disconnected to this facility with the existing power outlets being blanked off. This approach is preferred over a full removal of the power pole to this section of the car park to enable the power to be more easily switched back on should the Shire choose to use the power for other purposes in this area. It is proposed that this disconnection will take place as soon as a contractor can be organised for the job.

The future of this location as an RV stop will be researched and community feedback will be sought at a future date to inform decision making on the best way to support the RV market for tourism in Bridgetown.

#### Statutory Environment

The Caravan Parks & Camping Grounds Regulations 1997 legislates the requirements associated with caravans, number of showers, toilets, hand basins and the like. Regulation 11 addresses the subject of camping other than at caravan park or camping ground and allows camping for up to 24 consecutive hours in a caravan or other vehicle on a roadside rest area. A roadside rest area is defined as an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for resting, stopping or camping in a vehicle.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination.
  - Objective 12.2 Improve tourism infrastructure and services.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil

➤ Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications

Council’s 2023/24 Budget includes an allocation of \$1,750 for costs associated with the RV Friendly sites. The cost of disconnecting the existing power and new signage to reflect the change to power facilities can be accommodated within the existing budget allocation.

Whole of Life Accounting - Nil

Risk Management

Disconnecting the power facility at the Bridgetown RV stop will mitigate risks associated with the misuse of the power facility currently being observed. The risk to personal injury associated with misuse of the power has been assessed as ‘moderate’ in accordance with Council’s Policy RM 1 – Risk Management i.e. a moderate risk to an individual’s health that is unlikely to occur.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

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

***Ca.14/1123 That Council resolves to remove access to power at the 24 hour RV camping stop located in the Bridgetown Town Square car park.***

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	Ca.15/1123	<b>FILE REF.</b>	131
<b>SUBJECT</b>	October 2023 Financial Activity Statements and List of Accounts Paid in October 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	21 November 2023		

Attachment 23 – October 2023 Financial Activity Statements

Attachment 24 – List of Accounts Paid in October 2023

**OFFICER RECOMMENDATION**

*That council receive the:*

- 1. October 2023 Financial Activity Statements as presented in Attachment 23; and*
- 2. List of Accounts Paid October 2023 as presented in Attachment 24.*

**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. The regulations also require that 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 (Regulation 13).

**Background**

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

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

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

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

The information in a statement of financial activity is to be shown according to nature and type classification.

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.

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

The list of accounts is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

### 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.

Regulation 35(5) of the Local Government (*Financial Management*) Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2023/24 budget resolved as follows:

*“C.07/0823 That Council for the financial year ending 30 June 2024 adopt a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.*”

The attached financial activity statements provide explanation of material variances in accordance with resolution C.07/0823.

### Integrated Planning

- Strategic Community Plan
  - Outcome 14 – Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

### Policy Implications

F.5. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

**Budget Implications**

Expenditure incurred in October 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

**Whole of Life Accounting** – Not applicable

**Risk Management**

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council if required.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

**Voting Requirements** – Simple Majority

**Council Decision** *Moved Cr Christensen, Seconded Cr Lansdell*

**Ca.15/1123** *That council receive the:*

- 1. *October 2023 Financial Activity Statements as presented in Attachment 23; and***
- 2. *List of Accounts Paid October 2023 as presented in Attachment 24.***

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil



<b>ITEM NO.</b>	Ca.16/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Management Report – October 2023		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	20 November 2023		

Attachment 25 – Budget Management Report October 2023

**OFFICER RECOMMENDATION**

*That Council*

1. *receives the October 2023 Budget Management Report as presented in Attachment 25; and*
2. *amends the 2023/24 Budget as follows:*

<b>Account or Job Number</b>	<b>Account or Job Description</b>	<b>Expenditure or Income Type</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
1310920	Cemetery and Memorial Plaques	Materials & Contracts	\$4,750	\$5,000	\$9,750
1310930	Sale of Cemetery & Memorial Plaques	Fees & Charges	-\$5,000	-\$5,000	-\$10,000
1065320	Fire Prevention Unspent Grants	Other Minor Expenditure	\$0	\$2,815	\$2,815
1081120	SES Unspent Grants	Other Minor Expenditure	\$0	\$449	\$449
1065740	Fire Equipment Shire Funded	Materials & Contracts	\$0	\$15,000	\$15,000
Reserve 104	Bush Fire Reserve	Reserve Transfer	\$61,613	-\$15,000	\$46,613
09BN	Greenbushes Fire Station	Materials & Contracts	\$322,600	\$307,234	\$629,834
10BN	Wandillup Fire Station	Materials & Contracts	\$351,100	\$379,444	\$730,544
1060070	DFES ESL Levy Non-Recurrent Grants	Capital Grants - State	-\$1,195,334	-\$686,678	-\$1,882,012
GS73	Crowd Wheatley Road Gravel Sheeting Works	Materials & Contracts	\$107,500	\$27,751	\$135,251
GS74	Klause Road Gravel Sheeting Works	Materials & Contracts	\$90,000	\$23,144	\$113,144
GS75	Walter Willis Road Gravel Sheeting Works	Materials & Contracts	\$52,500	\$11,729	\$64,229
BR06	Maranup Ford Road Bridge (3318A)	Materials & Contracts	\$110,000	-\$22,580	\$87,420
RC64	Hacket Street (Asphalt)	Materials & Contracts	\$115,265	-\$40,265	\$75,000
<b>Total</b>				<b>\$3,043</b>	

### Summary/Purpose

Presented is the October 2023 Budget Management Report (Attachment 25). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

### Background

To aid in efficient and effective management of budget allocations Council adopted policy 'FM13 – Budget Management' at its meeting held 15 December 2022.

### Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

To assist in the day-to-day management of budget allocations policy 'FM13 – Budget Management' provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council. The policy provides for the following categories of budget overspends:

- Non-Reportable
- Determined by the CEO and Subsequently Reported to Council
- Authorised by the Shire President in an Emergency
- Council Budget Amendments

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in an increase in overall budget expenditure by \$709,721. This expenditure increase will be partly funded by \$691,678 in additional income and an increase in transfers from Reserve of \$15,000. The unfunded balance of \$3,043 in increased expenditure will be factored into the mid-year budget review.

### Statutory Environment

#### **Local Government Act 1995**

Section 5.41 of the Local Government Act (the Act) outlines the functions of the CEO. Functions included in this section of the Act relevant to this item are:

- cause council decisions to be implemented.
- manage the day-to-day operations of the local government.

Section 6.8 of the Act – Expenditure from municipal funds not included in annual budget:

- “(1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an ‘additional purpose’) except where the expense —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;*

- (b) *is authorised in advance by resolution by Absolute Majority; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*
- (2) *Where expense has been incurred;*
- (a) *under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and*
  - (b) *under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council”*

Integrated Planning

- Strategic Community Plan  
Outcome 14 – Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

This report has been prepared in accordance with Council’s policy ‘FM.13 - Budget Management Policy’.

Budget Implications

Budget amendments as recommended will reduce funds held in the Bush Fire Reserve by \$15,000. The resulting overall deficit of \$3,043 will require funding consideration as part of the mid-year budget review.

Whole of Life Accounting – Not applicable

Risk Management

The unfunded amount of \$3,043 is considered a low financial risk according to Council’s Policy RM 1 – Risk Management i.e., there is an unlikely minor financial risk that the amount will remain unfunded following the mid-year budget review.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen  
Ca.16/1123 That Council**

- 1. receives the October 2023 Budget Management Report as presented in Attachment 25; and**
- 2. amends the 2023/24 Budget as follows as tabled.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Community**

<b>ITEM NO.</b>	Ca.17/1123	<b>FILE REF.</b>	451.2.4
<b>SUBJECT</b>	New Fee and Charge & Emergency Services Volunteer discount		
<b>OFFICER</b>	Coordinator Recreation & Leisure		
<b>DATE OF REPORT</b>	22 November 2023		

**OFFICER RECOMMENDATION that Council;**

- 1. Approve a new hire fee of \$140.00 per hour (minimum 2 Hours) for the private hire/use of the inflatable to be introduced in the current 2023/24 fees and charges.**
- 2. Approve a new Inflatable Obstacle Course entry fee of \$5.00 to be included in the current 2023/24 fees and charges.**
- 3. Approve unbudgeted income of approximately \$8,431 received from the payment of fees and hire of the inflatable to be reflected in the 2023-24 budget.**
- 4. Approve the extension of the current 50% discount on gym memberships for Emergency Services volunteers to include 50% discount on Pool and Pool & Gymnasium Memberships.**

**Summary/Purpose**

The introduction of the Inflatables at the Bridgetown Leisure Centre Swimming Pool will increase patronage and revenue for the Bridgetown Leisure Centre. The recommended fee to participate on the inflatable has been based on a review of similar

regional Local Governments. It is estimated that the set fee of \$5/person will cover the cost of additional staffing, contingency for repairs and replacement.

To support the emergency services volunteers, an extension of the 50% discount on gym memberships, which Council currently provide, to include a 50% discount on pool membership is recommended to meet the various interests and the health and fitness needs of emergency services volunteers.

#### Background

For approximately 5 years before the pool was rebuilt Council owned a pool inflatable which was used on a regular basis. The inflatable was designed for a 50-meter pool and did not meet the Australian Standards for the current 25m pool. In addition, Royal Life Saving reminds waterborne inflatable operators of the supervision arrangements contained within the Guidelines for Safe Pool Operations: SV22 - Supervision of Inflatable Play Equipment and SV21 - Supervision of Floating Play Equipment as well as the inflatable use depth calculators available within the Guidelines of Safe Pool Operations for a 25 meter pool.

Bridgetown Leisure Centre have offered a discount of 50% for gym memberships for emergency services volunteers for approximately 10 years. Community feedback indicates that an inclusion of pool membership and a pool and gym membership would support those volunteers that would like to include swimming into their fitness regime.

#### Officer Comment

As part of the Year 1 Talison Lithium PTY LTD funding partnership, the Shire has received funding to purchase an inflatable obstacle course for the Bridgetown Leisure Centre Swimming Pool. To ensure that pool and the inflatable are safely monitored there is a requirement for an additional 2 lifeguards to supervise the inflatable. The inflatable fee and hire fees will ensure the cost recovery of the additional expenses incurred due to extra Lifeguard wages.

Market research was undertaken, reviewing the fees other Local Government charge for usage of inflatables. The officer recommendations have been developed based on the fees outlined below.

Local Government	Hourly Rate	Entry Fee	Min Age
Busselton	\$140.00 (Min 2 Hours)		5
Geraldton	\$165.00 (Min 2 Hours)		6
Albany	\$164.90 (Min 2 Hours)	\$8.00 Include pool entry	
Melville	\$139.00 (Min 2 Hours)		6
Rockingham	\$137.50 (Min 2 Hours)	\$4.20 (inflatable Only)	9

The introduction of the Inflatable obstacle course and basketball hoops will provide greater opportunities for young people from the community to engage in recreational activities at the pool.

The inflatable is intended to engage and entertain children and young people, provide an exciting and challenging activity for the community. The inflatable will also be offered to community for private hire to enhance special events/occasions/birthdays.

Having BLC inflatable days should increase the patronage of the swimming pool and offer a new stream of income to support the increase in services offered at the aquatic centre.

Offering a 50% discount to emergency volunteers for gym membership has been something Council has deemed important to do as an expression of its gratitude for those in our community that put themselves at risk for the protection of life and property. This extension to include pool memberships provides another option for volunteers and ensures the expression of gratitude is fit for purpose and meets the needs of those valued volunteers.

### Statutory Environment

2023/24 Fees & Charges – Shire of Bridgetown-Greenbushes

### Integrated Planning

- Strategic Community Plan

Outcome 2 Good health and community wellbeing

Objective 2.2 Provide quality sport leisure and recreation services.

- Corporate Business Plan

4.2.9 Provide an expanded range of activities at the Bridgetown Leisure Centre

- Long Term Financial Plan - Nil

- Asset Management Plans

New and upgraded infrastructure will be included as Shire assets in Council's Property Infrastructure Asset Management Plan once the development is complete.

- Workforce Plan - Nil

- Other Integrated Planning - Nil

### Policy Implications

Nil

### Budget Implications

As the income of approximately \$8,431 associated with the new fee is unbudgeted, Council will need to approve the new fee and charge and the estimated income generated by the additional inflatable entry fee and inflatable hire.

### Whole of Life Accounting - Nil

### Risk Management

The current recommendations address the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Financial and reputational.

Financial – Financial risk is moderate given if the new fees associated with the inflatable were not approved given the cost of providing extra staff to monitor the use of the inflatables is a requirement, providing this new activity would increase the amount of subsidy Council is paying toward ongoing and new services at the BLC.

Reputational – Reputational risk - external is low given the impact of not supporting the recommendation to extend the 50% discount to include pool and pool/gym membership may create a minor consequence even though the likelihood of external reputational risk is likely.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Fletcher, Seconded Cr Pratico  
Ca.17/1123 That Council**

1. **Approve a new hire fee of \$140.00 per hour (minimum 2 Hours) for the private hire/use of the inflatable to be introduced in the current 2023/24 fees and charges.**
2. **Approve a new Inflatable Obstacle Course entry fee of \$5.00 to be included in the current 2023/24 fees and charges.**
3. **Approve unbudgeted income of approximately \$8,431 received from the payment of fees and hire of the inflatable to be reflected in the 2023-24 budget.**
4. **Approve the extension of the current 50% discount on gym memberships for Emergency Services volunteers to include 50% discount on Pool and Pool & Gymnasium Memberships.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

## Infrastructure

<b>ITEM NO.</b>	Ca.18/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Amendment – Contract Resheeting Works		
<b>PROPONENT</b>	Shire of Bridgetown Greenbushes		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	22 November 2023		

### OFFICER RECOMMENDATION

That Council amend the 2023/24 budget as follows:

- a. Decrease the budget of Job BR06, Maranup Ford Road Bridge (3318A), by \$22,580.
- b. Decrease the budget of Job RC64, Hackett Street, by \$40,000.
- c. Increase the Road Construction/Reconstruction program account number 1386940 by \$63,580.

### Summary/Purpose

An additional materials and contracts amount of \$63,580 is required to complete the contractor performed gravel resheeting works currently underway on Crowd Wheatley Rd, Klause Rd and Walter Willis Rd.

### Background

During the 2nd special Council Meeting in October 2023, Council resolved (SpCa.02/1023) to allocate \$250,000 to undertake urgent gravel resheeting works on sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd totalling 5.6km.

Since then, a civil contractor has been engaged and works commenced. The contractor scope has included establishment of two adjacent gravel pits along with the actual resheeting works. Excluded from the civil contractor scope has been traffic control and the purchase cost of gravel from the landowners.

### Officer Comment

At the time of the October meeting, available information indicated \$250,000 would be sufficient to undertake the full proposed scope. While the civil contractor works are within this figure, the overall cost including traffic control and gravel is now higher than budgeted to complete the scope. Projected total project cost is now \$312,500 against the current \$250,000 budget resulting in a \$62,500 shortfall.

There are two jobs identified that could fund the shortfall:

1. Maranup Ford Road Bridge (3318A) – Job BR06  
A purchase order \$22,580 under budget has been issued for the preventive maintenance works on bridge 3318A and no additional expenditure is forecast. While the works have not yet commenced, due to the routine nature of the works it is very unlikely the contractor would seek a variation. The \$22,580 saving can safely be reallocated.
2. Hackett Street (Asphalt) – Job RC64  
The Hackett St asphalt overlay scope only has 300m out of the budgeted 800m that is considered a high priority so there is potential to reduce the scope without



a significant adverse outcome. A reduction in budget of \$40,000 will still allow approx. 500m of asphalt overlay to be completed.

These projects are wholly or substantially Roads to Recovery (RTR) funded. Council is requested to fund the shortfall by reallocating RTR funding from Maranup Ford Road Bridge (3318A) of \$22,580.00 and Hackett St of \$40,000 to the emergency resheeting works. The resheeting works are RTR compliant and the process of reallocating RTR funding to new compliant projects is simple.

#### Statutory Environment

*Work Health & Safety Act 2020*

*Land Administration Act 1997 (Part 5)*

#### Integrated Planning

##### ➤ Strategic Community Plan

Outcome 9 Safe, affordable and efficient movement of people and vehicles.

Objective 9.1 Improve road safety and connectivity.

##### ➤ Corporate Business Plan - Nil

##### ➤ Long Term Financial Plan - Nil

##### ➤ Asset Management Plans - Nil

##### ➤ Workforce Plan - Nil

##### ➤ Other Integrated Planning - Nil

Policy/Strategic Implications - Not applicable

#### Budget Implications

This report seeks to amend the 2023/24 budget as per the resolution.

Whole of Life Accounting - Not applicable

#### Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

##### Health:

Due to the risk of a serious traffic incident as a result of the road faults the health impact is considered Catastrophic (fatality, permanent disability) with a likelihood measure being likely, giving an overall risk rating of Extreme.

##### Financial Impact:

Due to the risk of a serious traffic incident as a result of the road faults and potential for litigation, the financial impact is considered Catastrophic (more than \$500,000) with a likelihood measure being likely, giving an overall risk rating of Extreme.

**Reputational External:**

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is currently considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High. Obviously, if there is a serious accident or death on the road, this will shift to Extreme.

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate

**Voting Requirements - Absolute Majority**

**Moved**

Cr Christensen Seconded Cr Pratico

Ca.18/1123 That Council amend the 2023/24 budget as follows:

- a. Decrease the budget of Job BR06, Maranup Ford Road Bridge (3318A), by \$22,580.
- b. Decrease the budget of Job RC64, Hackett Street, by \$40,000.
- c. Increase the Road Construction/Reconstruction program account number 1386940 by \$63,580.

**Amendment**

Moved Cr Christensen, Seconded Cr Pratico

That the amount \$63,580 be deleted and replaced with the amount \$62,580.

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil

The amendment was incorporated into the substantive motion and was put.

**Council Decision** *Moved Cr Christensen, Seconded Cr Pratico*  
**Ca.18/1123** *That Council amend the 2023/24 budget as follows:*

- a. *Decrease the budget of Job BR06, Maranup Ford Road Bridge (3318A), by \$22,580.*
- b. *Decrease the budget of Job RC64, Hackett Street, by \$40,000.*
- c. *Increase the Road Construction/Reconstruction program account number 1386940 by \$62,580.*

***Carried by Absolute Majority 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Receival of Minutes from Management Committees**

Nil

**Urgent Business Approved by Decision**

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

Question by Cr Fletcher

Was the Buy-Local Policy applied when evaluating the Bush Fire Tenders?

*Officer comment - Policy FM 6 – Buy Local Purchasing does not apply to purchasing via tender. Purchases of \$250,000 and over require tenders to be invited and are assessed in accordance with the Shire’s Regional Price Preference Policy. As noted in the confidential reports presented to the Council Meeting held on 2 November 2023, given that the recommended tenders were submitted by a local builder whose tenders were significantly lower than the second lowest tender, the Regional Price Preference did not come into consideration.*

Attachment 26 – FM – 6 Buy Local Policy

**Elected Members Questions With Notice**

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

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

**Council Decision** *Moved Cr Mahoney, Seconded Cr Boyle*  
**Ca.19/1123** *That Council go behind closed doors to consider Item*  
**Ca.19/1123 at 7.31pm.**

***Carried 9/0***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

In accordance with s.5.23(2) of the *Local Government Act 1995*, the CEO has recommended item Ca.19/1123 and Ca.20/1123 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

a) the personal affairs of any person.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item is to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	Ca.19/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Advisory Committees – Part 2		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	29 November 2023		

- Attachment 27      Access and Inclusion Advisory Committee Instrument of Appointment
- Attachment 28      Cultural Inclusion Advisory Committee Instrument of Appointment
- Attachment 29      Nomination forms for Cultural Inclusion Advisory Committee
- Attachment 30      Sustainability Advisory Committee Instrument of Appointment
- Attachment 31      Trails Development Advisory Committee Instrument of Appointment
- Attachment 32      Youth Services Advisory Committee Instrument of Appointment
- Attachment 34      Nomination form for Youth Services Advisory Committee

**Council Decision Moved Cr Mahoney, Seconded Cr Boyle**  
**Ca.19/1123 That Council invoke clause 18.1 of the Standing Orders at 7.32pm to allow for informal discussion.**  
**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Mahoney, Seconded Cr Boyle**  
**Ca.19/1123 That application of clause 18.1 of the Standing Orders cease at 7.36pm.**  
**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Moved**      Cr Mountford, Seconded Cr Lansdell

That Council;

1. Appoint Cr Mountford, as the Elected Member representative; and
2. Appoint Andrea Mettam, Beth Pengelly, Jana Mayhew, Joan Leader and Jane Wittenoom as community representatives on the Access and Inclusion Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 27.

OFFICER RECOMMENDATION – 2

1. That Council;
  - a) Appoint Cr Boyle, Cr Lansdell, and Cr Redman, as the Elected Member representatives; and
  - b) Appoint Sandra Hill, Phillipa Mills as community representatives on the on the Cultural Inclusion Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 28; and
2. That Council appoint Sonia Tascon and Barbara Maher as community representatives on the Cultural and Inclusion Advisory Committee as listed in Attachment 29.

OFFICER RECOMMENDATION – 3

That Council;

1. Appoint Cr Christensen, Cr Boyle, and Cr Lansdell, as the Elected Member representatives; and
2. Appoint Floyd Browne, Hal Reid as community representatives on the on the Sustainability Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 30.

OFFICER RECOMMENDATION – 4

That Council;

1. Appoint Cr Christensen, as the Elected Member representative; and
2. Appoint Alexa Tunmer, Ben Ducker, and Cory Ward as community representatives on the Trails Development Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 31.

OFFICER RECOMMENDATION – 5

1. That Council;
  - a) Appoint Cr Lansdell and Cr Fletcher, as the Elected Member representatives; and
  - b) Appoint Lisa Burgess, Susie Ascott and Yuko Tonai-Moore as community representatives on the on the Youth Services Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 32.
2. That Council appoint Meegan Cullen as community representatives on the Youth Services Advisory Committee as listed in Attachment 34.

**Amendment**            Moved Cr Lansdell, Seconded Cr Boyle

To make the following changes listed below

1. Delete 'Jaye Herring' from Officer Recommendation 2 - 1(b)
2. Amend the wording in Officer Recommendation 2 - 2 from 'Council consider nominations from' to 'Council appoint Sonia Tascon and Barbara Maher' as community representatives on the Cultural and Inclusion Advisory Committee as listed in Attachment 29; and
3. Amend the wording in Officer Recommendation 5 - 2 from 'Council consider nominations from' to 'Council appoint Meegan Cullen' as community representative on the Youth Services Advisory Committee as listed in Attachment 24.

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil

The amendment was incorporated into the substantive motion and was put.

**Council Decision Cr Mountford, Seconded Cr Lansdell  
Ca.19/1123 Advisory Committees – Part 2**

**OFFICER RECOMMENDATION – 1  
That Council;**

1. **Appoint Cr Mountford, as the Elected Member representative; and**
2. **Appoint Andrea Mettam, Beth Pengelly, Jana Mayhew, Joan Leader and Jane Wittenoom as community representatives on the Access and Inclusion Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 27.**

**OFFICER RECOMMENDATION – 2**

1. **That Council;**
  - a) **Appoint Cr Boyle, Cr Lansdell, and Cr Redman, as the Elected Member representatives; and**
  - b) **Appoint Sandra Hill, Phillipa Mills as community representatives on the on the Cultural Inclusion Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 28; and**
2. **That Council appoint Sonia Tascon and Barbara Maher as community representatives on the Cultural and Inclusion Advisory Committee as listed in Attachment 29.**

**OFFICER RECOMMENDATION – 3  
That Council;**

1. **Appoint Cr Christensen, Cr Boyle, and Cr Lansdell, as the Elected Member representatives; and**
2. **Appoint Floyd Browne, Hal Reid as community representatives on the on the Sustainability Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 30.**

**OFFICER RECOMMENDATION – 4**

**That Council;**

- 1. Appoint Cr Christensen, as the Elected Member representative; and**
- 2. Appoint Alexa Tunmer, Ben Ducker, and Cory Ward as community representatives on the Trails Development Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 31.**

**OFFICER RECOMMENDATION – 5**

**1. That Council;**

- a) Appoint Cr Lansdell and Cr Fletcher, as the Elected Member representatives; and**
- b) Appoint Lisa Burgess, Susie Ascott and Yuko Tonai-Moore as community representatives on the Youth Services Advisory Committee, in accordance with the Instrument of Appointment presented in Attachment 32.**

- 2. That Council appoint Meegan Cullen as community representatives on the Youth Services Advisory Committee as listed in Attachment 34.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

<b>ITEM NO.</b>	Ca.20/1123	<b>FILE REF.</b>	244
<b>SUBJECT</b>	2024 Community Citizen of the Year Awards		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	28 November 2023		

Attachment 33      2024 Community Citizen of the Year Awards report (Confidential)

**OFFICER RECOMMENDATION**

**That Council consider all nominations received and select a successful candidate for the following award categories;**

- **Community Citizen of the Year**
- **Senior Community Citizen of the Year**
- **Young Community Citizen of the Year**
- **Active Community Citizenship**

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

**Ca.20/1123 That Council invoke clause 18.1 of the Standing Orders at 7.43pm to allow for informal discussion.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Mahoney, Seconded Cr Pratico  
Ca.20/1123 That application of clause 18.1 of the Standing Orders cease at  
7.45pm.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Pratico, Seconded Cr Fletcher  
Ca.20/1123 That in accordance with clause 11.1(b) of the Standing Orders Local  
Law, debate on item Ca.20/1123 be adjourned to the December  
Ordinary Council meeting.**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

**Council Decision Moved Cr Christensen, Seconded Cr Pratico  
Ca.20/1123 That Council come out from behind closed doors at 7.46pm**

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.  
**Against:** Nil

At 7.47pm Council opened the doors to the meeting. It is noted that a member of the public returned to the meeting.
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**Closure**

*The Presiding Member to close the meeting at 7.52pm.*

**List of Attachments**

Attachment	Item No.	Details
1	Ca.01/1123	Minutes of Special Council Meeting 24 October 2023 (Meeting 1)
2	Ca.02/1123	Minutes of Special Council Meeting 24 October 2023 (Meeting 2)
3	<del>Ca.03/1123</del>	<del>Minutes of Ordinary Council Meeting 2 November 2023</del>
4	Ca.04/1123	Minutes of Special Council Meeting 13 November 2023
5	Ca.06/1123	CR 3 Community Engagement Policy
6	Ca.06/1123	Community Engagement Toolkit
7	Ca.06/1123	Community Engagement Template 1
8	Ca.06/1123	Community Engagement Template 2
9	Ca.06/1123	Community Engagement Template 3



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10	Ca.06/1123	Community Engagement Template 4
11	Ca.06/1123	Community Engagement Template 5 - Summary
12	Ca.08/1123	Rolling Action Sheet - Old
13	Ca.08/1123	Rolling Action Sheet - New
14	Ca.09/1123	ES2 Use of Chainsaws by Bush Fire Brigade
15	Ca.09/1123	ES4 Bush Fire Brigade Personal Protective Equipment
16	Ca.10/1123	Draft Policy P 19 – Grievance Resolution
17	Ca.11/1123	Draft Policy P 20 – Professional Development and Performance Review.
18	Ca.12/1123	Talison Project Update
19	Ca.13/1123	Audit Committee Instrument of Appointment
20	Ca.13/1123	Bush Fires Advisory Committee Instrument of Appointment
21	Ca.13/1123	CEO Performance Review Committee Instrument of Appointment
22	Ca.13/1123	Local Emergency Management Committee Instrument of Appointment
23	Ca.15/1123	October 2023 Financial Activity Statements
24	Ca.15/1123	List of Accounts Paid in October 2023
25	Ca.16/1123	Budget Management Report October 2023
26		FM – 6 - Buy Local Policy

Agenda Papers prepared and recommended by L Taramoeroa, Executive Assistant

24 November 2023

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Agenda Papers authorised by N Gibbs, CEO

24 November 2023

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## MINUTES

For the Special Meeting of Council held in Council Chambers on **Tuesday 24 October 2023** commencing at 5.30pm, called for the purpose of:

1. swearing-in newly elected Councillors
2. electing and swearing-in of Shire President
3. electing and swearing-in of Deputy President
4. allocation of seating arrangements for the 2023/25 term of office
5. determining the suite of Advisory Committees and approving their Instruments of Appointment.

### **Opening of Meeting**

*The Chief Executive Officer opened the meeting at 5.30pm.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance & Apologies**

Councillors	- J Boyle - M Christensen - T Lansdell - S Mahoney
Officers	- N Gibbs, Chief Executive Officer - P St John, Director Development, Community and Infrastructure - N Thompson, Infrastructure Services Administration Officer
In Attendance	- Cr Elect x 5 - A Elder, Justice of the Peace

### **Attendance of Gallery**

### **Swearing in of Newly Elected Members**

Newly elected Councillors to make the *Declaration by an elected member of Council* before Justice of the Peace, Adrian Elder.

*Newly elected Councillors; Jenny Mountford, Michael Fletcher, Tony Pratico, Lyndon Pearce and Rebecca Redman made the Declaration by an elected member of Council and were sworn in by Justice of the Peace, Adrian Elder.*

### **Public Question Time** - Nil

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

**Notification of Disclosures of Interest - Nil**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

**Business Items**

**SpC.01/1023 Election of Shire President**

Attachment 1 Policy G 16 – Election of President & Deputy President

*The CEO advised that she had received one nomination for the position of Shire President from Cr Mountford. The CEO then called for any further nominations, of which none were received, prior to declaring the nomination period closed.*

*Cr Mountford was called upon to make a presentation of not more than 5 minutes, in accordance with Policy G 16 - Election of President & Deputy President.*

*At the conclusion of Cr Mountford's presentation, the CEO declared Cr Mountford the Shire President for the term of office expiring 18 October 2025.*

*Cr Mountford made the Declaration by Shire President in the presence of Justice of the Peace, Adrian Elder.*

Cr Mountford took the position of Presiding Member.
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**SpC.02/1023 Election of Deputy President**

Attachment 1 Policy G 16 – Election of President & Deputy President

*The CEO advised that she had received one nomination for the position of Deputy President from Cr Mahoney. The Presiding Member then called for any further nominations, of which none were received, prior to declaring the nomination period closed.*

*Cr Mahoney was called upon to make a presentation of not more than 5 minutes, in accordance with Policy G 16 - Election of President & Deputy President.*

*At the conclusion of Cr Mahoney's presentation, the Presiding Member declared Cr Mahoney the Deputy Shire President for the term of office expiring 18 October 2025.*

*Cr Mahoney made the Declaration by Deputy Shire President in the presence of Justice of the Peace, Adrian Elder.*

**SpC.03/1023 Allocation of Seating Arrangements**

The Presiding Member called upon Justice of the Peace, Adrian Elder to draw lots for the seating of Councillors for the ensuing two-year period, excepting the seat to the President’s left hand side which is reserved for the Deputy President. The other seats are numbers 1 to 7 sequentially with number 1 being the seat furthest left of the President. Seating was allocated by the CEO as below, consistent with the lots drawn by the Justice of the Peace in accordance with clause 8.2 of the Standing Orders Local Law.

<b>Seat No.</b>	<b>Councillor</b>
1	Cr Christensen
2	Cr Fletcher
3	Cr Boyle
4	Cr Lansdell
5	Cr Pearce
6	Cr Redman
7	Cr Pratico

<b>ITEM NO.</b>	SpC.04/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Access and Inclusion Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 4 Access and Inclusion Advisory Committee Instrument of Appointment 2023-2025

**OFFICER RECOMMENDATION**

*That Council:*

1. *Establish the Access and Inclusion Advisory Committee*
2. *Adopt the Access and Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 4.*
3. *Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

**Summary/Purpose**

To consider re-establishing the Access and Inclusion Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

### Officer Comment

Council should assess the appropriateness of re-establishing the Access and Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*The Access and Inclusion Advisory Committee provides advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan, reports to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan and provides advice and input into the review of Council's Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.*

Section 28 of the *Disability Services Act 1993* requires a local government to have a Disability Access and Inclusion Plan. The Plan must be reviewed from time to time but not more than 5 years since it was lodged with the Disability Commission. In addition, a local government must include a report regarding the implementation of its Disability Access and Inclusion Plan in its Annual Report.

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### Integrated Planning

#### ➤ Strategic Community Plan

Outcome 11 A growing community that is diverse, welcoming and inclusive

Outcome 13 proactive, visionary leaders who respond to community needs

Objective 13.1 strengthen leadership and advocacy

#### ➤ Corporate Business Plan

Objective 1.3 Improve access and inclusion across all services and facilities.

#### ➤ Long Term Financial Plan - Nil

#### ➤ Asset Management Plans – Not applicable

#### ➤ Workforce Plan – Nil

#### ➤ Other Integrated Planning

Disability Access and Inclusion Plan 2019-2024

### Policy/Strategic Implications

#### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Access and Inclusion Advisory Committee helps to inform and support the drafting and maintenance of the Disability Access and Inclusion Plan and Age Friendly Communities Plan. Should Council resolve not to establish the Access and Inclusion Advisory Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Pratico, Seconded Cr Christensen  
SpC.04/1023 That Council:**

- 1. Establish the Access and Inclusion Advisory Committee**
- 2. Adopt the Access and Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 4.**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil



<b>ITEM NO.</b>	SpC.05/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Audit Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 5 Audit Committee Instrument of Appointment 2023-2025

#### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the Audit Committee*
- 2. Adopt the Audit Committee Instrument of Appointment as presented in Attachment 5*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

#### Summary/Purpose

To consider re-establishing the Audit Committee and adopting the terms of reference for the committee.

#### Background

It is a requirement of the *Local Government Act 1995* for local governments to have an established Audit Committee. The function of the Committee is to be clearly specified by the Council and the Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021 - 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the Audit Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

#### Officer Comment

It is a requirement of the *Local Government Act 1995* for a local government to have an established Audit Committee.

Pursuant to section 14(3A) of the *Local Government (Audit) Regulations 1996*, the primary purpose of the Committee is to review the compliance audit return and is to report to the council the results of that review. The Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

*As it is a statutory requirement, this Committee needs to be re-established.*

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment C). This will allow for the committee to remain and the membership be reconsidered following an election.

### Statutory Environment

#### *Local Government Act 1995*

##### **s 7.1A. Audit committee**

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

#### *Local Government (Audit) Regulations 1996*

##### **r 16. Functions of audit committee**

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
  - (i) regulation 17(1); and
  - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law

#### Shire of Bridgetown-Greenbushes Standing Orders Local Law

##### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### Integrated Planning

- Strategic Community Plan
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
  - Outcome 14 Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning - Nil

### Policy/Strategic Implications

#### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

### Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Audit Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Local Government Act 1996* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Mahoney**

**SpC.05/1023 That Council:**

**1. Establish the Audit Committee**

**2. Adopt the Audit Committee Instrument of Appointment as presented in Attachment 5**

**3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	SpC.06/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Bush Fires Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 2	Policy CR 8 – Advisory Committees
Attachment 3	Policy G 14 – Establishment of Council Committees
Attachment 6	Bush Fires Advisory Committee Instrument of Appointment 2023-2025

### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the Bush Fires Advisory Committee*
- 2. Adopt the Bush Fires Advisory Committee Instrument of Appointment as presented in Attachment 6*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

### Summary/Purpose

To consider re-establishing the Bush Fires Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being

presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

#### Officer Comment

Council should assess the appropriateness of re-establishing the Bush Fires Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*The main function of the Bush Fires Advisory Committee is to represent volunteer bushfire brigades within the Shire and to make recommendations to Council on the following:*

- *Annual firebreak requirements*
- *General management of and communication within the bushfire brigade structure*
- *Planning, setting standards and works program for fire prevention within the Shire*
- *Formation, rationalisation or winding up of any bush fire brigades within the Shire*
- *Standards of equipment that should be provided and maintained under Brigade control*
- *review of firefighting/prevention practices*
- *Coordination of training*
- *Review of Council’s Bushfire Mitigation Strategy*
- *Any other matters relating to bush fire control.*

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. Due to the purpose of this Committee, the Committee may invite representatives from government agencies or private plantation companies to participate in meetings, noting such persons will not be entitled to vote on any matter brought before the Committee.

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

#### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or

- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
  - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

#### Policy/Strategic Implications

#### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

#### Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Bush Fires Advisory Committee assists the Shire’s Emergency Management team in making recommendations to Council regarding the management of Shire volunteer bush fire brigades and fire prevention activities. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico  
SpC.06/1023 That Council:**

- 1. Establish the Bush Fires Advisory Committee**
- 2. Adopt the Bush Fires Advisory Committee Instrument of Appointment as presented in Attachment 6**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

**Against:** Nil



<b>ITEM NO.</b>	SpC.07/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the CEO Performance Review Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

- Attachment 2            Policy CR 8 – Advisory Committees
- Attachment 3            Policy G 14 – Establishment of Council Committees
- Attachment 7            CEO Performance Review Committee Instrument of Appointment  
2023-2025

### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the CEO Performance Review Committee*
- 2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

### Summary/Purpose

To consider re-establishing the CEO Performance Review Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the CEO Performance Review Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

### Officer Comment

The CEO Performance Review Committee assists Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

The performance review process for the CEO is pursuant to Council's Model Standards for Chief Executive Officer Recruitment, Performance and Termination. Section 5.38 of the *Local Government Act 1995* requires the CEO to be reviewed at least once in each year of his/her employment.

The Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination recommends that a Council form a performance review panel consisting of elected members and an external facilitator.

*It is recommended this Committee be re-established.*

Instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment 7). This will allow for the Committee to remain in effect and the membership be reconsidered following an election.

### Statutory Environment

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*, Division 3
- Shire of Bridgetown-Greenbushes Adopted Standards for CEO Recruitment, Performance and Termination
- Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

#### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

### Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### Integrated Planning

#### ➤ Strategic Community Plan

- Outcome 13 proactive, visionary leaders who respond to community needs
- Objective 13.1 strengthen leadership and advocacy

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

#### Policy/Strategic Implications

### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

#### Risk Management

Failure to establish the CEO Performance Review Committee will result in the Council acting as the performance review panel. There are no risk areas identified according to Policy RM 1 – Risk Management.

Voting Requirements – Absolute Majority

#### **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required*

**Moved** Cr Pratico, Seconded Cr Boyle

That Council:

1. Establish the CEO Performance Review Committee
2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7, subject to clause 4 of the Instrument of Appointment being amended to include the words “a minimum of” after “shall consist of”

3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.

**Amendment**            Moved Cr Pratico, Seconded Cr Mahoney

That clause 4 of the Instrument of Appointment be amended to include the words “a minimum of” after “shall consist of” to read:

The Membership of the Committee shall consist of a minimum of three (3) elected members.

**Carried 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

**Against:** Nil

The amendment was incorporated into the substantive motion and was put.

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

**SpC.07/1023**            **That Council:**

- 1. Establish the CEO Performance Review Committee**
- 2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7, subject to clause 4 of the Instrument of Appointment being amended to include the words “a minimum of” after “shall consist of”**
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	SpC.08/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Cultural Inclusion Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 2	Policy CR 8 – Advisory Committees
Attachment 3	Policy G 14 – Establishment of Council Committees
Attachment 8	Cultural Inclusion Advisory Committee Instrument of Appointment 2023-2025

### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the Cultural Inclusion Advisory Committee*
- 2. Adopt the Cultural Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 8*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

### Summary/Purpose

To consider re-establishing the Cultural Inclusion Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The

nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

#### Officer Comment

Council should assess the appropriateness of re-establishing the Cultural Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*The Cultural Inclusion Advisory Committee provides advice to Council on ways to;*

- *grow recognition and respect for all cultures*
- *develop and implement reconciliation actions and strategies*
- *facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week events and Harmony Week activities and events*
- *identify, preserve and showcase significant local history and heritage including promotion of indigenous history.*

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

#### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 11 A growing community that is diverse, welcoming and inclusive
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
  - Objective 1.3 Improve access and inclusion across all services and facilities.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable

- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

**CR 8 – Advisory Committees**

**G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The functions of the Cultural Inclusion Advisory Committee include growing cultural recognition and developing and implementing Aboriginal reconciliation actions and strategies. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view this as a priority within the community. This has been measured as a Low risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Boyle  
SpC.08/1023 That Council:**

- 1. Establish the Cultural Inclusion Advisory Committee**
- 2. Adopt the Cultural Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 8**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil

<b>ITEM NO.</b>	SpC.09/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Local Emergency Management Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 9 Local Emergency Management Committee Instrument of Appointment 2023-2025

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Establish the Local Emergency Management Committee*
- 2. Adopt the Local Emergency Management Committee Instrument of Appointment as presented in Attachment 9*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

**Summary/Purpose**

To consider re-establishing the Local Emergency Management Committee and adopting the terms of reference for the committee.

**Background**

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee. The function, project or



issue(s) of the Committee is to be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

#### Officer Comment

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee.

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations are:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire's Local Emergency Management Committee also advises Council on incident prevention and preparation, and assists in the management of recovery processes following an emergency event affecting the Shire.

*As it is a statutory requirement, this Committee needs to be re-established.*

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated

to reflect this (Attachment C). This will allow for the committee to remain in effect and the membership be reconsidered following an election.

### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

### *Emergency Management Act 2005*

#### **s 38. Local emergency management committees**

(1) A local government is to establish one or more local emergency management committees for the local government's district.

### Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### Integrated Planning

- Strategic Community Plan
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
  - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning
  - Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements

### Policy/Strategic Implications

#### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated

into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Local Emergency Management Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Emergency Management Act 2005* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

#### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Fletcher, Seconded Cr Pratico  
SpC.09/1023 That Council:**

- 1. Establish the Local Emergency Management Committee**
- 2. Adopt the Local Emergency Management Committee Instrument of Appointment as presented in Attachment 9**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
Against: Nil

<b>ITEM NO.</b>	SpC.10/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Sustainability Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

- Attachment 2            Policy CR 8 – Advisory Committees
- Attachment 3            Policy G 14 – Establishment of Council Committees
- Attachment 10          Sustainability Advisory Committee Instrument of Appointment  
2023-2025

### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the Sustainability Advisory Committee*
- 2. Adopt the Sustainability Advisory Committee Instrument of Appointment as presented in Attachment 10*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

### Summary/Purpose

To consider re-establishing the Sustainability Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

#### Officer Comment

Council should assess the appropriateness of re-establishing the Sustainability Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*In recent years the main focus has been on Climate Change and how to mitigate it's effects in the community. In 2019 the Sustainability Advisory Committee produced an environmental risk document which was endorsed by Council, intended to guide the Shire in the planning of future activities, budgets and grant applications. This document was instrumental in the creation of a regional climate change group known as the Warren Blackwood Alliance of Councils: Climate Change Action Plan and Implementation Reference Group (WBAC CCAPIRG) in 2021. The group includes a consultant, councillors and environmental officers from our Shire, plus the Shires of Donnybrook – Balingup, Nannup, Boyup Brook and Manjimup, working together for a common goal of mitigation and adaptation actions to Climate Change on a local level. An action plan was endorsed by all Councils in August 2022, along with a policy statement. The action plan is helping to guide the Sustainability Advisory Committee on priority topics to Council, paired with the Corporate Business Plan - such as the importance of a street tree plan, implementation of the waterwise council actions, waste wise initiatives, energy audits and offsets and community engagement and advocacy.*

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

#### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### Integrated Planning

- Strategic Community Plan
  - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters
  - Outcome 6 A sustainable, low waste, circular economy
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
  - Objective 5.2 Encourage the adoption of sustainable practices
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

### Policy/Strategic Implications

#### **CR 8 – Advisory Committees**

#### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

### Budget Implications - Nil

### Whole of Life Accounting – Not Applicable

### Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The primary function of the Sustainability Advisory Committee is to advise Council on sustainable natural environment, social and economic issues. These issues feature in the Strategic Community Plan as local priorities. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view these matters as needing to be actioned. This has been measured as a Moderate risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Lansdell  
SpC.10/1023 That Council:**

- 1. Establish the Sustainability Advisory Committee**
- 2. Adopt the Sustainability Advisory Committee Instrument of Appointment as presented in Attachment 10**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	SpC.11/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Trails Development Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

- Attachment 2            Policy CR 8 – Advisory Committees
- Attachment 3            Policy G 14 – Establishment of Council Committees
- Attachment 11          Trails Development Advisory Committee Instrument of Appointment 2023-2025

### OFFICER RECOMMENDATION

*That Council:*

- 1. Establish the Trails Development Advisory Committee*
- 2. Adopt the Trails Development Advisory Committee Instrument of Appointment as presented in Attachment 11*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

### Summary/Purpose

To consider re-establishing the Trails Development Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.



Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

#### Officer Comment

Council should assess the appropriateness of re-establishing the Trails Development Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*The Trails Development Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Trails Plan, reports to Council annually on the implementation of the Trails Plan and provides advice and input into the review of Council’s Trails Plan as part of the review process.*

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums, as well as working with the Warren Blackwood Alliance member Councils in the development of regional trails.

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

#### Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
  - Outcome 13 proactive, visionary leaders who respond to community needs
  - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
- Objective 9.3 Develop a safe, well connected network of paths and trails for all users

- Objective 12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning  
Trails Plan 2023-2028

Policy/Strategic Implications

**CR 8 – Advisory Committees**

**G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Trails Development Advisory Committee is to provide support in maintaining the Trails Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

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

**SpC.11/1023 That Council:**

**1. Establish the Trails Development Advisory Committee**

**2. Adopt the Trails Development Advisory Committee Instrument of Appointment as presented in Attachment 11**

**3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

<b>ITEM NO.</b>	SpC.12/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Re-Establishment of the Youth Services Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 12 Youth Services Advisory Committee Instrument of Appointment 2023-2025

**OFFICER RECOMMENDATION**

*That Council:*

*1. Establish the Youth Services Advisory Committee*

*2. Adopt the Youth Services Advisory Committee Instrument of Appointment as presented in Attachment 12*

*3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

### Summary/Purpose

To consider re-establishing the Youth Services Advisory Committee and adopting the terms of reference for the committee.

### Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

### Officer Comment

Council should assess the appropriateness of re-establishing the Youth Services Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

*The Youth Services Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Youth Plan, reports to Council annually on the implementation of the Youth Plan and provides advice and input into the review of Council's Youth Plan as part of the review process.*

*It is recommended this Committee be re-established for the 2023-2025 term of Council.*

## Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

## Integrated Planning

### ➤ Strategic Community Plan

- Outcome 1 A growing community that is diverse, welcoming and inclusive  
Outcome 13 proactive, visionary leaders who respond to community needs  
Objective 13.1 strengthen leadership and advocacy

### ➤ Corporate Business Plan

- Objective 1.1 Improve family and youth services and facilities to attract and retain families  
Action 2.16 Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse  
Action 11.12 Facilitate improved access to art and music programs, in particular with youth, to help build and strengthen capabilities in areas where the Shire has a competitive advantage.

### ➤ Long Term Financial Plan - Nil

### ➤ Asset Management Plans – Not applicable

### ➤ Workforce Plan – Nil

### ➤ Other Integrated Planning

## Policy/Strategic Implications

### **CR 8 – Advisory Committees**

### **G 14 – Establishment of Council Committees**

Council may establish committees under Section 5.8 (onwards) of the *Local Government Act 1995* to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Youth Services Advisory Committee is to assist with the drafting implementation and review of the Youth Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico  
SpC.12/1023 That Council:**

- 1. Establish the Youth Services Advisory Committee**
- 2. Adopt the Youth Services Advisory Committee Instrument of Appointment as presented in Attachment 12**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.  
**Against:** Nil

**Closure**

The Presiding Member closed the meeting at 6.11pm.

**List of Attachments**

Attachment	Item No.	Details
1		Policy G 16 – Election of President & Deputy President
2		Policy CR 8 – Advisory Committees
3		Policy G 14 – Establishment of Council Committees
4	SpC.04/1023	Access & Inclusion Advisory Committee Instrument of Appointment
5	SpC.05/1023	Audit Committee
6	SpC.06/1023	Bush Fires Advisory Committee Instrument of Appointment
7	SpC.07/1023	CEO Performance Review Committee Instrument of Appointment
8	SpC.08/1023	Cultural Inclusion Advisory Committee Instrument of Appointment
9	SpC.09/1023	Local Emergency Management Committee Instrument of Appointment
10	SpC.10/1023	Sustainability Advisory Committee Instrument of Appointment
11	SpC.11/1023	Trails Development Advisory Committee Instrument of Appointment
12	SpC.12/1023	Youth Services Advisory Committee Instrument of Appointment

Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant



7 November 2023

Minutes Papers authorised by N Gibbs, Chief Executive Officer



7 November 2023

As Presiding Member, I certify that the Minutes of the Special Council Meeting held 24 October 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 30 November 2023.

..... 30 November 2023



**Special Council Minutes Index – 24 October 2023**

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## MINUTES

For a Special Meeting of Council held in Council Chambers on **Tuesday 24 October 2023**, immediately following the conclusion of the previous special meeting, called for the purpose of:

1. Granting the CEO delegated authority to vary Restricted Burning Periods
2. Additional and urgent specific gravel road works

### **Opening of Meeting**

*The Presiding Member opened the meeting at 6.14pm.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

### **Attendance & Apologies**

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- P St John, Director Development, Community, and Infrastructure
	- N Thompson, Infrastructure Services Administration Officer
Apologies	- M Larkworthy, Director Corporate Services

### **Attendance of Gallery**

L Roberts, D Roberts, N Maxfield, R Traph and A Pratt.

### **Public Question Time** - Nil

### **Comments on Agenda Items by Parties with an Interest** - Nil

### **Notification of Disclosures of Interest** - Nil

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

## **Business Items**

<b>ITEM NO.</b>	SpCa01/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Amendment to Delegation ES.7 - Variations and Control Activities Restricted Burning Periods		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 October 2023		

Attachment 1          Amended Delegation ES.7 - Variations and Control Activities Restricted Burning Periods

### **OFFICER RECOMMENDATION**

*That Council amend delegation ES.7 - Variations and Control Activities Restricted Burning Periods as presented in Attachment 1.*

### **Summary/Purpose**

For Council to consider amending delegation ES.7 - Variations and Control Activities Restricted Burning Periods to:

1. provide for the power to be given to the Chief Executive Officer (and removing the President and Chief Bush Fire Control Officer)
2. remove the imposed Council conditions.

Delegations of power to the CEO may be made, amended or deleted at any time, by an absolute majority resolution of Council.

### **Officer Comment**

Following an assessment of the current and projected weather conditions, the Shire's Chief Bush Fire Control Officer has recommended to the CEO that the Restricted Burning Period be brought forward from the 1 November 2023 to the 25 October 2023. In light of this the CEO's delegations from Council were reviewed to allow for the CEO to amend the burning period.

The review of the delegation register uncovered an administrative error in delegation ES.7 - Variations and Control Activities Restricted Burning Periods, the mechanism allowing the CEO to amend the burning period date. The delegates assigned were the President and Chief Fire Bush Control Officer, instead of the CEO. The intention of the delegation was to have the CEO as the sole delegate, in accordance with the *Bush Fires Act 1954*, which permits delegation to the CEO only. Another error was also discovered where Council conditions were incorrectly imposed. These conditions are proposed to be removed.

To resolve this issue, it is recommended that Council amend the delegation as per Attachment 1.

### **Statutory Environment**

#### ***Local Government Act 1995***

#### **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.

Integrated Planning

- Strategic Community Plan  
Outcome 14      Effective governance and financial management
  
- 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 – Not applicable

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption. If Council resolve not to amend the delegation to give the CEO the power to vary a Restricted Burning Period, Council run the risk of the Shire being unable to be reactive to climate conditions that require variations to burning periods that are urgent in nature. The overall risk has been measured as Moderate.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

**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 —

(a) this Act other than those referred to in section 5.43;

\* Absolute majority required.

**Council Decision    *Moved Cr Christensen, Seconded Cr Lansdell*  
*SpCa.01/1023    That Council amend delegation ES.7 - Variations and Control Activities Restricted Burning Periods as presented in Attachment 1.***

***Carried by Absolute Majority 8/1***

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce and Pratico.

**Against:** Cr Redman

<b>ITEM NO.</b>	SpCa02/1023	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Amendment – Contract Resheeting Works		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	20 October 2023		

OFFICER RECOMMENDATION

1. That Council amend the 2023/4 budget by:
  - a) Decreasing the budgeted transfer of \$306,070 to the Strategic Projects Reserve by an amount of \$250,000
  - b) Increasing the Road Construction/Reconstruction Program account number 1386940 by \$250,000.
2. That funds not spent on this project (gravel resheeting of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd) to be considered for review and reallocation in the 2023/24 mid-year budget review.

Summary/Purpose

An unbudgeted materials and contracts amount of up to \$250,000 is required for urgent contractor performed gravel resheeting to be undertaken on sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd.

Unfortunately, it appears that a large part of the damage was caused by a now departed grader driver employed by the Shire. In addition, the damage was reported to the Shire over 12 months ago and no action was taken. This combination of action and non-action significantly increases both Councillor and Executive liability. Immediate action is required.

Background

The sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd shown in figure A have become badly degraded due to there being little to no gravel pavement remaining. There are extensive significant potholes, corrugations, and exposed subgrade rock, severely impacting vehicle ride and handling characteristics even at very moderate speed. The Shire has received numerous customer service requests for over 12 months relating to the condition of these roads. Maintenance grading of the affect roads is ineffective in the current state and to correct these faults, the road needs to be reformed using imported gravel conforming to the applicable standard. Shire Works personnel and equipment are fully allocated to the existing annual construction program and do not have capacity to perform the required works.

The lengths of the road sections in figure A are as follows:

Crowd Wheatley Rd	2.4 km
Klause Rd	2.0 km
Walter Willis Rd	1.2 km
<b>TOTAL:</b>	<b>5.6 km</b>

Figure A:



Officer Comment

The proposed work is considered urgent. Should a serious incident or accident occur due to the current road condition the Shire would potentially be liable. The Shire contributed to the damage and has taken no action to date with regard to rectifying the damage. As the “Person Conducting a Business or Undertaking” (PCBU), under the *Work Health & Safety Act 2020*, both Elected Members and the Executive would potentially be found negligent.

To progress the works as soon as practical, project planning and preparation is currently underway. Distance to suitable water and gravel have a significant impact on the cost of the proposed works. Nearby sources of both resources have been identified and discussions with landowners have commenced, however, agreements are yet to be finalised. The Shire has an established gravel pit on Glentulloch Rd that could be used if necessary and the estimated project cost is based on sourcing gravel from this location. Use of the local gravel source adjacent to the project could reduce the overall cost.

Undertaking this project using municipal funds also has the potential for a positive outcome in relation to Roads to Recovery funding. Under the Roads to Recovery funding conditions, to continue to receive funding, the Shire is required to achieve a minimum own funding source expenditure on road construction and/or maintenance. The additional expenditure of own source funding will help ensure this condition is met.

### Statutory Environment

*Work Health & Safety Act 2020*

*Land Administration Act 1997 (Part 5)*

### Integrated Planning

- Strategic Community Plan
  - Outcome 9 Safe, affordable and efficient movement of people and vehicles.
  - Objective 9.1 Improve road safety and connectivity.
  
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans
  - Resheeting Crowd Wheatley Rd is listed in the current 10-Year Strategic Works Plan in the 2025/26 financial year. This project would no longer need to be undertaken and therefore other projects could be brought forward in the plan.
  
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Not applicable

### Budget Implications

This report seeks to amend the 2023/24 budget as per the resolution.

Whole of Life Accounting - Not applicable

### Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Due to the risk of a serious traffic incident as a result of the road faults the health impact is considered Catastrophic (fatality, permanent disability) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Financial Impact:

Due to the risk of a serious traffic incident as a result of the road faults and potential for litigation, the financial impact is considered Catastrophic (more than \$500,000) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is currently considered Moderate (substantiated, public embarrassment, moderate impact,

moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High. Obviously, if there is a serious accident or death on the road, this will shift to Extreme.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

### Voting Requirements – Absolute Majority

#### **6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(b) is authorised in advance by resolution\*

\* Absolute majority required.

### **Council Decision Moved Cr Pratico, Seconded Cr Boyle SpCa.02/1023**

**1. That Council amend the 2023/4 budget by:**

**c) Decreasing the budgeted transfer of \$306,070 to the Strategic Projects Reserve by an amount of \$250,000; and**

**d) Increasing the Road Construction/Reconstruction Program account number 1386940 by \$250,000.**

**2. That funds not spent on this project (gravel resheeting of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd) to be considered for review and reallocation in the 2023/24 mid-year budget review.**

**Carried by Absolute Majority 9/0**

**For:** Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

**Against:** Nil

### **Closure**

*The Presiding Member closed the meeting at 6.29pm.*

### **List of Attachments**

Attachment	Item No.	Details
1	SpCa.01/1023	Amended Delegation ES.7 - Variations and Control Activities Restricted Burning Periods

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Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant



2 November 2023

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Minutes Papers authorised by N Gibbs, Chief Executive Officer



2 November 2023

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As Presiding Member, I certify that the Minutes of the Special Council Meeting held 24 October 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 30 November 2023.

..... 30 November 2023.





**Special Council Minutes Index – 13 November 2023**

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## MINUTES

For the Special Meeting of Council to be held in the Council Chambers on **Monday 13 November 2023** commencing at 5.31pm, called to consider the Priorities for the Talison Community Investment programme for 2024 and a Confidential Staffing Matter.

### **Opening of Meeting**

*Meeting to be opened by the Presiding Member.*

### **Acknowledgment of Country**

*We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.*

**Cr Mountford stated that there was an amendment to the first item. Our CEO has been contacted by Talison who has confirmed that Talison did not make a \$10.5B in 2022/2023. The profitability figure is far less than this. The figure is removed with apologies for any confusion or misunderstanding that this has caused.**

### **Attendance & Apologies**

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy) - J Boyle - M Fletcher - T Lansdell - L Pearce - A Pratico - R Redman
Officers	- N Gibbs, Chief Executive Officer - M Larkworthy, Director Corporate Services - L Taramoeroa, Executive Assistant
Apologies	- Cr M Christensen - P St John, Director Development, Community, and Infrastructure

### **Attendance of Gallery**

S Ewing, K Tay, M Maxfield, C Dawson, B Vernon

### **Public Question Time** - Nil

### **Petitions/Deputations/Presentations** - Nil

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

C Dawson representing Talison Lithium Greenbushes Operations - SpC.01/1123  
Priorities for the Talison Community Investment programme for 2024  
*spoke against Officer recommendation and encouraged Council to consider prioritizing Projects.*

### **Notification of Disclosures of Interest**

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

Name	Cr Lyndon Pearce
Type of Interest	Financial
Item No.	SpC.01/1123 Priorities for the Talison Community Investment programme for 2024
Nature of Interest	I am an employee of Talison Lithium Greenbushes Operations

### **Business Items**

Cr Peace declared a financial interest in SpC.01/1123 and vacated the meeting at 5.53pm.

<b>ITEM NO.</b>	SpC.01/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Priorities for the Talison Community Investment programme for 2024		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	9 November 2023		

### **OFFICER RECOMMENDATION**

*That*

- 1. Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document shown in Attachment 1 and:*
- 2. The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.*

### **Summary/Purpose**

To discuss and outline the partnership arrangement between the Shire of Bridgetown-Greenbushes (the Shire) and Talison Lithium (Talison) and to present potential community support projects for funding consideration in 2024.

### **Background**

In 2022, the Shire and Talison, two prominent entities with a vested interest in community development, entered into a five-year partnership agreement. The agreement aimed to foster a strong and lasting connection between Talison, a leading industrial organization, and the Shire, a local government representing community interests.

The primary goal of this partnership was for Talison to contribute financially to a series of community projects within the Shire, demonstrating a commitment to the community. The Shire would, in return, publicly acknowledge this commitment.

During the first year, the partnership saw the successful completion of several community projects, including improvements to local infrastructure, recreational initiatives, and environmental conservation efforts.

### **Project Priorities for 2024**

To continue the momentum and enhance the quality of life for people living in the Shire, it is now time to select project priorities for the upcoming year. Council has previously identified a list of priority projects, each designed to address specific community needs and aspirations. These priorities have been carefully chosen to maximize the benefits to the Shire's residents.

However, since Council adopted the 2024 projects, the following information has been revealed:

- Talison made \$10.5B profit in 2023 and there is opportunity for Talison to increase the funding offering to Council accordingly.
- There is a severe funding gap that must be met in order for the Shire to complete projects that are currently underway. If additional funds cannot be sourced, the project scope will be reduced, and the community will most likely be incredibly disappointed. The projects include (but are not limited to) the Town Hall, the depot and critical road works.

On 06 November 2023, Councillor Mountford and the Chief Executive Officer (CEO) met with representatives from Talison to discuss the funding priorities for 2024. During the meeting, they asked whether Talison would consider an increase in funding to cover the previously unfunded projects and to address the significant gaps in projects that are already underway. The response from Talison was positive, indicating that a funding increase would be considered. The list of proposed 2024 projects has been extended accordingly.

### **Project Prioritisation Factors**

The project priorities for 2024 have been meticulously chosen according to a range of factors. These factors include:

**Community Priority:** The degree of importance the community places on the project was a primary consideration. Projects that were identified as crucial to the well-being and development of the community were given high priority.

**Unfunded Projects:** Several projects, initially proposed but left unfunded, were reevaluated to determine their viability and potential benefits. Unfunded projects were prioritised to address previously identified community needs.

**Funding Gap Projects:** Projects already underway with significant gaps in funding were evaluated to determine the critical nature of these gaps. Addressing these funding gaps was given priority to ensure the project scope would not need to be reduced.

### **Funding Increase Request**

The Shire-Talison Partnership Agreement, now in its second year, has already demonstrated its potential to positively impact the Shire community. The successful completion of several projects in the first year, coupled with the prioritisation of

projects based on community needs, unfunded projects, and funding gaps, emphasises the power of collaboration between the corporate and community sectors. By continuing to work together and with the possibility of increased funding, the Shire and Talison can ensure a prosperous and sustainable future for the community, setting a model for successful public-private partnerships across the region.

**Officer Comment**

No additional comment.

**Statutory Environment**

Local Government Act 1995

**Integrated Planning**

Strategic Community Plan - Nil

Corporate Business Plan - Nil

Long Term Financial Plan - Nil

Asset Management Plans - Nil

**Policy/Strategic Implications**

Aligned with almost every strategic priority in the Strategic Community Plan.

**Budget Implications**

Significant. If this motion is adopted, Council will be requesting a \$7.2M contribution from Talison, as a contribution to community infrastructure and programs.

**Whole of Life Accounting**

All assets from new and upgraded projects will need to be incorporated into asset management and financial management systems.

**Risk Management**

Low: Talison can agree to fund the projects or not. There will be no cost to Council is submitting the request.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

**Moved** Cr Pratico, Seconded Cr Fletcher

*That;*

- 1. Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document shown in Attachment subject to changes made at meeting; and:*
- 2. The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.*

**Council Decision** **Moved Cr Lansdell, Seconded Cr Pratico**  
**SpC. 01/1123 That Council invoke clause 18.1 of the Standing Orders at 5:54pm to allow for informal discussion.**

**Carried 7/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico  
**Against:** Nil

Cr Pratico vacated the meeting at 6.19pm and returned to the meeting at 6.21pm

**Council Decision** **Moved Cr Mahoney, Seconded Cr Lansdell**  
**SpC. 01/1123a That application of clause 18.1 of the Standing Orders cease at 7.02pm.**

**Carried 7/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico  
**Against:** Nil

**Amendment** Moved Cr Pratico, Seconded Cr Fletcher  
That page 3 and 4 of attachment 1 be updated to reflect agreed changes to the order of the Project List 2024.

**Carried 7/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico  
**Against:** Nil

The amendment was incorporated into the substantive motion and was put

**Council Decision** **Moved Cr Pratico, Seconded Cr Fletcher**  
**SpC01/1123b That;**

- 1. Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document and subject to the agreed changes in Attachment 1; and*
- 2. The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.*

**Carried 7/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico  
**Against:** Nil

Cr Pearce returned to the meeting at 7.04pm.

**Council Decision Moved Cr Boyle, Seconded Cr Lansdell  
SpC.02/1123 That Council go behind closed doors to consider Item  
SpC.02/1123 at 7.03pm.**

**Carried 8/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pearce, Pratico, Redman,  
**Against:** Nil

In accordance with s.5.23(2) of the *Local Government Act 1995*, the CEO has recommended item SpC.02/1123 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

a) a matter affecting an employee or employees

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item is to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	SpC.02/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Confidential Staffing Matter		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	9 November 2023		

A confidential report and recommendation is circulated to Councillors under separate cover.

**Moved Cr Pratico, Seconded Cr Fletcher**

That Council approved making the Fleet Supervisor Role redundant due to the need for a formal qualification and that the employee be offered the choice of an alternative role or redundancy.

**Amendment Moved Cr Pratico, Seconded Cr Boyle**

That the employees current pay rate level be ongoing rather than capped at 12 months as suggested in the report.

**Carried 6/2**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pratico  
**Against:** Crs Pearce, Redman

The amendment was incorporated into the substantive motion and was put.

**Council Decision Moved Cr Pratico, Seconded Cr Fletcher  
SpC.02/1123a That Council approved making the Fleet Supervisor Role  
redundant due to the need for a formal qualification and that the employee be  
offered the choice of an alternative role or redundancy with existing  
remuneration to be continued on an ongoing basis.**

**Carried 6/2**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pratico  
**Against:** Crs Pearce, Redman

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico**  
**SpC.02/1123b That Council come out from behind closed doors at 7.36pm.**

**Carried 8/0**

**For:** Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pearce, Pratico, Redman,  
**Against:** Nil

At 7.36pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

**Closure**

*The Presiding Member closed the meeting at 7.36pm.*

**List of Attachments**

Attachment 1 – Talison Community Investment Programme 2024

Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant  20 November 2023

Minutes Papers authorised by Nicole Gibbs, Chief Executive Officer  20 November 2023





**PARTNERING FOR THE FUTURE**

## **Talison Community Investment Programme 2024**

# WHAT IT MEANS TO PARTNER FOR THE FUTURE

In August 2023 a collaboration between Talison Lithium and the Shire of Bridgetown-Greenbushes was announced.

The intention of this partnership is to deliver capital projects that will have a tangible benefit to enhance the liveability of our community.

As stated on the Talison Lithium website:

## *WE CONSIDER OUR COMMUNITY IN EVERY DECISION WE MAKE*

*Talison Lithium is located in the picturesque South West region of Western Australia, a short distance from the historic town of Greenbushes in the Shire of Bridgetown Greenbushes. We recognise our operations impact on our community and towns along the haulage route for our products and we work hard to reduce these impacts and create new opportunities for growth.*

*Talison is committed to operating in a responsible and sustainable manner and critical to this commitment is working with the communities in which we operate to achieve positive outcomes now and into the future.*

This document outlines projects for 2024 designed to enhance our area and leave a positive legacy for both residents and your organisation.

By investing in community projects, your company has an opportunity to foster goodwill and strengthen its reputation, demonstrate responsible corporate citizenship, and ensure a supportive, thriving community that benefits your workforce and operations in the long run.

The importance of how these projects positively impact the community should not be underestimated. Some examples;

**Improved Parks and Playgrounds:** Investing in parks and playgrounds will create safe and attractive spaces for families to enjoy outdoor activities. These areas can serve as a source of pride for the community and contribute to the well-being of children and families living in the area.

**Sportsgrounds Enhancement:** Upgrading sports facilities not only promotes physical health but also fosters community unity and engagement. This will provide a platform for residents to come together, enjoy sports and recreation, and build strong social bonds.

**Visitor Center:** A well-designed visitor center can serve as an educational hub and also a welcoming point for tourists and potential investors.

**Youth Precinct:** Creating a dedicated youth precinct will provide young people with a safe space for personal development, recreational activities and a sense of belonging for the younger generation.

To ensure that Talison's contributions bring maximum benefit to the community and are viewed positively by all stakeholders, we suggest creation and installation of signage at all project sites, to showcase your contributions and community involvement.

The following pages of this document outline the proposed projects as well as suggestions for how each of these is promoted in the community.

We believe that your investment in these community projects will not only enhance the quality of life in Bridgetown-Greenbushes but also foster a strong and positive relationship between Talison Lithium and the local community.

# PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
Greenbushes Transformation Project - Stage 2	Planning	\$75,000	Greenbushes Drainage Plan (including test drilling)	Sustainable Environments and Biodiversity Improvement Health and Wellbeing
	Planning	\$50,000	Jephson Street Streetscape Plan - Design for replacement of centre trees, drainage improvements, footpath between Stanifer Street and Collins Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing
	Sporting Facility	\$330,000	Greenbushes Sportsground - install irrigation/reticulation and returf both ovals	Health and Wellbeing
	Public Amenity	\$110,000	Blackwood Road Public Toilets – general renovation and install additional WC in female section	Health and Wellbeing Vibrant and Sustaining Communities
	Community	\$250,000	Greenbushes Playgroup – internal and external renovations to building to improve functionality and attract greater patronage of Playgroup (+\$50,000 to remove asbestos - add fencing, garden and play equipment)	Vibrant and Sustaining Communities Health and Wellbeing
	Sporting Facility	\$200,000	Greenbushes Sportsground - Resurface hardcourts and line mark for tennis and basketball. Install dividing fence to separate into separate tennis and basketball areas. Renew tennis and basketball infrastructure	Health and Wellbeing Vibrant and Sustaining Communities
	Greenbushes Youth Precinct Pump Track	\$180,000	Approx \$60,000 in budget	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$150,000	Reconstruct Footpath Blackwood Road - Stanifer Street to Primary School	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$140,000	Reconstruct Footpath Blackwood Road - Stanifer Street to Tourmaline Street and install colour festival uplighting in footpath to highlight new street trees	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$65,000	Reconstruct Footpath Blackwood Road - Tourmaline Street to Galena Street	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$65,000	Reconstruct Footpath Blackwood Road - Galena Street to Spring Gully Road	Vibrant and Sustaining Communities Health and Wellbeing
	New Footpath	\$10,000	Construct Footpath Blackwood Road - Spring Gully Road northwards	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$20,000	Reconstruct where necessary Footpath Blackwood Road - Telluride Street to Greenbushes Sports- ground	Vibrant and Sustaining Communities Health and Wellbeing

# PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
	Road Construction	\$25,000	Seal section of Woodward Street at rear of Stinton Gardens	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Construction	\$50,000	Seal George Street for 150 metres south of Tourmaline Street to join two sealed sections of road	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Construction	\$50,000	Seal 100 metres and construct cul-de-sac head - Diorite Street north of Galena Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Upgrade	\$60,000	Widen cul-de-sac head and asphalt overlay - Diorite Street south of Stanifer Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Upgrade	\$50,000	Install/renew approximately 1km of kerb in town area	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
Bridgetown	Works Depot	\$1,200,000	Approx. \$650,000 from insurance	Vibrant and Sustaining Communities Health and Wellbeing
	Town Hall upgrade project	\$250,000	Installation of air conditioning. Can work in conjunction with the fans already purchased	Health and Wellbeing Vibrant and Sustaining Communities
		\$500,000	Upgrade of lesser hall facilities and public toilets	Health and Wellbeing Vibrant and Sustaining Communities
	Bridgetown Sportsground	\$140,000	Dam Approx. \$85,000 in budget	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities

# PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
	Bridgetown Energy Sustainability Project - Stage 2	\$700,000	Implementation Phase - Install solar panels and batteries to make Leisure Centre (including heat pump for pool), Library and Civic Centre energy neutral equivalent - Add green technology	Sustainable Environments and Biodiversity Improvement
	Waste Tip	\$100,000	Provide Donga Style accommodation	Vibrant and Sustaining Communities Sustainable Environments and Biodiversity Improvement
	Visitor Centre	\$100,000	Fit out	Vibrant and Sustaining Communities
	Bridgetown Parks and Playgrounds Improvement	\$200,000	Highland Bridgetown Estate Park - develop playground and associated infrastructure (BBQ, gazebo, retaining walls, etc.)	Vibrant and Sustaining Communities Health and Wellbeing
		\$250,000	Develop a fenced dog park for members of the public to exercise dogs off-leash. In addition to fencing the park would have agility elements for dogs to use, shaded seating, water supply, a suitable car parking area and pathway connections	Vibrant and Sustaining Communities Health and Wellbeing
	Bridgetown CBD Festival Lighting	\$60,000	Install multi-colour up lights under street trees in footpaths on Hampton Street between Steere Street and Stewart Street	Vibrant and Sustaining communities
		<b>\$5,350,000</b>	<b>TOTAL ABOVE</b>	
		\$802,500	15% Contingency	
		<b>\$6,152,500</b>		

# PROJECT PARTNERSHIP SIGNAGE

The following pages provide mocked up examples of how we can create and install signage at project sites to showcase your contributions and community involvement in a way that is highly visible and emphasises the benefits to the community.

We have created a tagline for each example that highlights these benefits.



**Proposed tagline:**

*Partnering with Talison Lithium to help our kids score big on better sportsgrounds.*

**Proposed Key Words:**

*Play On*

**PROJECT NAME**

Greenbushes

**PROJECT TYPE**

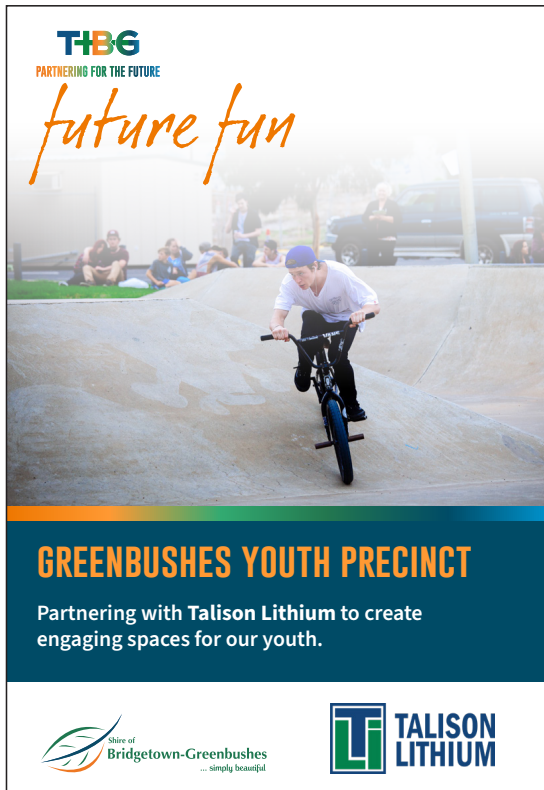
Greenbushes Youth Precinct - Pump track

**REQUESTED CONTRIBUTION**

\$180,000

**TITLE**

Approx. \$60,000 in budget



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**Proposed tagline:**

**Partnering with Talison Lithium to build safer, cleaner towns for our families.**

**Proposed Key Words:**

**Building Better**

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

Works Depot

**REQUESTED CONTRIBUTION**

\$1, 200, 000

**TITLE**

Contribution towards rebuilding and provision of additional office space.  
Approx. \$650,000 from insurance



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer



**Works Depot Project:**

Proposed signage installation mock up in situ.



**Proposed tagline:**

*Partnering with Talison Lithium to upgrade the town hall for a new generation to use and enjoy.*

**Proposed Key Words:**

*Restore + Upgrade*

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

Town Hall Upgrade Project

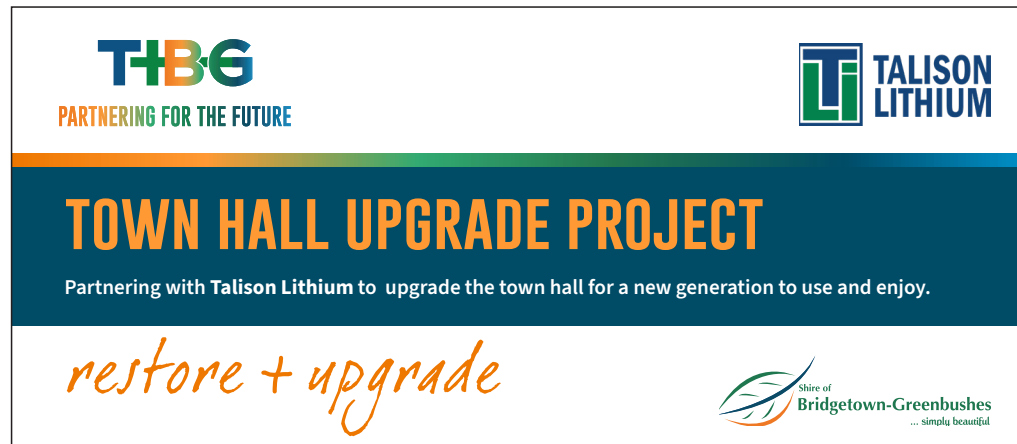
**REQUESTED CONTRIBUTION**

\$250,000

\$500,000

**TITLE**

Installation of air conditioning. Can work in conjunction with the fans already purchased  
Upgrade of lesser hall facilities and public toilets



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**Town Hall Upgrade Project:**  
Proposed signage installation mock up in situ.



**Proposed tagline:**

**Partnering with Talison Lithium to help our kids score big on better sportsgrounds.**

**Proposed Key Words:**

**Play On**

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

Bridgetown Sportsground - Dam

**REQUESTED CONTRIBUTION**

\$140,000

**TITLE**

Approx. \$85,000 in budget



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**Bridgetown Sportsground Project:**  
Proposed signage installation mock up in situ.



**Proposed tagline:**

*Partnering with Talison Lithium to provide places and spaces for kids to play, grow and thrive.*

**Proposed Key Words:**

**Bright Future**

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

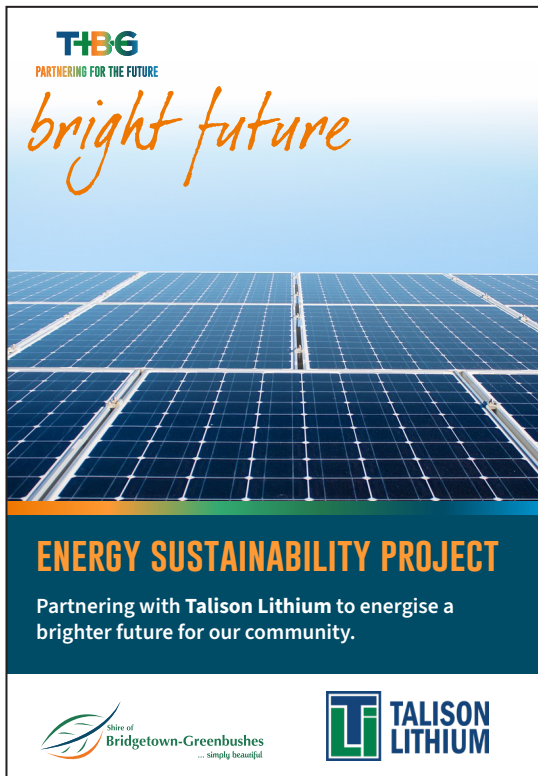
Bridgetown Energy Sustainability Project - Stage 2

**REQUESTED CONTRIBUTION**

\$700,000

**TITLE**

Implementation Phase - Install solar panels and batteries to make Leisure Centre (including heat pump for pool), Library and Civic Centre energy neutral equivalent



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**Energy Sustainability Project:**  
Proposed signage installation mock up in situ.



**Proposed tagline:**

*Partnering with Talison Lithium to promote and showcase our heart and soul of the South West.*

**Proposed Key Words:**

**See + Do**

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

Visitor Centre

**REQUESTED CONTRIBUTION**

\$100,000

**TITLE**

Visitor Centre fit out



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer



**Visitor Centre Project:**

Proposed signage installation mock up in situ.



**Proposed tagline:**

*Partnering with Talison Lithium to energise a brighter future for our community.*

**Proposed Key Words:**

**Play + Grow**

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

Bridgetown Parks and Playgrounds Improvement Project

**REQUESTED CONTRIBUTION**

(A) \$200,000

(B) \$250,000

**TITLE**

(A) Highland Bridgetown Estate Park - develop playground and associated infrastructure (BBQ, gazebo, retaining walls, etc.)

(B) Develop a fenced dog park for members of the public to exercise dogs off-leash. In addition to fencing the park would have agility elements for dogs to use, shaded seating, water supply, a suitable car parking area and pathway connections



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**Parks + Playgrounds Project:**  
Proposed signage installation mock up in situ.



**Proposed tagline:**

*Partnering with Talison Lithium to illuminate the night and light up community spirit.*

**Proposed Key Words:**

*Light Nights*

**PROJECT NAME**

Bridgetown

**PROJECT TYPE**

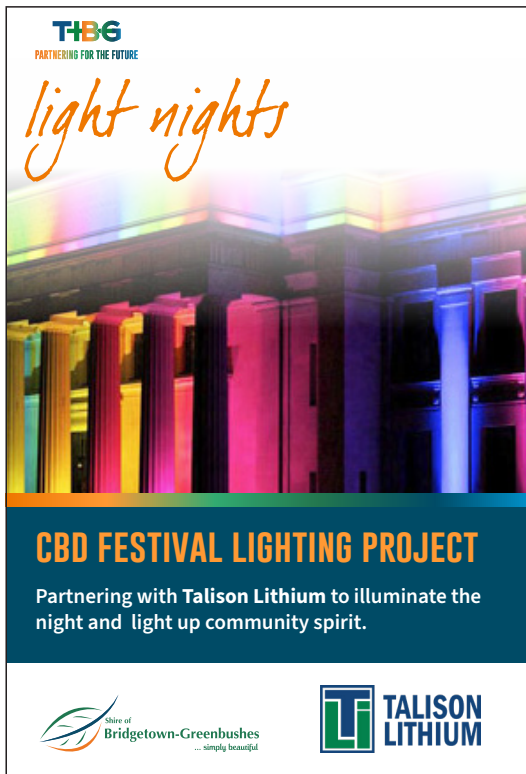
Bridgetown CBD Festival Lighting

**REQUESTED CONTRIBUTION**

\$60,000

**TITLE**

Install multi-colour up lights under street trees in footpaths on Hampton Street between Steere Street and Stewart Street



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

**CBD Festival Lighting Project:**  
Proposed signage installation mock up in situ.



# CR 3 – Community Engagement

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## 1 Objectives

- To affirm the commitment of the Shire of Bridgetown-Greenbushes to community engagement and consultation.
- To establish a framework for timely and well-defined community engagement and communication to take place between Council and the Community.
- To ensure information, feedback and other data obtained from the community engagement process is considered and implemented or, if this is not appropriate, the community is advised as to the reasons that this is the case.
- To align Council's Community Engagement Policy with IAP2's Public Participation Spectrum.

## 2 Scope

Councillors and staff.

## 3 Definitions

### 3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

### 3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

### 3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

### 3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

### 3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

### 3.6 Inform

To provide our community with objective and clear information that lets them know when something is happening or about to happen.

### 3.7 Consult

To seek and consider community feedback on alternatives, proposals and/or decisions we need to make.

### 3.8 Involve

To work directly with our community throughout the process to ensure that community concerns, and aspirations are consistently understood, considered and incorporated where appropriate.

### 3.9 Collaborate

To partner closely with our community in identifying alternatives, developing solutions and co-designing a jointly agreed outcome.

## 4 Policy

### 4.1 Aims of the policy

A community engagement policy is a formal document that an organisation, government agency, or other entity adopts to outline its approach to involving and collaborating with the community it serves. The aims of this Community Engagement Policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow for the community an adequate and appropriate opportunity to:
  - Be kept informed on current issues and proposals that will directly affect the community; and
  - Respond to and comment on specific issues and proposals directly affecting individuals and groups within the community.
- (c) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (d) Outline the general process that will be undertaken in consulting with the community and in considering the related submissions. The process will vary, dependent on the matter at hand.
- (e) Ensure the diversity of community members and their needs is represented during community engagement.
- (f) Improve accountability by setting expectations for how the organisation will be held accountable for its actions and decisions by the community.
- (g) Mitigate conflicts by providing a structured and agreed-upon approach for addressing community concerns and grievances.

It is important to note that the specific content and scope of our Community Engagement Policy may vary depending on the Council's goals, the community's needs, and the nature of the engagement process. An effective Community Engagement Policy should be designed to be flexible, adaptable, and responsive to changing circumstances and community dynamics.

### 4.2 Key Principles

#### 4.2.1 Accessible and Inclusive

- Encourage the participation of community members affected by, or interested in, a decision that directly impacts them.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.

#### 4.2.2 Timely and Relevant

- Information will be provided in a timely manner for input before decisions are made.

- Information provided will be appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

#### 4.2.3 Well Defined and Transparent

- The information will be accurate and easy to understand.
- The community will be provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback will be provided to the community on what we did, and what decisions were made, and why.

#### 4.3 When we engage with the Community

- On local government strategies, plans, projects and policies that have a direct impact on the community and the people's quality of life. This does not include the development of internal operational policies.
- On changes to local government services or infrastructure.
- When we have a statutory requirement to do so.
- On receipt of direct feedback (compliments or complaints).
- To inform on local government events, functions and other activities within the Shire.

#### 4.4 When we do not engage with the Community

- When a decision had already been made by Council.
- When a decision has already been made by another agency. Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when appropriate.
- When developing or reviewing internal organisational policies, procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

#### 4.5 The Decision-Making Process

- 4.5.1 Elected members and the CEO are charged under the *Local Government Act 1995* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour and are accountable for their actions and decisions under law.
- 4.5.2 Elected members are also accountable to the people in the community via periodic elections.
- 4.5.3 Decisions may not necessarily reflect the majority view received from community consultation. However, Council is bound to make decisions that are equitable, economically, socially, and environmentally appropriate, timely and in accord with The Act.
- 4.5.4 Decisions must be made for the overall good of the Shire of Bridgetown-Greenbushes. The Act requires decision-makers to make decisions in the interests of "the good government of the district." This responsibility from time to time puts decision-makers at odds with the expressed views of citizens from a local neighbourhood or community group who may, understandably, take a narrower view of the considerations at hand.
- 4.5.5 There will be a diversity of views on most issues. Council and Shire Officers are wary of claiming to speak for the "community" and wary of those who claim to do so. Council and



Shire Officers recognise that, on most significant issues, diverse views exist that need to be respected and considered by the decision-makers.

- 4.5.6 When Council has to make a decision in relation to a planning application, or another permit or license, the decisions are made in the context of a predetermined legal and policy regime. In these cases, the Council has an obligation to make the decision within the parameters of, and in accordance with the relevant laws and policies as they apply to that issue. Council consideration of community engagement when making these decisions will therefore be limited to the extent the relevant law and policies permit.

All community consultations will clearly outline from the outset the formal method to be used for consulting and any such constraints or limitations associated with the matter under consultation. The mode of consultation will vary according to the matter under consideration.

**Please refer to the Community Engagement Toolkit for additional information.**

#### 4.6 How we engage

- 4.6.1 Level of engagement will vary depending on the nature and complexity of the project or decision.
- 4.6.2 An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum show that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level. The Spectrum is widely respected and used across community engagement in Australia.

- 4.6.3 There are four levels of engagement: Inform, Consult, Involve, and Collaborate. This is expanded upon in the Community Engagement Toolkit.

#### 4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

## 5 Applicable Legislation and Documents

<b>Statutory Power</b>  <i>(Acts, Regulations, Local Laws, TPS)</i>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government's policies
<b>Shire Policies</b>	CR5 – <i>Social Media</i>

<b>Related Documents</b>	<p>External Communications Framework</p> <p>Community Engagement Toolkit</p> <p>Community Engagement Templates 1, 2, 3, 4 and 5</p> <p>Shire Branding and Style Guide</p> <p>Strategic Community Plan 2021 - 2031</p>
<b>Related Procedure</b>	<p><i>Community Engagement Toolkit (including Community Engagement Templates)</i></p>

## 6 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date



# COMMUNITY ENGAGEMENT TOOLKIT

# HOW TO USE THIS TOOLKIT

The **Community Engagement Toolkit** is an internal resource for project managers and officers to plan, implement and evaluate an engagement program, delivered as part of their project. It can be used from initiation through to delivery and evaluation after delivery or to refresh or provide support at any stage in the engagement process.

This Toolkit should be read in conjunction with the **Community Engagement Policy**.

The key principles underpin how we design and deliver community engagement, across all stages of engagement. The Toolkit takes you through the engagement stages to identify, understand, design, deliver, review, utilise and learn from your activities. We apply the community engagement principles as we move through all stages in an engagement process, from start to finish.

The Toolkit includes tables, information on engagement tools and templates to help you plan your community engagement.

## What is Community Engagement?

**Community Engagement** is an important element of the democratic process. Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in Council decisions that affect them or are of interest to them. Whenever the Council is planning, delivering a project or making a decision that significantly impacts the way our community experiences our towns or their interaction with our organisation, the community must have the opportunity to meaningfully participate in that process.

Community engagement provides decision makers with better opportunities to make informed decisions. By engaging the expertise and experience of the community, Council is better able to understand local issues and needs.

Engagement does not mean that every detail of Council operation is open to community comment or control. Nor does it mean that staff will be distracted from their delivery of services. There are many situations where engagement is not necessary or possible and this Community Engagement Procedure document is intended to clearly identify these situations.

## Key Principles

### ACCESSIBLE AND INCLUSIVE

- Encourage the participation of community members affected by or interested in a decision.
- Identify potential barriers to community input maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

### TIMELY AND RELEVANT

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

### WELL DEFINED AND TRANSPARENT

- Information is accurate and easy to understand.
- Provide the community with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Provide feedback to the community and what we did and what decisions were made and why.

# LEVELS OF PARTICIPATION

The Shire of Bridgetown-Greenbushes uses an adapted version of the International Association of Public Participation (IAP2) Spectrum of Engagement to guide our planning.

The IPA2 Spectrum is a useful and widely recognised tool that identifies levels of participation. For each level there is a corresponding goal and commitment. There may often be more than one level of engagement used across a project depending on the stage, scope timeline and stakeholders involved, as well as the influence and impact identified.



	INFORM	CONSULT	INVOLVE	COLLABORATE
GOAL	To provide our community with objective and clear information that lets them know when something is happening or about to happen	To seek and consider community feedback on alternatives, proposals and/or decisions we need to make	To work directly with our community throughout the process to ensure that community concerns, and aspirations are consistently understood, considered and incorporated where appropriate	To partner closely with our community in identifying alternatives, developing solutions and co-designing a jointly agreed outcome.
PROMISE TO PUBLIC	We will keep you informed	We will listen to and acknowledge your concerns and aspirations and provide feedback on how your input influenced the decisions	We will work with you to ensure what we've heard is directly reflected in the alternatives developed and provide feedback on how your input influenced the decisions	We will work together in co-designing solutions, and as much as possible incorporate your advice and proposals into decisions.

TABLE 1: IPA2 SPECTRUM

## Impact Definitions + Relationship to Engagement Required

### LOW IMPACT

There is a low level of impact or risk (perceived or real) on the Shire as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

**Best Practice:** CONSULT  
**Appropriate for very minor projects:** INFORM

### MEDIUM IMPACT

There is a medium level of impact or risk (perceived or real) on the Shire as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.

**Best Practice:** INVOLVE  
**Sometimes appropriate:** COLLABORATE

### HIGH IMPACT

There is a high level of impact or risk (perceived or real) on the Shire as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.

**Best Practice:** COLLABORATE  
**Appropriate for some high impact projects:** INVOLVE

# TOOLS + METHODS OF ENGAGEMENT

This table contains examples of engagement approaches used by the Shire and with a lens of inclusive community engagement approaches.

This is not an exhaustive menu and there are also many other effective tools and techniques.

The level column refers to the levels of participation and helps decide which method is suitable for your project.

- **INFORM**
- **CONSULT**
- **INVOLVE**
- **COLLABORATE**

TABLE 2: TOOLS

TOOL	DESCRIPTION	LEVEL
<b>Newsletter</b>	Shire Connect is a digital newsletter emailed once a month and available on our website. The newsletter contains a section Project Updates that links back to the website which provides information and methods for feedback. Newsletter can also be used to share results from Community Engagement projects.	<span style="color: orange;">●</span> <span style="color: green;">●</span>
<b>Printed Material</b> <ul style="list-style-type: none"> <li>• Poster</li> <li>• Fact sheets</li> <li>• Brochure</li> <li>• FAQ</li> </ul>	Written and graphic information used to publicise the project among the community.	<span style="color: orange;">●</span>
<b>Written Notice</b>	This is a personally addressed letter to all affected households, outlining the related issues and inviting comment.	<span style="color: orange;">●</span> <span style="color: green;">●</span>
<b>Media Release</b>	This involves issuing media releases and conducting interviews with local journalists. When part of the consultative process, the Council spokesperson will indicate to the media representative that feedback from the community is invited and valued. The media release will be made available to local newspapers.	<span style="color: orange;">●</span>
<b>Social media</b>	Posts on the official Shire Facebook page are made in real time, providing information on relevant issues and events. Only staff nominated by the CEO are authorised to create posts on the Shire Facebook page. The Shire will not post directly to any page other than the Shire Facebook page but can share the Shire posts to any community pages.	<span style="color: orange;">●</span> <span style="color: green;">●</span>
<b>Bulk Mail-Out</b>	This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to Council. The flyer indicates how that feedback can be given.	<span style="color: orange;">●</span>
<b>Notice Boards</b>	A copy of all advertisements and other relevant notices are placed on all Shire Notice Boards.	<span style="color: orange;">●</span>
<b>Advertisements in Local Newspapers</b>	Adverts in either or both of the local newspapers and/or “The Mailbag” community newspaper and Greenbushes Newsletter.	<span style="color: orange;">●</span>

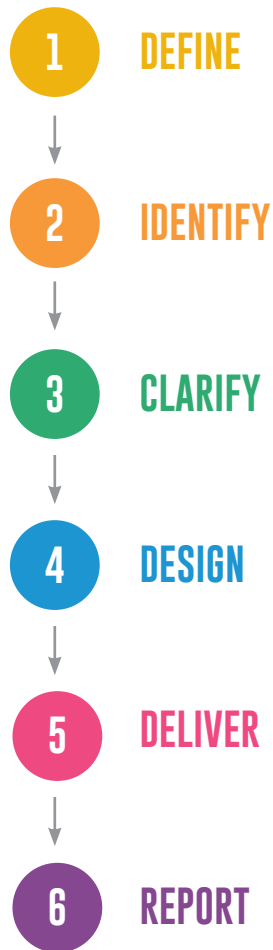
- **INFORM**
- **CONSULT**
- **INVOLVE**
- **COLLABORATE**

**TABLE 2: TOOLS**

TOOL	DESCRIPTION	LEVEL
<b>Survey</b>	This is a professionally structured and statistically correct survey seeking particular attitudes, beliefs or information. It may survey individuals, individual households or groups of households or groups. Surveys may be hard copy or digital using a method such as Survey Monkey. A quick and effective way to get a snapshot of community sentiment.	<span style="color: orange;">●</span> <span style="color: green;">●</span> <span style="color: blue;">●</span>
<b>Personal Briefings</b>	These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer(s) and/or elected members.	<span style="color: orange;">●</span> <span style="color: green;">●</span> <span style="color: blue;">●</span>
<b>Working Groups Including Members of Public</b>	These are discussion groups of around 6-12 people, with membership determined by Council. The participants are invited because they have a particular interest, involvement or stake in the subject being discussed. The group may be comprised of Shire Officers, Councilors, professionals and/or residents with particular skills, competencies and/or knowledge relevant to the particular issue. The purpose is to find out the range of opinions and options that exist for feedback to Council's decision-making process.	<span style="color: orange;">●</span> <span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>
<b>Information Session or Public Meeting</b>	This may be held at a community venue, at the site of the matter under consultation, or at the Shire offices. Invitations will be sent by one or more of the following methods:	<span style="color: orange;">●</span> <span style="color: green;">●</span>
<b>Formal Display</b>	A formal display area, placed in the Shire offices or other convenient local venue, showing plans, drawings, photos and / or related proposals and information for public inspection. Structured comment forms will be provided at the display for public completion and submission.	<span style="color: orange;">●</span> <span style="color: green;">●</span> <span style="color: blue;">●</span>
<b>Website</b>	To be used to provide accessible, clear and appropriate information cost-effectively to a broad cross-section of stakeholders. Websites can also be used for two-way information exchange. <a href="http://www.bridgetown.wa.gov.au">www.bridgetown.wa.gov.au</a>	<span style="color: orange;">●</span> <span style="color: green;">●</span>

# SIX STEP PROCESS

This section outlines the six step process for how to plan, design, implement and assess your engagement as well as the resources available alongside these stages.



## 1 Define

### PROCEDURE

Assess the project to understand and answer 'why' the engagement is needed.

### ACTIONS

- Define the purpose of the Engagement
- Define engagement objectives and aims
- Define issues that are core to the consultation
- Define the responsibilities of council in relation to issues

### RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis

## 2 Identify

### PROCEDURE

Once project is defined assess 'who' will be impacted by the decision(s)

### ACTIONS

- Identify the key stakeholders internal and external - who will be affected by or interested in the decision.
- Identify how they will be affected?
- Identify what influence they have or should have.
- Identify their capacity and willingness to participate including any barriers.

### RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis



## 3 Clarify

### PROCEDURE

Once the why and who have been discovered, clarify the details of 'what' need to be considered.

### ACTIONS

- Clarify if any policies or strategic plans may impact issues outlined in the engagement.
- Clarify timeline for the project taking into consideration any holiday periods
- Clarify the roles and responsibilities of key officers
- Clarify any legislative requirements for the engagement.

### RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis

## 4 Design

### PROCEDURE

Develop an appropriate Engagement plan that outlines 'how' the engagement will take place.

### ACTIONS

- Decide level of participation and appropriate tools and methods for engagement.
- List what resources are needed included time and skills.
- Co ordinate and consider any other engagement activities.
- Prepare information to communicated. (see page 7 for tips)
- Review information making sure that it is clear, relevant and compliant
- Submit Communications plan to Comms officer
- Complete sign off with Comms officer and relevant managers.

### RESOURCES

Template 2 - Communications Plan, Template 3 - Engagement Plan

## 5 Deliver

### PROCEDURE

Deliver engagement as per engagement plan

### ACTIONS

- Implement Engagement Communications Plan
- Describe to the community how their involvement will influence decision making.
- Collect results if engagement is part of the **CONSULT**, **INVOLVE** **COLLABORATE** level of participation.
- Take tally's and collect survey results.
- Gather details on who participated: who, how many, what issues or topics were raised.

### RESOURCES

Template 4 - Community Engagement Reflections

## 6 Report

### PROCEDURE

Collate feedback from engagement to inform decisions

### ACTIONS

- Consolidate data and information collected
- Analyse and identify themes and preferences
- Identify and gaps in information
- Identify any biases or limitations
- Share findings

### RESOURCES

Template 4 - Community Engagement Reflections

# TIPS FOR CREATING YOUR PLAN

## Designing Questions

What are the key questions you will be asking throughout the engagement activities? You may be presenting and delivering your questions in workshops, pop-ups, online, pictorially or in any other context. No template has been provided for drafting the questions, draft them in anyway that suits you best. The final presentation and delivery of them will be in accordance to the identified engagement method in your activity plan.

Not only do the questions have to obtain the information required to inform your work, they also need to socialise the project and engage people about the topic. Tips for writing questions are presented below.

### BE SIMPLE AND CLEAR

- Write questions in plain English – no jargon and no acronyms
- Be brief and keep questions short and to the point
- Focus questions so they ask one thing at a time

### BE THOUGHT-PROVOKING

- Be specific – ask about elements of your project, not just a generic question requesting ‘feedback’
- Dig deeper and ask for a rationale behind the opinion

### CREATE EXCITEMENT

- Using the active voice to motivate involvement e.g. ‘What would you do to ...?’
- Empower respondents to act or take responsibility for the solution e.g. ‘What can you do this week to reduce the amount of times you drive your car?’

### BE GENUINE AND OPEN

- Ask yourself; is this a genuine question – a question we really don’t know the answer to?
- Don’t ask for something you can’t deliver on or is outside the scope of your project.
- Be honest and transparent about potential change

### PROVIDE INFORMATION

- Provide context; often the questions will be the only project context people will read

## Developing engagement objectives

The engagement objectives should be clearly defined so that stakeholders understand the purpose and intended outcomes of the engagement process. Objectives must also be commonly understood by the broader project team. The objectives will underpin the engagement and will also allow for effective monitoring and evaluation of the project.

Some tips for developing objectives are presented below.

- Think about why you have decided to undertake engagement.
- Consider where does your engagement sit on the IAP2 Spectrum.
- Keep it simple; up to three key objectives for most projects is enough.
- Start sentences with ‘to’ such as ‘to improve the community’s understanding of the proposed upgrades to the park’ or ‘to seek feedback on the proposed location of the pedestrian pathways in the park.’
- Ensure the objectives complement Council’s community engagement principles.
- Use accessible language to ensure the objectives are commonly understood by all involved.

## Developing key messages

Key messages are developed to assist in informing the community of the project and to help them understand how their involvement will directly contribute. The messages should be used consistently across all project communications.

Tips for developing key messages:

- Limit the key message to the most important project information. There should be a mix of engagement process and subject content.
- Balance what the project needs to communicate with what the community needs to know.
- Key messages should be simple; each should present one idea in one sentence.
- Include a key message about how you will be using the feedback you collect e.g. ‘Your feedback will be used to help develop a design concept for ...’
- Review and update key messages every few months.

# DEFINE, IDENTIFY + CLARIFY

## TEMPLATE 1:

### Community Engagement Project Assessment and Stakeholder Analysis

#### PROJECT ASSESSMENT

Prior to commencing the design of any engagement initiative, the Community Engagement Project Assessment must be undertaken to understand what level of engagement your project requires and the level of approval your subsequent Engagement Plan will need. The assessment will help you to understand and guide the community engagement requirements for your project.

Project managers are responsible for undertaking the assessment. They are also responsible for ensuring that quality engagement is planned, delivered and evaluated.

#### Project Background

**In a few sentences, describe the project. Start by answering these key questions.**

What is the project? Why is the project needed? Where and when is the project taking place? What is the intended outcome? What Council Plan strategic objective does the project align with?

# DEFINE, IDENTIFY + CLARIFY

## Engagement Objectives and Aims

Clearly define the objectives so stakeholders understand the purpose and intended outcomes of the engagement process.

Objective 1 E.g. To build knowledge amongst the stakeholders identified in this plan to understand the impacts of moving the Visitor's Centre

Objective 2 E.g. To understand stakeholders concerns regarding moving the Visitor's Centre

OBJECTIVE 1	
OBJECTIVE 1	
OBJECTIVE 1	

## Core Issues

Clearly define any issue that are core to the consultation

ISSUE 1	
ISSUE 2	
ISSUE 3	

## Council Responsibilities

Clearly define the responsibilities of council in relation to the core issues

RESPONSIBILITY 1	
RESPONSIBILITY 2	

# DEFINE, IDENTIFY + CLARIFY

**TABLE 3:**

This table will help you determine whether a project has LOW, MEDIUM or HIGH impact on the community which will dictate Level of engagement. Refer to this in conjunction with Table 1 on page 2 of the Toolkit.

	LOW	MEDIUM	HIGH
What level of impact will the project have on stakeholders / community?			
What level of influence will stakeholder / community feedback have on the project direction/outcome?			
How great is the risk if no engagement occurs?			
What is the anticipated level of stakeholder / community interest in your project?			

**TABLE 4:**

Based on your answers above this table will help you identify Level of engagement, responsibilities and help you prepare your plan using Template 2.

A deeper analysis of Stakeholders can be completed using the table of the next page of this template.

RISK RATING	LOW	MEDIUM	HIGH
Engagement design responsibility	Managed entirely by the project manager with support from their Service Area	Managed by the project manager with support from their Service Area and input / advice from the Community Services Team and Communications Officer	Managed by the project manager with support from their Service Area and input/advice from the Community Services Team and Communications Officer
Sign-off of the Engagement Plan	Service Area Manager	Relevant Director	Executive Leadership Team (Note, Councillor Briefing may also be required)
Level of engagement	<b>INFORM/CONSULT</b> E.g. minimal amount of engagement such as media release, survey	<b>CONSULT/INVOLVE</b> E.g. medium amount of engagement such as workshops, survey	<b>INVOLVE/COLLABORATE</b> E.g. high amount of engagement such as survey, workshop, working groups

# DEFINE, IDENTIFY + CLARIFY

## Stakeholder analysis

Each project involves different groups of people with varied and sometimes conflicting ideas about the issue at hand. It is important to identify the people or groups who are affected by or have influence on the project.

It is also important to understand their level of interest in the project, their motivations, and their ability to participate in the engagement process. People, attitudes, ideas and perceptions are not static, and neither are stakeholders; they will emerge and evolve throughout the engagement process.

It is important to identify all groups and individuals internally and externally that will be affected by or have an interest in your project and determine what engagement activities might be required and at what stage of the project. Not all stakeholders will need to be engaged at the same level; their needs will need to be identified to determine what engagement activities might be required and at which stage of the project.

STAKEHOLDER/GROUP:		LEVEL OF INTEREST:	LEVEL OF IMPACT:	LEVEL OF INFLUENCE:	BARRIERS TO ENGAGEMENT:
Internal	External				
E.g. Parents / Councillors		e.g. Low/Medium/High	e.g. Low/Medium/High	e.g. Low/Medium/High	

# DEFINE, IDENTIFY + CLARIFY

## Policies and Plans

Clarify if any policies or strategic plans may impact issues outlines in the engagement

## Legislative Requirements

Clarify any legislative requirements for the engagement

## Roles and Responsibilities

Clearly define any issue that are core to the consultation

OFFICER	ROLE + RESPONSIBILITIES

## Timeline

Clarify timeline for the engagement taking into consideration and legislative requirements or holiday periods

# DESIGN

## TEMPLATE 2: Communications Plan

PROJECT NAME	PROJECT MANAGER

<b>ENGAGEMENT TIME FRAME</b>		
Initial engagement:		
Feedback on Engagement:		
Engagement Conclusion:		
<b>COMMUNICATION AIMS</b>		
<b>DESIGN + PRINT REQUIRED</b>	Item	Date Required
<b>PROMOTIONAL AVENUES REQUIRED</b>	Communications can work with you to identify best avenues to get the message out about your engagement. Below are some considerations for you.	
AVENUE	Date Required	
Design and print		
Social Media		
Website		
Banner		
Newspaper		
Shire Connect		

Please also provide Communications with your answers to Template 3 (Engagement Plan).

### Engagement Plan Approval

Sign off level required ( refer to Table4 Template 1):

**Project Manager (officer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Service Ares Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DESIGN

## TEMPLATE 3: Engagement Plan

PROJECT NAME	PROJECT MANAGER

### Key Messages

What needs to be communicated about the project and engagement activities?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Tools and Methods

Use your answers in Template 1 to help you fill out this engagement activity plan

STAKEHOLDER GROUP	ENGAGEMENT TOOL + DESCRIPTION	DATE/TIME/LOCATION	RESOURCES/MATERIALS	RESPONSIBILITY	PROMOTION METHOD/S

# REPORT

## TEMPLATE 4:

### Community Engagement Reflections

PROJECT NAME	PROJECT MANAGER

### Participation

KEY EVALUATION QUESTION	Data source examples: Social Media channels, Google analytics, Number of attendees, number of letters/emails sent, Project team reflections
How many stakeholders/members of the community were reached with information about the project?	
How many stakeholders /members of the community were given the opportunity to provide input?	
Was there diversity in participants?	
Was the community provided multiple and varied opportunities to participate?	

### Process

KEY EVALUATION QUESTION	Data source examples: Participant evaluations, Project team reflections
Was the engagement well planned, well-facilitated and well communicated?	
How could the project methodology and delivery be improved?	

# REPORT

## Outcomes

KEY EVALUATION QUESTION	Data source examples: Participant evaluations, Project team reflections, Key findings report
Did we achieve objective 1?	
Did we achieve objective 2?	
Did we achieve objective 3?	
Do stakeholders have confidence in the engagement process?	
What were the unexpected outcomes from the engagement?	
Do stakeholders know how their feedback was used to inform decisions?	

## Summary

The below table outlines how to create the content to complete your summary. Template 5 is a Word doc with the below headings and dot points as prompts. Please delete prompts once you have entered your content and rename the document to reflect the name of the project. E.g.. Community Engagement Summary - Visitor Centre Relocation.

SECTION	KEY INFORMATION
Project Background	Project background and context, when the engagement occurred and purpose of the engagement
Engagement Methodology	<ul style="list-style-type: none"><li>• Engagement approach</li><li>• Information about who participated</li><li>• Demographics of the participants presented as a summary graph</li><li>• How they participated</li><li>• Engagement activities and number of people who participated in each</li></ul>
Key Engagement Findings	<ul style="list-style-type: none"><li>• What did we hear? / What did people say?</li><li>• Summary of the key themes / findings</li></ul>
Next Steps	<ul style="list-style-type: none"><li>• How the feedback from the engagement will be used</li><li>• The next steps for the project</li></ul>

# Community Engagement Summary (insert project name)

## Project Background

Project background and context, when the engagement occurred and purpose of the engagement.  
*Please delete the above prompt once you have entered your content.*

## Engagement Methodology

- Engagement approach
- Information about who participated
- Demographics of the participants presented as a summary graph
- How they participated
- Engagement activities and number of people who participated in each

*Please delete the above prompts once you have entered your content.*

## Key Engagement Findings

- What did we hear? / What did people say?
- Summary of the key themes / findings

*Please delete the above prompts once you have entered your content.*

## Next Steps

- How the feedback from the engagement will be used
- The next steps for the project

*Please delete the above prompts once you have entered your content.*

## ROLLING ACTION SHEET

October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p> <p>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.</p>	P St John	<p><b>August 2023</b> A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16.</li> <li>Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street</li> </ol>	S Alexander	<p><b>August 2023</b> No update.</p> <p><b>September 2023</b> Updated RFQ's and MRWA works approval currently being prepared.</p> <p><b>October 2023</b> No update.</p>		

<p>Precinct as per Attachment 13.</p> <p>3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to implement the project safely and efficiently.</p>				
<p>C.02/0721 Review of Local Laws</p> <ol style="list-style-type: none"> <li>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</li> <li>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</li> <li>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration: <ol style="list-style-type: none"> <li>I. Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>II. Cats Local Law</li> <li>III. Fencing Local Law</li> <li>IV. Health Local Law</li> </ol> </li> </ol>	<p>N Price</p>	<p><b>June 2023</b> Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p><b>July 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		

<p>V. Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> <li>I. Bush Fire Brigades Local Law</li> <li>II. Cemeteries Local Law</li> <li>III. Dogs Local Law</li> <li>IV. Parking &amp; Parking Facilities Local Law</li> </ul> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.11/1221 Review of Plantation Applications Town Planning Scheme Policy</p>	<p>P St John</p>	<p><b>February 2023</b> The focus over the last 6 months has been to progress the consolidation of Town Planning</p>		

<p>That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.</p>		<p>Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p><b>March 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		
<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</li> <li>2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to</li> </ol>	<p>N Gibbs</p>	<p><b>April 2023</b> Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p><b>May 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> Alistaire Butcher has recommended Porters to perform the body of work. Terms of Reference to be developed by December 2023.</p>	



<p>be completed by June 2022.</p> <p>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>				
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p> <p>That Council:</p> <p>1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	<p>P St John</p>	<p><b>February 2023</b> The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p><b>March 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		
<p>C.05/0422 Stanifer Street 40km/h Speed Zone</p> <p>That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed</p>	<p>S Alexander</p>	<p><b>April 2023</b> No update.</p> <p><b>August 2023</b> No update.</p> <p><b>October 2023</b> The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>		

heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.				
<p>C.17/0422 Nairnup Road Land Acquisition</p> <ol style="list-style-type: none"> <li>1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</li> <li>2. Note a further report be presented to Council on the conclusion of this negotiation.</li> </ol>	S Alexander	<p><b>April 2023</b> Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of Blue Gums. Harvesting appears to have been completed some time ago. Still unable to contact the landowner to determine their plans.</p> <p><b>May 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network.</li> <li>2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST).</li> <li>3. Accept the \$25,000 (ex GST)</li> </ol>	M Richards	<p><b>May 2023</b> No update.</p> <p><b>August 2023</b> We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p> <p><b>October 2023</b> The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are</p>		

<p>external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design.</p> <ol style="list-style-type: none"> <li>4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve.</li> <li>5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$23,243 to \$73,243.</li> <li>6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time.</li> <li>7. Include the \$50,000 expenditure for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</li> </ol>		<p>looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>		
<p>C.09/0622 (Parts 3-5)</p>	<p>M Larkworthy</p>	<p><b>August 2023</b> Not progressed in recent</p>		

<p>Review of Finance Policies</p> <p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>• Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>• Policy F.15 (Asset Management)</li> <li>• Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)</li> <li>• Policy F.19 (Assets Financing and Borrowings)</li> <li>• Policy F.21 (Risk Management)</li> </ul>		<p>months as Corporate Services staff focus has been on the annual budget processes.</p> <p><b>September 2023</b></p> <p>Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p> <p><b>October 2023</b></p> <p>The review will be incorporated into the Policy Review being presented to Council in December.</p>		
<p>13/0922</p> <p>Standardised Acknowledgement of</p>	<p>M Richards</p>	<p><b>July 2023</b></p> <p>Beginning to investigate glass</p>		

<p>Country</p> <p>Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.</p>		<p>options and request quotes.</p> <p><b>August 2023</b></p> <p>The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p> <p><b>October 2023</b></p> <p>No update.</p>		
<p>C.08/1022</p> <p>Speed Limit – Whittells Road</p> <p>That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.</p>	<p>S Alexander</p>	<p><b>February 2023</b></p> <p>Waiting for MRWA decision.</p> <p><b>August 2023</b></p> <p>Waiting for MRWA decision.</p> <p><b>October 2023</b></p> <p>No update.</p>		
<p>C.09/1022</p> <p>Cultural Inclusion Advisory Committee Recommendations</p> <p>Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta</p>	<p>M Richards</p>	<p><b>August 2023</b></p> <p>The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p><b>September 2023</b></p> <p>No update.</p> <p><b>October 2023</b></p>		

<p>Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>		<p>No update.</p>		
<p>C.02/1122 Petition – Greenbushes Depot and Worker</p> <p>That Council; Receive the petition.</p> <ol style="list-style-type: none"> <li>Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels.</li> <li>Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council.</li> <li>Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for</li> </ol>	<p>N Gibbs</p>	<p><b>August 2023</b> Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p><b>September 2023</b> No update since last month.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 23</b> The CEO, Manager, Infrastructure and the Infrastructure consultant have met on multiple occasions, staff modelling has been performed and the advantages and disadvantages of establishing a sub-depot in Greenbushes has been explored.</p> <p>The unfortunate outcome of the analysis is:</p> <ul style="list-style-type: none"> <li>We do not have the funds to construct and maintain separate buildings nor to purchase and maintain separate machinery and tools, nor to engage staff to operate these</li> </ul>	<p><b>Project Complete</b></p>

redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.

duplicate assets.

- We do not have a large enough Works nor Services Team to afford to dedicate specific team members to Greenbushes.

The review of parks and gardens service levels is complete, with advice from Alistaire Butcher that while we made need to request one extra staff member for the grounds, the main issue across Infrastructure is 'inefficiencies' in systems, machinery and a lack of a depot. Immediate action is underway to rectify these inefficiencies.

Resourcing of Infrastructure as a whole has been transferred to the Organisational Restructure Agenda Item, due to be submitted in December 2024.

<p>C.03/1122 Review of Infrastructure Policies</p> <p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <p>1. Endorse the following Policies with</p>	<p>S Alexander</p>	<p><b>January 2023</b> Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p><b>February 2023</b> No change since last report.</p>		
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<p>modifications as shown in Attachment 2:</p> <ul style="list-style-type: none"> <li>• Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>• Policy I.5 (Road Resumptions)</li> <li>• Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>• Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)</li> <li>• Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>• Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>• Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>• Policy I.17 (Pesticides Spraying)</li> <li>• Policy I.19 (Gravel Procurement)</li> </ul> <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required.</p> <p>3. Note and retain all other policies without modification.</p>		<p><b>October 2023</b></p> <p>The review will be incorporated into the Policy Review being presented to Council in December.</p>		
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p> <p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p>	<p>N Gibbs</p>	<p><b>August 2023</b></p> <p>Bush fire procedures were recently adopted by Council. A review of existing bush fire policies is to occur to ensure</p>	<p><b>November 2023</b></p> <p>Bridgetown-Greenbushes Visitor Centre Membership Policy is not required – the content is governed by</p>	



<p>1. Endorse the following Policies with minor modifications as shown in Attachment 3:</p> <ul style="list-style-type: none"> <li>• O.1 Vandalism</li> <li>• O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>• O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>• O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>• O.14 Australia Day Events</li> </ul> <p>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly.</p> <p>3. Note and retain all other policies without modification.</p> <p>4. Note that the following policies will be subject to standalone review in 2022/23:</p> <ul style="list-style-type: none"> <li>• O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>• O.9 Bush Fire Brigade Personal Protective Equipment</li> <li>• O.11 Use of Chainsaws by Bush Fire Brigades</li> <li>• O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</li> </ul>		<p>duplication doesn't occur.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p>Council's Fees and Charges and will be detailed in promotional material.</p> <p>0.9 Bush Fire Brigade Personal Protective Equipment is not required as this direction is provided for in DFES Standards. The CEO is seeking to have this Policy repealed at the November OCM.</p> <p>0.11 Use of Chainsaws by Bush Fire Brigades is not required as this direction is provided for in DFES Standards. In addition, volunteers use other machinery and vehicles, and the chainsaw should not be highlighted for policy purpose. The CEO is seeking to have this Policy repealed at the November OCM.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p> <p>That Council;</p>	<p>L Guthridge</p>	<p><b>August 2023</b> Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p>		

<ol style="list-style-type: none"> <li>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</li> <li>2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</li> </ol>		<p><b>September 2023</b> Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p> <p><b>October 2023</b> A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20<sup>th</sup> December 2023. Shire solicitors will guide this process moving forward.</p>		
<p>C.11/0123 Public Open Space Strategy</p> <ol style="list-style-type: none"> <li>1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'.</li> <li>2. Council notes the methodology and outcomes of the project as contained in Attachment 10.</li> </ol>	P St John	<p><b>February 2023</b> No update.</p> <p><b>March 2023</b> No further update – this project is planned for 2023/24 FY.</p> <p><b>October 2023</b> No update.</p>		
<p>C.04/0223 Greys Hill Road 50km/h Speed Zone</p> <p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street</p>	S Alexander	<p><b>August 2023</b> Waiting for a determination on this request by Main Roads Western Australia.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to</p>		

		Mattamattup St. Official confirmation expected soon.		
<p>C.13/0223 Development Compliance Policy</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> <li>2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period</li> <li>ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be</li> </ol> </li> </ol>	P St John	<p><b>June 2023</b> No update.</p> <p><b>July 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		

<p>downloaded and printed if a person wishes to do this</p> <p>iii. Providing hard copies of the draft policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>				
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p> <p>That Council:</p> <p>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</p> <p>2. Forward copies of the draft Scheme documents to:</p> <p><i>i.</i> The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</p>	<p>P St John</p>	<p><b>August 2023</b> In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> Negotiations between DPLH &amp; DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>		

<p><i>ii.</i> The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</p> <p>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions:</p> <p><i>i.</i> Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <p><i>ii.</i> Making the scheme documents (scheme text and maps) available for viewing on the</p>				
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<p>Shire’s website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</p> <p>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</p> <p>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ’s) on the Shire’s website and make the overview and FAQ’s available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period,</p>				
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<p>with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.03/0423 Change of Purpose – Reserve 40973</p> <p>That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.</p>	<p>E Matthews</p>	<p><b>July 2023</b> Ongoing discussions occurring with DPLH on this proposal. <b>August 2023</b> Application is progressing. <b>September 2023</b> The application has been approved by the Department of Planning, Lands and Heritage.</p>		
<p>C.10/0423 Reflect Reconciliation Action Plan</p>	<p>M Richards</p>	<p><b>May 2023</b> No update. <b>June 2023</b></p>		

<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> <li>a. Complete the 12 month Reflect Template</li> <li>b. Submit the Reflect template to Reconciliation Australia for review</li> <li>c. Make any changes required by Reconciliation Australia</li> <li>d. Present to Council for adoption</li> <li>e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan</li> </ol> </li> <li>2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the Southwest to include at the tourist information bays at either end of Bridgetown.</li> </ol>		<p>Work has commenced on this project.</p> <p><b>July 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>		
<p>C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station</p> <p>That Council: Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community</p>	<p>P St John</p>	<p>a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p><b>August 2023</b> Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the</p>	<p><b>October 2023</b> No update.</p>	



<p>Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>current VC building. Further discussion to occur at August Concept Forum.</p> <p><b>September 2023</b></p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
<p>C.03/0623</p> <p>Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building</p> <p>That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.</p>	L Poad	<p><b>July 2023</b></p> <p>Directions given to contractor. Works to be scheduled.</p> <p><b>August 2023</b></p> <p>No update.</p>	<p><b>October 2023</b></p> <p>No update.</p>	
<p>C.11/0623</p> <p>Local Law Relating to Fencing Amendment Local Laws 2023</p> <p>That Council: Note a further report be presented to</p>	N Price	<p><b>July 2023</b></p> <p>Work has commenced on drafting a new local law based on the WALGA model Fencing local Law.</p> <p><b>August 2023</b></p>	<p><b>October 2023</b></p> <p>No update.</p>	

Council providing a new draft Fencing Local Law for consideration.		No update		
<p>C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone.</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: <ol style="list-style-type: none"> <li>a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: <ol style="list-style-type: none"> <li>i. it is satisfied that the development is consistent with the amenity of the locality, and</li> </ol> </li> </ol> </li> </ol>	P St John	<p><b>August 2023</b> EPA referral completed. Referral to DPLH for approve to advertise has commenced.</p> <p><b>September 2023</b> Intent to advertise has been approved by the WAPC, which will occur in September/October.</p> <p><b>October 2023</b> Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.</p>		

<p>ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and</p> <p>iii. the development can be connected to the reticulated sewerage system.</p> <p>3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.16/0623 Bridgetown Mobile Food Vendors Trial</p> <p>That Council:</p> <p>5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:</p> <p>(a) Feedback from the community.</p> <p>(b) Feedback from existing food premises within the Shire.</p> <p>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</p> <p>(d) The suitability of the location and</p>	<p>P St John</p>	<p><b>July 2023</b> Internal meetings have been held to address how the trial will be managed.</p> <p><b>August 2023</b> No update.</p> <p><b>September 2023</b> EOIs for vendors has been called and applications are being assessed.</p>	<p><b>October 2023</b> Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.</p>	

<p>consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</p> <p>(e) The suitability of the days and times of operation.</p>				
<p>C.15/0723 RFT 03-2223 Relocation and Renewal of the Greenbushes Railway Station</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST);</li> <li>2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</li> <li>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</li> <li>4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full</li> </ol>	<p>L Guthridge</p>	<p><b>August 2023</b> Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3<sup>rd</sup> party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3<sup>rd</sup> party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p><b>September 2023</b> Anticipate that the successful Contractor will sign contract documents the week commencing 25<sup>th</sup> September 2023.</p>	<p><b>October 2023</b> Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>	

<p>scope of works inclusive of a 10% contingency allowance.</p> <p>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</p> <p>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.</p>				
<p>C.02/0923 Community Group Banner Development and Funding Allocation</p> <p>That Council:</p> <p>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;</p>	<p>M Richards</p>	<p><b>October 2023</b> Will contact community groups this month now that the Shire Welcome Banners are in production.</p>		

<p>a. The Blues at Bridgetown b. Blackwood Marathon c. Festival of Country Gardens d. Winter Festival e. Heritage Week</p> <p>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</p>				
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## ROLLING ACTION SHEET

## November 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 2 November 2023)

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.02/0721 Review of Local Laws</p> <p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> <li>I. Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>II. Cats Local Law</li> <li>III. Fencing Local Law</li> <li>IV. Health Local Law</li> <li>V. Standing Orders Local Law</li> </ul> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p>	N Price	<p><b>June 2023</b> Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p><b>July 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> The Fencing Local Law has now been incorporated into resolution C.11/0623.</p> <p>Standing Orders Local Law – Standardising meeting procedures forms part of the Tranche 2 Local Government Act reforms. These are currently under development by the department, therefore amendments to this local law are pending the finalisation of the legislation.</p> <p>The Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places, Cats and Health local laws are still pending as these were assigned to another officer and due to resourcing no action had been taken.</p>	Repeal of Pest Plant Local Law gazetted 5/07/2022.

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>I. Bush Fire Brigades Local Law  II. Cemeteries Local Law  III. Dogs Local Law  IV. Parking &amp; Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.04/0322  Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</li> <li>2. Request the CEO to assess the capacity of</li> </ol>	<p>N Gibbs</p>	<p><b>April 2023</b>  Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p><b>May 2023</b>  No update.</p> <p><b>October 2023</b></p>	<p><b>November 2023</b>  Alistaire Butcher has recommended Porters to perform the body of work. Terms of Reference to be developed by December 2023.</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022.</p> <p>Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>		No update.		
<p>C.05/0422 Stanifer Street 40km/h Speed Zone</p> <p>1. That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.</p>	S Alexander	<p><b>April 2023</b> No update.</p> <p><b>August 2023</b> No update.</p> <p><b>October 2023</b> The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	<p><b>November 2023</b> Manager Infrastructure &amp; Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that the Road did not meet the criteria and that a formal outcome to implement a 40kph zone was unlikely.</p>	
<p>C.17/0422 Nairnup Road Land Acquisition</p> <p>1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</p>	S Alexander	<p><b>April 2023</b> Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of Blue Gums. Harvesting appears to have been completed some time ago. Still unable to</p>	<p><b>November 2023</b> Manager Infrastructure &amp; Works inspected the road and noted that the fence has still not been replaced. To date, negotiations with the landowner for purchase of the 486 sqm portion have not been successful and have</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>		<p>contact the landowner to determine their plans.  <b>May 2023</b>            No update.  <b>October 2023</b>            No update.</p>	<p>stalled.</p>	
<p>C.09/0622            (Parts 3-5)            Review of Finance Policies</p> <p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>1. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>2. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>3. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>• Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>• Policy F.15 (Asset Management)</li> <li>• Policy F.18 (Self-Supporting Loans to Shire</li> </ul>	<p>M            Larkworthy</p>	<p><b>August 2023</b>            Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes.  <b>September 2023</b>            Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.  <b>October 2023</b>            The review will be incorporated into the Policy Review being presented to Council in December.</p>	<p><b>November 2023</b>            Work is continuing on the review of the Purchasing and Risk Management policies due for presentation to Council in December.            A review of the following policies will occur once the Department finalises its review of the financial ratios and the integrated planning and reporting framework:</p> <ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Self-Supporting Loans to Shire Community/ Sporting Groups</li> <li>• Assets Financing and Borrowings</li> </ul>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Community/Sporting Groups)</p> <ul style="list-style-type: none"> <li>Policy F.19 (Assets Financing and Borrowings)</li> </ul> <p>Policy F.21 (Risk Management)</p>				
<p>13/0922 Standardised Acknowledgement of Country</p> <p>1. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.</p>	M Richards	<p><b>July 2023</b> Beginning to investigate glass options and request quotes.</p> <p><b>August 2023</b> The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> Waiting on information from Kaneang Elders.</p>	
<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p> <p>Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups</p>	M Richards	<p><b>August 2023</b> The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> Boyup Brook recently voted no for the Dual Naming of the Blackwood. Further discussion/decisions will be brought to Council.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <ul style="list-style-type: none"> <li>• Present back to Council for final determination</li> </ul>				
<p>C.02/1122 Petition – Greenbushes Depot and Worker</p> <p>That Council;</p> <p>Receive the petition.</p> <ol style="list-style-type: none"> <li>1. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels.</li> <li>2. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council.</li> </ol> <p>Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>	<p>N Gibbs</p>	<p><b>August 2023</b> Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p><b>September 2023</b> No update since last month.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 23</b> The CEO, Manager, Infrastructure and the Infrastructure consultant have met on multiple occasions, staff modelling has been performed and the advantages and disadvantages of establishing a sub-depot in Greenbushes has been explored.</p> <p>The unfortunate outcome of the analysis is:</p> <ul style="list-style-type: none"> <li>• We do not have the funds to construct and maintain separate buildings nor to purchase and maintain separate machinery and tools, nor to engage staff to operate these duplicate assets.</li> <li>• We do not have a large enough Works nor</li> </ul>	<p><b>Project Complete</b></p>

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Services Team to afford to dedicate specific team members to Greenbushes.</p> <p>The review of parks and gardens service levels is complete, with advice from Alistaire Butcher that while we made need to request one extra staff member for the grounds, the main issue across Infrastructure is 'inefficiencies' in systems, machinery and a lack of a depot. Immediate action is underway to rectify these inefficiencies.</p> <p>Resourcing of Infrastructure as a whole has been transferred to the Organisational Restructure Agenda Item, due to be submitted in December 2024.</p>				
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p> <p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> <li>• O.1 Vandalism</li> </ul> </li> </ol>	<p>N Gibbs</p>	<p><b>August 2023</b> Bush fire procedures were recently adopted by Council. A review of existing bush fire policies is to occur to ensure duplication doesn't occur.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b></p>	<p><b>November 2023</b> Bridgetown-Greenbushes Visitor Centre Membership Policy is not required – the content is governed by Council's Fees and Charges and will be detailed in promotional material.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<ul style="list-style-type: none"> <li>• O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>• O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>• O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>• O.14 Australia Day Events</li> </ul> <p>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly.</p> <p>3. Note and retain all other policies without modification.</p> <p>4. Note that the following policies will be subject to standalone review in 2022/23:</p> <ul style="list-style-type: none"> <li>• O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>• O.9 Bush Fire Brigade Personal Protective Equipment</li> <li>• O.11 Use of Chainsaws by Bush Fire Brigades</li> </ul> <p>O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</p>		No update.	<p>O.9 Bush Fire Brigade Personal Protective Equipment is not required as this direction is provided for in DFES Standards. The CEO is seeking to have this Policy repealed at the November OCM.</p> <p>O.11 Use of Chainsaws by Bush Fire Brigades is not required as this direction is provided for in DFES Standards. In addition, volunteers use other machinery and vehicles, and the chainsaw should not be highlighted for policy purpose. The CEO is seeking to have this Policy repealed at the November OCM.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p> <p>That Council;</p> <p>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</p>	L Guthridge	<p><b>August 2023</b> Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p><b>September 2023</b> Attempting to contact the owner and with little success.</p>	<p><b>November 2023</b> No Action. The notice specifies a deadline for clean up of the property for the 20<sup>th</sup> December 2023. Meanwhile staff have attempted to contact the owner to discuss this matter to facilitate an outcome.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>3. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</p>		<p>Currently investigating legal options to resolve this issue.  <b>October 2023</b>  A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20<sup>th</sup> December 2023. Shire solicitors will guide this process moving forward.</p>	<p>Neighbours are being updated with any new developments and progress.</p>	
<p>C.04/0223  Greys Hill Road 50km/h Speed Zone</p> <p>1. That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street</p>	<p>S Alexander</p>	<p><b>August 2023</b>  Waiting for a determination on this request by Main Roads Western Australia.  <b>September 2023</b>  No update.  <b>October 2023</b>  Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.</p>	<p><b>November 2023</b>  Manager Infrastructure &amp; Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that extension of the 50kph zone may be possible.</p>	
<p>SpC.02/0323  Draft Local Planning Scheme No. 6</p> <p>That Council:</p> <p>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21</p>	<p>P St John</p>	<p><b>August 2023</b>  In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p><b>November 2023</b>  Negotiations between DPLH &amp; DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</p> <p>2. Forward copies of the draft Scheme documents to:</p> <ul style="list-style-type: none"> <li>i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</li> <li>ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> </ul> <p>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions:</p> <ul style="list-style-type: none"> <li>i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local</li> </ul>		<p><b>September 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p>months.</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <p>ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</p> <p>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</p> <p>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a</p>				

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.10/0423 Reflect Reconciliation Action Plan</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> <li>a. Complete the 12 month Reflect Template</li> <li>b. Submit the Reflect template to Reconciliation Australia for review</li> <li>c. Make any changes required by Reconciliation Australia</li> <li>d. Present to Council for adoption</li> <li>e. Receive Reconciliation Australia endorsement for 12 Month Reflect</li> </ol> </li> </ol>	M Richards	<p><b>May 2023</b> No update.</p> <p><b>June 2023</b> Work has commenced on this project.</p> <p><b>July 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> Began working on this plan this month, hope to have it before Council at January Council Meeting.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Reconciliation Action Plan</p> <p>2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the Southwest to include at the tourist information bays at either end of Bridgetown.</p>				
<p>C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station</p> <p>That Council: Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <ol style="list-style-type: none"> <li>1. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</li> <li>2. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</li> <li>3. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about</li> </ol>	<p>P St John</p>	<p>a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p><b>August 2023</b> Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p><b>September 2023</b> The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project</p>	<p><b>November 2023</b> Documentation from architect finalised for fit out 17.11.23. RFQ sent to three builders, 17.11.23 with closing date 10th December.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
securing their ongoing tenure in the building.		can be implemented.		
<p>C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building</p> <p>1. That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.</p>	P Hamilton	<p><b>July 2023</b> Directions given to contractor. Works to be scheduled.</p> <p><b>August 2023</b> No update.</p>	<p><b>November 2023</b> Have sent photo of proposed lettering to Phi St John for approval to ensure proposed lettering will be suitable, Have also marked on wall with white out to show where proposed to install. Also liaised with Contractor again and he is working out when he may have time to compete due to other work commitments.</p>	
<p>C.11/0623 Local Law Relating to Fencing Amendment Local Laws 2023</p> <p>That Council: Note a further report be presented to Council providing a new draft Fencing Local Law for consideration.</p>	N Price	<p><b>July 2023</b> Work has commenced on drafting a new local law based on the WALGA model Fencing local Law.</p> <p><b>August 2023</b> No update</p>	<p><b>November 2023</b> A report is to be presented to the December meeting of Council providing a draft new Fencing Local Law for consideration.</p>	
<p>C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone.</p> <p>That Council: 1. Adopt, for the purposes of public advertising,</p>	P St John	<p><b>August 2023</b> EPA referral completed. Referral to DPLH for approve to advertise has commenced.</p> <p><b>September 2023</b> Intent to advertise has been approved by the WAPC,</p>	<p><b>November 2023</b> Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3:</p> <p>a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:</p> <ul style="list-style-type: none"> <li>i. it is satisfied that the development is consistent with the amenity of the locality, and</li> <li>ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and</li> <li>iii. the development can be connected to the reticulated sewerage system.</li> </ul> <p>2. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.</p>		<p>which will occur in September/October.</p>	<p>2023.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.16/0623 Bridgetown Mobile Food Vendors Trial</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:               <ol style="list-style-type: none"> <li>(a) Feedback from the community.</li> <li>(b) Feedback from existing food premises within the Shire.</li> <li>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</li> <li>(d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</li> <li>(e) The suitability of the days and times of operation.</li> </ol> </li> </ol>	<p>P St John</p>	<p><b>July 2023</b> Internal meetings have been held to address how the trial will be managed.</p> <p><b>August 2023</b> No update.</p> <p><b>September 2023</b> EOIs for vendors has been called and applications are being assessed.</p>	<p><b>October 2023</b> Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.</p>	
<p>C.15/0723 RFT 03-2223 Relocation and Renewal of the Greenbushes Railway Station</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST);</li> <li>2. Note that the tender price of \$406,076 is in excess of the current budget allocation of</li> </ol>	<p>L Guthridge</p>	<p><b>August 2023</b> Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3<sup>rd</sup> party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery</p>	<p><b>November 2023</b> The project commenced on the 6th November 2023</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>\$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</p> <p>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</p> <p>4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance.</p> <p>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</p> <p>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.</p>		<p>Centre can pursue 3<sup>rd</sup> party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p><b>September 2023</b> Anticipate that the successful Contractor will sign contract documents the week commencing 25<sup>th</sup> September 2023.</p> <p><b>October 2023</b> Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>		

**NO UPDATE IN NOVEMBER 2023**

<b>Council Decision</b>	<b>Responsible Officer</b>	<b>Previous Three Months</b>	<b>This Month's Report</b>	<b>Completion Date</b>
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p> <p>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.</p>	<p>P St John</p>	<p><b>August 2023</b> A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p><b>September 2023</b> No update.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> No update.</p>	
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16.</li> <li>Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13.</li> </ol>	<p>S Alexander</p>	<p><b>August 2023</b> No update.</p> <p><b>September 2023</b> Updated RFQ's and MRWA works approval currently being prepared.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> No update.</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to implement the project safely and efficiently.				
<p>C.03/0423 Change of Purpose – Reserve 40973</p> <p>That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.</p>	E Matthews	<p><b>July 2023</b> Ongoing discussions occurring with DPLH on this proposal.</p> <p><b>August 2023</b> Application is progressing.</p> <p><b>September 2023</b> The application has been approved by the Department of Planning, Lands and Heritage.</p>	<p><b>November 2023</b> No update.</p>	
<p>C.11/1221 Review of Plantation Applications Town Planning Scheme Policy</p> <p>That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.</p>	P St John	<p><b>February 2023</b> The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p><b>March 2023</b></p>	<p><b>November 2023</b> No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
		No update. <b>October 2023</b> No update.		
<p>C.06/0322a            Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes</li> <li>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</li> </ol>	P St John	<p><b>February 2023</b>            The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p><b>March 2023</b>            No update.</p> <p><b>October 2023</b>            No update.</p>	<p><b>November 2023</b>            No update.</p>	
<p>C.13/0522            Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup</li> </ol>	M Richards	<p><b>May 2023</b>            No update.</p> <p><b>August 2023</b>            We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>	<p><b>November 2023</b>            No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Mountain Bike Trail Network.</p> <ol style="list-style-type: none"> <li>2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST).</li> <li>3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design.</li> <li>4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve.</li> <li>5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$23,243 to \$73,243.</li> <li>6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time.</li> <li>7. Include the \$50,000 expenditure</li> </ol>		<p><b>October 2023</b></p> <p>The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>		

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>				
<p>C.08/1022 Speed Limit – Whittells Road</p> <p>That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.</p>	S Alexander	<p><b>February 2023</b> Waiting for MRWA decision.</p> <p><b>August 2023</b> Waiting for MRWA decision.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> No Update.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p> <p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> <li>• Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>• Policy I.5 (Road Resumptions)</li> <li>• Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>• Policy I.9 (Private Works Plant and</li> </ul> </li> </ol>	S Alexander	<p><b>January 2023</b> Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p><b>February 2023</b> No change since last report.</p> <p><b>October 2023</b> The review will be incorporated into the Policy Review being presented to Council in December.</p>	<p><b>November 2023</b> No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Equipment Accessed by Shire Staff)</p> <ul style="list-style-type: none"> <li>• Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>• Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>• Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>• Policy I.17 (Pesticides Spraying)</li> <li>• Policy I.19 (Gravel Procurement)</li> </ul> <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required.</p> <p>3. Note and retain all other policies without modification.</p>				
<p>C.11/0123 Public Open Space Strategy</p> <ol style="list-style-type: none"> <li>1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'.</li> <li>2. Council notes the methodology and outcomes of the project as contained in Attachment 10.</li> </ol>	P St John	<p><b>February 2023</b> No update.</p> <p><b>March 2023</b> No further update – this project is planned for 2023/24 FY.</p> <p><b>October 2023</b> No update.</p>	<p><b>November 2023</b> No update.</p>	
<p>C.13/0223 Development Compliance Policy</p>	P St John	<p><b>June 2023</b> No update.</p> <p><b>July 2023</b></p>	<p><b>November 2023</b> No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> <li>2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period</li> <li>ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this</li> <li>iii. Providing hard copies of the draft</li> </ol> </li> </ol>		<p>No update.  <b>October 2023</b>  No update.</p>		

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>				
<p>C.02/0923 Community Group Banner Development and Funding Allocation</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> <li>a. The Blues at Bridgetown</li> <li>b. Blackwood Marathon</li> <li>c. Festival of Country Gardens</li> <li>d. Winter Festival</li> <li>e. Heritage Week</li> </ol> </li> <li>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</li> </ol>	M Richards	<p><b>October 2023</b> Will contact community groups this month now that the Shire Welcome Banners are in production.</p>	<p><b>November 2023</b> No update.</p>	

# ES 2 – Use of Chainsaws by Bush Fire Brigades

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## 1 Policy

The Shire of Bridgetown-Greenbushes acknowledges that the use of chainsaws is part of normal Bush Fire Brigade activities.

Chainsaws will be provided to Bush Fire Brigades where necessary to undertake their functions of fire fighting.

Chainsaws are only to be used by Bush Fire Brigade members who are qualified in their use for the task they are undertaking. Operators must ensure they wear appropriate personal protection equipment (PPE) whilst operating chainsaws.

## 2 Applicable Legislation and Documents

<b>Act</b>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Work Health and Safety Act 2020</i>
<b>Regulation</b>	<i>Work Health and Safety (General) Regulations 2022</i>
<b>Local Law</b>	N/A
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	Shire of Bridgetown-Greenbushes Work Health and Safety Manual
<b>Related Procedure</b>	Personal Protective Equipment and Clothing procedure Safe Work Procedure – Chainsaw Petrol

## 3 Administration

<b>Original Adoption Date</b>	17 December 2009
<b>Last Reviewed</b>	24 November 2022
<b>Scheduled Reviewed Date</b>	27 April 2023



# ES 4 – Bush Fire Brigade Personal Protective Equipment

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## 1 Objectives

To ensure that the Shire of Bridgetown-Greenbushes Bush Fire Brigades members have suitable Personal Protective Equipment (PPE) and that PPE is managed correctly.

## 2 Policy

The Shire of Bridgetown-Greenbushes currently has ten (10) Bush Fire Brigades, and over 500 registered Bush Fire Brigade Volunteers.

Council receives funding through the Emergency Services Levy (ESL) to provide PPE to its bush fire brigades. Often there is a deficiency on what is received under the ESL and what is required by the Brigades. This Policy is intended to reduce this deficiency.

### 2.1 Person to be a Registered Member of a Bush Fire Brigade

PPE will only be issued to people who are registered bush fire brigade members as per the Shire's/DFES's membership records.

### 2.2 PPE will be Supplied to Active Firefighters/Cadets Only

Firefighting PPE will only be supplied to active firefighters and cadets (if applicable) and not to auxiliary members. Other uniforms to be considered for non firefighting members of Bush Fire Brigades.

### 2.3 PPE to be Handed Out to New Members on Completion of Bush Fire Fighting and Introduction to Fire Fighting Courses

PPE will be supplied to new members upon completion of the Introduction to Fire Fighting Course and Bush Fire Fighters Course.

### 2.4 PPE will be Replaced on a Fair Wear and Tear Basis

Members requesting replacement overalls or two piece coveralls will need to produce the existing pair for inspection. Helmets will be replaced every 3 years as per the manufacturer's specification or if damaged, before that period. Gloves and Goggles will be replaced on a reasonable as needs basis.

### 2.5 Brigade Captain or FCO to be Responsible for the Return of PPE from Members that have left the Brigade

Should a member resign from a bush fire brigade, the Brigade Captain, or in his absence, the Brigade FCO is responsible for ensuring that the PPE is returned for reissue to other members.

### 2.6 Absentee Landowners to be Issued with Second Hand PPE in the First Instance

Should a member of a bush fire brigade be an absentee landowner, they will be issued with second hand PPE which is suitable to be reused in the first instance. If no suitable garments are available, the provision of new PPE to absentee landowners will be considered after residing members PPE requests have been accommodated.

## 2.7 The Shire of Bridgetown-Greenbushes is Responsible for the purchase of PPE for Brigade Members

The Shire will not reimburse any member or Brigade who purchases PPE and produces a receipt for reimbursement without prior consent from the Chief Executive Officer.

### 3 Applicable Legislation and Documents

<b>Act</b>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Work Health and Safety Act 2020</i> <i>Bush Fires Act 1954</i>
<b>Regulation</b>	<i>Work Health and Safety (General) Regulations 2022</i> <i>Bush Fire Regulations 1954</i>
<b>Local Law</b>	Shire of Bridgetown-Greenbushes Bush fire Brigades Local Law
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/a
<b>Related Procedure</b>	N/A

### 4 Administration

<b>Original Adoption Date</b>	27 July 2006
<b>Last Reviewed</b>	24 November 2022
<b>Scheduled Reviewed Date</b>	27 April 2023

# P 19 – Grievance Resolution

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## 1 Objectives

The objective of this Grievance Resolution Policy is to provide a fair, transparent, lawful and efficient process for addressing and resolving grievances within the Shire of Bridgetown-Greenbushes.

This policy is in accordance with principles and procedure defined by the Western Australian State Industrial Relations System.

## 2 Scope

This policy applies to all workers and Elected Members.

## 3 Definitions

### 3.1 Elected Member

An elected member of the Council.

### 3.2 Grievance

A complaint or dispute raised by a worker regarding any aspect of their employment, working conditions, or relationships within the organization. This includes breaches of legislation and/or policy.

### 3.3 Grievance Resolution Officer

An appointed individual responsible for overseeing the grievance resolution process impartially.

### 3.4 Grievant

A worker who has a grievance and wishes to seek resolution.

### 3.5 Supervisor

The immediate supervisor or manager of the worker lodging the grievance.

### 3.6 Mediation

A voluntary process in which an impartial third party (who may be the Grievance Resolution Officer) assists in resolving the grievance through communication, negotiation and/or other action.

### 3.7 Worker

A part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

## 4 Policy

### 4.1 Grievance Resolution Officer

- a. The Shire will establish the position of Grievance Resolution Officer.
- b. The Grievance Resolution Officer will be officially trained to perform in the role and will ensure that when any allegation is made against an individual, that individual will be afforded every lawful right of response, defense and action.

## 4.2 Informal Resolution

- a. Workers are encouraged to address grievances informally by discussing concerns with the worker relevant to the complaint, the immediate supervisor or the Grievance Resolution Officer.
- b. If the worker does not feel comfortable raising the grievance informally or if this informal approach does not work, formal mediation will be offered.
- c. Supervisors and the Grievance Resolution Officer should make every effort to resolve grievances promptly and fairly.

## 4.3 Mediation

- a. If the informal grievance procedure does not result in resolution, the Shire may offer mediation as an option. Mediation is a voluntary process in which an impartial third party (who may be the Grievance Resolution Officer) facilitates communication and negotiation between the parties.
- b. The mediator will work with both parties to explore potential solutions and assist in reaching a mutually acceptable resolution.

## 4.4 Formal Grievance Procedure

- a. If the grievance is not resolved informally, nor through mediation, the grievant may submit a written grievance to their supervisor or the Grievance Resolution Officer. The written grievance should include a clear statement of the issue, relevant facts, and the desired resolution.
- b. The supervisor or the Grievance Resolution Officer will investigate the grievance and provide a written response within 10 working days.
- c. If the grievance remains unresolved, the grievant may escalate the matter to the next level of management within the organization until it reaches CEO level.

## 4.5 Independent Investigation for Executive Team

If the grievance involves a member of the Executive Team, including the CEO, and the complaint is not resolved through informal mechanisms or mediation, an independent consultant will be engaged to investigate the allegation and provide appropriate recommendations.

## 4.6 Grievances Involving Elected Members

If a worker raises a grievance about an Elected Member, attempts will be made to resolve the complaint informally and via mediation. If these attempts fail, the grievance can be escalated to the Local Government Standards Panel or the Department of Local Government, depending on the level of the alleged grievance.

## 4.7 Vexatious Complaints

Vexatious complaints or allegations made in bad faith will not be tolerated. Workers who engage in vexatious complaints may be subject to disciplinary action.

## 4.8 Rights of Individuals

- a. When any allegation is made against an individual, the individual will be afforded every lawful right of response.
- b. The individual will be provided with the time, date, and details of the alleged activity that occurred.
- c. The individual will be offered the opportunity to bring a support person to every related meeting.

## 4.9 Review Process

- a. If the grievant is dissatisfied with the outcome of the formal procedure or mediation, they may request a review by the CEO, unless the grievance is about the CEO or an Elected Member.
- b. In cases where the grievance is about the CEO or an Elected Member, the review may be requested from an external independent consultant.

#### **4.10 Disciplinary Action for Substantiated Allegations**

If the investigation substantiates the grievance, appropriate disciplinary action will be taken. The disciplinary action will be commensurate with the severity and type of the alleged misconduct.

#### **4.11 Confidentiality**

All parties involved in the grievance resolution process are expected to maintain confidentiality to the extent possible. Information related to the grievance should only be disclosed to those who have a legitimate need to know.

#### **4.12 Non-Retaliation**

The Shire prohibits retaliation against any worker who raises a grievance in good faith. Retaliation is a serious violation of this policy and will result in disciplinary action.

#### **4.13 Policy Review**

This Grievance Resolution Policy will be reviewed every two years to ensure its effectiveness and compliance with relevant laws and regulations.

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## 5 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023 Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023 Local Government Officers' (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021 Industrial Relations Act 1979 Local Government Act 1995
<b>Shire Policies</b>	P1 - Anti-Discrimination, Sexual Harassment and Bullying
<b>Related Documents</b>	Corporate Business Plan
<b>Related Procedure</b>	N/A

## 6 Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Nicole Gibbs  
Chief Executive Officer

## 7 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	22 November 2023
<b>Scheduled Reviewed Date</b>	22 November 2025

# P 20 – Professional Development and Performance Review

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## 1 Objectives

This Professional Development and Performance Review Policy is designed to establish a framework for the continuous improvement of workers within the Shire of Bridgetown-Greenbushes (the Shire). The policy aims to enhance individual and organisational performance, foster career development, and ensure that workers are equipped with the skills and knowledge required to fulfill their roles effectively.

## 2 Scope

This policy applies to all continuing contract workers of the Shire of Bridgetown-Greenbushes, be they full time or part time.

## 3 Definitions

### 3.1 Performance Review

A performance review is an annual periodic assessment of a worker's overall performance and their contribution to the organisation. Typical of work appraisals, a work review entails identifying worker strengths and weaknesses, setting future goals, identifying professional development opportunities, identifying areas for improvement and sharing feedback.

### 3.2 Professional Development

Professional development is gaining new skills through continuing education and career training after entering the workforce. This may include enrolling in classes or workshops, attending professional or industry conferences, or earning a qualification in a certain field.

### 3.3 Worker

A part-time or full-time employee, casual employee, apprentice or trainee, work experience student and volunteers.

## 4 Policy

### 4.1 Professional Development

#### 4.1.1 Purpose

Professional development is integral to the growth of workers and the overall success of the Shire. The purpose of professional development is to enable workers to acquire and enhance the skills, knowledge, and abilities necessary for their current roles and future career progression.

#### 4.1.2 Eligibility

All workers are eligible for professional development opportunities. Requests for professional development should be aligned with individual development plans and the strategic goals of the Shire.

### 4.1.3 Funding

The Shire is committed to investing in the professional development of its workers, where this development is beneficial to both the worker and the organisation and within budgetary constraints. Funding for professional development activities will be allocated based on the relevance of the program to the worker's role, the goals within the worker's development plan and the strategic objectives of the Shire.

### 4.1.4 Approval Process

Workers may submit a professional development request form to their immediate supervisor for approval during the individual annual Professional Development and Performance Review process or at any other time throughout the year. The request should include details such as the purpose of the development, expected outcomes, and budget requirements. Supervisors will assess the alignment of the request with Shire goals before granting approval.

## 4.2 Performance Review

### 4.2.1 Purpose

Performance reviews serve as a formal process for evaluating and discussing a worker's job performance, setting goals, and identifying areas for improvement. This process contributes to worker development, Shire effectiveness, and the overall achievement of strategic objectives.

### 4.2.2 Frequency

Performance reviews will be conducted annually for all workers. Additional reviews may be scheduled as needed for new workers, those in newly assigned roles, or workers with specific performance concerns.

### 4.2.3 Evaluation Criteria

Performance evaluations will be based on predefined, measurable objectives and competencies relevant to the worker's role. Position Description roles and responsibilities should be clearly communicated to workers at the beginning of each performance cycle and used as a guide to measure performance in the role.

### 4.2.4 Review Process

The performance review process will involve a collaborative discussion between the worker and their supervisor. It will include an assessment of achievements, identification of areas for improvement, professional development opportunities and the establishment of new goals for the upcoming year.

## 4.3 Worker Development Plans

### 4.3.1 Creation of Plans

Following the performance review, workers and supervisors will collaboratively create individual development plans that outline specific actions, timelines, and resources required for professional growth. These plans will align with both the worker's career aspirations and the organisation's strategic objectives.

### 4.3.2 Monitoring and Adjustments

Supervisors will regularly monitor the progress of workers' development plans, providing support and adjusting as needed. Updates to development plans may occur during the year based on changing Shire needs or the worker's evolving role.



## 4.4 Training and Resources

### 4.4.1 Access to Training

The Shire will provide workers with access to relevant training programs, workshops, and resources. This includes both internal and external opportunities that contribute to the enhancement of skills and knowledge.

### 4.4.2 Mentorship and Coaching

The Shire will encourage mentorship and coaching programs to facilitate knowledge transfer, skill development, and the overall professional growth of workers.

## 4.5 Confidentiality

All discussions and documentation related to professional development and performance reviews will be treated with confidentiality. Access to such information will be restricted to the worker, their supervisor, and relevant human resources personnel.

## 4.6 Review and Updates

This policy will be reviewed every two years to ensure its effectiveness and relevance. Updates will be made as necessary to align with changes in Shire objectives, industry best practices and legislative requirements.

# 5 Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Nicole Gibbs  
Chief Executive Officer

# 6 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	22 November 2023
Scheduled Reviewed Date	22 November 2024

## PARTNERING FOR THE FUTURE 2023 PROJECT MONTHLY REPORTING

Project Progress October – November 2023

**Greenbushes Transformation Project = \$1,105,700**

Project Title	Greenbushes Footpath Upgrade and Root Management Plan				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (October/November)</b> <ul style="list-style-type: none"> <li>What was achieved?</li> </ul>	<ul style="list-style-type: none"> <li>Report Review</li> <li>Site Analysis undertaken</li> </ul>				
<b>Planned action for December</b> <ul style="list-style-type: none"> <li>What will be achieved?</li> </ul>	<ul style="list-style-type: none"> <li>Final report development</li> <li>Masterplan development</li> </ul>				
<b>Risks</b> <ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>				

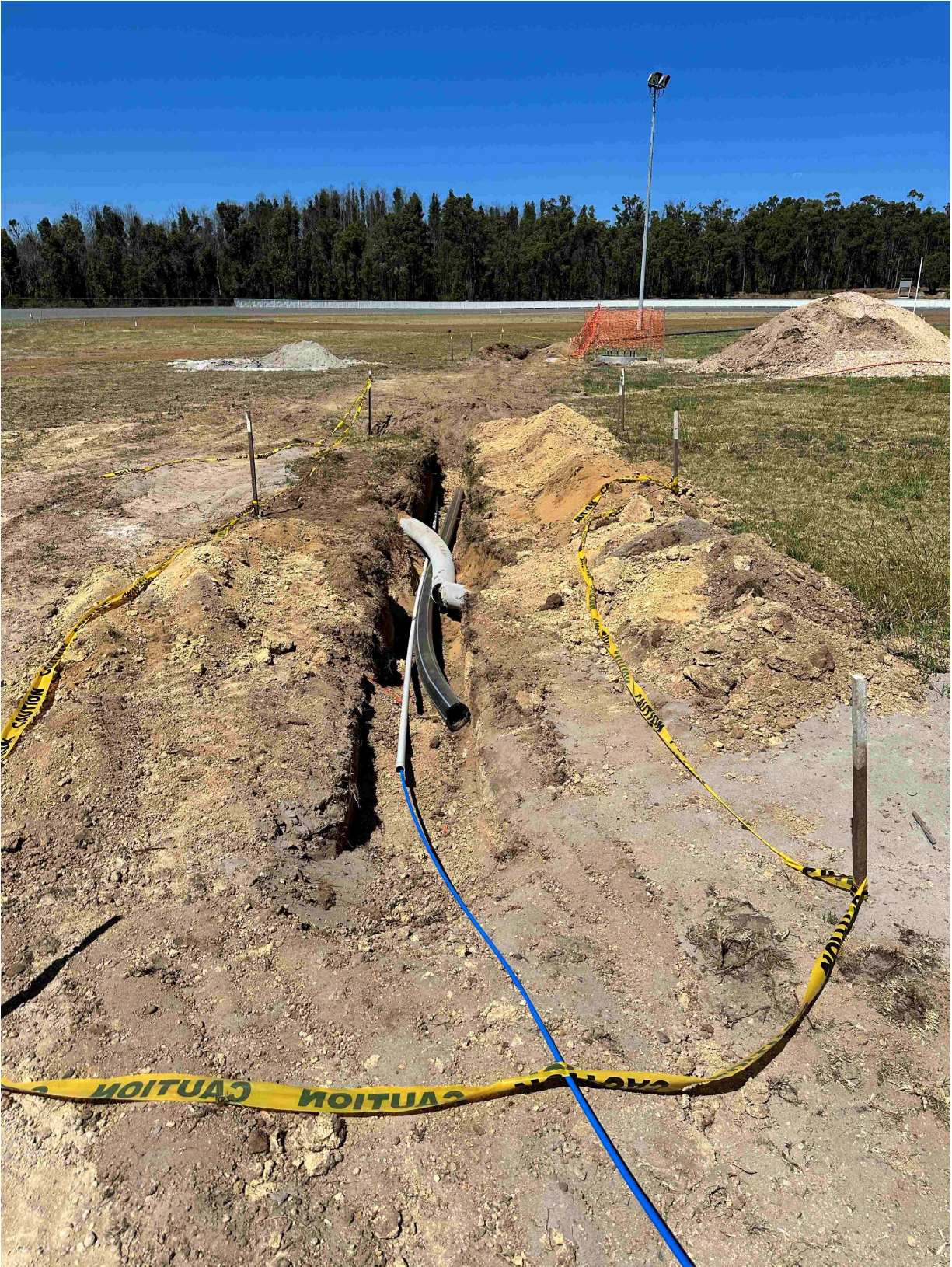
Project Title	Greenbushes Asphalt Overlay Works				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (October/November)</b> <ul style="list-style-type: none"> <li>What was achieved?</li> </ul>	<ul style="list-style-type: none"> <li>Contract awarded (note delay in tender and award due to agreement finalisation and 1<sup>st</sup> instalment from LMC.</li> </ul>				
<b>Planned action for December.</b> <ul style="list-style-type: none"> <li>What will be achieved?</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting Installation.</li> <li>All works booked in for January 2024</li> </ul>				
<b>Risks</b> <ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Severe road erosion has recently occurred and needs to be rectified under emergency works prior to asphalt overlay in January.</li> </ul>				

Project Title	Greenbushes Hard Court Lighting				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (October/November)</b> <ul style="list-style-type: none"> <li>What was achieved?</li> </ul>	<ul style="list-style-type: none"> <li>Contract awarded.</li> <li>Lighting infrastructure ordered.</li> </ul>				
<b>Planned action for December</b> <ul style="list-style-type: none"> <li>What will be achieved?</li> </ul>	<ul style="list-style-type: none"> <li>All new lighting installation</li> <li>Completion</li> </ul>				
<b>Risks</b> <ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Light pole footing cages are ordered however awaiting delivery.</li> </ul>				

## Bridgetown Sports Ground Project Stage 1 + Sealed Carpark - \$220,494.00

Project Title	Bridgetown Sports Ground Upgrade				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (November)</b> <ul style="list-style-type: none"> <li>• <b>What was achieved?</b></li> </ul>	<ul style="list-style-type: none"> <li>• Subsoil drainage installation completed.</li> <li>• Electrical infrastructure for lights – completed.</li> <li>• Footing excavation and cage installation - completed</li> <li>• Concrete pour for light pole foundation - Friday 24 November</li> <li>• Oval irrigation installation has begun</li> </ul>				
<b>Planned action for December.</b> <ul style="list-style-type: none"> <li>• <b>What will be achieved?</b></li> </ul>	<ul style="list-style-type: none"> <li>• Oval Irrigation Installation.</li> <li>• Pump house renewal.</li> <li>• Preparation for new dam and upgrade to original dam</li> </ul>				
<b>Project risks</b> <ul style="list-style-type: none"> <li>• <b>Issues that may affect agreed project timeline</b></li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of light poles is occurring in early January at which point, the poles will be stood and commissioned.</li> <li>• Commissioning of irrigation pump house and feeder dam will need to occur once dam works are complete in February / March 2024.</li> </ul>				







<b>Project Title</b>	<b>Extend existing sealed car park and access roads and complete asphalt overlays (CANCELLED)</b>				
<b>Completion Status</b>	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (October/November)</b> <ul style="list-style-type: none"> <li><b>What was achieved?</b></li> </ul>	<p>After discussion with Manager Works and Infrastructure it became apparent that the intention to extend the car park with \$50,000 would not go very far. The cost estimate for with job would be approximately \$500,000.</p> <p>Due to this and the need to cover a larger cost than anticipated for the Bridgetown Sports Ground dam and liner, these funds will be transferred from the Bridgetown Sports Ground carpark budget to the Bridgetown Sports Ground dam project.</p>				
<b>Planned action for December.</b> <ul style="list-style-type: none"> <li><b>what is planned to occur ?</b></li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>				
<b>Risks</b> <ul style="list-style-type: none"> <li><b>Issues that may affect agreed project timeline.</b></li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>				

## Bridgetown Leisure Centre Activation Project - \$236,265

Project Title	Bridgetown Leisure Centre Pool Blankets				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> <li>Contract awarded.</li> <li>Infrastructure ordered.</li> </ul>				
Planned action for December.	<ul style="list-style-type: none"> <li>Awaiting delivery &amp; Installation</li> </ul>				
Risks	<ul style="list-style-type: none"> <li>Awaiting pool blanket delivery with installation in January</li> </ul>				
<ul style="list-style-type: none"> <li>What was achieved?</li> </ul>					
<ul style="list-style-type: none"> <li>What will be achieved?</li> </ul>					
<ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>					

Project Title	Bridgetown Leisure Centre Fans				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> <li>Contract awarded</li> <li>Fans have been delivered to Bridgetown Leisure Centre</li> </ul>				
Planned action for December.	<ul style="list-style-type: none"> <li>Fans installation</li> <li>Completion</li> </ul>				
Risks	<ul style="list-style-type: none"> <li>Nil</li> </ul>				
<ul style="list-style-type: none"> <li>What was achieved?</li> </ul>					
<ul style="list-style-type: none"> <li>what is planned to occur?</li> </ul>					
<ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>					

Project Title	Bridgetown Leisure Centre Pool Inflatables				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> <li>Inflatables have been procured and delivered to Bridgetown leisure Centre.</li> </ul>				
Planned action for December.	<ul style="list-style-type: none"> <li>Inflate for community use.</li> <li>Completion</li> </ul>				
Risks	<ul style="list-style-type: none"> <li>Nil</li> </ul>				
<ul style="list-style-type: none"> <li>What was achieved?</li> </ul>					
<ul style="list-style-type: none"> <li>What is planned to occur?</li> </ul>					
<ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>					



## Bridgetown Energy Sustainability Project (Planning) - \$40,000.00

Project Title	Stage 1 Bridgetown Energy Sustainability Project - Planning				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
<b>Last Month (October/November)</b> <ul style="list-style-type: none"> <li>What was achieved?</li> </ul>	<ul style="list-style-type: none"> <li>3 solar installers have provided designs for both grid feed back and battery/grid for Library, Civic Centre and Bridgetown Leisure Centre.</li> <li>Cost estimates received.</li> </ul>				
<b>Planned action for December.</b> <ul style="list-style-type: none"> <li>What is planned to occur?</li> </ul>	<ul style="list-style-type: none"> <li>Internal evaluation of design proposals</li> <li>Completion</li> </ul>				
<b>Risks</b> <ul style="list-style-type: none"> <li>Issues that may affect agreed project timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>				

# Bridgetown-Greenbushes Audit Committee

## Instrument Of Appointment & Delegation 2023-2025

### 1 Introduction

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

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

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

### 2 Name

The name of the Committee shall be the *Audit Committee*.

### 3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide guidance and assistance to the local government in carrying out-
  - Its functions under Part 6 of the *Local Government Act 1995*
  - Its functions relating to other audits and other matters related to financial management
  - functions in relation to audits carried out under Part 7 of the *Local Government Act 1995*.
- 3.2 Review a report given to it by the CEO under regulation 17(3) of the *Local Government (Audit) Regulations 1996* and to –
  - report to Council the results of that review
  - give a copy of the CEO's report to Council.
- 3.3 Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of-
  - systems and procedures in relation to risk management, internal control and legislative compliance in accordance with regulation 17(1) of the *Local Government (Audit) Regulations 1996*
  - the local governments financial management systems in accordance with the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

- 3.4 Support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the local government.
- 3.5 Oversee the implementation of any action that the local government -
- is required to take by section 7.12A(3) of the *Local Government Act 1995*
  - has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the *Local Government Act 1995*
  - has accepted it should be taken following receipt of a report of a review conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
  - has accepted it should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

#### **4 Membership**

- 4.1 The Membership of the Committee shall consist of three (3) elected members.
- 4.2 Further, the Committee may call upon two independent (senior) consultants with expertise in financial and/or legal matters to provide independent external advice to the Committee. Appointments of external consultants shall be made by CEO following a decision of Council.
- 4.3 No member of staff including the CEO may be a member of the Committee.

#### **5 Presiding Member**

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

#### **6 Meetings**

- 6.1 The Committee shall meet at least twice in a financial year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.
- 6.5 The Committee is to meet as soon as practicable after the annual interim audit report is received in order to address any issues raised by the Auditor.

#### **7 Quorum**

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

#### **8 Delegated Powers**

The Committee does not have delegated authority to make decisions on behalf of the Council.

#### **9 Duties and Responsibilities**

The duties and responsibilities of the Committee will be to:

- 9.1 Provide guidance and assistance to the Council as to the carrying out of functions of the local government in relation to audits.
- 9.2 Develop and recommend to Council:
  - a list of those matters to be audited
  - the scope of the audit to be undertaken.
- 9.3 Support the Auditor of the local government to conduct an audit and carry out other duties under the *Local Government Act 1995* and ensure that audits are conducted successfully and expeditiously.
- 9.4 Examine the reports of the Auditor after receiving a report from CEO, and invite the Auditor to attend a meeting to discuss audit results. Report to Council those matters raised that require action to be taken by the local government.
- 9.5 Critically appraise and report to Council on any internal or external audit report that raises high level risk management, internal control, financial reporting, and other relevant accountability or governance issues.
- 9.6 Monitor the risk exposure of the Council by determining if management has appropriate risk management processes and adequate management information systems.
- 9.7 Oversee the implementation of any action resulting from:
  - the Auditor's findings
  - a review of systems and procedures in relation to risk management, internal control and legislative compliance
  - a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government.
- 9.8 Recommend to Council the adoption of the annual financial report.
- 9.9 Review issues relating to national competition policy and comparative performance indicators.
- 9.10 Monitor ethical standards and related party transactions by way of determining whether the systems of control are adequate.
- 9.11 Identify and refer specific projects or investigations deemed necessary through the CEO, the internal auditor and Council if appropriate. Oversee any subsequent investigations.
- 9.12 Monitor the progress of any major lawsuits facing the Council.
- 9.13 In the form of minutes or otherwise, report to Council after each meeting.

## **9 Termination of Membership**

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

## **10 Amendment to the Instrument of Appointment and Delegation**

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

## **11 Committee Decisions**

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

# Bridgetown-Greenbushes Bush Fires Advisory Committee

## Instrument Of Appointment & Delegation 2023-2025

### 1 Introduction

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

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

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

### 2 Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

### 3 Objectives

The Objective of the Committee is to provide advice to the Council on all matters relating to bush fire control, prevention, and management. This includes, but is not limited to, recommendations on the annual firebreak requirements, capital (equipment) purchases, review of firefighting/prevention practices, firefighting training, etc.

### 4 Membership

- 4.1 Council will appoint up to (2) elected members as Council's representative(s) on the Committee.
- 4.2 The Chief Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and the Fire Control Officer(s) (or nominated representative) from each of the Shire's bush fire brigades shall (by virtue of the office held) be appointed to the Committee.
- 4.3 A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.
- 4.4 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.5 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

## **5 Presiding Member**

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

## **6 Meetings**

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

## **7 Quorum**

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

## **8 Delegated Powers**

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

## **9 Termination of Committee**

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

## **10 Amendment to the Instrument of Appointment and Delegation**

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

## **11 Committee Decisions**

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

# Bridgetown-Greenbushes CEO Performance Review Committee

## Instrument Of Appointment & Delegation 2023-2025

### 1 Introduction

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

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

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

### 2 Name

The name of the Committee shall be the *CEO Performance Review Committee*.

### 3 Objectives

The Objective of the performance appraisal is not only to measure and improve performance against specific and agreed goals / targets, but also to increase future potential and value to Council and Shire, as well as using the system to recognise and potentially reward achievement.

### 4 Membership

The Membership of the Committee shall consist of a minimum of three (3) elected members.

### 5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

### 6 Meetings

Meetings of the Committee shall be held as required or determined by the Committee Members.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.



6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote and shall vote.

## **7 Quorum**

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

## **8 Delegated Powers**

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council. As a minimum, the Committee will report to Council twice each year.

## **9 Termination of Membership**

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

## **10 Amendment to the Instrument of Appointment and Delegation**

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee. Alterations shall not contravene the contract of employment.

## **11 Committee Decisions**

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

# Bridgetown-Greenbushes Local Emergency Management Committee

## Instrument Of Appointment & Delegation 2023-2025

### 1 Introduction

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

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

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

### 2 Name

The name of the Committee shall be the *Local Emergency Management Committee*.

### 3 Objectives

The Objectives and role of the Committee are:

- 3.1 Identify and advise on emergency risks and hazards within the Shire of Bridgetown-Greenbushes.
- 3.2 Ensure that effective local emergency management arrangements are prepared and maintained.
- 3.3 Assist in the management of the recovery process following an emergency affecting the Shire of Bridgetown-Greenbushes.
- 3.4 Carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed in the Emergency Management Regulations 2006.

### 4 Membership

- 4.1 Committee membership shall consist of:
  - A maximum of three (3) elected members as Council’s representative(s)
  - The Shire’s Recovery Coordinator and Deputy Recovery Coordinator
  - The Shire’s Chief Bush Fire Control Officer

- One (1) representative from each of the following agencies:
  - Police Force WA (Deputy Presiding Member)
  - State Emergency Services
  - Bridgetown Volunteer Fire & Rescue
  - St John Ambulance WA
  - St John Ambulance WA Regional Community Paramedic
  - Bridgetown Hospital
  - Department of Fire & Emergency Services
  - Department of Biodiversity Conservation and Attractions
  - Talison Lithium
  - Red Cross
  - Department of Communities
  - Water Corporation
  - Western Power
  - Department of Education
  - Department of Primary Industries & Regional Development
- The District Emergency Management Advisor – South West (as an ex-officio member).

4.2 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.3 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

## 5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council and the deputy presiding member shall be the Bridgetown Police Officer in Charge. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

## 6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting, excepting circumstances following an incident in the Shire requiring recovery management.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

## **7 Quorum**

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

## **8 Delegated Powers**

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

## **9 Termination of Membership**

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

## **10 Amendment to the Instrument of Appointment and Delegation**

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

## **11 Committee Decisions**

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



**SHIRE OF BRIDGETOWN-GREENBUSHES**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 October 2023**

**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

September 2023

December 2023

March 2024 (Budget Review)

June 2024

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,735,031	5,677,690	5,687,402	9,712	0.17%	
Grants, subsidies and contributions		1,580,220	309,206	328,533	19,327	6.25%	▲
Fees and charges		2,345,731	1,662,641	1,683,853	21,212	1.28%	
Interest revenue		353,000	98,293	104,495	6,202	6.31%	
Other revenue		275,604	77,038	73,176	(3,862)	(5.01%)	
Profit on asset disposals	7	55,001	5,314	9,074	3,760	70.76%	
		10,344,587	7,830,182	7,886,532			
<b>Expenditure from operating activities</b>							
Employee costs		(6,324,422)	(2,008,589)	(2,015,721)	(7,132)	(0.36%)	
Materials and contracts		(4,488,655)	(941,665)	(927,970)	13,695	1.45%	
Utility charges		(299,456)	(71,209)	(53,607)	17,602	24.72%	▲
Depreciation		(3,759,377)	(1,253,061)	(1,676,218)	(423,157)	(33.77%)	▼
Finance costs		(63,715)	(1,252)	(480)	772	61.65%	
Insurance		(380,176)	(380,132)	(373,983)	6,149	1.62%	
Other expenditure		(325,972)	(157,708)	(151,351)	6,357	4.03%	
Loss on asset disposals	7	(5,450)	(176)	(2,508)	(2,332)	(1324.98%)	
		(15,647,223)	(4,813,792)	(5,201,839)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	1,247,923	1,670,973			
<b>Amount attributable to operating activities</b>		<b>(1,587,184)</b>	<b>4,264,313</b>	<b>4,355,667</b>			
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	30,000	32,727	2,727	9.09%	
		8,088,628	285,919	298,694			
<b>Outflows from investing activities</b>							
Purchase of property, plant and equipment	8	(7,552,606)	(855,148)	(406,525)	448,623	52.46%	▲
Purchase and construction of infrastructure	8	(5,428,809)	(645,754)	(558,981)	86,773	13.44%	▲
		(12,981,415)	(1,500,902)	(965,505)			
<b>Amount attributable to investing activities</b>		<b>(4,892,787)</b>	<b>(1,214,983)</b>	<b>(666,812)</b>			
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(153,248.00)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218.00)	(25,431)	(25,431)	0	0.00%	
Transfers to reserve accounts	5	(852,137.00)	(29,362)	(29,362)	0	0.00%	
		(1,069,603)	(54,793)	(54,793)			
<b>Amount attributable to financing activities</b>		<b>1,456,983</b>	<b>(54,793)</b>	<b>(54,793)</b>			

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	<b>5,006,329</b>	<b>5,006,329</b>	<b>5,032,107</b>	25,778	0.51%	
Amount attributable to operating activities	(1,587,184)	4,264,313	4,355,667			
Amount attributable to investing activities	(4,892,787)	(1,214,983)	(666,812)			
Amount attributable to financing activities	1,456,983	(54,793)	(54,793)			
<b>Surplus or deficit after imposition of general rates</b>	<b>(16,659)</b>	<b>8,000,866</b>	<b>8,666,168</b>	<b>665,303</b>		
1(b)						

\* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ended 31 October 2023**

	Note	31-Oct-2023	Last Period	30-Jun-23
		\$	\$	\$
<b>Current Assets</b>				
Cash and cash equivalents	4	13,571,137	10,265,500	11,307,415
Trade and other receivables		3,751,342	6,994,452	1,505,902
Inventories		33,347	28,905	26,085
Other assets		0	0	0
<b>TOTAL CURRENT ASSETS</b>		<b>17,355,826</b>	<b>17,288,857</b>	<b>12,839,402</b>
<b>Non-Current Assets</b>				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,076,571	41,073,796	41,042,703
Infrastructure		213,321,413	213,508,043	214,073,122
Right-of-use assets		76,388	25,671	33,659
<b>TOTAL NON-CURRENT ASSETS</b>		<b>254,718,935</b>	<b>254,852,073</b>	<b>255,394,047</b>
<b>TOTAL ASSETS</b>		<b>272,074,761</b>	<b>272,140,930</b>	<b>268,233,449</b>
<b>Current Liabilities</b>				
Trade and other payables		1,076,769	951,711	1,371,178
Other liabilities		2,420,759	1,473,523	1,272,029
Lease liabilities	9	25,853	23,791	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
<b>TOTAL CURRENT LIABILITIES</b>		<b>4,414,692</b>	<b>3,340,336</b>	<b>3,566,700</b>
<b>Non-Current Liabilities</b>				
Lease liabilities	9	45,741	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,648,284</b>	<b>1,605,624</b>	<b>1,605,624</b>
<b>TOTAL LIABILITIES</b>		<b>6,062,976</b>	<b>4,945,960</b>	<b>5,172,324</b>
<b>NET ASSETS</b>		<b>266,011,785</b>	<b>267,194,970</b>	<b>263,061,125</b>
<b>Equity</b>				
Retained surplus		120,447,121	121,630,306	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
<b>TOTAL EQUITY</b>		<b>266,011,785</b>	<b>267,194,970</b>	<b>263,061,125</b>

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 October 2023**

**Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)**

**(a) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 31 Oct 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(9,074)	(5,314)	(75,306)
Add: Loss on disposal of assets	7	2,508	0	4,173
Add: Depreciation on assets		1,676,218	1,241,911	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
<b>Non cash amounts excluded from operating activities</b>		<b>1,670,973</b>	<b>1,237,919</b>	<b>3,565,787</b>

**(b) Surplus or deficit after imposition of general rates**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 31 Oct 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		25,853	23,791	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
<b>Total adjustments to net current assets</b>		<b>(4,274,966)</b>	<b>(4,277,028)</b>	<b>(4,240,595)</b>
<b>Net current assets used in the Statement of Financial Activity</b>				
Total current assets		17,355,825	17,288,856	12,839,402
Less: Total current liabilities		(4,414,691)	(3,340,335)	(3,566,700)
Less: Total adjustments to net current assets		(4,274,966)	(4,277,028)	(4,240,595)
<b>Surplus or deficit after imposition of general rates</b>		<b>8,666,168</b>	<b>9,671,493</b>	<b>5,032,107</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Operating grants, subsidies and contributions	19,327	6.25%	▲	Permanent	Additional Federal assistance grant \$22,885 received for 2023-24, will be adjusted at budget review.
<b>Expenditure from operating activities</b>					
Utility charges	17,602	24.72%	▲	Timing	Utility accounts for various shire buildings and reserves are less than estimated at this time.
Depreciation	(423,157)	(33.77%)	▼	Permanent	Variance due to updated fair values on property, plant and equipment and infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
<b>INVESTING ACTIVITIES</b>					
Purchase of property, plant and equipment	448,623	52.46%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$171,495 Plant and equipment \$277,128 Please refer to note 8 for more details.
Purchase and construction of infrastructure	86,773	13.44%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$29,963 Parks & Ovals infrastructure \$122,810 Expenditure in the following areas are greater than estimated: Roads \$76,727 Please refer to note 8 for more details.

Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 3: 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
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Closing Surplus				0
	<b>Permanent Changes</b>						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
GS73	Crowd Wheatley Road	SpCa.02/1023	Capital Expenses			(107,500)	(120,000)
GS74	Klause Road	SpCa.02/1023	Capital Expenses			(90,000)	(210,000)
GS75	Walter Willis Road	SpCa.02/1023	Capital Expenses			(52,500)	(262,500)
Res126	Strategic projects reserve	SpCa.02/1023	Reserve Transfer		250,000		(12,500)
34292.07	Aquatic Co-ordinators training	C.12/1123	Operating Expenses			(4,159)	(16,659)
				<b>0</b>	<b>544,816</b>	<b>(561,475)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash deposits</b>								
Municipal bank account	Nil	1,217,073				1,217,073	Westpac	At Call
Municipal funds on call	4.05%	312,636				312,636	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			13,351		13,351	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
<b>Term deposits</b>								
<b>(b) Municipal funds</b>								
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	3.95%	500,000				500,000	NAB	22-Nov-23
Municipal funds	4.25%	500,000				500,000	NAB	11-Dec-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Municipal funds	4.90%	521,532				521,532	NAB	02-Jan-24
Municipal funds	4.90%	521,176				521,176	NAB	02-Jan-24
Municipal funds	4.85%	500,000				500,000	NAB	03-Jan-24
Municipal funds	4.85%	521,161				521,161	NAB	08-Jan-24
Municipal funds	4.85%	521,172				521,172	NAB	08-Jan-24
Municipal funds	4.85%	750,000				750,000	NAB	10-Jan-24
Municipal funds	4.85%	500,000				500,000	NAB	15-Jan-24
Reserve funds	4.10%		4,649,012			4,649,012	NAB	23-Nov-23
<b>Total</b>		<b>8,922,125</b>	<b>4,649,012</b>	<b>13,582</b>	<b>0</b>	<b>13,584,719</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
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
		\$	\$	\$	\$	\$		\$	\$	\$
	<b>Restricted by Legislation/Agreement</b>									
106	Subdivision reserve	224,056	6,510	1,529	10,000				240,566	225,585
121	Car park reserve	1,008	29	7	0				1,037	1,015
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)		(1)	317,455
	<b>Restricted by Council</b>									
101	Leave reserve	193,624	5,626	1,321	0				199,250	194,945
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)		154,333	769,165
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)		338,696	593,100
104	Bush fire reserve	50,156	1,457	342	10,000				61,613	50,498
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573				164,299	82,896
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)		85,419	298,251
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000				260,892	245,472
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)		235,832	255,198
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)		76,636	81,171
114	Community bus reserve	74,296	2,159	507	5,000				81,455	74,803
115	SBS & communications tower reserve	63,577	1,847	434					65,424	64,011
118	Playground equipment reserve	46,455	1,350	317					47,805	46,772
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)		136,532	234,489
126	Strategic projects reserve	292,757	8,506	1,998	47,564		(143,120)		205,707	294,755
127	Matched grants reserve	77,797	2,260	531	10,000				90,057	78,328
128	Aged care infrastructure reserve	59,556	1,730	406					61,286	59,962
129	Equipment reserve	6,389	186	44					6,575	6,433
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)		57,705	125,168

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
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
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		<b>4,619,649</b>	<b>125,000</b>	<b>29,362</b>	<b>727,137</b>	<b>0</b>	<b>(2,526,586)</b>	<b>0</b>	<b>2,905,200</b>	<b>4,649,012</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 6: RECEIVABLES**

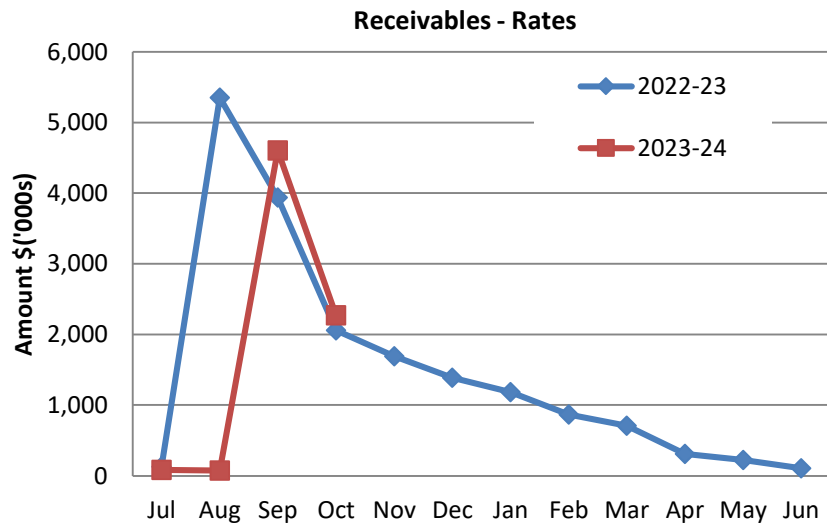
**Receivables - Rates**

Opening arrears previous years  
 Levied this year  
 Less Collections to date  
 Equals Current outstanding

	YTD 31 Oct 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,687,402	5,343,483
Less Collections to date	(3,524,299)	(5,385,195)
<b>Equals Current outstanding</b>	<b>2,268,429</b>	<b>105,326</b>
<b>Net Rates Collectable</b>	<b>2,268,429</b>	<b>105,326</b>
% Collected	60.84%	98.08%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

Receivables - Sundry debtors

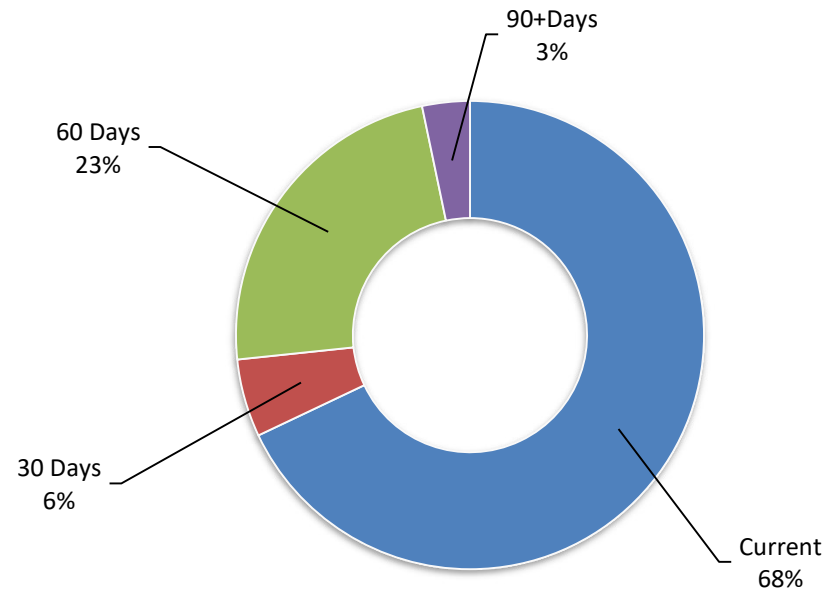
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	151,589	12,025	52,134	7,331

**Total Sundry Debtor Receivables Outstanding**

**223,079**

Amounts shown above include GST (where applicable)

**Receivables - Sundry Debtors**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 7: FIXED ASSET DISPOSALS**

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
8,967	12,727	3,760	(390)	P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
14,686	20,000	5,314	(2,250)	P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
2,508	0	(2,508)	(2,508)	54607 Howard pro cut mower (P&G)	0	0	0
<b>26,161</b>	<b>32,727</b>	<b>6,566</b>	<b>(5,148)</b>		<b>394,450</b>	<b>444,001</b>	<b>49,551</b>



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Governance</b>						
Shire Administration Building	07BU	47,855	7,233	6,725	(508)	
<b>Law, Order and Public Safety</b>						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	625	0	(625)	
<b>Housing</b>						
144 Hampton Street	38BU	40,000	40,000	24,098	(15,903)	Job continuing
146 Hampton Street	26BU	10,000	10,000	2,145	(7,855)	Job continuing
<b>Community Amenities</b>						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
<b>Recreation and Culture</b>						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	110,896	78,344	(32,552)	Job continuing
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	15,537	0	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	66,862	66,862	0	
Bridgetown Regional Library	60BU	54,300	25,720	4,000	(21,720)	Job continuing
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Recreation and Culture (Continued)</b>						
Greenbushes Old Court House	TF12	330,000	0	0	0	
<b>Transport</b>						
Shire Depot Rebuild	08BU	661,796	0	0	0	
<b>Economic Services</b>						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	38,000	0	(38,000)	Purchase order raised for IT components
<b>Other Property and Services</b>						
Purchase of Land	1790040	17,500	0	0	0	
<b>Land and Buildings Total</b>		<b>4,106,924</b>	<b>447,638</b>	<b>276,143</b>	<b>(171,495)</b>	
<b>Roads</b>						
<b>Transport</b>						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	78,811	78,811	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	5,427	5,427	Job commenced sooner than estimated
Kerbing	KB01	10,000	5,250	5,238	(12)	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Transport (Continued)</b>						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Crowd Wheatley Road	GS73	107,500	0	0	0	
Klause Road	GS74	90,000	0	0	0	
Walter Willis Road	GS75	52,500	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
<b>Roads Total</b>		<b>2,815,951</b>	<b>12,749</b>	<b>89,476</b>	<b>76,727</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Footpaths</b>						
<b>Transport</b>						
Footpaths Accessibility Access	FP28	19,495	19,495	19,610	115	
Allnutt Street	FP38	14,040	0	0	0	
<b>Footpaths Total</b>		<b>33,535</b>	<b>19,495</b>	<b>19,610</b>	<b>115</b>	
<b>Drainage</b>						
<b>Community Amenities</b>						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	16,344	(29,963)	Job continuing
<b>Drainage Total</b>		<b>55,959</b>	<b>46,307</b>	<b>16,344</b>	<b>(29,963)</b>	
<b>Parks and Ovals</b>						
<b>Community Amenities</b>						
Bridgetown Cemetery	01IN	20,000	0	0	0	
<b>Recreation and Culture</b>						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
<b>Parks and Ovals Total</b>		<b>2,149,984</b>	<b>452,946</b>	<b>330,136</b>	<b>(122,810)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Bridges</b>						
<b>Transport</b>						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
<b>Bridges Total</b>		<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other</b>						
<b>Other Governance</b>						
Records Facility	20IU	6,732	0	0	0	
<b>Housing</b>						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
<b>Community Amenities</b>						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	39,976	39,876	(100)	
<b>Recreation and Culture</b>						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
<b>Transport</b>						
Greenbushes CBD Parking	CP05	72,133	72,133	61,392	(10,741)	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
<b>Infrastructure Other Total</b>		<b>263,380</b>	<b>114,257</b>	<b>103,415</b>	<b>(10,842)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment</b>						
<b>Governance</b>						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
<b>Law, Order and Public Safety</b>						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
<b>Community Amenities</b>						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	31,000	29,400	(1,600)	
<b>Recreation and Culture</b>						
Indoor vertical lift	1346640	20,000	20,000	0	(20,000)	Job not yet commenced
BLC pool inflatable	TF04	16,125	16,125	15,497	(628)	Job completed, some savings made
BLC pool blankets	TF05	114,000	114,000	0	(114,000)	Purchase order raised
Solar panels and batteries	TF06	660,000	0	0	0	
<b>Transport</b>						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
<b>Plant and Equipment Total</b>		<b>3,430,682</b>	<b>407,510</b>	<b>130,382</b>	<b>(277,128)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Furniture and Equipment</i></b>						
<b>Other Governance</b>						
IT and Communication equipment	1055140	15,000	0	0	0	
<b>Furniture and Equipment Total</b>		<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>12,981,415</b>	<b>1,500,902</b>	<b>965,505</b>	<b>(535,397)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
<b>Recreation and Culture</b>									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	<b>1,695,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>153,248</b>	<b>1,695,413</b>	<b>1,542,165</b>	<b>0</b>	<b>59,842</b>

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
003 Gym Equipment	19,997		0	13,324	19,997	6,674	0	172	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
<b>Other Property and Services</b>									
001 CESM Vehicle	471	3,838	2,344	2,180	3,296	2,129	0	47	46
002 Photocopies and printers	6,455		0	5,170	6,455	1,285	0	66	81
004 EHO Vehicle	8,340		0	1,750	5,259	6,589	3,081	10	24
005 2022 Toyota Hilux (CESM)	0	57,924	58,235	3,007	13,879	54,917	44,356	425	1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	<b>35,263</b>	<b>61,762</b>	<b>194,207</b>	<b>25,431</b>	<b>64,218</b>	<b>71,594</b>	<b>165,733</b>	<b>721</b>	<b>3,773</b>

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
<b>Other Properties</b>			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	57924
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		<b>194,207</b>	<b>61,762</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 10: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rates or general rates</b>									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	15,103	2,964,210	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
<b>Sub-Totals</b>		2,328	289,686,993	4,543,581	18,415	4,561,996	4,543,581	67,000	4,610,581
<b>Minimum payments</b>	<b>Minimum \$</b>								
Shire GRV	1,112.00	665	3,671,960	739,480	6,088	745,568	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
<b>Sub-Totals</b>		963	54,252,620	1,124,450	955	1,125,405	1,124,450	0	1,124,450
<b>Total general rates and minimum payments</b>						<b>5,687,402</b>			<b>5,735,031</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD17061.1	04/10/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,255.46
DD17061.2	04/10/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17061.3	04/10/2023	CARE SUPER	PAYROLL DEDUCTIONS	752.07
DD17061.4	04/10/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17061.5	04/10/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	203.32
DD17061.6	04/10/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	24.51
DD17061.7	04/10/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17061.8	04/10/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17061.9	04/10/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17061.10	04/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17061.11	04/10/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17061.12	04/10/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17061.13	04/10/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17061.14	04/10/2023	DAHM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	60.95
DD17061.15	04/10/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	676.83
DD17061.16	04/10/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17061.17	04/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,708.75
DD17061.18	04/10/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17061.19	04/10/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	386.79
DD17061.20	04/10/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	347.15
DD17061.21	04/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	279.10
DD17062.1	01/10/2023	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR 01/10/2023 - 31/12/2023	2,879.96
DD17062.2	15/10/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17062.3	07/10/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF SEPTEMBER	4,748.18
DD17062.4	02/10/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR OCTOBER	75.90
DD17079.1	18/10/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,856.19
DD17079.2	18/10/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17079.3	18/10/2023	CARE SUPER	PAYROLL DEDUCTIONS	744.27

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
DD17079.4	18/10/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17079.5	18/10/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	26.96
DD17079.6	18/10/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	180.83
DD17079.7	18/10/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD17079.8	18/10/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17079.9	18/10/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17079.10	18/10/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17079.11	18/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17079.12	18/10/2023	GUILD SUPER	PAYROLL DEDUCTIONS	565.44
DD17079.13	18/10/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17079.14	18/10/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	328.54
DD17079.15	18/10/2023	DAHM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17079.16	18/10/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	597.67
DD17079.17	18/10/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17079.18	18/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,862.53
DD17079.19	18/10/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17079.20	18/10/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	390.44
DD17079.21	18/10/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	334.91
DD17079.22	18/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	296.44
B/S	02/10/2023	WESTPAC BANK	MERCHANT FEES	624.16
B/S	02/10/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	1,681.28
B/S	04/10/2023	WESTPAC BANK	TOTAL WAGES FOR 21/09/2023 TO 04/10/2023	136,453.48
B/S	18/10/2023	WESTPAC BANK	TOTAL WAGES FOR 05/10/2023 TO 18/10/2023	143,729.51
<b>WESTPAC CORPORATE CREDIT CARD - CEO</b>				
B/S	01/09/2023	BRIDGETOWN HOTEL	CORPORATE SERVICES LUNCHEON TO RECOGNISE OAG TOP 20 AWARD	118.00
B/S	01/09/2023	BRIDGETOWN HOTEL	REFRESHMENTS FOR DEPOT CEO FAREWELL FUNCTION	51.99
B/S	02/10/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>WESTPAC CORPORATE CREDIT CARD - DCS</b>				
B/S	04/09/2023	BRIDGETOWN HOTEL	FAREWELL LUNCH FOR CEO	27.00
B/S	08/09/2023	DEPARTMENT OF TRANSPORT	REGISTRATION FOR LIGHT FLEET VEHICLE	457.10

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
B/S	10/09/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	42.87
B/S	13/09/2023	WIRTGEN AUSTRALIA	PARTS FOR HAMM ROAD ROLLER	110.63
B/S	16/09/2023	WOOLWORTHS	VARIOUS GROCERIES	16.00
B/S	24/09/2023	MONDAY.COM	12 MONTHS SUBSCRIPTION TO MONDAY.COM PLANNING SOFTWARE	1,425.60
B/S	28/09/2023	DEPARTMENT OF TRANSPORT	PLATE AND REGISTRATION COSTS FOR LIGHT FLEET VEHICLES	160.00
B/S	28/09/2023	DEPARTMENT OF TRANSPORT	PLATE AND REGISTRATION COSTS FOR LIGHT FLEET VEHICLES	130.50
B/S	02/10/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>BPAY</b>				
18102023	18/10/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	2,245.28
31102023	31/10/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR OCTOBER	1,171.13
<b>ELECTRONIC PAYMENTS</b>				
EFT37733	03/10/2023	MANJIMUP TOYOTA & MITSUBISHI	PURCHASE OF 2023 MITSUBISHI TRITON FOR BUSHFIRE SUPPORT VEHICLE	47,598.80
EFT37734	03/10/2023	SYNERGY	ELECTRICITY CHARGES	543.58
EFT37735	12/10/2023	2R ELECTRICAL	SUPPLY & FIT ELECTRIC OUTLET AT BLC	890.00
EFT37736	12/10/2023	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	355.31
EFT37737	12/10/2023	ACORN PROJECTS PTY LTD	CURTAINS, BLINDS AND BATHROOM FIXTURES FOR SHIRE HOUSE	6,646.00
EFT37738	12/10/2023	ALL-START ELECTRICAL	REPLACE INTERCOM SYSTEM IN ADMIN BUILDING LIFT	2,970.00
EFT37739	12/10/2023	AMITY SIGNS	SIGNAGE FOR ROAD WORKS	702.90
EFT37740	12/10/2023	APV VALUERS AND ASSET MANAGEMENT	PROVISION OF LAND AND BUILDING FAIR VALUES AS AT 30 JUNE 2023	1,060.13
EFT37741	12/10/2023	ARTEIL (WA) PTY LTD	SAPPHIRE HIGHBACK EXECUTIVE LARGE CHAIR	768.90
EFT37742	12/10/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF SEPTEMBER	3,636.13
EFT37743	12/10/2023	SUSAN MARGARET BERGHUIS-GARDE	RATES REFUND	623.25
EFT37744	12/10/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY TELEPHONE CHARGES FOR FCC, DEPOT & FLEET FOR SEPTEMBER	447.14
EFT37745	12/10/2023	BLACKWOOD ENVIRONMENT SOCIETY	COMMUNITY LANDCARE SERVICE 01/07/23 - 31/12/23	25,029.40
EFT37746	12/10/2023	BLACKWOODS	PPE & EQUIPMENT FOR WORKS CREW	147.21
EFT37747	12/10/2023	BLACKWOOD HEAVY TILT	TOW ABANDONED VEHICLE TO ICC	220.00
EFT37748	12/10/2023	BLACKWOOD VALLEY BUILDING	PATCH CEILING VENTS FOR 144 HAMPTON STREET	825.00
EFT37749	12/10/2023	BLACKWOOD PLANT HIRE	REFUND OF STANDPIPE CARD BOND AND REMAINING CREDIT	300.00
EFT37750	12/10/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37751	12/10/2023	BRIDGETOWN TIMBER SALES	FENCING, HAMMER DRILL DRIVER AND MINOR MAINTENANCE ITEMS	1,039.30

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37752	12/10/2023	BTOWN FAMILY & COMMUNITY CENTRE	23/24 SERVICE AGREEMENT	8,800.00
EFT37753	12/10/2023	BRIDGETOWN MITRE 10 & RETRAVISION	GAS BOTTLE FOR THOMSON PARK AND MINOR MAINTENANCE ITEMS	147.20
EFT37754	12/10/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR SEPTEMBER	124.70
EFT37755	12/10/2023	BRIDGETOWN CLEANING SERVICE	CARPET CLEANING AT 144 HAMPTON STREET	330.00
EFT37756	12/10/2023	BUNNINGS TRADE	POTTED COLOUR FOR STREETSCAPING	285.44
EFT37757	12/10/2023	CHRISTIE PARKSAFE	INDUSTRIAL STRENGTH WASTE BAGS FOR SHIRE PUBLIC BARBECUES	431.20
EFT37758	12/10/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT	16,575.72
EFT37759	12/10/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE SEPTEMBER	612.63
EFT37760	12/10/2023	DATA#3	OFFICE 365 BUSINESS LICENSES FOR SEPTEMBER	1,808.71
EFT37761	12/10/2023	DAVMECH	SERVICE ON VOLVO LOADER	1,505.60
EFT37762	12/10/2023	DAVRIC AUSTRALIA PTY LTD	MERCHANDISE FOR VISITOR CENTRE STOCK	315.26
EFT37763	12/10/2023	DOMESTIC MAINTENANCE SW	RELOCATE GLASS PARTITIONS AT BRIDGETOWN LEISURE CENTRE	482.00
EFT37764	12/10/2023	DORMAKABA AUSTRALIA PTY LTD	AUTOMATIC DOOR SERVICING	605.00
EFT37765	12/10/2023	ROSEMARY JACQUELINE DUDFIELD	REFUND OF DEVELOPMENT APPLICATION PAYMENT DEEMED NOT REQUIRED	208.00
EFT37766	12/10/2023	EATS	WATER TESTING & REPORTING	2,436.50
EFT37767	12/10/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR SEPTEMBER	164.00
EFT37768	12/10/2023	FISHERS TYRE CENTRE	TYRES FOR HEAVY FLEET VEHICLE	740.00
EFT37769	12/10/2023	GARVS AUTO ELECTRICS PTY LTD	SUPPLY, FIT AND WIRE CELL-FI GO TO BRIDGETOWN BFB 12:2 TANKER	1,400.00
EFT37770	12/10/2023	GE & CJ GIBLETT	MANUFACTURE AND INSTALL WINCH POST FOR RIDE ON MOWER TRAILER	250.00
EFT37771	12/10/2023	GRAFFITI GONE WA	ANTI-GRAFFITI TREATMENT FOR BRIDGETOWN & GREENBUSHES SKATE PARKS	16,456.00
EFT37772	12/10/2023	HARMONIC ENTERPRISES PTY LTD	NETCOMM N300 MODEM ROUTER	165.00
EFT37773	12/10/2023	H C JONES & CO	DISABLED SHOWER RAIL	410.00
EFT37774	12/10/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL WORKS TO SHIRE BUILDINGS	1,061.50
EFT37775	12/10/2023	INSTANT WEIGHING	CALIBRATION OF COMPULOAD SYSTEM FOR VOLVO WHEEL LOADER	1,969.31
EFT37776	12/10/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR OCTOBER	130.90
EFT37777	12/10/2023	INTERFIRE AGENCIES PTY LTD	PPE HELMETS FOR BUSHFIRE BRIGADE	2,129.60
EFT37778	12/10/2023	JTAGZ	ANIMAL REGISTRATION TAGS	188.10
EFT37779	12/10/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	325.10
EFT37780	12/10/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	33.00
EFT37781	12/10/2023	MAYA MAYA AT MANDOON ESTATE	RANGERS CONFERENCE ACCOMMODATION AND MEALS	469.50

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37782	12/10/2023	MOBILE MOUSE	VIRTUAL EXCEL ESSENTIALS TRAINING FOR 8 X STAFF MEMBERS	2,040.00
EFT37783	12/10/2023	NEXTMEDIA PTY LTD	1 YEAR PRINT SUBSCRIPTION TO ABC ORGANIC GARDENER FOR LIBRARY	54.00
EFT37784	12/10/2023	OFFICEWORKS LTD	4 X PHONES AND MINOR IT DEVICES FOR SHIRE ADMIN AND BFB	3,765.85
EFT37785	12/10/2023	OLD DOG DIRT AND DIESEL	SERVICE FOR ISUZU MAINTENANCE TRUCK	1,104.20
EFT37786	12/10/2023	QUALITY SHOP	PRINTING OF PERFORATED TAX INVOICES	456.00
EFT37787	12/10/2023	REPCO	WINCH FOR RIDE ON MOWER TRAILER	161.70
EFT37788	12/10/2023	MEGAN RICHARDS	REIMBURSEMENT FOR REFRESHMENTS PURCHASED FOR MEETING	74.50
EFT37789	12/10/2023	RICHFEEDS AND RURAL SUPPLIERS	PPE FOR BUSHFIRE BRIGADE	344.00
EFT37790	12/10/2023	ROTARY CLUB OF BRIDGETOWN	23/24 COMMUNITY GRANT	5,000.00
EFT37791	12/10/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWALS	338.00
EFT37792	12/10/2023	SCHWEPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR RESALE AT THE BLC CAFÉ	520.13
EFT37793	12/10/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - SEPTEMBER	1,091.74
EFT37794	12/10/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	495.00
EFT37795	12/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	2023/24 SHIRE RATES PAYMENTS	10,169.33
EFT37796	12/10/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW PANES AT SHIRE BUILDINGS	720.50
EFT37797	12/10/2023	SOUTH-WEST MONUMENTAL	12 X BRIDGETOWN HERITAGE TRAIL BRONZE PLAQUES WITH INSCRIPTIONS	5,439.50
EFT37798	12/10/2023	STEWART & HEATON CLOTHING CO	DFES PPE	142.45
EFT37799	12/10/2023	SW HART & CO	DISPOSABLE AC UNIT FILTERS	387.20
EFT37800	12/10/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	526.31
EFT37801	12/10/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	19.65
EFT37802	12/10/2023	TOTAL TOOLS BUNBURY	WET/DRY VACUUM AND BATTERY FOR WORKSHOP	668.00
EFT37803	12/10/2023	TUCK'S GARDEN SERVICES	RURAL ROAD VERGE & BRIDGE SPRAYING FOR SEASONAL WEED CONTROL	8,910.00
EFT37804	12/10/2023	VISIT BRANDS PTY LTD	MERCHANDISE FOR VISITOR CENTRE STOCK	648.12
EFT37805	12/10/2023	WA NATURALLY PUBLICATIONS	BOOKS AND MAPS FOR STOCK FOR VISITOR CENTRE STOCK	312.75
EFT37806	12/10/2023	WESTRAC PTY LTD	SERVICE ON HAMM ROAD ROLLER & MINOR REPAIRS TO HEAVY FLEET	946.05
EFT37807	12/10/2023	WINC AUSTRALIA PTY LTD	OFFICE FURNITURE, SIT STAND DESK & BULK CLEANING SUPPLIES	5,972.51
EFT37814	20/10/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2023	111,417.00
EFT37815	26/10/2023	ACORN PROJECTS PTY LTD	SQUARE TABLETOPS FOR BLC	594.00
EFT37816	26/10/2023	AMITY SIGNS	RURAL STREET NUMBERING SIGNS	138.60
EFT37817	26/10/2023	ARROW BRONZE	CEMETERY & MEMORIAL PLAQUES	1,232.57

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37818	26/10/2023	AUSTRALIAN WILDFLOWER SEEDS	MERCHANDISE FOR VISITOR CENTRE STOCK	382.00
EFT37819	26/10/2023	BELL FIRE EQUIPMENT CO PTY LTD	REPLACE/SERVICE PUMP & SERVICE SLIP ON UNITS FOR SHIRE LIGHT TANKERS	2,293.50
EFT37820	26/10/2023	PETER GRAEME BLECHYNDEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37821	26/10/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37822	26/10/2023	BOYUP BROOK TYRE SERVICE	TYRES FOR JOHN DEERE TRACTOR	704.00
EFT37823	26/10/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37824	26/10/2023	BRIDGETOWN BOWLING CLUB	CEO DONATION FOR BRIDGETOWN BOWLING CLUB	250.00
EFT37825	26/10/2023	BRIDGETOWN SES	REIMBURSEMENT FOR MATERIALS PURCHASED FOR STATION UPGRADE	98.40
EFT37826	26/10/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS	78.27
EFT37827	26/10/2023	BRIDGETOWN PAINT SALES	SPOT MARKING PAINT	243.00
EFT37828	26/10/2023	BRIDGETOWN CLEANING SERVICE	PRESSURE CLEANING OF SHIRE BUILDING	440.00
EFT37829	26/10/2023	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR SEPTEMBER COUNCIL MEETING	240.50
EFT37830	26/10/2023	BRIDGETOWN TYRES	TYRES & BALANCE FOR COMMUNITY BUS	628.00
EFT37831	26/10/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37832	26/10/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - SEPTEMBER	280.50
EFT37833	26/10/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	695.37
EFT37834	26/10/2023	BCITF	BCITF LEVIES COLLECTED FOR SEPTEMBER 2023	825.00
EFT37835	26/10/2023	BUNNINGS TRADE	POTTED COLOUR FOR STREETScape	466.07
EFT37836	26/10/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37837	26/10/2023	CJD EQUIPMENT PTY LTD	REPLACEMENT TANK AND BULK COOLANT FOR WHEEL LOADER & GRADER	918.59
EFT37838	26/10/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR SEPTEMBER	54,807.96
EFT37839	26/10/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR SEPTEMBER	879.10
EFT37840	26/10/2023	C & D CUTRI	BRIDGE 3316 WINNEJUP RD REPAIRS	2,750.00
EFT37841	26/10/2023	DAVMECH	REPAIRS TO FLEET HEAVY VEHICLE	500.00
EFT37842	26/10/2023	ESPRESSO ESSENTIAL WA	REPLACE 3 WAY VALVE & LARGE PUCK ARM ON LIBRARY COFFEE MACHINE	77.17
EFT37843	26/10/2023	LGRCEU	PAYROLL DEDUCTIONS	132.00
EFT37844	26/10/2023	DAMIAN FRANKEN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	165.00
EFT37845	26/10/2023	GARVS AUTO ELECTRICS PTY LTD	REFIT OPERATION GEAR ON CESM VEHICLE & REPAIRS TO HEAVY VEHICLE	1,902.30
EFT37846	26/10/2023	NICOLE GIBBS	REIMBURSEMENT FOR REMOVALIST COSTS & FUEL EXPENSES	4,615.12
EFT37847	26/10/2023	GJ FREIGHT	FREIGHT	72.60



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37848	26/10/2023	TRACEY EVELYN GRANT	REFUND OF STANDPIPE CARD BOND & REMAINING CREDIT	101.10
EFT37849	26/10/2023	GREENBUSHES MASONIC LODGE	HALL HIRE BOND REFUND	200.00
EFT37850	26/10/2023	LEIGH GUTHRIDGE	REIMBURSEMENT FOR FUEL EXPENSES	94.22
EFT37851	26/10/2023	H C JONES & CO	MINOR PLUMBING WORKS FOR SHIRE BUILDINGS	1,015.00
EFT37852	26/10/2023	HERSEYS SAFETY	ROTOSURE MEASURING WHEEL	374.00
EFT37853	26/10/2023	HIGHLAND BRIDGETOWN PTY LTD	REFUND OF SUBDIVISION BOND	20,000.00
EFT37854	26/10/2023	HILLVIEW ELECTRICAL SERVICE	REPLACE TOWN SQUARE POLE TOP LIGHT FITTINGS	1,320.00
EFT37855	26/10/2023	INTERFIRE AGENCIES PTY LTD	PPE FOR BUSHFIRE BRIGADE	795.36
EFT37856	26/10/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER - SEPTEMBER	168.63
EFT37857	26/10/2023	JAYBRO	DURAPOST STEEL GUIDE POSTS	4,493.50
EFT37858	26/10/2023	KESTRAL COMPUTING	PHOENIX SOFTWARE ANNUAL LICENCE AND SUPPORT FEES	8,476.00
EFT37859	26/10/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	3,058.44
EFT37860	26/10/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37861	26/10/2023	LOCAL GOVERNMENT INSURANCE WA	2023/24 INSURANCE PREMIUMS - 2ND INSTALMENT	297,373.68
EFT37862	26/10/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37863	26/10/2023	MALATESTA ROAD PAVING & HOT MIX	SPRAY AND SPREAD INITIAL PRIMER SEAL ON DAIRY LANE	7,272.10
EFT37864	26/10/2023	MAMMOTH SECURITY PTY LTD	QUARTERLY ALARM MONITORING CHARGE	660.40
EFT37865	26/10/2023	MANJIMUP TOYOTA & MITSUBISHI	SERVICE ON LIGHT VEHICLE & SEAT COVERS	1,271.09
EFT37866	26/10/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	82.50
EFT37867	26/10/2023	MCLEODS	PROVIDE LEGAL ADVICE	2,669.15
EFT37868	26/10/2023	MJB INDUSTRIES	CONCRETE PIPES, HEADWALLS & SUPPLIES FOR WINNEJUP ROAD WORKS	10,302.64
EFT37869	26/10/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37870	26/10/2023	OFFICEWORKS LTD	MOBILE PHONES FOR CEO AND CESM	2,476.90
EFT37871	26/10/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	979.66
EFT37872	26/10/2023	PIONEER WATER TANKS PTY LTD	SUPPLY AND INSTALLATION OF LIQUID HOLDING TANK TO WASTE FACILITY	21,220.99
EFT37873	26/10/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37874	26/10/2023	REPCO	JVC RADIO FOR VOLVO ROAD GRADER	129.00
EFT37875	26/10/2023	JANINE MAREE RICHARDSON	DONATION TOWARDS INSURANCE FOR BRIDGETOWN FREE XMAS EVENT	400.00
EFT37876	26/10/2023	DEREK ROBINSON	REFUND OF COMMUNITY STALL HIRE BOND	50.00
EFT37877	26/10/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC	126.50

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37878	26/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BCITF LEVIES COLLECTED FOR SEPTEMBER 2023	33.00
EFT37879	26/10/2023	SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	160.00
EFT37880	26/10/2023	SHIRE OF MANJIMUP	7HRS WINDBLOWN WASTE COLLECTION AT THE WASTE FACILITY	945.00
EFT37881	26/10/2023	SOUTH WEST ISUZU	MINOR REPAIRS TO SHIRE FLEET VEHICLES	249.23
EFT37882	26/10/2023	SOUTHWEST HOIST & CRANE	INSPECTION AND CERTIFICATION FOR ISUZU TIP TRUCK WITH CRANE	1,188.00
EFT37883	26/10/2023	STATEWIDE CLEANING SUPPLIES PTY LTD	GYM WIPES FOR BLC GYM	196.90
EFT37884	26/10/2023	STANS MANJIMUP FARM MACHINERY	PART FOR LIGHT FLEET VEHICLE	109.75
EFT37885	26/10/2023	SYNERGY	ELECTRICITY CHARGES	5,322.97
EFT37886	26/10/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	522.64
EFT37887	26/10/2023	THE STABLES IGA	VARIOUS GROCERIES	15.70
EFT37888	26/10/2023	THE FACTORY	FREIGHT FOR CHRISTMAS DECORATIONS	467.50
EFT37889	26/10/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY AND DEPOT FOR OCTOBER	290.40
EFT37890	26/10/2023	T-QUIP	REPLACEMENT PARTS FOR MOWER	408.00
EFT37891	26/10/2023	HUGH ROBERT WHEATLEY	REIMBURSEMENT FOR NATIONAL POLICE CLEARANCE CHECK	50.64
EFT37892	26/10/2023	DARREN A WILSON	REIMBURSEMENT FOR PURCHASE OF MOBILE PHONE & ACCESSORIES FOR CEO	2,997.00
EFT37893	26/10/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING & STATIONERY SUPPLIES	496.45
EFT37894	31/10/2023	DMIRS	BSL'S COLLECTED FOR THE MONTH OF SEPTEMBER 2023	1,352.60
EFT37895	31/10/2023	DRAGLINES DAM-IT CONTRACTING	HIRE OF EXCAVATOR & BULLDOZER FOR CLEARING WORKS ON WINNEJUP RD	13,552.00
EFT37896	31/10/2023	MICHAEL JOHN FLETCHER	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37897	31/10/2023	LYNDON GRAEME PEARCE	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37898	31/10/2023	REBECCA REDMAN	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37899	31/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S COLLECTED FOR SEPTEMBER 2023	35.00
<b>DIRECT DEBITS - LICENSING</b>				
27763	02/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/10/2023	6,294.60
27764	03/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/10/2023	5,114.15
27765	04/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/10/2023	4,600.25
27766	05/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/10/2023	4,794.90
27767	06/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/10/2023	3,980.65
27768	09/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/10/2023	2,143.00
27769	10/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/10/2023	5,290.20

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
27770	11/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/10/2023	4,347.45
27771	12/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/10/2023	1,484.85
27772	13/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/10/2023	2,485.60
27773	16/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/10/2023	4,204.45
27774	17/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/10/2023	4,572.00
27775	18/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/10/2023	1,585.60
27776	19/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/10/2023	3,523.45
27777	20/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/10/2023	10,586.45
27778	23/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/10/2023	3,864.30
27779	24/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/10/2023	6,878.90
27780	25/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/10/2023	5,937.80
27781	26/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/10/2023	1,996.50
27782	27/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/10/2023	4,032.55
27783	30/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/10/2023	2,952.20
27784	31/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/10/2023	1,295.20
<b>CHEQUES</b>				
300264	12/10/2023	BGBTA	COMMUNITY CASH VOUCHERS FOR 2023/24 RATES INCENTIVE PRIZE	600.00
300265	12/10/2023	DEPARTMENT OF TRANSPORT	3 MONTHS VEHICLE REGISTRATION	67.80
300266	12/10/2023	WATER CORPORATION	WATER CHARGES	7,441.82
300267	26/10/2023	DEPARTMENT OF TRANSPORT	ANNUAL COMMUNITY JETTY RENEWAL FEE FOR BLACKWOOD RIVER PARK	45.10
300268	26/10/2023	WATER CORPORATION	WATER CHARGES	337.18
				<b>1,265,246.41</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
V300229	05/10/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF SEPTEMBER 2023	2,125.36

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT37808	18/10/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	6.75
EFT37809	18/10/2023	DJARLINY DESIGNS	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	98.25
EFT37810	18/10/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	45.00
EFT37811	18/10/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR SEPTEMBER 2023	572.89
EFT37812	18/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	VISITOR CENTRE COMMISSIONS FOR SEPTEMBER 2023	470.06
EFT37813	18/10/2023	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR SEPTEMBER 2023	14.44
				<u><u><b>3,332.75</b></u></u>

This schedule of accounts paid for the Municipal Fund totalling \$1,265,246.41 and for the Trust Fund totalling \$3,332.75 which was submitted to each member of the Council on 30th November 2023 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 31/10/2023 is \$554,520.60



CHIEF EXECUTIVE OFFICER

30th November 2023

**SHIRE OF BRIDGETOWN-GREENBUSHES  
BUDGET MANAGEMENT REPORT - OCTOBER 2023**

In accordance with Council Policy 'FM 13 - Budget Management' the following budget adjustments are recommended.

**Determined by the CEO and Subsequently Reported to Council**

Budget overspends can be approved by the CEO at general ledger or job level for amounts up to \$20,000 or 20% whichever is the lesser with identified offset savings.

Budget overspends can be approved by the CEO at general ledger or job level for any amount subject to receipt of additional revenue directly linked to the expenditure item.

General Ledger/ Job Account	General Ledger/ Job Account Description	Nature of Expenditure or Income to be Amended	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Variation Explanation
1310920	Cemetery and Memorial Plaques	Materials & Contracts	\$4,750	\$5,000	\$9,750	Demand for purchase of cemetery plaques is greater than estimated at time of budget preparation.
1310930	Sale of Cemetery & Memorial Plaques	Fees & Charges	-\$5,000	-\$5,000	-\$10,000	Increased income to cover cost the increased in purchase of cemetery plaques.
		<b>Totals</b>	<b>-\$250</b>	<b>\$0</b>	<b>-\$250</b>	

**Authorised by the Shire President**

Section 6.8 (1)(c) of the Local Government Act 1995 provides for additional purpose expenditure when authorised in advance by the Shire President in an emergency.

General Ledger/ Job Account	General Ledger/ Job Account Description	Nature of Expenditure or Income to be Amended	Expenditure Amount	Emergency Expenditure Explanation
	Nil			
		<b>Total</b>	<b>\$0</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES  
BUDGET MANAGEMENT REPORT - OCTOBER 2023**

**Council Budget Amendments**

Expenditure above the current budget and outside the parameters set in policy FM 13 - Budget Management, or any expenditure at all for an additional purpose, requires a variation to the budget to be decided by the Council before funds are committed.

<b>General Ledger/ Job Account</b>	<b>General Ledger/ Job Account Description</b>	<b>Nature of Expenditure or Income to be Amended</b>	<b>Current Budget</b>	<b>Overspend and Proposed Offset Amounts</b>	<b>New Budget</b>	<b>Budget Amendment Request Explanation</b>
1065320	Fire Prevention Unspent Grants	Other Minor Expenditure	\$0	\$2,815	\$2,815	Return of unspent grant funds following final acquittal of 2022/23 DFES grants. Items identified as not claimable under the grant guidelines.
1081120	SES Unspent Grants	Other Minor Expenditure	\$0	\$449	\$449	Return of unspent grant funds following final acquittal of 2022/23 DFES grants. Items identified as not claimable under the grant guidelines.
1065740	Fire Equipment Shire Funded	Materials & Contracts	\$0	\$15,000	\$15,000	Purchase of slip on unit to replace existing old and aging equipment for operational firefighting capabilities.
Reserve 104	Bush Fire Reserve	Reserve Transfer	\$61,613	-\$15,000	\$46,613	Transfer from reserve to fund purchase of slip on unit. Purchase conforms to the purpose of this reserve, being 'for the purchase of district fire fighting equipment, buildings and fire fighting plant'.
09BN	Greenbushes Fire Station	Materials & Contracts	\$322,600	\$307,234	\$629,834	Increase in budget requirements following tender process, to be funded by additional grant income.
10BN	Wandillup Fire Station	Materials & Contracts	\$351,100	\$379,444	\$730,544	Increase in budget requirements following tender process, to be funded by additional grant income.
1060070	DFES ESL Levy Non-Recurrent Grants	Capital Grants - State	-\$1,195,334	-\$686,678	-\$1,882,012	Additional DFES funding approved for the Greenbushes and Wandillup Fire Station projects.
GS73	Crowd Wheatley Road Gravel Sheeting Works	Materials & Contracts	\$107,500	\$27,751	\$135,251	Costs for traffic control and purchase of gravel associated with emergency works.
GS74	Klause Road Gravel Sheeting Works	Materials & Contracts	\$90,000	\$23,144	\$113,144	Costs for traffic control and purchase of gravel associated with emergency works.
GS75	Walter Willis Road Gravel Sheeting Works	Materials & Contracts	\$52,500	\$11,729	\$64,229	Costs for traffic control and purchase of gravel associated with emergency works.
BR06	Maranup Ford Road Bridge (3318A)	Materials & Contracts	\$110,000	-\$22,580	\$87,420	Savings in works anticipated, funds reallocated to above gravel sheeting jobs.
RC64	Hacket Street (Asphalt)	Materials & Contracts	\$115,265	-\$40,265	\$75,000	Reduction in scope of asphalt overlay from 800m to 520m, noting that 300m of the proposed works are considered a priority. Reduction in budget to be reallocated to above gravel sheeting jobs.
		<b>Totals</b>	<b>\$15,244</b>	<b>\$3,043</b>	<b>\$18,287</b>	

# FM 6 – Buy Local Purchasing

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## 1 Objectives

To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Bridgetown-Greenbushes.

Note this policy does not apply to purchasing via tender. The consideration of local suppliers in the tender process is address in Finance Policy F.5 – Regional Price Preference.

## 2 Purpose

The purpose of the Policy is to facilitate local economic development by encouraging the retention of Shire expenditure within the local economy. Increased circulation of Shire expenditure streams within the Shire district has a direct financial impact on the competitive businesses that are able to supply goods and services to Shire and also has a multiplier or ‘knock on’ effect to other businesses and the broader community. By minimising ‘economic leakages’ from the local economy Shire can make a tangible contribution to the economic property of its community.

## 3 Policy

### 3.1 Philosophy of Local Purchasing

Shire staff will have a philosophy of al all times seeking quotes from local suppliers. When seeking quotes from suppliers for the supply of goods or services staff will refer to the “data base of local suppliers and product”. Where a product(s) is not specifically referenced on the data base but there exists a logical assumption (ie – similar products are provided) that the business may have access to those product(s) it is the responsibility of the purchasing officer to submit an enquiry (either verbal or written) to the local supplier to determine if they are able to supply the product(s) in question.

Where a local supplier does provide a quote in competition to a non-local supplier then the purchasing officer is to make a determination on the selection of the supplier in accordance with Parts 5, 6 and 7 of this Policy.

### 3.2 Local Purchasing (Not Including Tenders)

A Price preference will apply to suppliers that are based in and operate within the district for the supply of goods and services. The preference enables businesses within the Shire to claim a price preference with their quote for the supply of goods or services.

The following price preference will be given to local suppliers submitting quotes for consideration of the Shire:

#### Stipulated Area

- 10% on Shire purchases of a value up to \$5000 to all suppliers located within the Shire of Bridgetown-Greenbushes.
- An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000 to all suppliers located within the Shire of Bridgetown-Greenbushes.
- An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999 to all suppliers located within the Shire Bridgetown-Greenbushes.

Note purchases of \$250,000 and over require the calling of tenders and are assessed in accordance with the Shire's Regional Price Preference Policy.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multi-national company.

Price is only one factor that the Shire considers when evaluating a quote. There is nothing contained within this policy that compels the Shire to accept the lowest quote or any quote based on price offered.

### **3.3 Value for Money Considerations**

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome for the amount of money spent. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

1. The advantages of dealing with local businesses;
2. Local content;
3. The cost of transporting products from non-local suppliers (this is particularly important if assessing quotes for the same/similar product from local and nonlocal suppliers).
4. The purchase or contract whole-of-life costs;
5. Compliance with specifications, guidelines and requirements;
6. Knowledge of the specific brand, make or model of the good, in particular for items of plant and machinery. If appropriate where staff have a concern about an unknown brand, make or model enquiries will be made with the supplier on the availability of a similar model for a free trial for assessment prior to final assessment of all quotes and determination of the purchase.
7. Supplier capability to fulfil the specified requirements (ie; legal, financial, experience etc).
8. The supplier's commitment to supporting other local businesses through their subcontracting and supplier arrangements;
9. Net benefits to the Shire including maintaining an ongoing innovative and competitive local business environment; and
10. Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Shire's economic prosperity.

### **3.4 Decision Making Process When Local Quotes are Received**

Where a quote has been received from a local supplier any decision to award to purchase to a non-local supplier will require the approval of the relevant senior officer.

### **3.5 Council Reporting**

That an annual update be provided to Council on implementation of the Policy.



## 4 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part A – Regional price preference
<b>Shire Policies</b>	FM 3 – Regional Price Preference FM 4 – Purchasing Policy
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

## 5 Administration

<b>Original Adoption Date</b>	24 February 2011 (C.28/0211)
<b>Last Variation Date</b>	26 November 2020 (C.05/1120)
<b>Last Reviewed</b>	30 June 2022 (C.09/0622)
<b>Scheduled Reviewed Date</b>	30 November 2023



# FENCING LOCAL LAW 2023

*LOCAL GOVERNMENT ACT 1995*

**LOCAL GOVERNMENT ACT 1995**

*Shire of Bridgetown-Greenbushes*

**FENCING LOCAL LAW 2023**

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## LOCAL GOVERNMENT ACT 1995

*Shire of Bridgetown-Greenbushes*

### FENCING LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Shire of Bridgetown-Greenbushes resolved on *[insert date]* to make the following local law.

#### PART 1—PRELIMINARY

##### 1.1 Citation

This local law is cited as the *Shire of Bridgetown-Greenbushes Fencing Local Law 2023*.

##### 1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

##### 1.3 Purpose and effect

- (1) The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.
- (2) The effect of this local law is to establish the minimum requirements for fencing within the district.

##### 1.4 Application

This local law applies throughout the district.

##### 1.5 Repeal

The *Shire of Bridgetown-Greenbushes Local Laws Relating to Fencing* published in the *Government Gazette* on 31 August 2004 and amended in the *Government Gazette* on 23 February 2007 is repealed.

##### 1.6 Definitions

In this local law —

**Act** means the *Dividing Fences Act 1961*;

**applicant** means a person who makes an application for approval under this local law;

**AS or AS/NZS** means an Australian or Australian/New Zealand Standard as published by Standards Australia and as amended from time to time.

**barbed wire fence** means a wire or strand of wires having small pieces of sharply pointed wire twisted around it at short intervals;

**boundary fence** has the meaning given to it by the Act;

**Building Surveyor** means a Building Surveyor of the local government;

**CEO** means the Chief Executive Officer of the local government;

**Commercial Lot** means a lot where a commercial use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**dangerous** in relation to any fence means—

- (a) an electrified fence other than a fence approved by the local government under this local law;
- (b) a fence containing barbed wire other than a fence erected and maintained in accordance with this local law;
- (c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

**district** means the district of the local government;

**district planning scheme** means a local planning scheme of the local government made under the *Planning and Development Act 2005*;

**dividing fence** has the meaning given to it by the Act;

**electrified fence** means a fence carrying or designed to carry an electric charge;

**fence** means any structure, not including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

**front boundary** means the boundary line between a lot and the thoroughfare upon which that lot abuts, or in the case of a lot abutting on more than one thoroughfare, the boundary line between the lot and the primary thoroughfare;

**front fence** means a fence erected on the front boundary of a lot or on a line adjacent to the front boundary;

**front setback area** means the area between the building line of a lot and the front boundary of that lot;

**height** in relation to a fence means the vertical distance between—

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

**Industrial Lot** means a lot where an industrial use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**licence** means an electrified fence licence or a razor wire fence licence;

**local government** means the *Shire of Bridgetown-Greenbushes*;

**local government property** means anything except a thoroughfare—

- (a) which belongs to the local government;

- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” under section 3.53 of the *Local Government Act 1995*;

**lot** has the meaning given to it in the *Planning and Development Act 2005*;

**notice of breach** means a notice referred to in clause 5.1;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**owner** has the meaning given to it in the *Local Government Act 1995*;

**razor wire fence** means a coiled strong wire with pieces of sharp cutting edges set across it at close intervals;

**Residential Lot** means a lot where a residential use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**retaining wall** means any structure which prevents the movement of soil or retains soil or structures in order to allow ground levels of different elevations to exist adjacent to one another;

**Rural Lot** means a lot where a rural use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**Schedule** means a Schedule to this local law;

**Special Rural Lot** means a lot where a special rural use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**sufficient fence** means a fence described in clause 2.1; and

**thoroughfare** has the meaning given to it by the *Local Government Act 1995*, but does not include a private thoroughfare which is not under the management or control of the local government.

## 1.7 Licence fees and charges

All licence fees and charges applicable under this local law shall be determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

## PART 2—FENCES

### Division 1—Sufficient fences

#### 2.1 Sufficient fences

- (1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence.

- (2) Subject to subclauses (3) and (4), a sufficient fence—
  - (a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;
  - (b) on a Commercial Lot or an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 3; and
  - (c) on a Rural Lot or a Special Rural Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.
- (3) Where a fence is erected on or near the boundary between—
  - (a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;
  - (b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 3;
  - (c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4;
  - (d) a Residential Lot and a Special Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4; and
  - (e) a Special Rural Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.
- (4) An application must be made to the local government for grant of consent to any variation to the specifications in Schedules 2, 3 and 4.
- (5) Unless an authorised person determines otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of Schedule 2.
- (6) Notwithstanding any other provision in this local law, a dividing fence or boundary fence constructed of masonry, stone or concrete shall be a sufficient fence only if it is designed by a suitably qualified structural engineer and constructed in accordance with that design where—
  - (a) it is greater than 1800 millimetres in height; or
  - (b) the Building Surveyor requires.



- (7) Notwithstanding any other provision in this local law, a dividing fence or boundary fence shall not exceed 1800 millimetres in height unless the approval of the local government has been obtained for such a fence.

*Division 2—General*

**2.2 Fences within front setback areas**

- (1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1200 millimetres in height, within the front set-back area of a Residential Lot within the district.
- (2) The Building Surveyor may approve the erection of a fence of a height greater than 1200 millimetres in the front setback area of a Residential Lot only if the fence on each side of the driveway into the lot across the front boundary is to be angled into the lot for a distance of not less than 1500 millimetres along the frontage to a distance of not less than 1500 millimetres from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
- (3) The provision of subclause (2) shall not apply to a fence—
- (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or
  - (b) that does not adjoin a footpath.

**2.3 Gates in fences**

- (1) A person shall not erect a gate in a fence which does not—
- (a) open into the lot; or
  - (b) open by sliding parallel and on the inside of the fence, which it forms part of, when closed.

**2.4 Depositing fencing material on public place**

A person shall not deposit or permit the deposit of any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property unless the approval of the local government has been obtained.

**2.5 Fences on a Rural Lot**

A person shall not, without the written consent of the Building Surveyor, erect a fence on a Rural Lot of a height exceeding 1500 millimetres.

**2.6 Maintenance of fences**

An owner of a lot on which a fence is erected shall maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, or unsightly to the amenity of the locality.

**2.7 Fences across rights-of-way, public access ways or thoroughfares**

A person must not, without the approval of the local government, erect or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed.

## **2.8 General discretion of the local government**

- (1) Notwithstanding the provisions of clause 2.1, the local government may approve the erection or repair of a dividing fence which is not a sufficient fence where all of the owners of the lots to be separated by the dividing fence make an application for approval for that purpose.
- (2) In determining whether to grant its approval under subclause (1), the local government may consider whether the erection or retention of the fence would have an adverse effect on—
  - (a) the safe or convenient use of any land;
  - (b) the safety or convenience of any person; or
  - (c) the visual amenity of the locality.

### *Division 3—Fencing materials*

Where required by the Building Surveyor, fencing designs are to be certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

## **2.9 Pre-used fencing materials**

- (1) Notwithstanding clause 2.1, a person shall not construct a fence on a Residential Lot, a Commercial Lot or an Industrial Lot from pre-used materials without the approval of the local government.
- (2) Where the local government approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant painting or treating the pre-used material as directed by the Building Surveyor.

## **2.10 Barbed wire fences and spiked or jagged materials**

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect, affix or allow to remain on any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the local government has been obtained.
- (3) An owner or occupier of an Industrial Lot shall not erect, affix or allow to remain on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections unless the wire or other materials are carried on posts at an angle of 45 degrees, and unless the bottom row of wire or other materials is setback 150mm from the face of the fence and is not nearer than 2000mm from the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.

- (5) An owner or occupier of a lot shall not erect, affix or allow to remain as part of any fence or wall, whether internal or external on that lot, any broken glass.
- (6) An owner or occupier of a Rural Lot shall not erect, affix or allow to remain any barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

### **2.11 Electrified and razor wire fences**

- (1) An owner or occupier of a lot shall not—
  - (a) construct or use an electrified fence on that lot without obtaining the approval of the local government in the form prescribed in Schedule 5; or
  - (b) construct a fence wholly or partly of razor wire on that lot without obtaining the approval of the local government in the form prescribed in Schedule 6.
- (2) The local government shall not approve an application for the purpose of subclause (1)(a)—
  - (a) in respect of a lot which is or which abuts a Residential Lot;
  - (b) unless the prohibited fence complies with AS/NZS 3016:2002 Electrical installations—Electric security fences;
  - (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected; and
  - (d) on a commercial or industrial lot, any electrified part of the fence must be located on the property side of the fence, and behind a sufficient fence.
- (3) The local government shall not approve an application for the purpose of subclause (1)(b)—
  - (a) if the fence is within 3000 millimetres of the boundary of the lot; or
  - (b) where any razor wire used in the construction of the fence is less than 2000 millimetres or more than 2400 millimetres above the ground level.
- (4) An application for approval for the purpose of subclauses (1)(a) or (1)(b) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.

### **2.12 Prohibited fencing materials**

A person shall not affix or use broken glass in the construction of any fence.

## **PART 3—APPROVALS**

### **3.1 Application for approval**

- (1) Where a person is required to obtain the approval of the local government under this local law, that person shall apply for approval in accordance with subclause (2).
- (2) An application for approval under this local law shall—
  - (a) be in the form determined by the local government;

- (b) be signed by the applicant and the owner of the lot;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995*.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for approval.
- (4) The local government may refuse to consider an application for approval which is not in accordance with subclauses (2) and (3).

### **3.2 Decision on application for approval**

- (1) The local government may—
- (a) approve an application for approval unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for approval.
- (2) If the local government approves an application for approval, it is to issue to the applicant an approval in the form determined by the local government.
- (3) If the local government refuses to approve an application for approval, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on an approval or which are to be taken to be imposed on an approval, the clause does not limit the power of the local government to impose other conditions on the approval under subclause (1)(a).

### **3.3 Compliance with approval**

Where an application for approval has been approved, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

### **3.4 Duration of approval**

Unless otherwise stated in the form of approval, an approval granted under this local law—

- (a) runs with the lot to which it relates;
- (b) may be relied upon by any subsequent occupier or owner of the lot; and
- (c) may be enforced by the local government against a subsequent occupier or owner of the lot.

## **PART 4—MISCELLANEOUS**

### **4.1 False or misleading statement**

A person shall not make a false or misleading statement in connection with any application, requirement or request under this local law.

## PART 5—NOTICES OF BREACH

### 5.1 Notices of breach

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner of that lot.
- (2) A notice of breach shall—
  - (a) specify the provision of this local law which has been breached;
  - (b) specify the particulars of the breach; and
  - (c) state that the owner is required to remedy the breach within the time specified in the notice.
- (3) Should an owner fail to comply with a notice of breach, the local government may, by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner of the lot in a court of competent jurisdiction.
- (4) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any entry on to land will be in accordance with Part 3, Division 3 of that Act.

## PART 6—OFFENCES

### 6.1 Offences and penalties

- (1) A person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a penalty of not less than \$250 and not exceeding \$5000 and, if the offence is a continuing offence, to a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable on conviction to a penalty of not less than \$250 and not exceeding \$5000 and, if the offence is a continuing offence, to a maximum daily penalty of \$500.

### 6.2 Modified penalties

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.
- (3) Before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—
  - (a) commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

### 6.3 Form of notices

For the purposes of this local law—

- (a) the form of the infringement notice referred to in sections 9.16 and 9.17 of the *Local Government Act 1995* is to be in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the withdrawal of infringement notice referred to in section 9.20 of the *Local Government Act 1995* is to be in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

## **PART 7—OBJECTIONS AND REVIEW**

### **7.1 Objections and review**

When the local government makes a decision under clause 3.2, the provisions of Part 9 Division 1 of the *Local Government Act 1995*, and regulation 33 of the *Local Government (Functions and General) Regulations 1996*, apply to that decision.

---

**SCHEDULE 1 - OFFENCES AND MODIFIED PENALTIES**

[clause 6.2(2)]

<b>Item No</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified penalties \$</b>
<b>1</b>	2.1(1)	Erect a fence which is not a sufficient fence	<b>250</b>
<b>2</b>	2.2	Erect a fence greater than 1 200mm in height within a front setback area of a residential lot without the written consent of the Building Surveyor	<b>250</b>
<b>3</b>	2.3(a)	Erect a gate in a fence not opening into the lot	<b>200</b>
<b>4</b>	2.3(b)	Erect a gate in a fence not sliding parallel and inside a fence	<b>200</b>
<b>5</b>	2.6	Failure to maintain a fence in good condition to prevent the fence becoming dangerous, dilapidated or unsightly	<b>250</b>
<b>6</b>	2.7	Erect or maintain a fence or obstruction of temporary or permanent nature across a right-of way, public access way or thoroughfare without approval	<b>250</b>
<b>7</b>	2.9(1)	Construct a fence on a Residential, Commercial or Industrial Lot from pre-used materials without written approval	<b>250</b>
<b>8</b>	2.10(2)	Erect a fence using barbed wire or material with spiked or jagged projections in the fence construction without approval	<b>250</b>
<b>9</b>	2.11(1)	Construct, erect or use razor wire in a fence or electrify a fence without approval	<b>250</b>
<b>10</b>	2.12	Affix, or use, any broken glass in a fence	<b>250</b>
<b>11</b>	3.3	Failure to comply with terms or conditions of approval	<b>250</b>
<b>12</b>	6.1	Failure to comply with notice of breach	<b>250</b>

## SCHEDULE 2 - SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RESIDENTIAL LOT

[clause 2.1(2)(a)]

Each of the identified categories in this Schedule is a sufficient fence on a Residential Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

### Timber fence

- (a) corner posts to be 125mm x 125mm x 2400mm and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres;
- (b) corner posts to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts;
- (c) intermediate posts to be doubled yankee strutted with 150mm x 25mm x 450mm struts;
- (d) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
- (e) rails to be 75mm x 50mm with each rail spanning 2 bays of fencing double railed or bolted to each post with joints staggered;
- (f) the fence to be covered with 75mm x 20mm sawn pickets, 1800mm in height placed 75mm apart and affixed securely to each rail; and
- (g) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

### Corrugated fence

A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting constructed to manufacturer's specifications or which satisfies the following specifications—

- (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm;
- (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
- (c) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturers written instructions; and
- (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

### Brick, stone or concrete fence

A fence constructed of brick, stone or concrete, which satisfies the following requirements and specifications—

- (a) a site classification is to be provided by a professional engineer in accordance with AS 2870-2011 Residential slabs and footings as amended;
- (b) the footing is to be designed in accordance with AS 2870-2011 Residential slabs and footings as amended;
- (c) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar;
- (d) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;



- (e) expansion joints in accordance with the manufacturer's written instructions; and
- (f) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

**Composite fence**

A composite fence which satisfies the following specifications for the brick construction—

- (1)
  - (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;
  - (b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
  - (c) the minimum ultimate strength of brickwork shall be 20MPa. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
  - (d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and
  - (e) control joints in brickwork shall be provided with double piers at a maximum of 6-metre centres;

or

- (2)
  - (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base wall; and
  - (b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified.

**SCHEDULE 3 SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT OR AN INDUSTRIAL LOT**  
[clause 2.1(2)(b)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated, is a sufficient fence on a Commercial Lot or an Industrial Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

**Galvanised or PVC fence and gate**

A fence constructed of galvanised or PVC coated non-rail link mesh, chain mesh or steel mesh which satisfies the following specifications—

- (a) corner posts to be minimum 50mm nominal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
- (b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;
- (c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and 2 at each corner post and with footings 225mm x 600mm;
- (d) cables to be affixed to the top, centre and bottom of all posts and to consist of 2 or more 3.15mm wires twisted together or single 4mm wire;
- (e) non-rail link, chain or steel mesh is to be to a height of 2000mm on top of which are to be 3 strands of barbed wire carrying the fence to a height of 2400mm in accordance with the requirements and standards of the local planning schemes; and
- (f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with 1 horizontal and 1 vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.

**Other fences**

- (a) a fence of cement sheet or steel sheeting constructed to the minimum specifications referred to in Schedule 2;
- (b) a fence constructed of aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm; or
- (c) a fence of timber, brick, stone or concrete constructed to the minimum specifications referred to in Schedule 2.

**SCHEDULE 4 - SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RURAL LOT - OR SPECIAL  
RURAL LOT**

[clause 2.1(2)(c)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated is a sufficient fence on a Rural Lot or a Special Rural Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

**Non-electrified fence**

- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.
- (b) posts shall be of indigenous timber or other suitable material including—
  - (i) timber impregnated with a termite and fungicidal preservative;
  - (ii) standard iron star pickets; or
  - (iii) concrete;
- (c) posts shall be cut not less than 1800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn timber.
- (d) posts to be set minimum 600mm in the ground and 1 200mm above the ground; and
- (e) strainer posts shall be not less than 2250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground.

**Electrified fence**

An electrified fence having 4 wires is a sufficient fence if constructed generally in accordance with a non-electrified fence.

**SCHEDULE 5 - LICENCE FOR APPROVED ELECTRIFIED FENCE**

[clause 2.11(1)(a)]

This is to certify that

(1) \_\_\_\_\_

of (2)

\_\_\_\_\_

is licensed , subject to the conditions set out below, to have and use an electrified fence on

\_\_\_\_\_

(address)

from \_\_\_\_\_ 20 \_\_\_\_\_ and until this licence is transferred or cancelled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*Shire of Bridgetown-Greenbushes.*

**Conditions of Licence—**

The holder of the licence must—

- (a) display the licence in a prominent position on the land or premises on which the electrified fence has been erected;
- (b) upon the request of a Building Surveyor produce to him or her the licence;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes;
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence; and
- (e) comply with AS/NZS 3016:2002 Electrical installations - Electric security fences.

**Transfer by Endorsement**

This licence is transferred to (3)

\_\_\_\_\_

of (4)

\_\_\_\_\_

\_\_\_\_\_

from and including the date of this endorsement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*Shire of Bridgetown-Greenbushes.*

- 
- (1) Name
  - (2) Address
  - (3) Name
  - (4) Address
- 

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**SCHEDULE 6 - LICENCE FOR APPROVED RAZOR WIRE FENCE**

[clause 2.11(1)(b)]

This is to certify that (1)

\_\_\_\_\_ of (2)

\_\_\_\_\_ is licensed , subject to the conditions set out below, to have a fence constructed wholly or partially of razor wire at

\_\_\_\_\_ (address)

From \_\_\_\_\_ 20\_\_\_\_\_ and until this licence is transferred or cancelled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Chief Executive Officer,  
*Shire of Bridgetown-Greenbushes.*

**Conditions of licence—**

- (a) display the licence in a prominent position on the land or premises on which the fence has been erected;
- (b) upon the request of a Building Surveyor produce to him or her the licence;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes; and
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the fence.

**Transfer by Endorsement**

This licence is transferred to (3)

\_\_\_\_\_ of (4)

\_\_\_\_\_ from and including the date of this endorsement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*Shire of Bridgetown-Greenbushes.*

- (1) Name
- (2) Address
- (3) Name
- (4) Address

Dated: *[insert date]*

The Common Seal of the *Shire of Bridgetown-Greenbushes* was affixed by authority of a resolution of the Council in the presence of —

CR JENNY MOUNTFORD President

NICOLE GIBBS, Chief Executive Officer

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## **LOCAL LAWS RELATING TO FENCING**

Adopted by Council on 26<sup>th</sup> August 2004

Gazetted on 31<sup>st</sup> August 2004

Amended by Council on 25<sup>th</sup> January 2007

Gazetted on 23<sup>rd</sup> February 2007



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### **FIRST SCHEDULE**

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**LOCAL GOVERNMENT ACT 1995**

*Shire of Bridgetown-Greenbushes*

**LOCAL LAWS RELATING TO FENCING**

Under the powers conferred by the *Local Government Act 1995* and by all other powers the Council of the *Shire of Bridgetown-Greenbushes* resolved to make the following local laws on the 26<sup>th</sup> day of August 2004

**PART 1 - PRELIMINARY**

**1. Citation**

These Local Laws may be cited as the *Shire of Bridgetown-Greenbushes* Local Laws Relating to Fencing.

**2. Repeal**

The *Municipality of the Shire of Bridgetown-Greenbushes Fencing Local Law* as published in the Government Gazette on 8 April 1988 is repealed.

**3. Application of Local Laws**

These Local Laws apply throughout the district.

**4. Interpretation**

In these Local Laws, unless the context requires otherwise:

“Act” means the *Dividing Fences Act 1961*;

“AS” means an Australian Standard published by the Standards Association of Australia;

“boundary fence” has the meaning given to it for the purposes of the Act;

“Building Surveyor” means a Building Surveyor of the local government;

“CEO” means the Chief Executive Officer of the local government;

“Commercial Lot” means a lot where a commercial use -

(a) is or may be permitted under the town planning scheme; and

(b) is or will be the predominant use of the lot;

“council” means the Council for the Shire of Bridgetown-Greenbushes

“dangerous” in relation to any fence means:

(a) an electrified fence other than a fence in respect of which a licence under Part 5 of these Local Laws has been issued and is current;

(b) a fence containing barbed wire other than a fence erected and maintained in accordance with these Local Laws;

(c) a fence containing any harmful projection or material including broken glass, asbestos fibre or razor wire; or

(d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

“district” means the district of the local government;

“dividing fence” has the meaning given to it in and for the purposes of the Act;

“electrified fence” means a fence carrying or designed to carry an electric charge;

“fence” means any structure, including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

“frontage” means the boundary line between a lot and the thoroughfare upon which that lot abuts;

“height” in relation to a fence means the vertical distance between:

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

“Industrial Lot” means a lot where an industrial use -

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

“local government” means the *Shire of Bridgetown-Greenbushes*;

“lot” has the meaning given to it in and for the purposes of the *Town Planning and Development Act 1928*;

“notice of breach” means a notice referred to in clause 15(1);

“Residential Lot” means a lot a lot within the Residential Zone of a Town Planning Scheme;

“retaining wall” means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

“Rural Lot” means a lot within a Rural or Special Rural Zone of a Town Planning Scheme’

“Schedule” means a Schedule to these Local Laws;

“setback area” has the meaning given to it for the purposes of the town planning scheme;

“sufficient fence” means a fence described in clause 6; and

“town planning scheme” means a town planning scheme of the local government made under the *Town Planning and Development Act 1928*.

## **5. Licence Fees & Charges**

All licence fees and charges applicable under these Local Laws shall be as determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

## PART 2 – SUFFICIENT FENCES

### 6. Sufficient Fences

- (1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence unless all owners of land which adjoins the relevant boundary agree to erect a fence which though different does not fail to comply with the requirements of a sufficient fence.
- (2) Subject to subclauses (3) and (4), a sufficient fence:
  - (a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the First Schedule.
  - (b) on a Commercial Lot and on an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule.
  - (c) on a Rural Lot and on a special Rural Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
- (3) Where a fence is erected on or near the boundary between:
  - (a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule.
  - (b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule;
  - (c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
  - (d) a Residential Lot and a Special Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule; and
  - (e) a Special Rural Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
- (4) Unless the Council specifies otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of the Second Schedule.
- (5) Notwithstanding any other provisions in these Local Laws, a fence constructed of stone or concrete shall be a sufficient fence only if it is designed by a structural engineer where:
  - (a) it is greater than 1800mm in height; or
  - (b) the Building Surveyor so requires.

## **PART 3 – GENERAL**

### **7. Fences Within Front Setback Areas**

- (1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1200mm in height, within the front set-back area of a Residential Lot within the district.
- (2) The Building Surveyor may approve the erection of a fence of a height greater than 1200mm in the front setback area of a Residential Lot only if the fence on each side of the driveway into the Lot across the front boundary is to be angled into the Lot for a distance of not less than 1500mm along the frontage to a distance of not less than 1500mm from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
- (3) The provision of subclause (2) shall not apply to a fence:
  - (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or
  - (b) that does not adjoin a footpath.

### **8. Maintenance of Fences**

An owner or occupier of a lot on which a fence is erected shall maintain the fence in good condition and so as to prevent it from becoming dangerous, dilapidated, or unsightly.

### **9. General Discretion of the Local Government**

- (1) Notwithstanding clause 6, the local government may consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws.
- (2) In determining whether to grant its consent to the erection or repair of any fence, the local government may consider, in addition to any other matter that it is authorised to consider, whether the erection or retention of the fence would have an adverse effect on:
  - (a) the safe or convenient use of any land; or
  - (b) the safety or convenience of any person.

## **PART 4 – FENCING MATERIALS**

### **10. Fencing Materials**

- (1) A person shall construct any fence on a Residential Lot, a Commercial Lot or an Industrial Lot from only those materials specified for a sufficient fence in respect of such lot in the First or Second Schedule or some other material approved by the Building Surveyor.
- (2) Where the Council approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant for approval painting or treating the pre-used material as directed by the Building Surveyor.

### **11. Barbed Wire and Broken Glass Fences**

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect or affix to any fence on such a lot any barbed wire or other material with spiked or jagged

projections, unless the prior written approval of the Building Surveyor has been obtained.

- (3) An owner or occupier of an Industrial Lot shall not erect or affix on any fence bounding that Lot any barbed wire or other materials with spiked or jagged projections unless the wire or materials are carried on posits at an angle of 45 degrees, and unless the bottom row of wire or other materials is set back 150mm from the face of the fence and is not nearer than 2000mm from the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.
- (5) An owner or occupier of a lot shall not affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass.
- (6) An owner or occupier of a Rural Lot shall not place or affix barbed wire upon a fence on that Lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

#### **PART 5 – ELECTRIFIED AND RAZOR WIRE FENCES**

##### **12. Requirements for a Licence**

- (1) An owner or occupier of a lot, other than a Rural Lot, shall not:
  - (a) have and use an electrified fence on that lot without first obtaining a licence under subclause (2); or
  - (b) construct a fence wholly or partly of razor wire on that lot without first obtaining a licence under subclause (3).
- (2) A licence to have and use an electrified fence shall not be issued:
  - (a) in respect of a lot which is or which abuts a Residential Lot;
  - (b) unless the fence complies with AS/NZS 3016:2002; and
  - (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.
- (3) A licence to have a fence constructed wholly or partly of razor wire shall not be issued:
  - (a) if the fence is within 3m of the boundary of the lot;
  - (b) where any razor wire used in the construction of the fence is less than 2000mm or more than 2400 above the ground level.
- (4) An application for a licence referred to in subclauses (2) or (3) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.
- (5) An application for a licence referred to in subclauses (2) or (3) may be:
  - (a) approved by the local government;
  - (b) approved by the local government subject to such conditions as it thinks fit; or
  - (c) refused by the local government.

### **13. Transfer of a Licence**

A licence referred to in clause 13 shall transfer with the land to any new occupier or owner of the lot.

### **14. Cancellation of a Licence**

Subject to Division 1 Part 9 of the *Local Government Act 1995*, the local government may cancel a licence issued under this Part if –

- (a) the fence no longer satisfies the requirements specified in clause 13(2) or 13(3) as the case may be; or
- (b) the licence holder breaches any condition upon which the licence has been issued.

## **PART 6 – NOTICES OF BREACH**

### **15. Notices of Breach**

- (1) Where a breach of any provision of these Local Laws has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner or occupier of that lot ('notice of breach').
- (2) A notice of breach shall:
  - (a) specify the provision of these Local Laws which has been breached.
  - (b) specify the particulars of the breach; and
  - (c) state that the owner or occupier of the lot is required to remedy the breach within 28 days from the giving of the notice.
- (3) Should an owner or occupier fail to comply with a notice of breach, the local government may by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction.

## **PART 7 – OFFENCES**

### **16. Offences and Penalties**

- (1) An owner or occupier who fails to comply with a notice of breach commits an offence and is liable under conviction to a maximum penalty of \$5000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of these Local Laws commits an offence and is liable to a maximum penalty of \$5000 and, if the offence is a continuing offence, a maximum daily penalty of \$5000.

### **17. Modified Penalties**

- (1) An offence against any provision of these Local Laws is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) Unless otherwise specified, the amount of the modified penalty for an offence against any provision of these Local Laws is \$125.

### **18. Form of Notices**

For the purpose of these Local Laws –

- (1) the form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the Local Government (Functions and General) Regulations 1996.



**FIRST SCHEDULE**  
**SPECIFICATIONS FOR A SUFFICIENT FENCE**  
**ON A RESIDENTIAL LOT**

Each of the following is a “sufficient fence” on a Residential Lot:

- A. A picket timber fence which satisfies the following specifications:
  - (a) corner posts to be not less than 100mm x 100mm x 2400mm and intermediate posts to be not less than 100mm x 75mm x 2400mm spaced at 2400mm centres;
  - (b) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
  - (c) rails to be a minimum of 75mm x 50mm with each rail spanning two bays of fencing double railed or bolted to each post with joints staggered;
  - (d) the fence to be covered with a minimum 75mm x 20mm sawn pickets, 1800mm in height placed a maximum 75mm apart and affixed securely to each rail; and
  - (e) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.
  
- B. A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting which satisfies the following specifications:
  - (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm;
  - (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
  - (c) the sheets to be lapped and capped with extruded “snap-fit” type capping in accordance with the manufacturers written instructions; and
  - (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.
  
- C. A fence constructed of brick, stone or concrete, which satisfies the following specifications:
  - (a) footings of minimum 225mm x 150mm concrete 15MPA or 300mm x 175mm brick laid in cement mortar;
  - (b) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;
  - (c) expansion joints in accordance with the manufacturer’s written instructions; and
  - (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.

- D. A composite fence having a minimum overall height of 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 7, which satisfies the following specifications for the brick construction:
- (1)
    - (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;
    - (b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
    - (c) the minimum ultimate strength of brickwork shall be 20MPA. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
    - (d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and
    - (e) control joints in brickwork shall be provided with double piers at a maximum of 6 metre centres; or
  - (2)
    - (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base all; and
    - (b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified;
- E. A fence constructed of colour bond or zincalume sheeting which satisfies the following specifications:
- (a) corner posts of timber to be 125mm x 125mm x 2400mm and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres or in accordance with the modular steel fencing manufacturers written instructions;
  - (b) corner posts of timber to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts centres or in accordance with the modular steel fencing manufacturers written instructions;
  - (c) all timber posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
  - (d) the total height and depth of the fence to consist of a single continuous colour bond or zincalume sheet;
  - (e) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturers written instructions; and
  - (f) the height of the fence to be a minimum of 1800mm.

**SECOND SCHEDULE**  
**SPECIFICATIONS FOR A SUFFICIENT FENCE ON A**  
**COMMERCIAL LOT AND AN INDUSTRIAL LOT**

Each of the following is a “sufficient fence” on a Commercial Lot and an Industrial Lot:

- A. A fence constructed of galvanised or PVC coated rail-less link mesh, chain mesh or steel mesh which satisfies the following specifications:
  - (a) corner posts to be minimum 50mm normal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
  - (b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;
  - (c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and two at each corner post and with footings 225mm x 600mm;
  - (d) cables to be affixed to the top, centre and bottom of all posts and to consist of two or more 3.15mm wires twisted together or single 4mm wire;
  - (e) rail-less link, chain or steel mesh is to be to a height of 2000mm on top of which are to be three strands of barbed wire carrying the fence to a height of 2400mm in accordance with clause 12(3) of these Local Laws; and
  - (f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with one horizontal and one vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.
- B. A fence of fibre reinforced cement sheet or steel sheeting constructed to the minimum specifications referred to in Item B of the First Schedule.
- C. A fence constructed of painted or galvanised steel or aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm.
- D. Fences of timber, brick, stone or concrete constructed to the minimum specifications referred to in the First Schedule.

**THIRD SCHEDULE**  
**SPECIFICATIONS FOR A SUFFICIENT FENCE**  
**ON A RURAL LOT**

- (1) In the case of a non-electrified fence, a sufficient fence on a Rural Lot is a fence of posts and wire construction, the minimum specifications for which are:
- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of five wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.
  - (b) posts shall be of indigenous timber or other suitable material including -
    - ▶ timber impregnated with a termite and fungicidal preservative;
    - ▶ standard iron star pickets; or
    - ▶ concrete;
  - (c) if timber posts are used, posts are to be cut not less than 1800mm long x not less than 75mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be set minimum 600mm in the ground and 1200mm above the ground; and
  - (d) strainer posts shall be not less than 2250mm long and not less than 125mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground.
- (2) An electrified fence having four wires only is a sufficient fence if constructed generally in accordance with (1).

SHIRE OF BRIDGETOWN-GREENBUSHES

LICENCE TO HAVE AND USE AN ELECTRIFIED FENCE
IN ACCORDANCE WITH AS/NZS 3016:2002

This is to certify that .....

of .....

is licensed , subject to the conditions set out below, to have and use an electrified fence on

.....

.....

(address)

from ..... 20..... and until this licence is transferred or cancelled.

Dated this..... day of ..... 20. . . .

.....

Chief Executive Officer

Shire of Bridgetown-Greenbushes

This licence is issued upon and subject to the following conditions, namely that the holder of the licence shall:

Display the licence in a prominent position on the land or premises on which the electrified fence has been erected.

Upon the request of a Building Surveyor produce to him or her the licence.

Within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes.

Obtain the written consent of the Local Government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence.

Comply with AS/NZS 3016:2002.

Following erection of the fence, lodge with Western Power a certificate of installation from a qualified electrician and comply with any requirements of Western Power regarding the erection of the fence.

.....

.....

Transfer by Endorsement

This licence is transferred to .....

.....

of .....

.....  
from and including the date of this endorsement.

Dated this..... day of ..... 20. . . .

.....  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LICENCE TO HAVE A FENCE CONSTRUCTED WHOLLY**  
**OR PARTIALLY OF RAZOR WIRE**

This is to certify that .....

of .....

is licensed , subject to the conditions set out below, to have a fence constructed wholly or partially of razor wire on.....

.....  
.....

(address)

from ..... 20..... and until this licence is transferred or cancelled.

Dated this..... day of ..... 20. . . . .

.....

Chief Executive Officer

Shire of Bridgetown-Greenbushes

This licence is issued upon and subject to the following conditions, namely that the holder of the licence shall:

Display the licence in a prominent position on the land or premises on which the fence has been erected.

Upon the request of a Building Surveyor produce to him or her the licence.

Within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes.

Obtain the written consent of the Local Government prior to the commencement of any alteration, addition or other work relating to or affecting the fence.

.....

.....

**Transfer by Endorsement**

This licence is transferred to .....

.....

of .....

.....

from and including the date of this endorsement.

Dated this..... day of ..... 20. . . .

.....

Chief Executive Officer  
Shire of Bridgetown-Greenbushes



# FM 4 – Purchasing

## 1 Objectives

The objectives of this Policy are to ensure that:

- The Shire receives best value for money when purchasing products and services;
- The Shire adheres to the State Government’s ‘Buy Local Policy,’ where this is practicable and cost competitive (in accordance with Section 7.2).
- Sustainable economic development is achieved through the maximisation of participation by local businesses in the delivery of goods and services;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Openness, transparency, fairness and equity are apparent throughout the purchasing process, across all suppliers and potential suppliers of the Shire;
- Purchasing processes and decision-making are consistent, efficient and promote accountability;
- Purchasing activities demonstrate probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Risks associated with purchasing activities are identified and managed in accordance with the Shire’s Risk Management Framework, and given consideration in determining the most appropriate method for purchasing goods, services and works;
- the Shire complies with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996* and the *State Records Act 2000*.

## 2 Scope

This Policy and associated Purchasing Procedures for the Procurement of Goods and Services applies to all workers involved in the procurement of any goods and services for the Shire.

## 3 Definitions

### 3.1 Direct Purchase

A purchase obtained from any source (where no conflict of interest exists) without the need to undertake a competitive purchasing process and where the Purchase Value (stipulated as under \$5,000 in the Purchasing Threshold table in clause 6.2) is within the Shire’s approved annual budget.

### 3.2 Genuine Underspend

Means when funds are not required for the original purpose because the project cost less to complete than was initially anticipated. The use of underspend funds for an alternate purpose must not result in a reduction of the original scope of a project, program or service level.

### 3.3 Regulations

Means the *Local Government (Functions and General) Regulations 1996*.

### 3.4 Worker

A part-time or full-time employee, casual employee, contractor, outworker, apprentice or trainee, work experience student and volunteers.

## 4 Policy

The Shire of Bridgetown Greenbushes (the Shire) is committed to applying the objectives, principles and practices outlined in this Policy to all purchasing activity and ensuring alignment with the Shire's strategic and operational objectives.

The Shire's purchasing activities will comply with the *Local Government Act 1995* (the Act), *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation and Shire Policies and procedures.

Where practicable, cost-competitive and in accordance with this Policy, the Shire will 'buy local.'

## 5 Ethics and Integrity

The Shire's Codes of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and to always act in an honest and professional manner.

## 6 Value for Money

Value for money will be the overarching principle governing purchasing and is determined through consideration of local provider competitiveness, price, risk, environmental, social, compliance, qualitative and other factors to determine the most advantageous outcome to be achieved for the Shire. The Shire acknowledges that the lowest price may not always provide the best value for money.

An assessment of the best value for money outcome for any purchasing process should consider the following:

- Providing opportunities for businesses within the Shire's boundaries to quote for providing goods and services and to potentially provide the goods and services;
- All relevant whole of lifecycle/contract costs and benefits including transaction costs associated with acquisition, delivery and distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including (but not limited to) an assessment of warranties and guarantees;
- The supplier's financial viability and capacity to supply without risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier(s) and the goods or services required;

- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- The environmental, local economic and social benefits arising from the goods, services or works required, including consideration of these benefits regarding the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including local economic benefit.

## 7 Purchasing Requirements

### 7.1 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1</b>	<b>Existing Contracts</b> Current contracts must be used where the Shire's supply requirements can be met through such a contract.
<b>Priority 2</b>	<b>Local Suppliers</b> Where the expected contract value does not exceed the tender threshold and a supplier located within the Shire of Bridgetown Greenbushes can provide the required goods or services, the Shire will ensure that wherever possible, quotations are obtained from such supplier(s).
<b>Priority 3</b>	<b>Regional Suppliers</b> Where the expected contract value does not exceed the tender threshold and a supplier located within the Southwest region can provide the required goods or services, the Shire will ensure that wherever possible, quotations are obtained from such supplier(s).
<b>Priority 4</b>	<b>Other Suppliers</b> Where no existing contract exists, the Shire will consider other suppliers – including those included on a WALGA Preferred Supplier Arrangement (PSA), WA State Government Common Use Arrangement (CUA), other tender-exempt arrangements, and other suppliers.  The Purchasing activity will be in accordance with the Purchasing Thresholds specified in the table below.

Workers will also seek to invite quotations from a variety and diverse range of potential suppliers, including new suppliers wherever possible.

### 7.2 Purchasing Thresholds

The following purchasing thresholds apply:

Purchase Value (Excl GST)	Purchasing Requirements
<b>Up to \$5,000</b>	Direct purchase from a supplier at the purchaser's discretion.
<b>\$5,001 - \$20,000</b>	<p>Seek and make every effort to obtain at least two written quotations from suitable suppliers in accordance with the Supplier Order of Priority outlined in <a href="#">section 6.1</a> above and Note 1 below.</p> <p>The purchasing decision is to be evidenced using the Quotation Evaluation Report Template and retained in accordance with the Shire's Records Keeping Plan.</p>
<b>\$20,001 - \$250,000</b>	<p>Seek and make every effort to obtain at least three written quotations from suitable suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority outlined in <a href="#">section 6.1</a> above and Note 1 below.</p> <p>The purchasing decision is to be based upon an assessment of the response of suppliers to:</p> <ul style="list-style-type: none"> <li>• A detailed written specification for the goods, services or works required; and</li> <li>• Value for money selection criteria that assess all best and sustainable value considerations</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report Template and retained in accordance with the Shire's Records Keeping Plan.</p>
<b>Over \$250,000 (Excl GST)</b>	<p>Tender exempt arrangements, as defined under regulation 11(2) of the Regulations, require workers to seek at least three (3) written quotes from suitable suppliers under a formal Request for Quotation in accordance with the Supplier Order of Priority outlined in <a href="#">section 6.1</a> above,</p> <p>or</p> <p>Conduct a Public Tender in accordance with the Act and Regulations, and relevant Shire policy and procedures.</p> <p>In either case, the purchasing decision is to be based upon an assessment of the response of suppliers to:</p> <ul style="list-style-type: none"> <li>• A detailed written specification for the goods, services or works required</li> </ul>

	<ul style="list-style-type: none"> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations</li> </ul> <p>The purchasing decision is to be evidenced using the Formal Evaluation Report Template and retained in accordance with the Shire’s Records Management Policy (A.16) and other Shire procedures and guidelines.</p>
<p><b>Emergency Purchases<sup>2</sup> (within budget)</b></p>	<p>Where goods or services are required for an emergency response and are within scope of an existing contract, the emergency supply must be obtained from that contract, using relevant unallocated budgeted funds.</p> <p>If there is no existing contract, then the Supplier Order of Priority in <a href="#">section 6.1</a> will apply, wherever applicable.</p> <p>However, where due to the urgency of the situation compliance with the provisions in this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. The emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>Purchases must be approved in advance by a Shire officer with appropriate delegated authority.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire’s Records Management Policy (A.16) and other Shire procedures and guidelines.</p>
<p><b>Emergency Purchases<sup>2</sup> (outside of budget)</b></p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Act, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported at the next Ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p><b>LGIS Services</b></p>	<p>The suite of LGIS insurances is established in accordance with s.9.58 (6) (b) of the Act and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore,</p>

obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.

Should quotations for insurance services be sought from alternative insurance suppliers, compliance with this Policy is required.

**NOTE:**

- 1 Where there is a requirement to seek quotations, at least one must be sought from a local supplier where they can supply the goods or services as part of normal business (i.e. excluding suppliers who might be able to 'get the product in'). At least one quote must be sought from a non-local supplier.
- 2 With regards to the Purchase Value:
  - (a) All values are to be calculated exclusive of Goods and Services Tax (GST).
  - (b) All values relate to the total actual or expected cost value of goods or services over the life of the contract, including any options to extend.
  - (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- 3 See [section 6.5](#) for the definition of an Emergency Purchase.

**SPECIAL NOTE:** In accordance with Department of Local Government circular No.16-2015, repetitive low value contracts for the same service with one or more suppliers that collectively approach or exceed \$250,000 must be tendered (unless exemptions apply – Regulation 11.2 of the *Local Government (Functions and General) Regulations 1996*). No timeframe for the tender threshold has been legislated, however best practice is that if the threshold is reached within three years, then a tender should be invited.

### 7.3 Variance on Budget

Workers may apply a 10% variance rule on budget items (overspend by 10%) so far as:

1. This does not breach Section 7.1 of this Policy;
2. There is a genuine underspend (refer to Section 3.3) in another line item that can be used; and
3. Using the underspend funds is reasonable in terms of project type (e.g. a project, program or service previously authorised by Council).
4. Workers do not have the authority to use underspend from any budget but their own, without the express permission of the CEO.

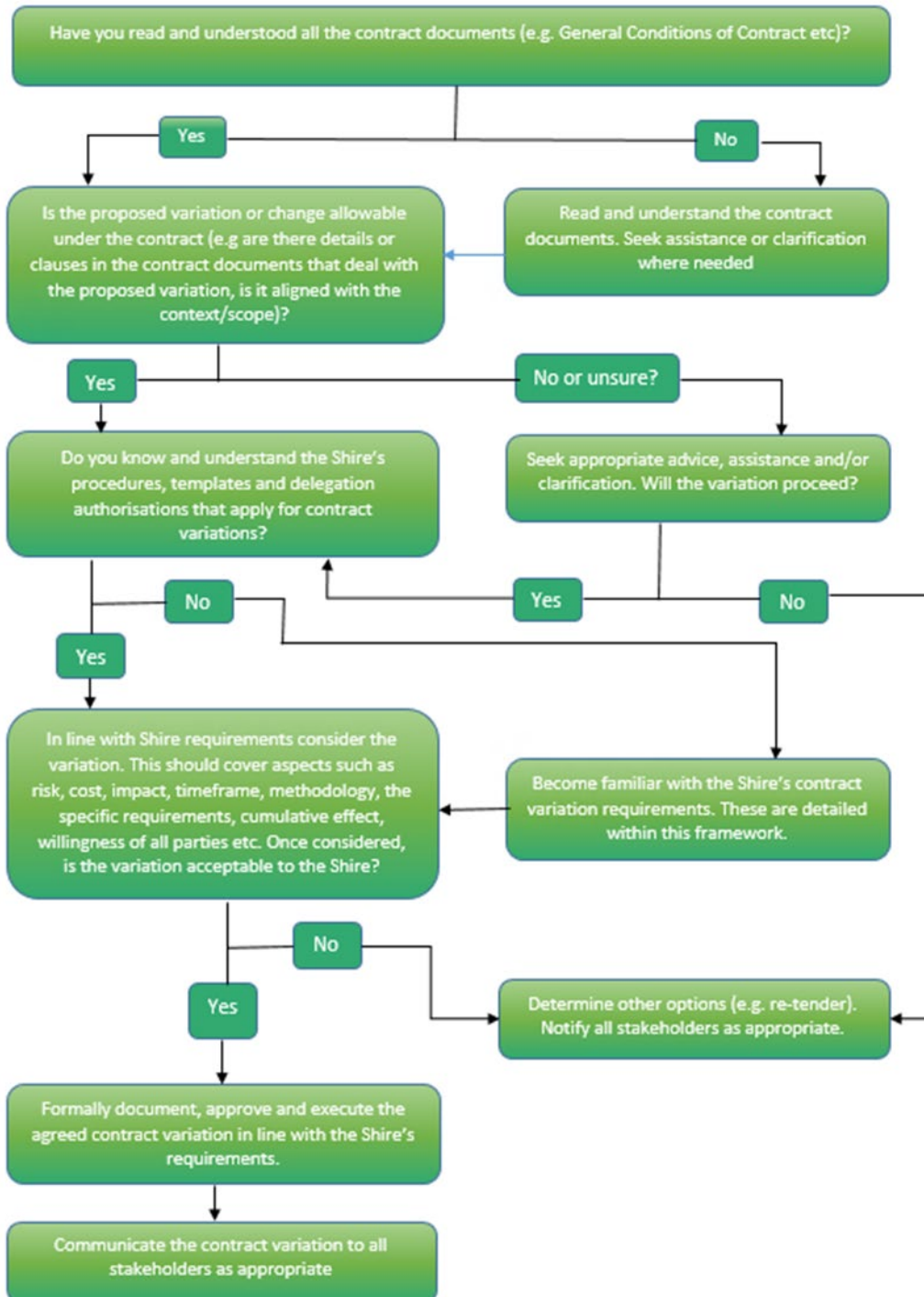
Variances outside of these parameters must obtain Council approval.

This 10% variance does not apply to budget items that cost less than \$10,000. In these instances a \$1000 variance overspend is allowed so far as 1-4 above applies.

Managers of budgets will be accountable for a breach of this provision and will potentially be subject to disciplinary action.

Flow diagram for a variation to a contract is as follows:

### Contract Variation Flowchart



## 7.4 Purchase Orders

Purchase orders must be raised for all goods and services and prior to any invoice being received and goods or services supplied unless:

- (a) Authorised in an emergency under section 6.8(1)(c) of the Act; or
- (b) A State of Emergency has been declared and purchases are to be for goods or services directly required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates, subject to purchases being approved by the CEO; or
- (c) The purchase is through petty cash; or
- (d) The CEO approves otherwise for a justifiable and unforeseen reason.

## 7.5 Emergency Purchases

An emergency purchase is defined as the supply of goods, services or works associated with:

- (a) A local emergency, and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or
- (b) A local emergency, and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s6.8 of the Act and r11(2)(a) of the Regulations; or
- (c) a State of Emergency declared under the *Emergency Management Act 2005* and therefore r11(2)(aa), (2)(ja) and (3) of the Regulations apply to vary the application of this Policy.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes and tenders, whichever may apply.

## 7.6 Inviting Tenders Under the Tender Threshold

Where an assessment determines that the use of a public tender process will enhance value for money outcomes, the Shire may consider calling Public Tenders despite the estimated contract value being less than the prescribed \$250,000 tender threshold.

In such cases, the tender process must comply with the legislative requirements for public tenders as outlined in the Regulations, and with the Shire's tendering procedures.

## 7.7 Other Purchasing Exemptions

Notwithstanding that the principles of ethics and integrity as outlined in [Section 4](#) apply at all times, in addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the Regulations, certain circumstances may arise where it is not reasonably practicable to adhere to the purchasing thresholds outlined in [Section 6.2](#).

All purchases must be provided for in the budget, as adopted by Council. However, the following budgeted purchases are specifically exempt from the requirement to undertake a competitive purchasing process, where the Purchase Value is within the Shire's approved annual budget.



- Fixed Charges (e.g. state-wide advertising, postal services, memberships and subscriptions, industry-based training, vehicle registrations, property transaction fees);
- Purchasing of specialist legal services or specialty consultancy services as required and determined by the Chief Executive Officer;
- Reactive building maintenance purchases (under \$20,000);
- Advance/Prior Payment of Services (accommodation, travel services, conferences, seminars);
- Annual service/software maintenance/support fees (under \$200,000);
- Purchases of consumables, defined as items which can be consumed and liable to be used up or depleted over a brief period;
- Staff reimbursements (TAFE, training course fees, accommodation/meal costs, telephone and internet);
- Purchase of gravel in accordance with Policy I.19 – Gravel Procurement (under \$50,000);
- Purchase of works of art in accordance with Policy M22 – Art Acquisitions;
- Purchase of land;
- Procurement of performing arts, defined as forms of creative activity that are performed in front of an audience, such as drama, music or dance;
- Provision of utility services (where only sole provider);
- Purchases from Original Equipment Manufacturer (OEM's), or a sole agent thereof, where warranty provisions may otherwise be void;
- Provision of contributions to natural resource management and other community groups in accordance with agreements to assist with their administrative and operating costs; and
- Where the Chief Executive Officer, in justifiable circumstances has waived the need to seek the required number of quotations prior to any purchase for a justifiable unforeseen reason.

### 7.8 Sole Source of Supply

In the circumstances of Sole Source providers, for purchases where the total contract value does not exceed \$250,000 the procurement of goods and/or services available from only one private sector source of supply, (that is the manufacturer, supplier, or agency) is permitted without the need to call competitive quotations subject to:

- (a) The purchasing requirement being documented in a detailed specification; and
- (b) The specification having been extensively market evaluated and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (c) A market testing process being undertaken, and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations/tenders cannot be sourced through more than one potential supplier; and
- (d) The application of provision 'sole source of supply' must only occur in limited cases. Procurement experience indicates that more than one supplier can provide the requirements;

- (e) Written application to and approval by the Chief Executive Officer;
- (f) An arrangement of this nature only being approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists; and
- (g) Purchases where the total contract value exceeds \$250,000 being approved by Council.

## **7.9 Anti Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

## **7.10 Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, r. 21A of the Regulations applies.

For any other contract, the contract must not be varied unless;

- (a) The variation is necessary for the goods or services to be supplied and does not change the scope of the original contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

## **7.11 Expression of Interest**

The Shire may consider conducting an Expression of Interest (EOI) process as a prerequisite to a public tender process where the required supply evidence one or more of the following criteria:

- (a) The Shire is unable to sufficiently scope or specify the full requirement;
- (b) There is significant variability into how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and/or multiple options for how the requirement may be obtained, specified, created or delivered;
- (d) It is subject to a creative element; or
- (e) There are a considerable number of potential tenderers, for which an EOI process would allow for shortlisting based on non-price assessment.

All EOI processes are to be conducted in line with the Regulations and Shire procedures and guidelines and will be based upon qualitative and other non-price information only.

## 8 Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection, and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social, and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focused (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focused (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### 8.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) Ensure that procurement plans, and analysis is undertaken prior to developing Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) Consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) Provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire or demonstrate a benefit or contribution to the local economy.

## 8.2 Local Purchases

In this clause 'local' means purchasing from businesses owned and/or physically operating within the Shire (this includes businesses which might be national companies but have physical premises that trade within the Shire e.g. Ampol or BP).

### 8.2.1 Direct Purchasing

Where a direct purchase is made at the purchaser's discretion (stipulated as under \$5,000 in the Purchasing Threshold table in clause 6.2) quotations may be obtained from any source where no conflict of interest exists.

### 8.2.2 Price Preference

A price preference will apply to local suppliers as follows:

#### Quotations

The following price preference will be given to local suppliers submitting quotes:

- 10% on Shire purchases of a value up to \$5,000.
- An amount of \$500 or 5% (whichever is the greater) on purchases between \$5,001 and \$25,000.
- An amount of \$1,250 or 2.5% (whichever is the greater) on purchases between \$25,001 and \$249,999.

#### Tenders

A price preference of 5% up to a maximum of \$50,000 will be given to all local suppliers submitting conforming tenders unless Council resolves otherwise.

## 8.3 Purchasing From Environmentally and Socially Sustainable Businesses

The Shire is committed to sustainable procurement and will consider minimisation of environmental and negative social impacts as part of the selection process.

The Shire will endeavor to identify and procure products and services that:

- Demonstrate environmental best practice in energy and water efficiency and/or consumption; and/or
- Are obtained from suppliers who demonstrate carbon-efficiency and sustainability initiatives in their operations; and/or
- Are environmentally sound in manufacture, use and disposal; and/or
- Are made using the minimum number of raw materials from a non-sustainable resource, that are free of toxic or polluting materials, and which consume minimal energy during the production stage; and/or
- Can be refurbished, reused, recycled, or reclaimed, and have been designed for ease of recycling, re-manufacture or otherwise to minimise waste.

Sustainability factors must be considered in the overall value for money assessment of purchases of goods and services, in accordance with the Shire’s sustainability objectives.

Adherence to this purchasing requirement will be demonstrated through tender submissions, the Expressions of Interest, suitable rating systems, supplier marketing material and eco-labelling).

## 9 Records Management

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan and Policy IM 2 - Records Management

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor’s obligations for creating, maintaining and where necessary the transfer of records to the Shire relevant to the performance of the contract.

## 10 Purchasing Non-Compliance

Procurement activities are subject to financial and performance audits which review compliance with legislative requirements and compliance with the Shire’s policies and procedures.

A failure to comply with legislation and the requirements of this policy may be subject to investigation, with findings to be considered in context of the responsible person’s training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- (a) An opportunity for additional training to be provided;
- (b) A disciplinary matter subject to the provisions within the Local Government Officers’ (Western Australia) Award 2021, the Municipal Employees (Western Australia) Award 2021, the Administration Staff Employee Collective Agreement 2023 and the Outside Works Staff Enterprise Bargaining Agreement 2023;
- (c) A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- (d) Misconduct which is subject to reporting requirements in accordance with the *Corruption, Crime and Misconduct Act 2003*.

## 11 Applicable Legislation

<p><b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i></p> <p><i>State Records Act 2000</i></p> <p><i>Emergency Management Act 2005</i></p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Biodiversity Conservation Act 2016</i></p> <p><i>Environment Protection and Biodiversity Conservation Act 1999 (Cth)</i></p> <p><i>Local Government (Functions and General) Regulations 1996</i></p>
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	<i>Biodiversity Conservation Regulations 2018</i>
<b>Shire Policies</b>	RM 1 – Risk Management IM 2 - Records Management
<b>Related Documents</b>	Code of Conduct for Employees
<b>Related Procedure</b>	Procurement Procedures

## 12 Administration

<b>Original Adoption Date</b>	28 March 2002
<b>Last Variation Date</b>	30 April 2020 (SpC.01/0420b)
<b>Last Reviewed</b>	2 November 2020
<b>Scheduled Review Date</b>	27 November 2023

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# FM 4 – Purchasing Policy

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## 1 Objectives

Purchasing Procedures are to encompass the following requirements;

To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Compliance with the guidelines contained within the Local Government Purchasing and Tender Guide published by the Western Australia Local Government Association.

To deliver a best practice approach and procedures to internal purchasing for the Shire of Bridgetown-Greenbushes.

To ensure consistency for all purchasing activities that integrates within all the Shire of Bridgetown-Greenbushes operational areas.

## 2 Policy

### 2.1 Statement of Intent

The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Bridgetown-Greenbushes and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:

- Provides the Shire of Bridgetown-Greenbushes with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Bridgetown-Greenbushes receives value for money in its purchasing.
- Ensures that the Shire of Bridgetown-Greenbushes considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Bridgetown-Greenbushes is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Bridgetown-Greenbushes purchasing practices that withstands probity.

### 2.2 Ethics and Integrity

All officers and employees of the Shire of Bridgetown-Greenbushes shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Bridgetown-Greenbushes.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Bridgetown-Greenbushes policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honest and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Bridgetown-Greenbushes by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### 2.3 Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Bridgetown-Greenbushes. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

As assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### 2.4 Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The shire of Bridgetown-Greenbushes is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Bridgetown-Greenbushes sustainability objectives.

### 2.5 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-



Amount of Purchase	Requirements
Up to \$2,500	Direct purchase from supplier at purchaser's discretion.
\$2,501 - \$5,000	Obtain at least two verbal or written quotations.
\$5,001 - \$39,999	Obtain at least three written quotations.
\$40,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250, 000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The CEO may, in justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.

For purchases greater than \$10,000 (ex GST), all parties providing quotations are to be notified in writing (including by fax/email) if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order). The Shire will compile and maintain a preferred list of suppliers if the CEO believes it is warranted. Only one quote, unless considered prudent to seek more, is required for prospective purchases made from supplier listed on the Shire's preferred list of suppliers.

### 2.5.1 Up to \$2500

Where the value of procurement of goods or services does not exceed \$2,500, direct purchase from the supplier may be made. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

### 2.5.2 \$2,501 to \$5,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$2,501 and \$5,000.

At least two verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

- Ensure that the requirement/specification is clearly understood by the Shire of Bridgetown-Greenbushes employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

### **2.5.3 \$5,001 to \$39,999**

For the procurement of goods or services where the value with ranges between \$5,001 and \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies

NOTES: The general Principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

### **2.5.4 \$40,000 to \$249,999**

For the procurement of goods or services where the value with ranges between \$40,000 and \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price along, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Record keeping requirements must be maintained in accordance with record keeping policies.

## **2.6 Regulatory Compliance**

### **2.6.1 Exemptions**

Tenders do not have to be publicly invited where the proposed purchase is being done in accordance with Regulation 11 of the Local Government (Functions and General) Regulations. However where the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program,

then compliance to the balance of this Purchasing Policy will be required. This includes meeting the requirements to obtain a minimum number of quotations unless the CEO waives such a requirement taking into account the nature of the purchase and availability/suitability of potential suppliers.

### 2.6.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision “sole source of supply” should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

### 2.6.3 Anti-Avoidance

The Shire of Bridgetown-Greenbushes shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

### 2.6.4 Tender Criteria

The Shire of Bridgetown-Greenbushes shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$249,999, the panel must contain a minimum of 2 staff members; and
- \$250,000 and above, the panel must contain a minimum of 3 staff members.

### 2.6.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include;

- a brief description of the goods and services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the Shire of Bridgetown-Greenbushes decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;

- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Bridgetown-Greenbushes has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

### **2.6.6 Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Bridgetown-Greenbushes not to compromise its Duty to be Fair.

### **2.6.7 Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

### **2.6.8 Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by a least two Shire of Bridgetown-Greenbushes Officers present at the opening of tenders.

### **2.6.9 No Tenders Received**

1.1 Where the Shire of Bridgetown-Greenbushes has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 and \$249,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

### **2.6.10 Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Shire of Bridgetown-Greenbushes by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

### **2.6.11 Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Bridgetown-Greenbushes may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

### **2.6.12 Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Bridgetown-Greenbushes and tenderer have entered into a Contract, a minor variation may be made by the Shire of Bridgetown-Greenbushes.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

### **2.6.13 Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

### **2.6.14 Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act 2000, and the Shire of Bridgetown-Greenbushes internal records management policy.

### 3 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services  <i>Local Government (Functions and General) Regulations 1996</i> Part 4, Divisions 1 and 2 – Provision of goods and services
<b>Shire Policies</b>	FM 3 – Regional Price Preference  FM 5 – Buy Local Purchasing
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

### 4 Administration

<b>Original Adoption Date</b>	28 March 2002
<b>Last Reviewed</b>	26 November 2020 (C.05/1120)
<b>Scheduled Reviewed Date</b>	30 November 2023

## FM 3 – Regional Price Preference

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### 1 Policy

In order to promote sub-regional development the Shire of Bridgetown–Greenbushes will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Bridgetown - Greenbushes, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy;

**Goods and Services** – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

#### Stipulated Area

10% up to \$10,000 to all suppliers located within the Shire of Bridgetown – Greenbushes.

5% above \$10,000 to all suppliers located within the Shire BridgetownGreenbushes.

**Construction (building) Services** – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

#### Stipulated Area

5% to all suppliers located within the Shire of Bridgetown – Greenbushes.

2.5% to all suppliers located within the Shire of Manjimup, Shire of Nannup and Shire of Boyup-Brook.

**Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Goods or Services** - up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document

#### Stipulated Area

10% to all suppliers located within the Shire of Bridgetown – Greenbushes.

5% to all suppliers located within the Shire of Manjimup, Shire of Nannup and Shire of Boyup-Brook.

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those good and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

## 2 Applicable Legislation and Documents

<b>Act</b>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services
<b>Regulation</b>	Part A <i>Local Government (Functions and General) Regulations 1996</i> – Regional price preference
<b>Local Law</b>	N/A
<b>Shire Policies</b>	FM 4 – Purchasing Policy FM 6 – Buy Local Purchasing
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

## 3 Administration

<b>Original Adoption Date</b>	26 October 2000
<b>Last Reviewed</b>	30 June 2022
<b>Scheduled Reviewed Date</b>	27 April 2023



# FM 6 – Buy Local Purchasing

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Note this Policy should be read in conjunction with the Council’s “Purchasing” Policy (FM 4)

## 1 Objectives

To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Bridgetown-Greenbushes.

Note this policy does not apply to purchasing via tender. The consideration of local suppliers in the tender process is addressed in Finance Policy FM 3 – Regional Price Preference.

## 2 Purpose

The purpose of this Policy is to facilitate local economic development by encouraging the retention of Shire expenditure within the local economy. Increased circulation of Shire expenditure streams within the Shire district has a direct financial impact on the competitive businesses that are able to supply goods and services to Shire and also has a multiplier or ‘knock on’ effect to other businesses and the broader community. By minimising ‘economic leakages’ from the local economy Shire can make a tangible contribution to the economic prosperity of its community.

## 3 Policy

### 3.1 Philosophy of Local Purchasing

Shire staff will have a philosophy of at all times seeking quotes from local suppliers. When seeking quotes from suppliers for the supply of goods or services staff will refer to the “data base of local suppliers and products”. Where a product(s) is not specifically referenced on the data base but there exists a logical assumption (ie – similar products are provided) that the business may have access to those product(s) it is the responsibility of the purchasing officer to submit an enquiry (either verbal or written) to the local supplier to determine if they are able to supply the product(s) in question.

Where a local supplier does provide a quote in competition to a non-local supplier then the purchasing officer is to make a determination on the selection of the supplier in accordance with Parts 3.3, 3.4 and 3.5 of this Policy.

### 3.2 Local Purchasing (Not Including Tenders)

A price preference will apply to suppliers that are based in and operate within the district for the supply of goods and services. The preference enables businesses within the Shire to claim a price preference with their quote for the supply of goods or services.

The following price preference will be given to local suppliers submitting quotes for consideration of the Shire:

#### Stipulated Area

- 10% on Shire purchases of a value up to \$5,000 to all suppliers located within the Shire of Bridgetown–Greenbushes.
- An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000 to all suppliers located within the Shire of Bridgetown–Greenbushes.

- An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999 to all suppliers located within the Shire Bridgetown-Greenbushes.

Note purchases of \$250,000 and over require the calling of tenders and are assessed in accordance with the Shire's Regional Price Preference Policy.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multi-national company.

Price is only one factor that the Shire considers when evaluating a quote. There is nothing contained within this policy that compels the Shire to accept the lowest quote or any quote based on price offered.

### 3.3 Value for Money Considerations

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome for the amount of money spent. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

1. The advantages of dealing with local businesses;
2. Local content;
3. The cost of transporting products from non-local suppliers (this is particularly important if assessing quotes for the same/similar product from local and nonlocal suppliers).
4. The purchase or contract whole-of-life costs;
5. Compliance with specifications, guidelines and requirements;
6. Knowledge of the specific brand, make or model of the good, in particular for items of plant and machinery. If appropriate where staff have a concern about an unknown brand, make or model enquiries will be made with the supplier on the availability of a similar model for a free trial for assessment prior to final assessment of all quotes and determination of the purchase.
7. Supplier capability to fulfil the specified requirements (ie; legal, financial, experience etc).
8. The supplier's commitment to supporting other local businesses through their subcontracting and supplier arrangements;
9. Net benefits to the Shire including maintaining an ongoing, innovative and competitive local business environment; and
10. Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Shire's economic prosperity.

### 3.4 Decision Making Process When Local Quotes are Received

Where a quote has been received from a local supplier any decision to award the purchase to a non-local supplier will require the approval of the relevant senior officer.

### 3.5 Council Reporting

That an annual update be provided to Council on implementation of the Policy.

## 4 Applicable Legislation and Documents

<b>Act</b>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services
<b>Regulation</b>	Part A <i>Local Government (Functions and General) Regulations 1996</i> – Regional price preference
<b>Local Law</b>	N/A
<b>Shire Policies</b>	FM 3 – Regional Price Preference FM 4 – Purchasing Policy
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

## 5 Administration

<b>Original Adoption Date</b>	24 February 2011
<b>Last Reviewed</b>	26 November 2020
<b>Scheduled Reviewed Date</b>	27 April 2023

# FM.13 – Budget Management Policy

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## 1 Objectives

The objective of this policy is to provide clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements.

## 2 Scope

This policy applies to the circumstances where it is intended to spend funds for a particular purpose that is greater than the current budget allocation or for a purpose not identified in the budget.

## 3 Definitions

### 3.1 Additional Purpose

In accordance with Section 6.8(1a) of the Local Government Act additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget and includes:

- A new capital project, irrespective of the funding source
- A new operating project, irrespective of the funding source
- Unbudgeted revenue (e.g. new grant income) that will require offsetting or matching expense for a project not currently included in the budget
- Operating expense for a new function, service or cost centre (not previously adopted by Council)
- Transfer of funds from or to Reserve Funds

### 3.2 Budget Amendment

Where the Council decides to change the content of the current budget to reflect greater or lesser funds being allocated to a particular purpose or new funds being allocated to an additional purpose.

### 3.3 Nature or Type

Nature are categories of expenditure and income prescribed by Schedule 1 Part 2 of the Local Government (Financial Management) Regulations (type has the same meaning) as follows:

Revenue	Expenditure
Rates	Employee costs Material and contracts
Operating grants, subsidies and contributions Non-operating grants, subsidies and contributions Profit on asset disposals	Utility charges (electricity, gas, water etc.) Depreciation on non-current assets
Fees and charges Service charges interest earnings	Loss on asset disposal Interest expenses
Other revenue	Insurance expenses Other expenditure

### 3.4 Non-Cash Items

The following nature and type categories are classed as non-cash items for the purposes of this policy:

Depreciation on non-current assets

Loss on asset disposals

Profit on asset disposals

### 3.5 Overspend

Expenditure incurred for a particular purpose that is greater than the amount allocated for that purpose in the current budget.

## 4 Policy

### 4.1 Budget Overspends

#### 4.1.1 Non Reportable

Budget overspends at job level (excluding salaries & wages, utilities and non-cash items) can be approved by the CEO for an amount up to 20% of the budgeted amount where the CEO is satisfied that expected of service for jobs will be maintained and the aggregated general level expenditure for those jobs is maintained.

Budget overspends at general ledger (excluding salaries & wages, utilities and non-cash items) can be approved by the CEO for an amount up to \$1000 or 20% whichever is the lesser.

Overspends in employee salaries and wages are not reportable at any level provided overall organisation salaries and wages are within budget.

#### 4.1.2 Determined by the CEO and Subsequently Reported to Council

Subject to Section 4.1.4 budget overspends can be approved by the CEO at general ledger or job level for amounts greater than the threshold set in Section 4.1.1 and up to \$20,000 or 20% whichever is the lesser in accordance with the following parameters, where:

- Budget transfer does not involve operating expense to capital expense or vice versa
- Budget transfer does not involve from one Nature or Type to a different Nature or Type (e.g. from employee costs to materials and contracts)
- Budget transfer does not involve from one Department to a different Department (e.g. from Roads to Buildings)
- There are sufficient funds available in other budget line items equivalent to the proposed amount and not expected to be spent where jobs are completed or definitively costed.

Where additional revenue is received for an existing identified Council activity or project additional expenditure directly linked to this activity or project can be approved to the extent of the additional revenue received. (e.g. grant amount received for a specific project is greater than originally estimated, sale of stock is greater than estimated requiring additional stock to be purchased).

Likewise shortfalls in actual revenue amounts received against budget forecasts are to be met by reductions in operating expenditure where specifically linked (e.g. grant income received for a grant funded project is less than anticipated, stock sales being less than estimated would require reduced expenditure on purchase of stock).

#### **4.1.3 Authorised by the Shire President**

Section 6.8(1)(c) of the *Local Government Act 1995* provides for additional purpose expenditure when authorised in advance by the shire President in an emergency.

#### **4.1.4 Council Budget Amendments**

Any expenditure above the current budget outside the parameters of this policy, or any expenditure at all for an additional purpose, will require a variation to the budget to be decided by the Council before funds are committed.

### **4.2 Reporting**

#### **4.2.1 Budget Overspends Authorised by the CEO**

On a monthly basis a Budget Management Report is to be presented to Council for consideration of the budget overspends approved by the Chief Executive Officer and the proposed budget offsets in accordance with Clause 4.1.2 during the previous month and is to include the following detail:

- Expense line item to be amended and offsetting budget line item(s) with relevant general ledger account/job numbers and account descriptions
- Current budget and proposed budget for each account/job to be affected
- An explanation as to the reason the budget variation is required
- If applicable details of any offsetting income source(s)

#### **4.2.2 Council Budget Amendments to Vary Allocated Amounts**

On an as needed basis, the Budget Management Report presented to Council will include proposed budget amendments requiring Council adoption before funds are committed. This report will include the same detail as outlined in 4.2.1.

#### **4.2.3 Council Budget Amendments to include Additional Purposes**

On an as needed basis, the Budget Management Report presented to Council will include proposed budget amendments for additional purposes requiring Council adoption before funds are committed. This report will include the same detail as outlined in 4.2.1.

#### 4.2.4 Expenditure for an Additional Purpose Authorised by the Shire President

In accordance with Section 6.8(2)(b) of the *Local Government Act 1995* the Budget Management Report will include expenditure authorised by the Shire President in emergency in the previous month.

#### 4.3 Annual Budget Review

As required by Regulation 33A of the *Local Government (Financial Management) Regulations* the Shire will carry out a review of its annual budget between 1 January and 31 March each year.

The purpose of the annual budget review is to:

- Perform a detailed review of year-to-date actual results to the current income and expense budgets,
- Report on significant variations not previously endorsed by Council,
- Estimate the closing position at the end of financial year,
- Consider and determine any transfer to or from reserves

## 5 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.6.2 - Local government to prepare annual budget s.6.8 - Expenditure from municipal fund not included in annual budget  <i>Local Government (Financial Management) Regulations 1996</i> 33A. Review of budget
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	Budget Management Administration Policy & Procedure

## 6 Administration

<b>Original Adoption Date</b>	15 December 2022 (C.08/1222)
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	
<b>Scheduled Reviewed Date</b>	30 November 2025

## CONCEPT DESIGN DRAWINGS

ISSUED TO QUANTITY SURVEYOR

Thursday, 7 December 2023

Drawing No.	Drawing Title	Rev.
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# BRIDGETOWN DEPOT FACILITIES REBUILD

10 LES WOODHEAD AV, BRIDGETOWN

**IN PROGRESS**

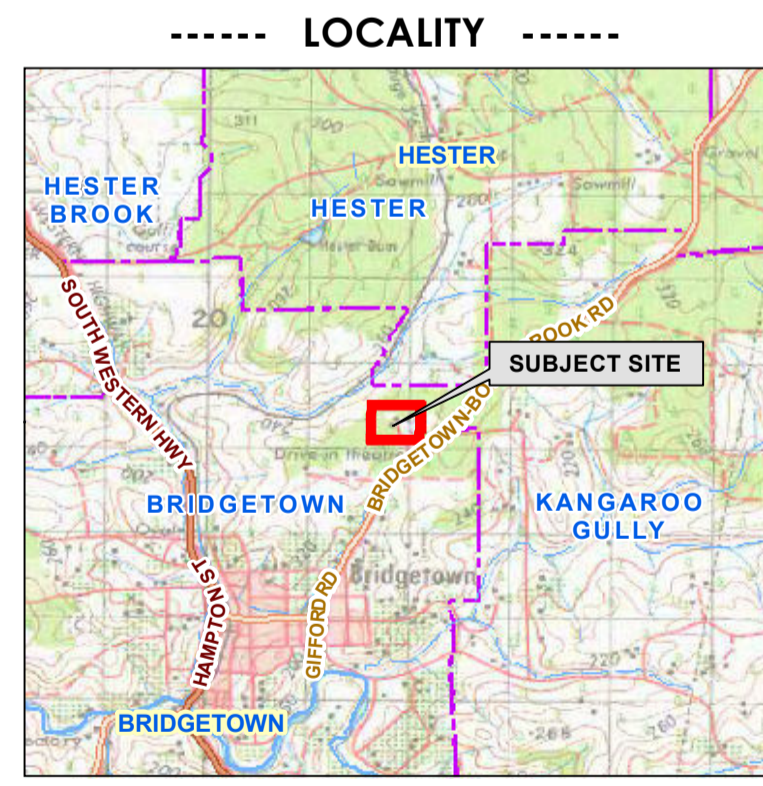
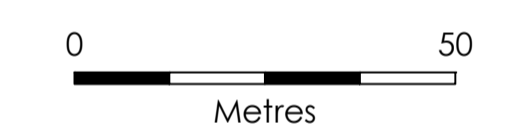




Figure 3.2  
**BAL Contour Map**

10 Les Woodhead Avenue,  
BRIDGETOWN 6255  
SHIRE OF BRIDGETOWN - GREENBUSHES

- LEGEND -----
- Subject Site
  - Other Lots
  - Photo & Direction
  - Bush Fire Brigade
- 100m Vegetation Assessment Area**
- 100m from Subject Site
- Indicative Bushfire Attack Levels**
- BAL FZ
  - BAL 40
  - BAL 29
  - BAL 19
  - BAL 12.5
  - BAL LOW
- Classified Vegetation Boundary



Aerial Imagery : Landgate/SLIP  
Image Date : 2020

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map compiled by: Ian Ross 24/10/2023  
Map updated by: Ian 24/10/2023  
A3 Scale 1:1,500

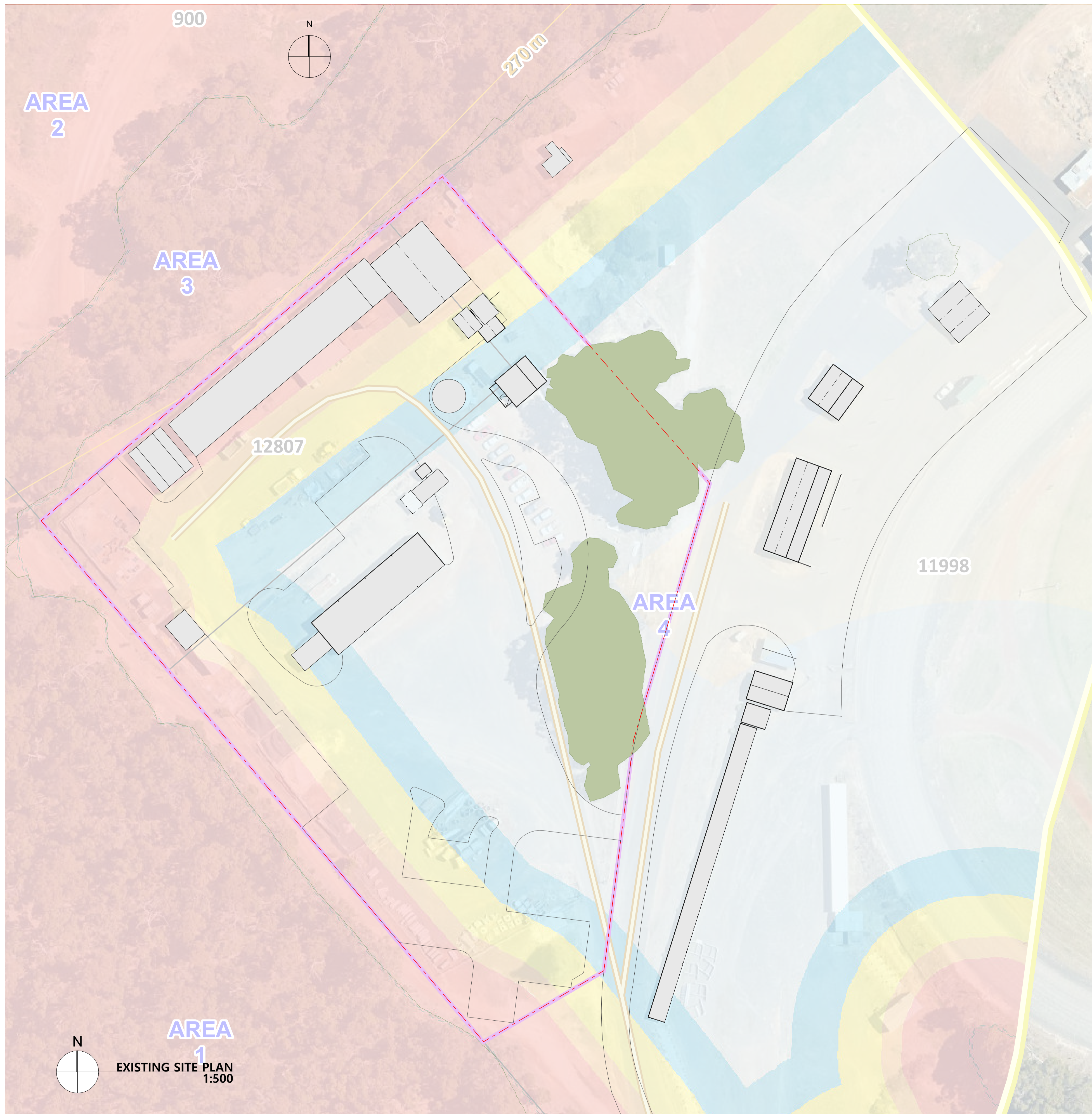
Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence arising from relying on any information depicted.  
Map Document Path / Name: K:\Projects\Jobs 2023\230974 - Lot 13098 Les Woodhead Avenue Bridgetown Shire (BAL Cont)\Mapping\MXD\230974\_Fig3-2\_BAL\_L13098 Les Woodhead Av.mxd



**IN PROGRESS**

# BRIDGETOWN DEPOT FACILITIES REBUILD

10 LES WOODHEAD AV, BRIDGETOWN



# BRIDGETOWN DEPOT FACILITIES REBUILD

10 LES WOODHEAD AV, BRIDGETOWN

WILCOX & ASSOCIATES PTY. LTD. ACN 008 928 149 ABN 90 077 844 372 MARGARET RIVER UNIT 7 119 BUSSELL HWY MARGARET RIVER WA T +61 8 9757 3111 F + 61 8 9757 3110 M PO BOX 122 MARGARET RIVER WA 6285 E CHRIS@WILCOX.COM.AU  
 BALI JL. Tukad Ballan 456A Sidakarya Denpasar Bali 80224 DENPASAR BALI T +62 813 17852811 E RUDI@WILCOXASSOCIATES.COM

ARCHITECTURE  
 INTERIORS  
 MASTER PLANNING  
 PROJECT ADVISORY

MARGARET RIVER  
 BALI



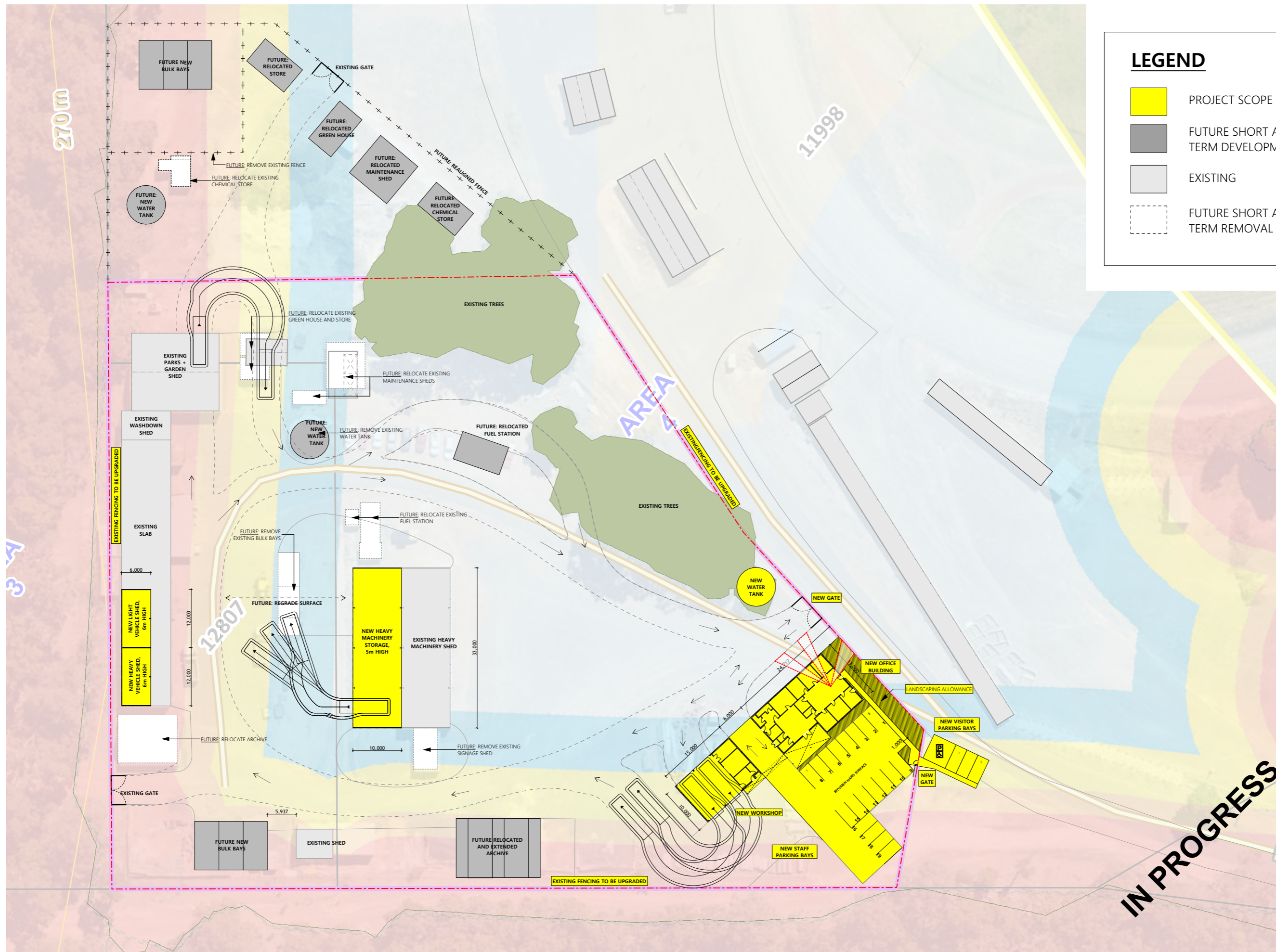
SK1.02<sup>REV B</sup>  
 EXISTING SITE PLAN

Project No: 2023P023  
 Plot Date: 7/12/2023

Drawn By: DD/MF  
 Internal Revision: 01

0 2 4 6 8 10 meters 20  
 1:200 @ A1(594x841mm)

**IN PROGRESS**

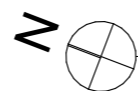


### LEGEND

- PROJECT SCOPE
- FUTURE SHORT AND MEDIUM TERM DEVELOPMENT
- EXISTING
- FUTURE SHORT AND MEDIUM TERM REMOVAL OR RELOCATION

# BRIDGETOWN DEPOT FACILITIES REBUILD

10 LES WOODHEAD AV, BRIDGETOWN



## PROPOSED SITE PLAN

### 1:750

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MASTER PLANNING  
PROJECT ADVISORY

MARGARET RIVER  
BALI



SK1.03<sup>REV B</sup>  
SITE PLAN - PROPOSED



**LEGEND**

- PROJECT SCOPE
- FUTURE SHORT AND MEDIUM TERM DEVELOPMENT
- EXISTING
- FUTURE SHORT AND MEDIUM TERM REMOVAL OR RELOCATION

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

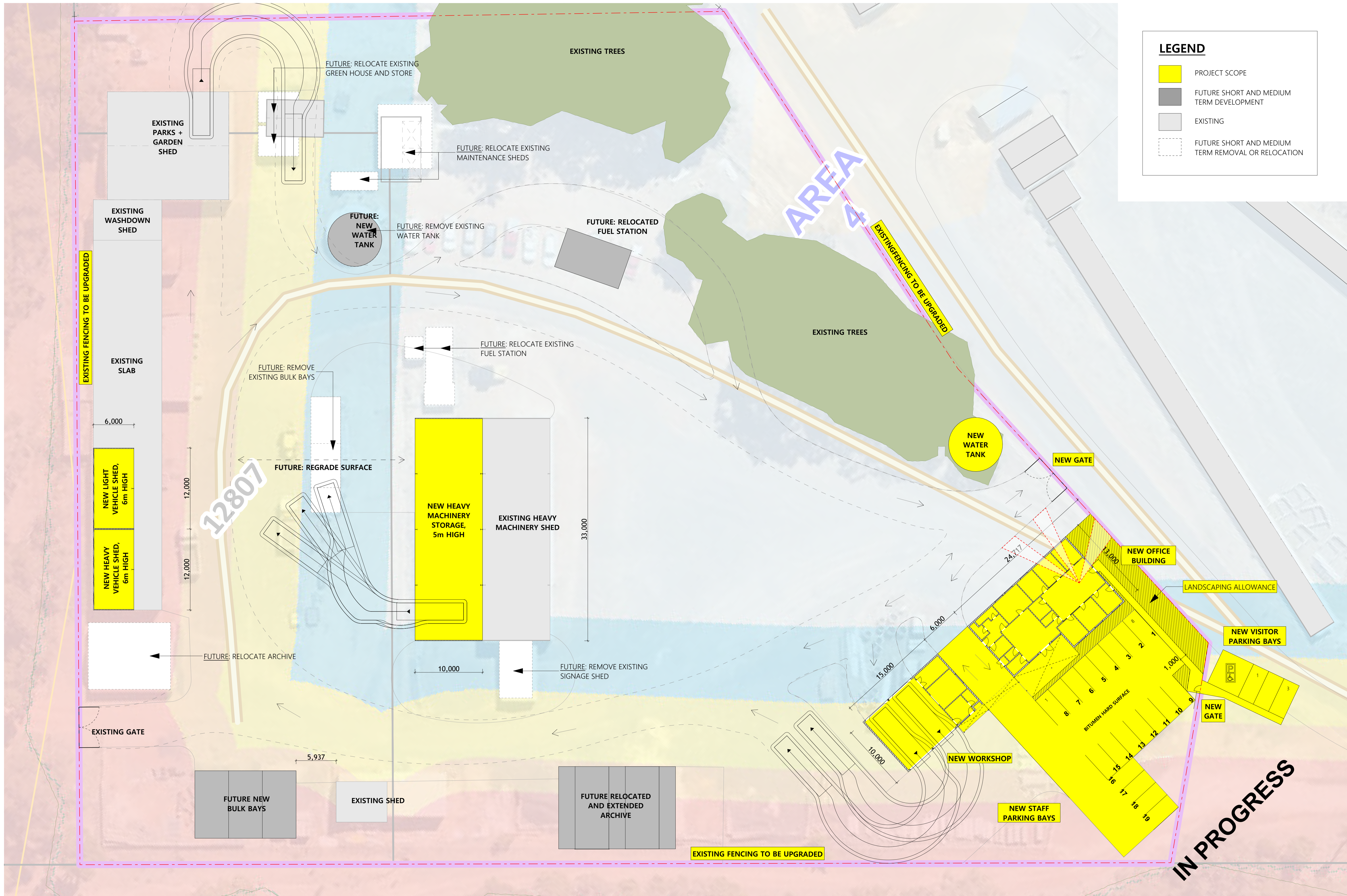
PROPOSED SITE PLAN  
 1:250

ARCHITECTURE  
 INTERIORS  
 MASTER PLANNING  
 PROJECT ADVISORY

MARGARET RIVER  
 BALI

**willcox.**

**SK1.04** REV B  
 PART SITE PLAN - PROPOSED



# BRIDGETOWN DEPOT FACILITIES REBUILD

10 LES WOODHEAD AV, BRIDGETOWN

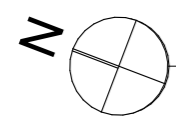
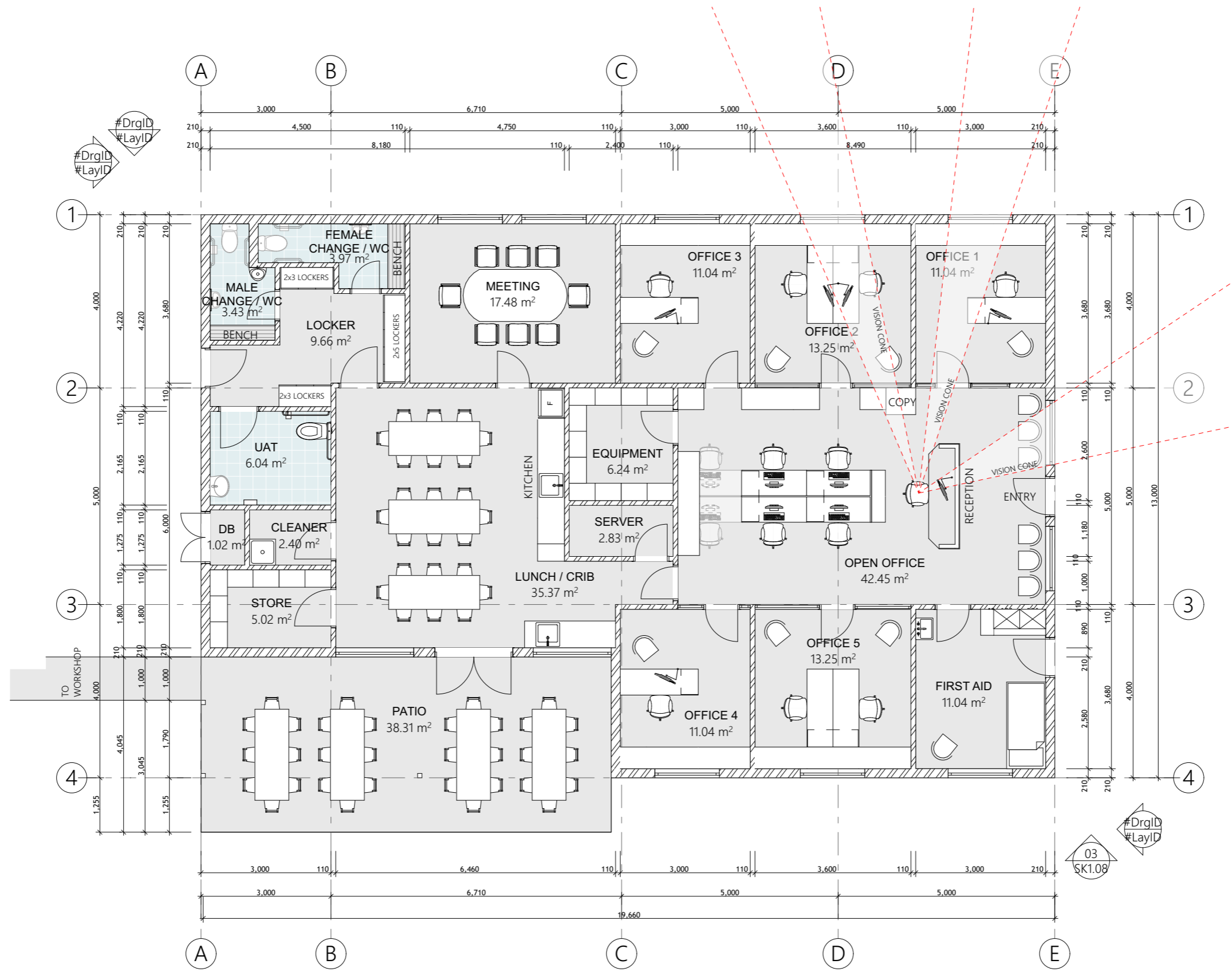
PROPOSED SITE PLAN  
1:250

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BALI



SK1.05 REV B  
PART SITE PLAN - PROPOSED



**PROPOSED GROUND FLOOR PLAN - OFFICE**  
1:100

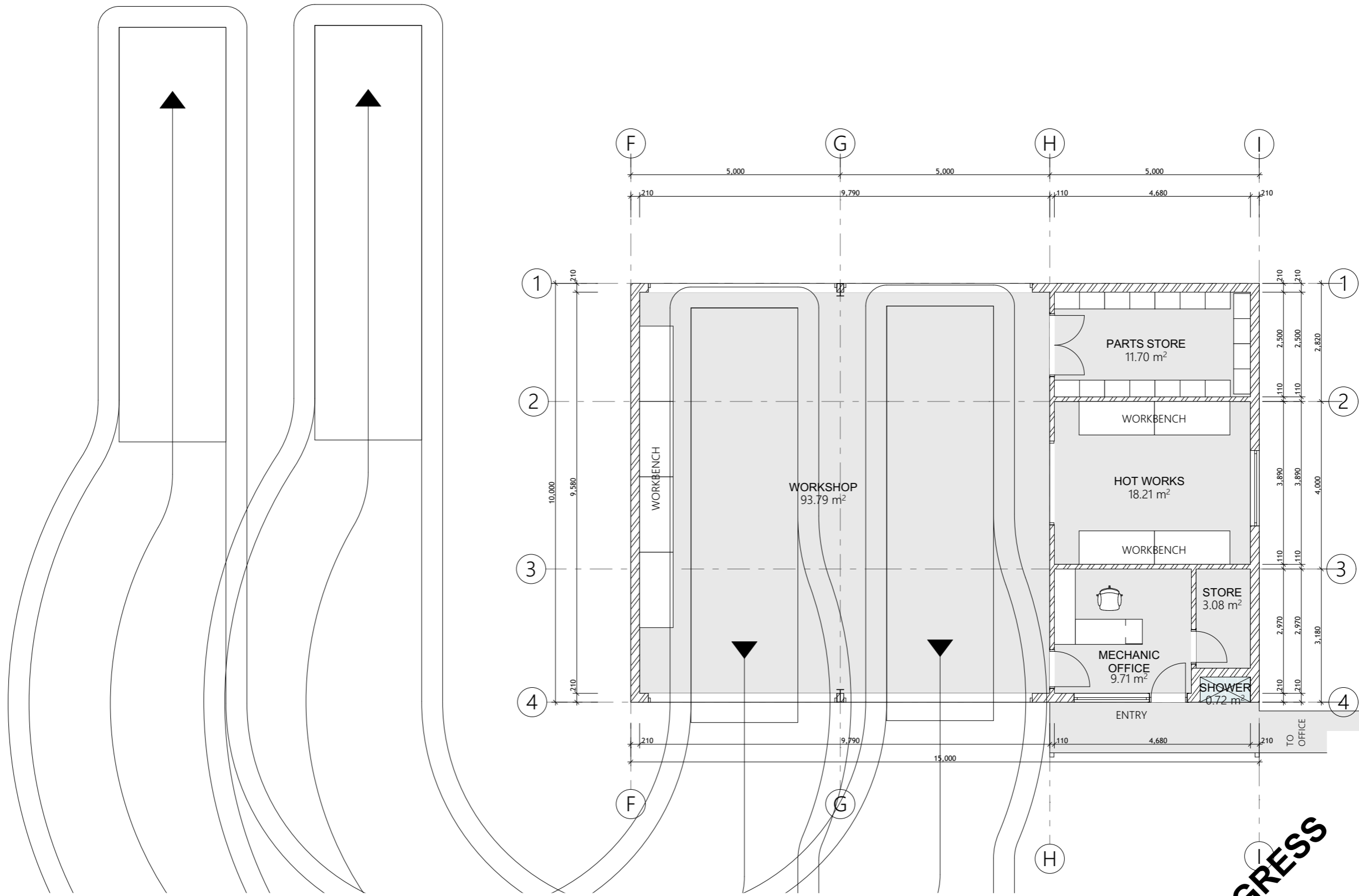
**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
10 LES WOODHEAD AV, BRIDGETOWN

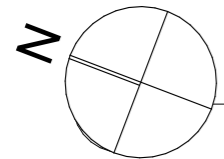
ARCHITECTURE INTERIORS MASTER PLANNING PROJECT ADVISORY  
MARGARET RIVER BALI



SK1.06<sup>REV B</sup>  
GROUND FLOOR PLAN OFFICE



**IN PROGRESS**



**PROPOSED GROUND FLOOR PLAN - OFFICE**  
1:100

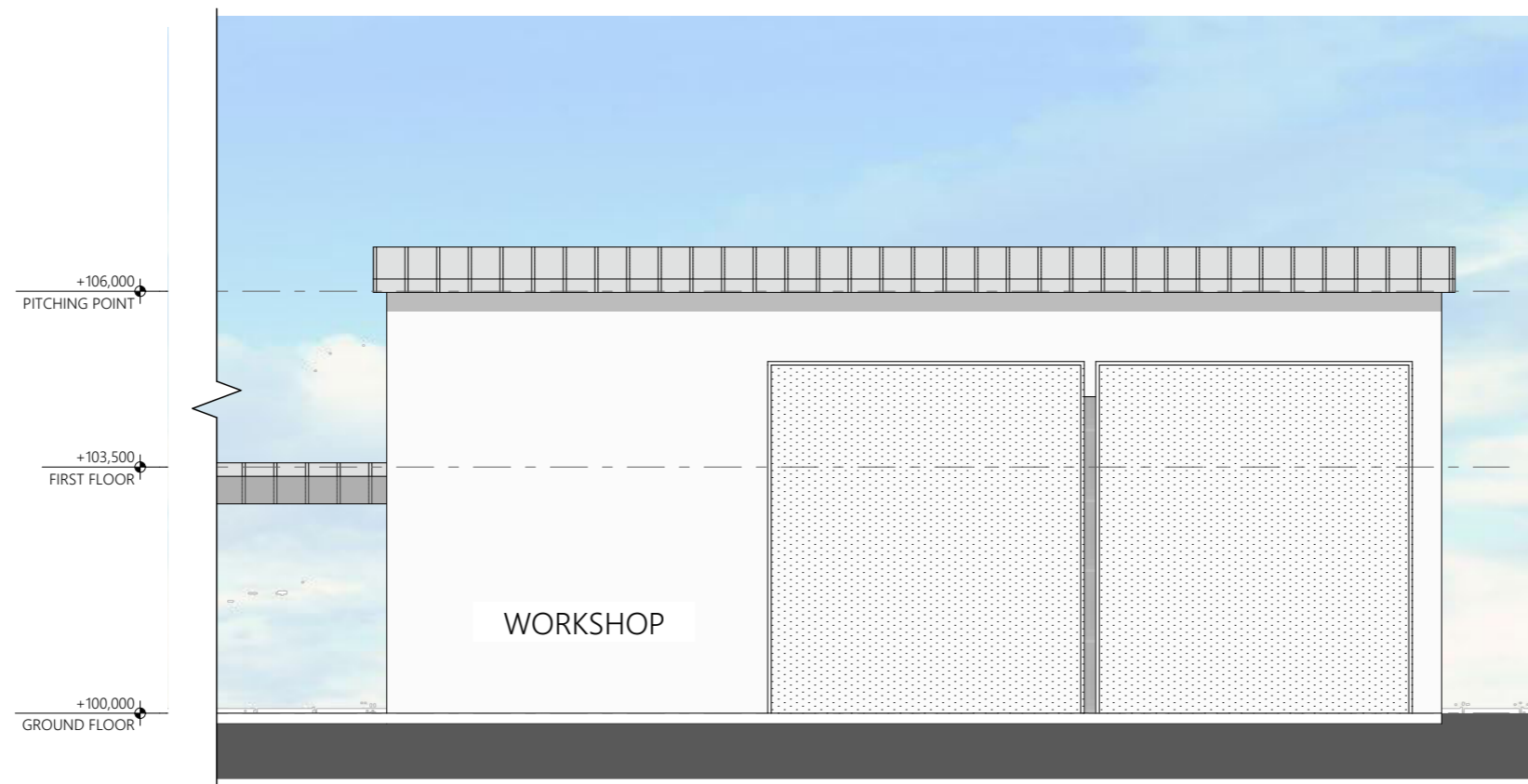
**BRIDGETOWN DEPOT FACILITIES REBUILD**  
10 LES WOODHEAD AV, BRIDGETOWN

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PROJECT ADVISORY

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SK1.07<sup>REV B</sup>  
GROUND FLOOR PLAN WORKSHOP



**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

ARCHITECTURE MARGARET RIVER  
 INTERIORS BALI  
 MASTER PLANNING  
 PROJECT ADVISORY



SK1.08<sup>REV B</sup>  
 ELEVATION NORTH





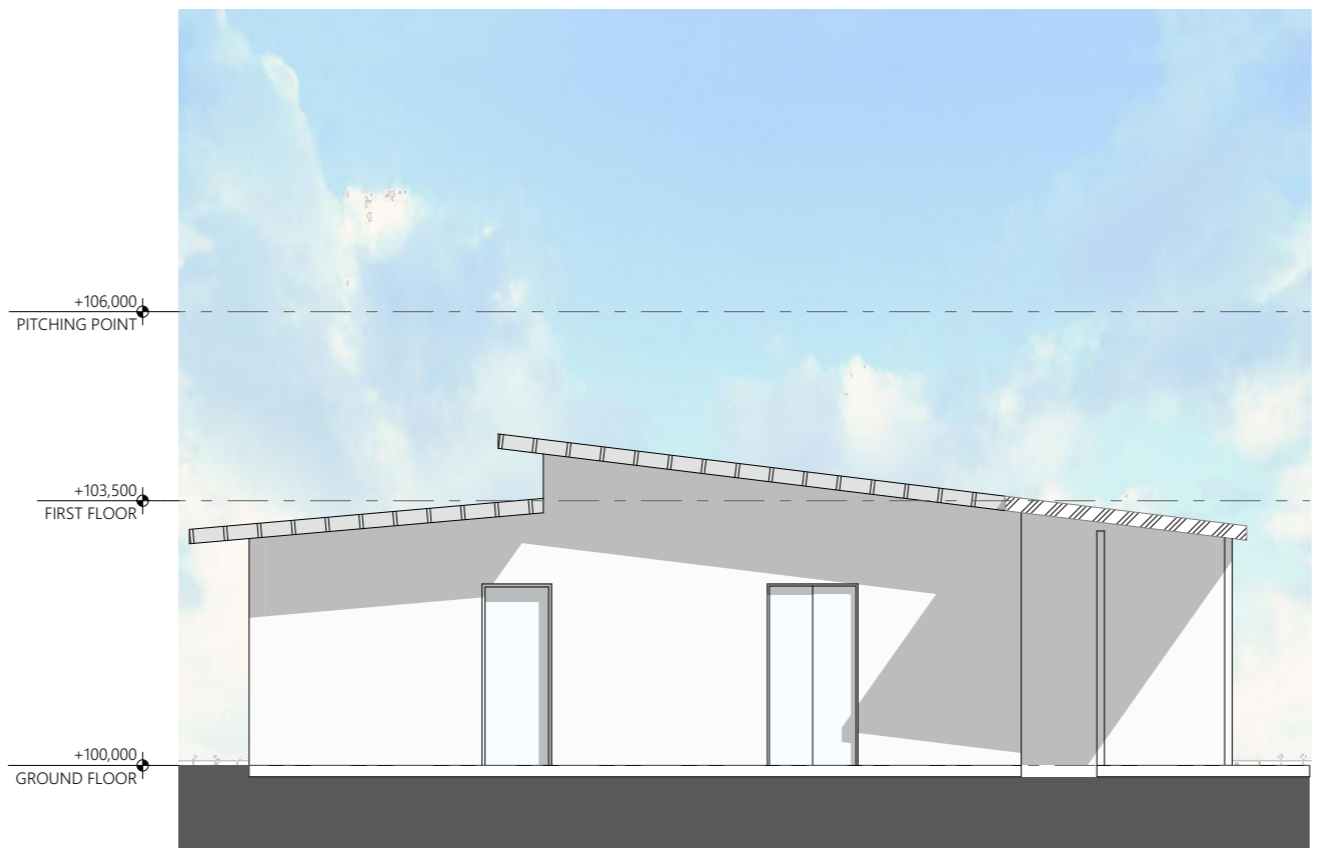
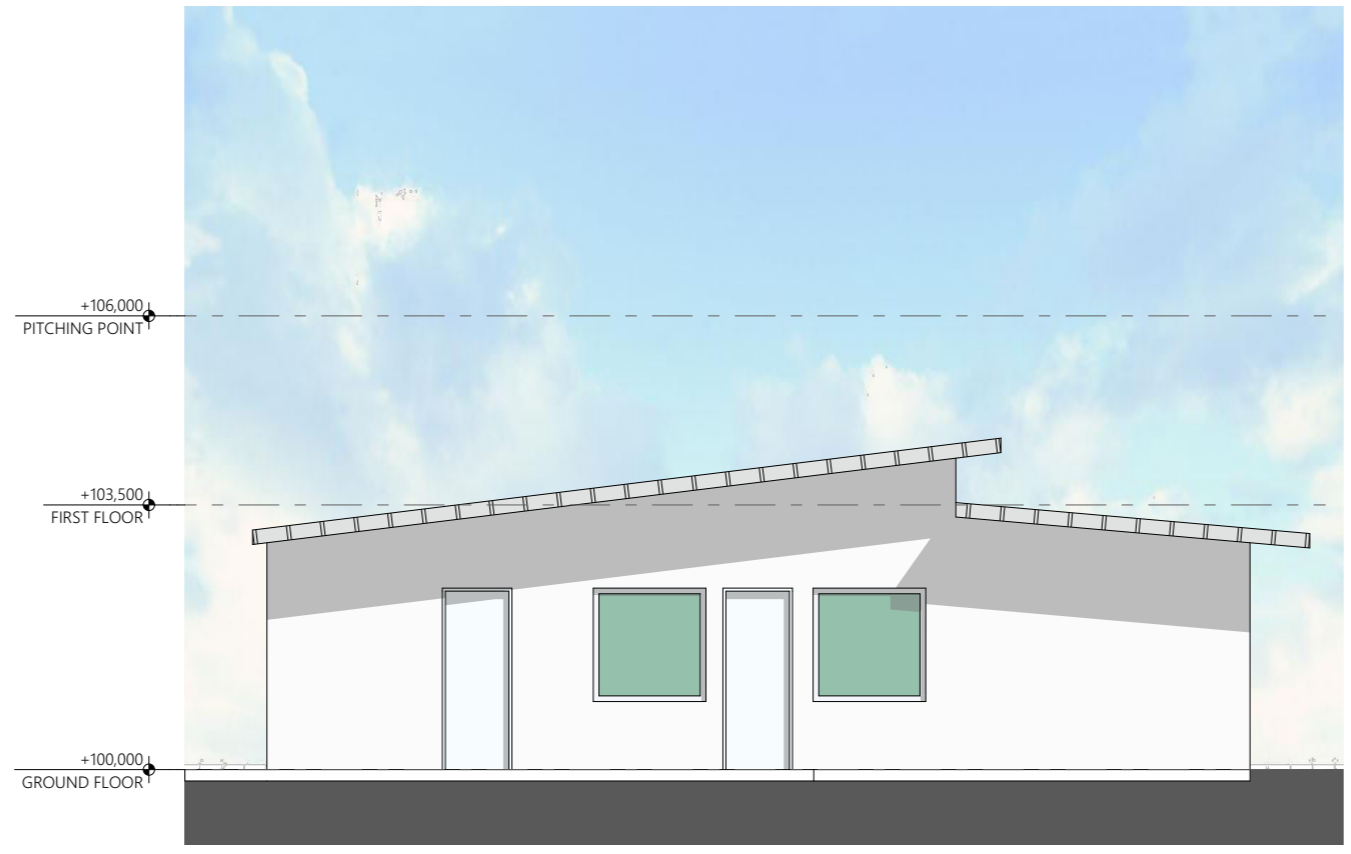
**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

ARCHITECTURE MARGARET RIVER  
 INTERIORS BALI  
 MASTER PLANNING  
 PROJECT ADVISORY

**willcox.**

SK1.09<sup>REV B</sup>  
 ELEVATION SOUTH



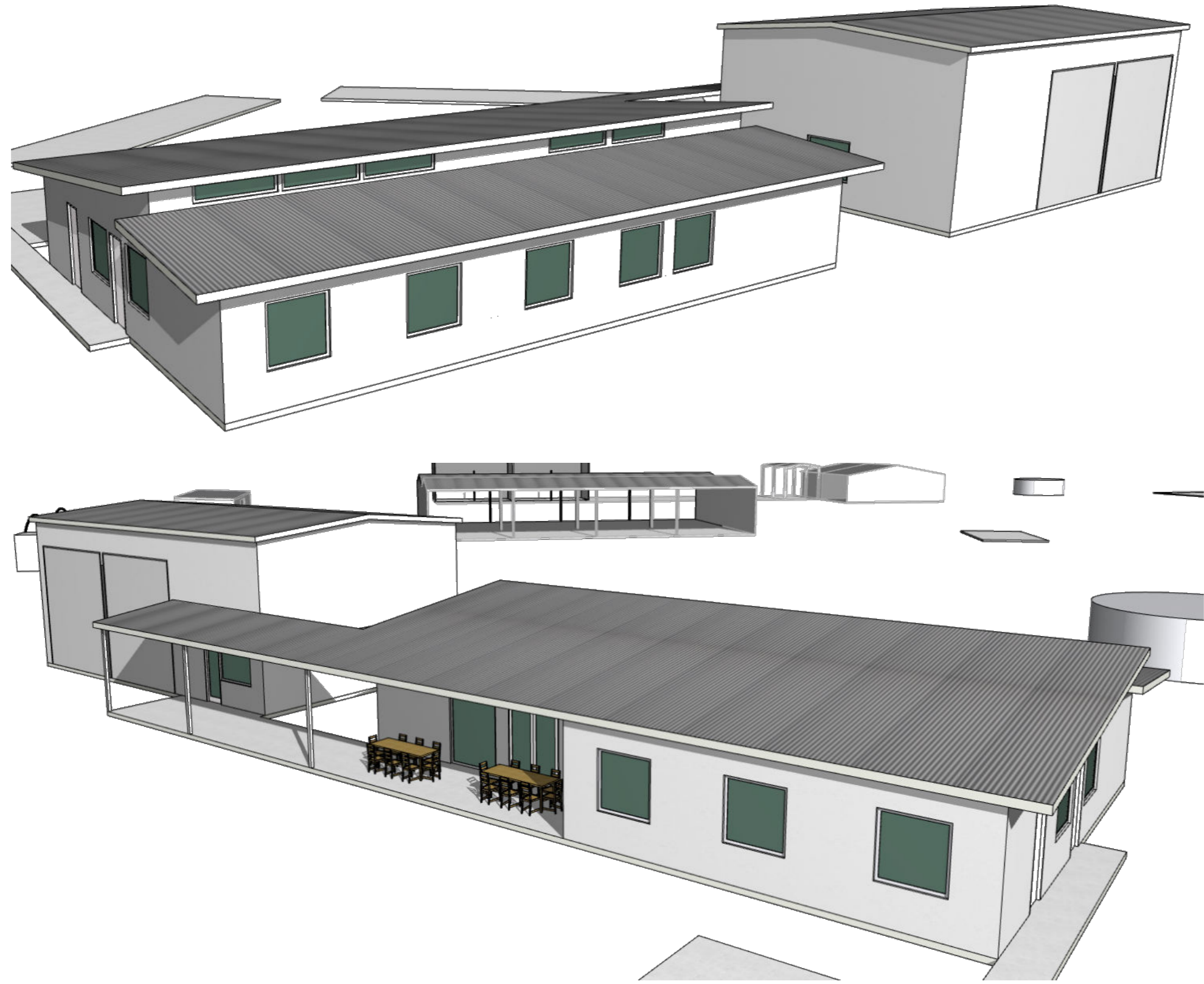
**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

ARCHITECTURE MARGARET RIVER  
 INTERIORS BALI  
 MASTER PLANNING  
 PROJECT ADVISORY



**SK1.10** <sup>REV</sup> B  
 ELEVATION EAST + WEST



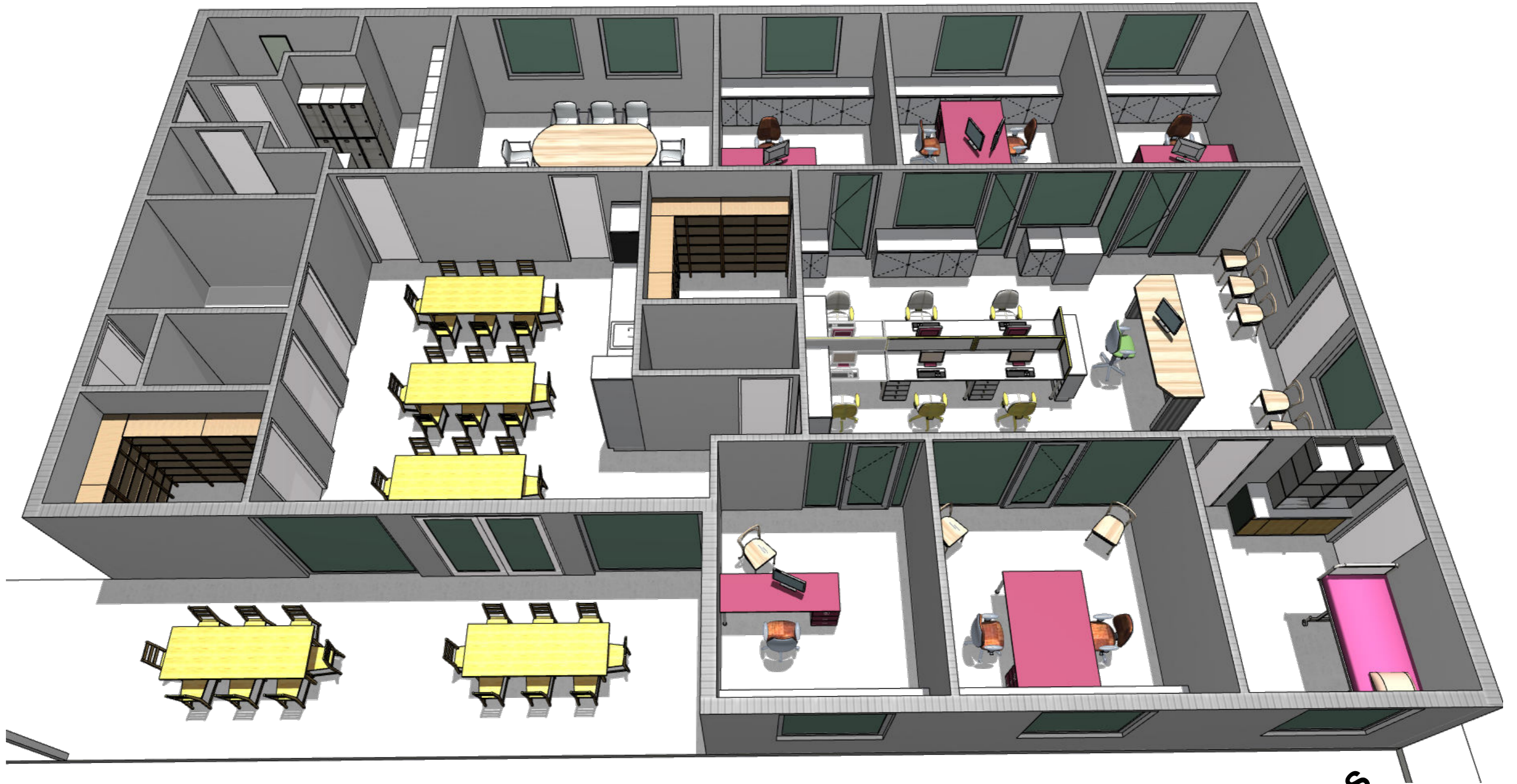
**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

ARCHITECTURE MARGARET RIVER  
 INTERIORS BALI  
 MASTER PLANNING  
 PROJECT ADVISORY



SK1.11<sup>REV B</sup>  
 PERSPECTIVE IMAGES



**IN PROGRESS**

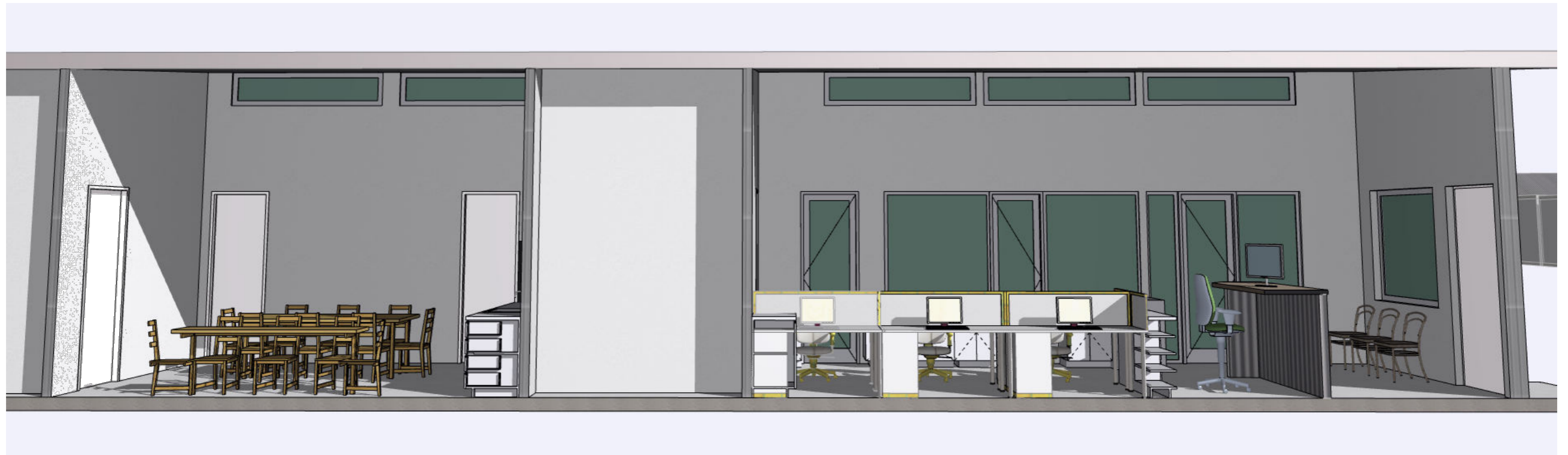
**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

ARCHITECTURE  
 INTERIORS  
 MASTER PLANNING  
 PROJECT ADVISORY

MARGARET RIVER  
 BALI



SK1.12<sup>REV B</sup>  
 PERSPECTIVE IMAGES



**IN PROGRESS**

**BRIDGETOWN DEPOT FACILITIES REBUILD**  
 10 LES WOODHEAD AV, BRIDGETOWN

## G 12 – Well Wishes From Council

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### 1 Policy

- 1 It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families.
- 2 In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

### 2 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government's policies
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

### 3 Administration

Original Adoption Date	29 April 1999
Last Reviewed	28 April 2022
Scheduled Reviewed Date	27 April 2023

**December 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 30 November 2023)**

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.02/0721 Review of Local Laws</p> <p>1. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> <li>I. Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>II. Cats Local Law</li> <li><b>III. Fencing Local Law – Agenda Item December OCM</b></li> <li>IV. Health Local Law</li> <li>V. Standing Orders Local Law</li> </ul>	<p>N Price</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Fencing Local Law being presented in December OCM</p>	<p><b>December 2023</b> Standing Orders Local Law – Standardising meeting procedures forms part of the Tranche 2 Local Government Act reforms. These are currently under development by the department, therefore amendments to this local law are pending the finalisation of the legislation.</p>	
<p>C.04/0322</p> <p>Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p> <p>That Council:</p> <p>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</p>	<p>N Gibbs</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Alistaire Butcher has recommended Porters to perform the body of work. Terms of Reference to be developed by December 2023.</p>	<p><b>December 2023</b> CEO requested preliminary quote from Porters (with no idea of a figure, we need to establish the most appropriate procurement process).</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022.</p>			<p>Ranger Services is now performing this role as core business. Due to resource limitation, the focus is on illegal parking and response to complaints. However, random day street inspections are also being performed. This item is now deemed complete.</p>	
<p>C.05/0422 Stanifer Street 40km/h Speed Zone</p> <p>1. That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.</p>	<p>S Alexander</p>	<p><b>October 2023</b> The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p> <p><b>November 2023</b> Manager Infrastructure &amp; Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that the Road did not meet the criteria and that a formal outcome to implement a 40kph zone was unlikely.</p>	<p><b>December 2023</b> Issue of a school crossing has been raised in relation to this item. Applications for school crossings must be made by the school however Shire support is required. Greenbushes Primary has indicated their intention to submit an application and the Shire has signed off on support.</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.17/0422 Nairnup Road Land Acquisition</p> <ol style="list-style-type: none"> <li>1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</li> <li>2. Note a further report be presented to Council on the conclusion of this negotiation.</li> </ol>	S Alexander	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Manager Infrastructure &amp; Works inspected the road and noted that the fence has still not been replaced. To date, negotiations with the landowner for purchase of the 486 sqm portion have not been successful and have stalled.</p>	<p><b>December 2023</b> Landowner will be notified of the Shires intention to proceed with compulsorily acquisition if agreement cannot be reached within a set timeframe.</p>	
<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p> <p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <ol style="list-style-type: none"> <li>1. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy. <b>-Agenda item - December OCM</b></li> <li>2. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy – <b>Agenda</b></li> </ol>	M Larkworthy and M Richards	<p><b>October 2023</b> The review will be incorporated into the Policy Review being presented to Council in December.</p> <p><b>November 2023</b> Work is continuing on the review of the Purchasing and Risk Management policies due for presentation to Council in December. A review of the following policies will occur once the Department finalises its review of the financial ratios and the integrated planning and reporting framework:</p> <ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Self-Supporting Loans to</li> </ul>	<p><b>December 2023</b></p> <ol style="list-style-type: none"> <li>1. A review of policies F.1 (Community Grants, Service Agreements, Donations and Contributions) and F.9 (Service Agreements for community Service Providers) has occurred, a new single policy is included in this Council agenda.</li> <li>2. Policies F.6 (Purchasing Policy) and F.14 (Buy Local Policy) have been reviewed and a new single policy is included in this Council agenda.</li> </ol>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p><b>item - December OCM</b></p> <p>3. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>• Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>• Policy F.15 (Asset Management)</li> <li>• Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)</li> <li>• Policy F.19 (Assets Financing and Borrowings)</li> </ul> <p>Policy F.21 (Risk Management)</p>		<p>Shire Community/ Sporting Groups</p> <ul style="list-style-type: none"> <li>• Assets Financing and Borrowings</li> </ul>	<p>3. Following a recent Department of Local Government reform webinar it is now understood that review of the financial ratios and the integrated planning and reporting framework will not be finalised prior to June 2024. As a result, a review of the following policies will be scheduled in early 2024 that will include removal of references to the Department's ratio calculations:</p> <ul style="list-style-type: none"> <li>• Self-Supporting Loans to Shire Community/ Sporting Groups</li> <li>• Assets Financing and Borrowings</li> </ul>	
<p>13/0922</p> <p>Standardised Acknowledgement of Country</p> <p>1. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown</p>	<p>M Richards</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Waiting on information from Kaneang Elders.</p>	<p><b>December 2023</b> Agenda Item for December OCM.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.				
<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p> <p>Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>Progress the dual naming process by agreeing to;</p> <ol style="list-style-type: none"> <li>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</li> <li>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</li> <li>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required <ul style="list-style-type: none"> <li>• Present back to Council for final determination</li> </ul> </li> </ol>	M Richards	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Boyup Brook recently voted no for the Dual Naming of the Blackwood. Further discussion/decisions will be brought to Council.</p>	<p><b>December 2023</b> Awaiting outcome of Boyup Brook OCM – May need to draft letter to Minister of Lands with all four Presidents of Shires who said yes to sign. Landgate may agree if all other Shires have said yes.</p>	
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p> <p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with minor modifications as shown in</li> </ol>	N Gibbs	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Bridgetown-Greenbushes Visitor Centre Membership Policy is not required – the content is governed by</p>	<p><b>December 2023</b> Currently being reviewed.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Attachment 3:</p> <ul style="list-style-type: none"> <li>• O.1 Vandalism</li> <li>• O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>• O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>• O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>• O.14 Australia Day Events</li> </ul> <p>2. Note that the following policies will be subject to standalone review in 2022/23:</p> <ul style="list-style-type: none"> <li>• O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>• O.9 Bush Fire Brigade Personal Protective Equipment – <b>Adjourned in Nov OCM</b></li> <li>• O.11 Use of Chainsaws by Bush Fire Brigades – <b>Adjourned in Nov OCM</b></li> <li>• O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</li> </ul>		<p>Council's Fees and Charges and will be detailed in promotional material.</p>		
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p> <p>That Council;</p> <p>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and Authorise the CEO to engage a solicitor to</p>	<p>L Guthridge</p>	<p><b>October 2023</b> A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20<sup>th</sup> December 2023. Shire solicitors will guide this process moving forward.</p>	<p><b>December 2023</b> No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>prepare legal documents and represent the local government in court.</p>		<p><b>November 2023</b>            No Action. The notice specifies a deadline for clean up of the property for the 20<sup>th</sup> December 2023. Meanwhile staff have attempted to contact the owner to discuss this matter to facilitate an outcome. Neighbours are being updated with any new developments and progress.</p>		
<p>C.04/0223 - Greys Hill Road 50km/h Speed Zone</p> <p>1. That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street</p>	<p>S Alexander</p>	<p><b>October 2023</b>            Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.</p> <p><b>November 2023</b>            Manager Infrastructure &amp; Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that extension of the 50kph zone may be possible.</p>	<p><b>December 2023</b>            Manager Infrastructure &amp; Works to contact MRWA monthly seeking updates on all outstanding speed zoning applications.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</li> <li>2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> <li>i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</li> <li>ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> </ol> </li> <li>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90</li> </ol>	<p>P St John</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Negotiations between DPLH &amp; DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>	<p><b>December 2023</b> No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>days by undertaking the following actions:</p> <ul style="list-style-type: none"> <li>i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</li> <li>ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</li> <li>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</li> <li>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building</li> </ul>				

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>or sent to residents/property owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>2. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.10/0423 Reflect Reconciliation Action Plan</p> <p>That Council:</p> <p>1. Approve the Reflect Reconciliation Action Plan process as follows;</p> <p>a. Complete the 12 month Reflect Template</p> <p>b. Submit the Reflect template to Reconciliation Australia for review</p>	<p>M Richards</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> Began working on this plan this month, hope to have it before Council at January Council Meeting.</p>	<p><b>December 2023</b> Draft to be presented to Council in January OCM.</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<ul style="list-style-type: none"> <li>c. Make any changes required by Reconciliation Australia</li> <li>d. Present to Council for adoption</li> <li>e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan</li> </ul>				
<p>C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station</p> <p>That Council: Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <ol style="list-style-type: none"> <li>1. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</li> <li>2. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</li> <li>3. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community</li> </ol>	<p>P St John &amp; P Quinlivan</p>	<p><b>September 2023</b> The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p> <p><b>November 2023</b> Documentation from architect finalised for fit out 17.11.23. RFQ sent to three builders, 17.11.23 with closing date 10th December.</p>	<p><b>December 2023</b> Contractor to be appointed for custom joinery schedule following closure of RFQs on 10/12/23. Procurement of 'off-shelf' items is being progressed by Shire staff. Fit out and relocation of the Visitor Centre is scheduled for completion by 29 March 2024.</p>	<p>29/3/24</p>

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.				
<p>C.03/0623</p> <p>Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building</p> <p>1. That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.</p>	P Hamilton	<p><b>November 2023</b></p> <p>Have sent photo of proposed lettering to Phi St John for approval to ensure proposed lettering will be suitable, Have also marked on wall with white out to show where proposed to install. Also liaised with Contractor again and he is working out when he may have time to compete due to other work commitments.</p>	<p><b>December 2023</b></p> <p>Have contacted William Moyes for the redesign of initials to replace. He has advised he will chalk letters in for Shire to check. If all parties are happy with lettering, he has offered to reinstate the initials. He advised that he has access to some funds from Historical Society but if unable to access these funds, Council has allocated some funds for reinstatement of initials.</p>	
<p>C.15/0623</p> <p>Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone.</p> <p>That Council:</p> <p>1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording</p>	P St John	<p><b>September 2023</b></p> <p>Intent to advertise has been approved by the WAPC, which will occur in September/October.</p> <p><b>November 2023</b></p> <p>Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration in December 2023.</p>	<p><b>December 2023</b></p> <p>Agenda item in December OCM.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>to clause 4.3.3:</p> <p>a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:</p> <p>i. it is satisfied that the development is consistent with the amenity of the locality, and</p> <p>ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and</p> <p>iii. the development can be connected to the reticulated sewerage system.</p> <p>2. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.16/0623 Bridgetown Mobile Food Vendors Trial</p> <p>That Council:</p> <p>1. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:</p>	<p>P St John</p>	<p><b>September 2023</b> EOIs for vendors has been called and applications are being assessed.</p> <p><b>October 2023</b> Following an insufficient number of EOIs from</p>	<p><b>December 2023</b> Trial is continuing still with an insufficient number of operators.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>(a) Feedback from the community.</p> <p>(b) Feedback from existing food premises within the Shire.</p> <p>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</p> <p>(d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</p> <p>(e) The suitability of the days and times of operation.</p>		<p>operators the trial will proceed in a modified manner.</p>		
<p>C.15/0723 RFT 03-2223 Relocation and Renewal of the Greenbushes Railway Station</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST);</li> <li>2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</li> <li>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</li> <li>4. Note that the Shire is currently awaiting a</li> </ol>	<p>L Guthridge M Gillham</p>	<p><b>October 2023</b> Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p> <p><b>November 2023</b> The project commenced on 6<sup>th</sup> November 2023</p>	<p><b>December 2023</b> Building has been stripped and prepared for transport. Pauline is coordinating a stakeholder and contractor meeting to bring to project into order.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance.</p> <p>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</p> <p>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.</p>				
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p> <p>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</p>	<p>P St John</p>	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> No update</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>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.</p>				
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16.</li> <li>2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13.</li> <li>3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to implement the project safely and efficiently.</li> </ol> <p>Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>	S Alexander	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> An objection has been received about the removal of a parking bay adjacent to the Newsagent due to impact on customers with mobility issues. Removal is an MRWA requirement. Manager Infrastructure &amp; Works will liaise with Newsagent regarding the reasons for the bay removal and investigate the viability of an adjacent ACROD bay. Intersection works and the Hampton St ACROD Bay are in the current budget and planned to be completed in the 2023/24 year.</p>	
<p>C.03/0423 Change of Purpose – Reserve 40973</p> <p>That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.</p>	E Matthews	<p><b>September 2023</b> The application has been approved by the Department of Planning, Lands and Heritage.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> EA to follow up in January 2024.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.11/1221 Review of Plantation Applications Town Planning Scheme Policy</p> <p>That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.</p>	P St John	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> An Agenda item for this is to be presented at the January OCM.</p>	
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes</li> <li>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</li> </ol>	P St John	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> CEO to speak to Ben</p>	
C.13/0522	M Richards	<b>October 2023</b>	<b>December 2023</b>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Geegelup Mountain Bike Trail Network</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network.</li> </ol>		<p>The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p> <p><b>November 2023</b> No update.</p>	<p>Engaged Contractor – waiting for instruction to put in the right place</p>	
<p>C.08/1022 Speed Limit – Whittells Road</p> <p>That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.</p>	S Alexander	<p><b>October 2023</b> No update.</p> <p><b>November 2023</b> No Update.</p>	<p><b>December 2023</b> Manager Infrastructure &amp; Works to contact MRWA monthly seeking updates on all outstanding speed zoning applications.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p> <p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with modifications as shown in Attachment 2:</li> </ol>	S Alexander	<p><b>October 2023</b> The review will be incorporated into the Policy Review being presented to Council in December.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> Manager Infrastructure &amp; Works is reviewing all Infrastructure policies on a priority basis and this will include the policies listed in item 2 apart from the Road Verge policy which has been</p>	



Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<ul style="list-style-type: none"> <li>• Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>• Policy I.5 (Road Resumptions)</li> <li>• Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>• Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)</li> <li>• Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>• Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>• Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>• Policy I.17 (Pesticides Spraying)</li> <li>• Policy I.19 (Gravel Procurement)</li> </ul> <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required.</p> <p>3. Note and retain all other policies without modification.</p>			revoked.	
C.11/0123 Implement Public Open Space Strategy	P St John	<b>October 2023</b> No update. <b>November 2023</b> No update.	<b>December 2023</b> No update.	
C.13/0223 Development Compliance Policy  Give further consideration to the draft Policy following closure of public advertising and	P St John	<b>October 2023</b> No update. <b>November 2023</b> No update.	<b>December 2023</b> An Agenda item will be presented at the January OCM.	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
consideration of any public submissions.				
<p>C.02/0923 Community Group Banner Development and Funding Allocation</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> <li>a. The Blues at Bridgetown</li> <li>b. Blackwood Marathon</li> <li>c. Festival of Country Gardens</li> <li>d. Winter Festival</li> <li>e. Heritage Week</li> </ol> </li> <li>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</li> </ol>	M Richards	<p><b>October 2023</b> Will contact community groups this month now that the Shire Welcome Banners are in production.</p> <p><b>November 2023</b> No update.</p>	<p><b>December 2023</b> No update.</p>	

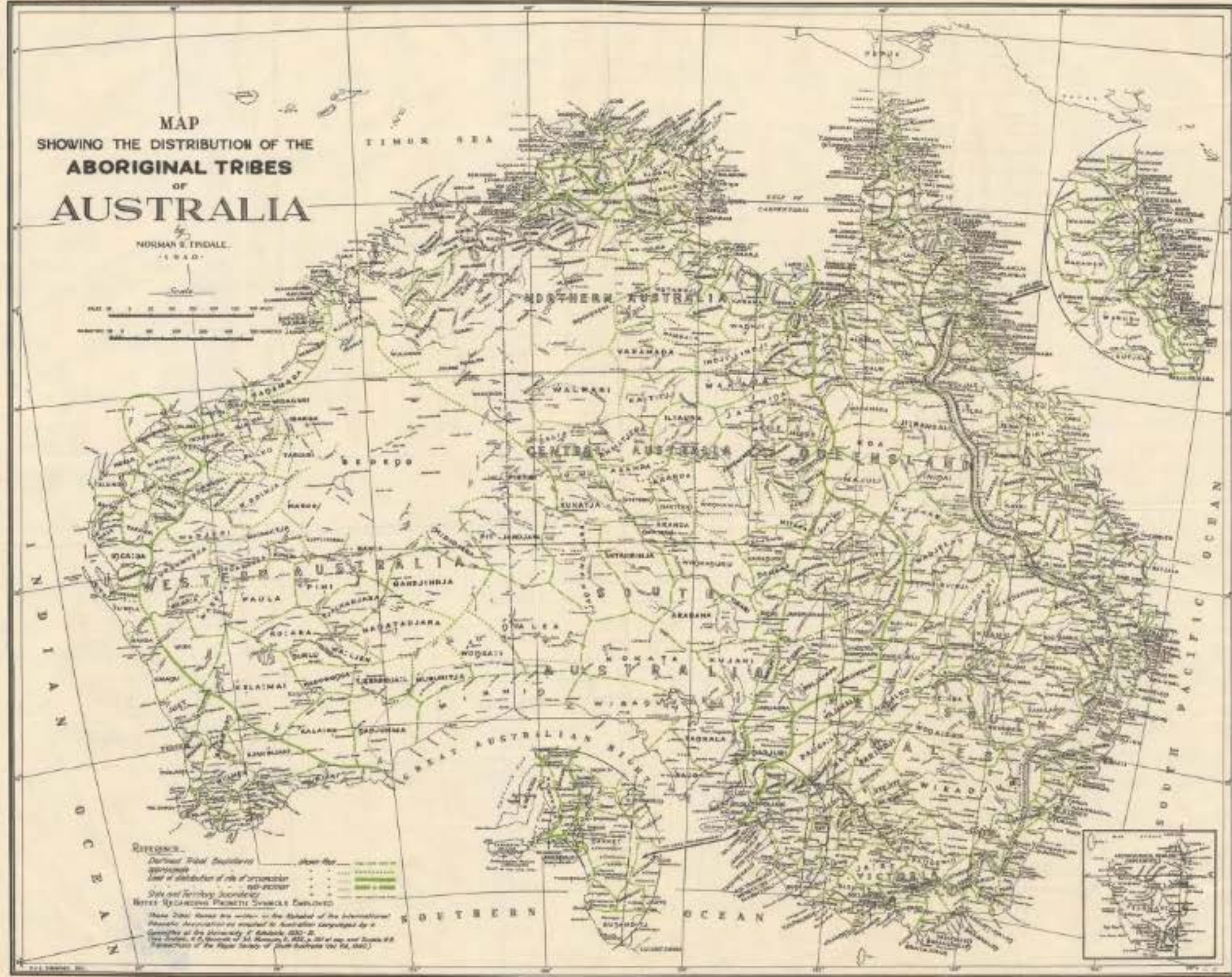


**REFERENCE**

<i>Defined Tribal Boundaries</i>	shown thus	
<i>approximate "</i>	" "	
<i>Limit of distribution of rite of circumcision</i>	" "	
<i>" " " " " sub-incision</i>	" "	
<i>State and Territory boundaries</i>	" "	

**NOTES REGARDING PHONETIC SYMBOLS EMPLOYED**

*These Tribal Names are written in the Alphabet of the International*



Attachment 12 - Tindale's Map of Australia

GP901-01

MAP SHOWS THE DISTRIBUTION OF THE ABORIGINAL TRIBES OF AUSTRALIA

TINDALE'S MAP OF AUSTRALIA

# POSITION DESCRIPTION

1. **POSITION TITLE** WORK HEALTH AND SAFETY OFFICER
2. **DEPARTMENT** INFRASTRUCTURE
3. **AWARD COVERAGE AND CONDITIONS**
  - Level 5 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
  - Full-time position (three days in Bridgetown and two days in Boyup Brook)
4. **POSITION OBJECTIVES**

Responsible for the Shire's day to day management of work health and safety of all employees, contractors, volunteers and visitors, through the provision of specialist advice and support aligned to the requirements under the *Work Health and Safety Act 2020* and WHS relevant regulations.
5. **REQUIREMENTS OF THE POSITION**
  - 5.1 Skills
    - Highly developed interpersonal and communication skills.
    - Demonstrated ability to manage and provide advice on all WHS issues in the workplace.
    - Sound organisational and time management skills.
    - Demonstrated experience in working in a multi-disciplinary team.
    - Sound written skills and demonstrated ability to produce meaningful quality reports.
  - 5.2 Knowledge
    - Sound understanding of Work Health and Safety Act, Regulations and other relevant legislation.
    - Ability to apply relevant legislation and best practice WHS advice within a local government environment (desirable).
  - 5.3 Experience
    - Demonstrated experience in safety management and workers' compensation.
    - Substantial exposure to infrastructure maintenance and construction work environment (desirable).
    - Demonstrated experience in applying WHS legislative requirements in contractor management.
  - 5.4 Qualifications
    - Tertiary qualifications (minimum Cert IV) in WHS or related discipline and/or equivalent practical experience.
    - Current "C" Class Drivers' License.
    - Current First Aid (desirable).
    - Construction Safety Awareness Ticket (desirable).
6. **KEY DUTIES/RESPONSIBILITIES**
  - Monitor and Review the Shire's Work Health and Safety program.
  - Act as an advisor and coach to management, the Safety Committee, Safety Representatives and employees on all aspects of WHS.
  - Monitor developments and legislative changes affecting WHS and apply to policy, procedures and the Shire's WHS Safety Management System Plan accordingly.
  - Coordinate and drive the proactive function of the Shire's WHS Committee, maintaining bi-monthly meetings and dissemination of information to all areas of the business.

- Monitor progress of the WHS Safety Management System Plan.
- Collate hazard/incident/injury reports, carry out investigations, follow-up appropriate actions and close out accordingly through implementation of appropriate controls.
- Conduct audits and workplace inspections.
- Create, implement and conduct appropriate WHS inductions for all new employees, volunteers and contractors.
- Assist to implement, maintain and update where required, the Shire's electronic database of information in Skytrust.
- Role out Skytrust to employees and ensure employees use the system.
- Maintain effective working relationships and liaise where appropriate with Worksafe and LGIS.
- Manage Workers' Compensation claims in consultation with the Shire's insurer, LGIS.
- Establish a cohesive and effective working group of first aid officers, fire wardens and WHS safety representatives.

## 7. **Work Health & Safety**

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

## 8. **ORGANISATIONAL RELATIONSHIPS**

<u>Reporting to</u>	Executive Manager Infrastructure
<u>Supervision of</u>	Nil



## 9 EXTENT OF AUTHORITY

Operates under the supervision of Executive Manager Infrastructure within the limits of statutory requirements, Council policies and delegated authority.

## 10 SELECTION CRITERIA

Criterion	Essential	Desirable
Minimum Cert IV in Workplace Health and Safety	✓	
Demonstrated ability to establish rapport and maintain strong and productive working relationships to achieve work goals and influence cultural change.	✓	
Knowledge and understanding of the <i>Work Health and Safety Act 2020</i> , <i>Work Health and Safety Regulations 2022</i> and <i>Workers' Compensation and Injury Management Act 1981</i> .	✓	
Excellent oral and written communication skills, including the ability to use the computer (Microsoft Word and Excel), internet and email	✓	
Demonstrated experience in WHS Contractor Management and Workers' Compensation Claims management	✓	
Demonstrated ability to multi-task and prioritise duties within available resources	✓	
Demonstrated skills in the application of safety practices including hazard and risk management, incident investigations and audits	✓	
Experience in applying WHS practices across the range of functions within a Local Government environment		✓

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

Employee

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Supervisor

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD17107.1	01/11/2023	AWARE SUPER	PAYROLL DEDUCTIONS	15,867.35
DD17107.2	01/11/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17107.3	01/11/2023	CARE SUPER	PAYROLL DEDUCTIONS	727.76
DD17107.4	01/11/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17107.5	01/11/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD17107.6	01/11/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	183.43
DD17107.7	01/11/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD17107.8	01/11/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17107.9	01/11/2023	AIA AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	75.76
DD17107.10	01/11/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17107.11	01/11/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17107.12	01/11/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	293.39
DD17107.13	01/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	292.48
DD17107.14	01/11/2023	ONEANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17107.15	01/11/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	328.54
DD17107.16	01/11/2023	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	588.55
DD17107.17	01/11/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	630.88
DD17107.18	01/11/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	805.92
DD17107.19	01/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,816.07
DD17107.20	01/11/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD17107.21	01/11/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	395.75
DD17107.22	01/11/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.93
DD17141.1	15/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	124.88
DD17159.1	15/11/2023	AWARE SUPER	PAYROLL DEDUCTIONS	16,688.70
DD17159.2	15/11/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17159.3	15/11/2023	CARE SUPER	PAYROLL DEDUCTIONS	735.56
DD17159.4	15/11/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17159.5	15/11/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	11.56

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
DD17159.6	15/11/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	203.33
DD17159.7	15/11/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	24.51
DD17159.8	15/11/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17159.9	15/11/2023	AIA AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	319.87
DD17159.10	15/11/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17159.11	15/11/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17159.12	15/11/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17159.13	15/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	297.97
DD17159.14	15/11/2023	ONEANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17159.15	15/11/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17159.16	15/11/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	439.32
DD17159.17	15/11/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	805.66
DD17159.18	15/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,019.07
DD17159.19	15/11/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD17159.20	15/11/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	381.09
DD17159.21	15/11/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	359.90
DD17159.22	15/11/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	280.39
DD17165.1	15/11/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	64.20
DD17173.1	15/11/2023	FLEET PARTNERS PTY LTD	MONTHLY LEASE FOR CESM TOYOTA HILUX - DECEMBER	1,887.30
DD17173.2	02/11/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE - NOVEMBER	75.90
DD17173.3	15/11/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED EHO - DECEMBER	484.22
DD17181.1	29/11/2023	AWARE SUPER	PAYROLL DEDUCTIONS	17,041.05
DD17181.2	29/11/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17181.3	29/11/2023	CARE SUPER	PAYROLL DEDUCTIONS	744.27
DD17181.4	29/11/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17181.5	29/11/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	26.96
DD17181.6	29/11/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	203.33
DD17181.7	29/11/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	437.09
DD17181.8	29/11/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	710.91
DD17181.9	29/11/2023	AIA AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	319.87

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
DD17181.10	29/11/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17181.11	29/11/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17181.12	29/11/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17181.13	29/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17181.14	29/11/2023	ONEANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	314.49
DD17181.15	29/11/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	328.54
DD17181.16	29/11/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	401.61
DD17181.17	29/11/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17181.18	29/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,075.41
DD17181.19	29/11/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17181.20	29/11/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	381.09
DD17181.21	29/11/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	327.91
DD17181.22	29/11/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	279.10
B/S	01/11/2023	WESTPAC BANK	MERCHANT FEES	1,032.38
B/S	01/11/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	3,479.70
B/S	01/11/2023	WESTPAC BANK	TOTAL WAGES FOR 19/10/2023 TO 01/11/2023	150,311.05
B/S	15/11/2023	WESTPAC BANK	TOTAL WAGES FOR 02/11/2023 TO 15/11/2023	163,520.98
B/S	16/11/2023	WESTPAC BANK	ONE-OFF PAY 16/11/2023	818.48
B/S	22/11/2023	WESTPAC BANK	ONE-OFF PAY 22/11/2023	23,375.34
B/S	29/11/2023	WESTPAC BANK	TOTAL WAGES FOR 16/11/2023 TO 29/11/2023	164,335.44
<b>WESTPAC CORPORATE CREDIT CARD - CEO</b>				
B/S	02/11/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>WESTPAC CORPORATE CREDIT CARD - DCS</b>				
B/S	07/10/2023	SPOTLIGHT	SHOWER SCREEN AND RINGS FOR SHIRE HOUSE	26.70
B/S	10/10/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	43.04
B/S	02/11/2023	WESTPAC	MONTHLY CARD FEE	10.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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<b>AMPOL FUEL CARD PURCHASES</b>				
DD17188.1	07/11/2023	0B	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	93.39
DD17188.1	07/11/2023	0B	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	94.07
DD17188.1	07/11/2023	122B	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	440.23
DD17188.1	07/11/2023	1GPQ510	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	133.06
DD17188.1	07/11/2023	1HNO351	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	181.32
DD17188.1	07/11/2023	1IAD685	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	335.44
DD17188.1	07/11/2023	1TKA760	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	807.48
DD17188.1	07/11/2023	25OK	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	225.12
DD17188.1	07/11/2023	B0010	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	375.71
DD17188.1	07/11/2023	B0100	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	221.11
DD17188.1	07/11/2023	B0111	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	249.02
DD17188.1	07/11/2023	B031	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	428.65
DD17188.1	07/11/2023	B1158	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	77.15
DD17188.1	07/11/2023	B16182	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	241.83
DD17188.1	07/11/2023	B16240	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	98.08
DD17188.1	07/11/2023	B17105	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	491.73
DD17188.1	07/11/2023	B17187	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	149.13
DD17188.1	07/11/2023	B271	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	122.41
DD17188.1	07/11/2023	B7930	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	468.48
DD17188.1	07/11/2023	DFES SUNDRY PLANT	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	125.57
DD17188.1	07/11/2023	HAZARD REDUCTION	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	125.58
DD17188.1	07/11/2023	B7949	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	361.94
DD17188.1	07/11/2023	B8598	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	500.54
DD17188.1	07/11/2023	B8834	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	98.99
DD17188.1	07/11/2023	B8844	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	147.49
DD17188.1	07/11/2023	B8880	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	365.87
DD17188.1	07/11/2023	B8924	PURCHASES ON FUEL CARD FOR THE MONTH OF OCTOBER	263.03
<b>BPAY</b>				
15112023	15/11/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR OCTOBER	2,239.53

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<b>ELECTRONIC PAYMENTS</b>				
EFT37900	09/11/2023	2R ELECTRICAL	REPLACE FAULTY LIGHTS IN THE GYM WITH LED DOWNLIGHTS	960.00
EFT37901	09/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SERVICE ON HEAVY FLEET VEHICLE AND VARIOUS MINOR PARTS	3,067.68
EFT37902	09/11/2023	AFLEX TECHNOLOGY (NZ) LIMITED	EXMOUTH DUAL RACER POOL INFLATABLE WITH SLIDE, HOOPS & BLOWERS	17,046.70
EFT37903	09/11/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF OCTOBER	687.55
EFT37904	09/11/2023	AUSQ TRAINING	TRAFFIC MANAGEMENT & TRAFFIC CONTROL COURSE FOR 11 X PARTICIPANTS	3,826.00
EFT37905	09/11/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE & ADDITIONAL FOR DAIRY LANE	2,552.00
EFT37906	09/11/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY TELEPHONE CHARGES FOR OCTOBER	445.60
EFT37907	09/11/2023	BKS REFRIGERATION & AIRCONDITIONING	DEGASSING OF 91 X FRIDGES AT WASTE FACILITY & REPLACE AIRCON PARTS	2,267.50
EFT37908	09/11/2023	BLACKWOOD RURAL SERVICES	SERVICE & REPAIR TOOLS AND SUPPLY MINOR PARTS FOR WORKS CREW	404.50
EFT37909	09/11/2023	BLACKWOOD RIVER ARTS TRAIL INC	2023/24 SERVICE AGREEMENT	1,000.00
EFT37910	09/11/2023	BOOEASY PTY LTD	BOOEASY MONTHLY FEE FOR VISITOR CENTRE - SEPTEMBER	220.00
EFT37911	09/11/2023	BOYUP PROPERTY MAINTENANCE	SOLAR PANEL CLEANING AND GUTTER CLEANING AT THE BLC	1,650.00
EFT37912	09/11/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENTS	270.00
EFT37913	09/11/2023	BRIDGETOWN TIMBER SALES	VARIOUS SUPPLIES FOR SHIRE MAINTENANCE	212.91
EFT37914	09/11/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS SUPPLIES FOR SHIRE MAINTENANCE	418.13
EFT37915	09/11/2023	BRIDGETOWN TYRES	TYRES, NEW BATTERIES, PUNCTURE REPAIRS & MINOR PARTS	2,827.00
EFT37916	09/11/2023	BROOKS HIRE SERVICE PTY LTD	DRY HIRE OF SMOOTH DRUM ROLLER FOR ROAD MAINTENANCE	2,246.11
EFT37917	09/11/2023	BUSSELTON MOTORS PTY LTD	PURCHASE 2023 HYUNDAI KONA 2WD, LESS TRADE IN	18,737.75
EFT37918	09/11/2023	CJD EQUIPMENT PTY LTD	REPLACEMENT PARTS FOR VOLVO WHEEL LOADER	394.72
EFT37919	09/11/2023	COMMISSIONER OF POLICE	NATIONAL POLICE CHECK FOR VOLUNTEER LIBRARY STAFF	17.00
EFT37920	09/11/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE - NOVEMBER	612.63
EFT37921	09/11/2023	BREANNA CUSKELLY	REIMBURSEMENT FOR WA CONSTRUCTION WHITE CARD	79.00
EFT37922	09/11/2023	DATA#3	OFFICE 365 BUSINESS LICENSES FOR OCTOBER	2,046.72
EFT37923	09/11/2023	DOMESTIC MAINTENANCE SW	VARIOUS MAINTENANCE WORKS FOR BLC POOL & BRIDGETOWN CRC	2,576.00
EFT37924	09/11/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR OCTOBER	167.96
EFT37925	09/11/2023	DFES WA	2023/24 ESL INCOME LOCAL GOVERNMENT	5,011.14
EFT37926	09/11/2023	GARVS AUTO ELECTRICS PTY LTD	MINOR REPAIRS TO HEAVY FLEET VEHICLES	451.00
EFT37927	09/11/2023	GEOGRAPHE UNDERGROUND SERVICES	CABLE LOCATION SERVICES FOR WINNEJUP ROAD	1,401.40
EFT37928	09/11/2023	GEOGRAPHE FORD & BUNBURY HYUNDAI	40,000KM SERVICE FOR LIGHT FLEET VEHICLE	375.00

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EFT37929	09/11/2023	NICOLE GIBBS	REIMBURSEMENT FOR COST OF FUEL & MEAL	264.25
EFT37930	09/11/2023	GREENBUSHES CRC	2023/24 MOU AS PER AGREEMENT	2,860.00
EFT37931	09/11/2023	HANSEN'S HOT BREAD SHOP	CATERING FOR FIREFIGHTERS ATTENDING PRESCRIBED BURN & CEO FAREWELL	209.00
EFT37932	09/11/2023	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES FOR OCTOBER	2,640.00
EFT37933	09/11/2023	H C JONES & CO	INSTALL BATHROOM TAPWARE TO SHIRE HOUSE	451.50
EFT37934	09/11/2023	HILLVIEW ELECTRICAL SERVICE	REPLACE DOWNLIGHTS FROM LIBRARY BULKHEAD WITH LED DOWNLIGHTS	907.50
EFT37935	09/11/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR NOVEMBER	130.90
EFT37936	09/11/2023	INTERFIRE AGENCIES PTY LTD	HOSE REELS AND ACCESSORIES FOR BFB	1,647.03
EFT37937	09/11/2023	ISUBSCRIBE	COSMOS MAGAZINE 12 MONTHS PRINT SUBSCRIPTION FOR LIBRARY	58.50
EFT37938	09/11/2023	JETLINE KERBING CONTRACTORS	INSTALL KERBING ON DAIRY LANE	4,785.00
EFT37939	09/11/2023	JTAGZ	ANIMAL REGISTRATION TAGS	112.20
EFT37940	09/11/2023	KOLOR KODE	ROLLS OF 500 NUMERIC KOLOR KODE LABELS	383.90
EFT37941	09/11/2023	LIWA AQUATICS	2 X REGISTRATIONS FOR RECREATION CONFERENCE & MEMBERSHIP FEES	1,342.00
EFT37942	09/11/2023	LUSH FIRE AND PLANNING	REVIEW BUSHFIRE DOCUMENTS RELATING TO DEVELOPMENT APPLICATION	286.00
EFT37943	09/11/2023	MANJIMUP MOTORS PTY LTD	CHAINSAW SHARPENING ACCESSORIES	212.38
EFT37944	09/11/2023	MANJIMUP MONOGRAMS	HI-VIS WORK SHIRTS FOR RECORDS MANAGEMENT TEAM	161.90
EFT37945	09/11/2023	COMFORTSTYLE MANJIMUP	ARAGON VISITOR CHAIRS FOR DOWNSTAIRS ADMIN OFFICE MEETING ROOM	956.00
EFT37946	09/11/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	103.34
EFT37947	09/11/2023	MCLEODS	LEGAL ADVICE	1,139.05
EFT37948		CANCELLED		
EFT37949	09/11/2023	NOVOTEL LANGLEY HOTEL	2 NIGHTS ACCOMMODATION WITH BREAKFAST FOR 2 STAFF MEMBERS	800.00
EFT37950	09/11/2023	OLD DOG DIRT AND DIESEL	HYDRAULIC PTO SYSTEM REPLACEMENT FOR ISUZU TIPTRUCK	4,236.60
EFT37951	09/11/2023	P.A. DOUST & CO.	SUPPLY OF KERB MIX CONCRETE TO DAIRY LANE	976.80
EFT37952	09/11/2023	PERTH TACTILES PTY LTD	SUPPLY & REPLACE TACTILE INDICATORS FOR HAMPTON STREET PATHWAYS	19,839.20
EFT37953	09/11/2023	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF 920KG CHLORINE GAS DRUM FOR THE BLC POOL	1,859.46
EFT37954	09/11/2023	ELIZABETH SUSAN RANDALL	PARTIAL REFUND AS PER DOG ACT OF DOG REGISTRATION FEE	77.50
EFT37955	09/11/2023	REDMOND SALES	VISITOR CENTRE STOCK	757.24
EFT37956	09/11/2023	REPCO	REPLACEMENT 85240A NARVA BEACON FOR VOLVO WHEEL LOADER	352.00
EFT37957	09/11/2023	JULIA ELIZABETH ROBINSON	PARTIAL DOG REGISTRATION REFUND AS PER DOG ACT	50.00
EFT37958	09/11/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	AQUATIC COURSES & LICENCES FOR 5 X BLC STAFF MEMBERS	1,639.50

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EFT37959	09/11/2023	SANDS FRIDGE LINES	FREIGHT	126.59
EFT37960	09/11/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - OCTOBER	1,105.87
EFT37961	09/11/2023	SHADEWEST SAILS	SUMMER INSTALL OF SHADE SAILS AT SHIRE FACILITIES AND PARKS	1,782.00
EFT37962	09/11/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	BSL FOR BUILDING PERMIT APPLICATION	61.65
EFT37963	09/11/2023	SOFT LANDING	RECYCLING OF 67 X MATTRESSES FROM THE WASTE FACILITY	2,915.17
EFT37964	09/11/2023	SOUTHERN LOCK AND SECURITY	KEYS CUT TO RESTRICTED SYSTEM	168.23
EFT37965	09/11/2023	SOUTH WEST ISUZU	PULLEY ASSEMBLY FOR FLEET VEHICLE	107.02
EFT37966	09/11/2023	SOUTH REGIONAL TAFE	CHAINSAW COURSE FOR 2 X STAFF MEMBERS	163.40
EFT37967	09/11/2023	STEVE WOOD CARPENTRY	REPAIR WALL & REPLACE FIREPLACE SURROUND AT OLD GAOL MUSEUM	4,510.00
EFT37968	09/11/2023	STRIKEARC ENGINEERING	STAINLESS STEEL BENCHES WITH NEW LEGS FOR BRIDGETOWN LESSER HALL	17,090.83
EFT37969	09/11/2023	SYNERGY	ELECTRICITY CHARGES	1,611.05
EFT37970	09/11/2023	T-QUIP	REPLACEMENT BELTS FOR MOWERS	214.10
EFT37971	09/11/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	23,432.41
EFT37972	09/11/2023	TUCK'S GARDEN SERVICES	50HRS SEASONAL WEED CONTROL WITHIN TOWN BOUNDARY	4,950.00
EFT37973	09/11/2023	TYRECYCLE PTY LTD	RECYCLING OF TYRES FROM THE BRIDGETOWN WASTE FACILITY	2,076.76
EFT37974	09/11/2023	WA NATURALLY PUBLICATIONS	STOCK FOR VISITOR CENTRE	410.97
EFT37975	09/11/2023	WBAC	CONTRIBUTION TO WBAC CLIMATE CHANGE GROUP, TRAILS & PORTFOLIO	52,569.00
EFT37976	09/11/2023	WESTRAC PTY LTD	750HR SERVICE FOR TRACK LOADER & MINOR PARTS	1,357.27
EFT37977	20/11/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2023	107,729.00
EFT37978	20/11/2023	KEENS TRUCK DRIVER TRAINING	2 DAY TRAINING COURSE FOR HR UNRESTRICTED LICENSE	1,795.00
EFT37979	23/11/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	586.24
EFT37980	23/11/2023	ABCORP AUSTRALASIA	STANDARD LABELS FOR LIBRARY BOOKS	1,380.50
EFT37981	23/11/2023	ACORN PROJECTS PTY LTD	BATHROOM FIXTURES FOR SHIRE HOUSE	2,089.50
EFT37982	23/11/2023	AIRIUS OCEANIA PTY LTD	COURT FANS FOR BRIDGETOWN LEISURE CENTRE - FINAL PAYMENT	37,571.70
EFT37983	23/11/2023	ALLAN'S OUTBACK FENCING	REPAIR DAMAGE TO FENCE BEHIND CHEMICAL SHED AT THE BLC POOL	165.00
EFT37984	23/11/2023	AMD AUDIT AND ASSURANCE	AUDIT FEES FOR 2 X GRANT ACQUITTALS	1,650.00
EFT37985	23/11/2023	ARROW BRONZE	MEMORIAL PLAQUES	438.70
EFT37986	23/11/2023	ARTISTRALIA	LICENSING OF FILMS FOR SUMMER FILM FESTIVAL	2,475.00
EFT37987	23/11/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	2,871.00
EFT37988	23/11/2023	BART SOLUTIONS	ANNUAL SUBSCRIPTION FEE FOR 3 X BART DIRECT SMS MOBILE NUMBERS	495.00

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EFT37989	23/11/2023	BELIA ENGINEERING	TRANSPORT 4 X PALLETS OF E-WASTE TO PERTH FOR RECYCLING	660.00
EFT37990	23/11/2023	BENGINEERING TRANSPORT EQUIPMENT	SUPPLY AND FIT TANK STRAP AND TANK BRACKET TO MAINTENANCE TRUCK	803.00
EFT37991	23/11/2023	SUSAN MARGARET BERGHUIS-GARDE	RATES REFUND	600.00
EFT37992	23/11/2023	BLACKWOOD RURAL SERVICES	DYMARK LINE MASTER LINE MARKING MACHINE	497.80
EFT37993	23/11/2023	BLACKWOODS	PPE FOR WORKS CREW	484.32
EFT37994	23/11/2023	BLACKWOOD FRESH	GROCERIES	3.55
EFT37995	23/11/2023	BLACKWOOD PROPERTY MAINTENANCE	PRESSURE CLEAN SHIRE CONVENIENCES & MEMORIAL PARK GATEHOUSE	1,125.00
EFT37996	23/11/2023	BLACKWOOD PAINTING CONTRACTORS	CLEAN, PREP & REPAINT INTERNAL AREAS TO SHIRE HOUSE	9,900.00
EFT37997	23/11/2023	BLACKWOOD PLANT HIRE	KLAUSE RD GRAVEL RESHEETING - PART PAYMENT	77,000.00
EFT37998	23/11/2023	BOOEASY PTY LTD	BOOEASY MONTHLY FEE FOR VISITOR CENTRE - OCTOBER	220.00
EFT37999	23/11/2023	BRIDGETOWN HIGH SCHOOL	SPORTS CARNIVAL SUPPORT DUE TO WORKS AT BTOWN SPORTS GROUND	2,055.60
EFT38000	23/11/2023	BRIDGETOWN GLASS SERVICE	REPAIR HESTER BROOK SATELLITE FIRE STATION COMBINATION LOCK	170.50
EFT38001	23/11/2023	BRIDGETOWN VOLUNTEER BFB	REIMBURSEMENT FOR CATERING & SNACK PACKS FOR FIREFIGHTERS	1,501.70
EFT38002	23/11/2023	BGBTA	COMMUNITY CASH VOUCHERS FOR ROADWISE COP IT SWEET PRIZES	150.00
EFT38003	23/11/2023	BRIDGETOWN MITRE 10 & RETRAVISION	PEST CONTROL SUPPLIES & MINOR MAINTENANCE SUPPLIES	137.82
EFT38004	23/11/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES & STATIONERY	146.92
EFT38005	23/11/2023	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR COMMITTEE MEETING	272.50
EFT38006	23/11/2023	BRIDGETOWN TYRES	REAR TYRES FOR LOADER, SERVICE ON HEAVY VEHICLE	4,510.00
EFT38007	23/11/2023	BRIDGETOWN COMPUTERS	SUPPLY DESKTOP COMPUTER TOWER AND NETWORK STORAGE FOR SES	3,490.00
EFT38008	23/11/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - OCTOBER	313.50
EFT38009	23/11/2023	BROOKS HIRE SERVICE PTY LTD	MACHINERY HIRE FOR MITIGATION WORKS & ROAD WORKS	4,973.43
EFT38010	23/11/2023	JANET ANGELA BURGESS	PARTIAL REFUND AS PER DOG ACT OF DOG REGISTRATION FEE	15.00
EFT38011	23/11/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLY FOR DEPOT	20,644.43
EFT38012	23/11/2023	CLEANAWAY PTY LTD	WASTE COLLECTION CHARGES FOR OCTOBER	55,330.02
EFT38013	23/11/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR OCTOBER	879.10
EFT38014	23/11/2023	COOEE PTD LTD	ANNUAL LICENCE FOR E-WASTE DATA RECEIVAL SYSTEM FOR WASTE FACILITY	5,698.00
EFT38015	23/11/2023	DAVMECH	OIL AND HOSE REPAIR FOR HIRED KOMATSU EXCAVATOR	642.02
EFT38016	23/11/2023	DMIRS	BSL'S COLLECTED FOR OCTOBER 2023	2,808.77
EFT38017	23/11/2023	DOMESTIC MAINTENANCE SW	INSTALL BENCH AND TABLE PICNIC SETTING AT WINNEJUP RESERVE SHELTER	515.00
EFT38018	23/11/2023	DRAGLINES DAM-IT CONTRACTING	WET HIRE OF EXCAVATOR & BULLDOZER FOR CLEARING ON WINNEJUP RD	8,360.00



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT38019	23/11/2023	DR & ML CONTRACTORS	LOADER, TRUCK AND BOBCAT HIRE FOR CLEARING WORKS ON WINNEJUP RD	28,160.00
EFT38020	23/11/2023	STEVEN JOHN ELLIOTT	RATES REFUND	703.37
EFT38021		CANCELLED		
EFT38022	23/11/2023	MICHAEL JOHN FLETCHER	REFUND OF COUNCIL NOMINATION FEE FOR 2023	100.00
EFT38023	23/11/2023	FONTY'S HIRE	MONTHLY HIRE OF PORTABLE TOILETS FOR DEPOT & WINNEJUP ROAD WORKS	992.00
EFT38024	23/11/2023	FULTON HOGAN INDUSTRIES PTY LTD	WATER TANK HARD STAND FOR WASTE FACILITY - PART PAYMENT	22,642.09
EFT38025	23/11/2023	GARAGE DOORS SOUTH WEST	GARAGE DOOR SERVICING AND REPAIRS FOR SHIRE & SES FACILITIES	6,378.80
EFT38026	23/11/2023	GARVS AUTO ELECTRICS PTY LTD	AUX BATTERY & INVERTER INSTALLATION & CEL-FI FOR CESM VEHICLE	3,030.20
EFT38027	23/11/2023	MORGAN BRYN GILLHAM	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	164.00
EFT38028	23/11/2023	GRACE RECORDS MANAGEMENT PTY LTD	DELIVERY OF 240L BIN FOR DESTRUCTION OF DOCUMENTS	104.50
EFT38029	23/11/2023	GREENBUSHES CRC	CUPPA WITH A COUNCILLOR ROOM BOOKING & REFRESHMENTS	174.00
EFT38030	23/11/2023	HARMONIC ENTERPRISES PTY LTD	FORTIGATE FIREWALL, 1 YEAR LICENCE & MODEM FOR NEW VISITOR CENTRE	4,847.70
EFT38031	23/11/2023	H C JONES & CO	MINOR PLUMBING REPAIRS	900.35
EFT38032	23/11/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL REPAIRS	770.00
EFT38033	23/11/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FEE & REPLACEMENT OF 920KG CHLORINE DRUM FOR BLC	4,005.06
EFT38034	23/11/2023	KINGS PARK MOTEL	1 NIGHTS ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING	180.00
EFT38035	23/11/2023	LANDGATE	ANNUAL SLIP SUBSCRIPTION SERVICES - SMALL - NOV 2023 TO OCT 2024	2,533.00
EFT38036	23/11/2023	MANJIMUP LIQUID WASTE	SEPTIC TANK PUMP OUT AT GREENBUSHES OFFICES	680.00
EFT38037	23/11/2023	MANTRA BUNBURY LIGHTHOUSE	4 NIGHTS ACCOMMODATION FOR 2 X STAFF MEMBERS ATTENDING TRAINING	1,753.00
EFT38038	23/11/2023	MCLEODS	LEGAL ADVICE	310.75
EFT38039	23/11/2023	MERCURE HOTEL	2 NIGHTS ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING	593.72
EFT38040	23/11/2023	METAL ARTWORK BADGES	NAME PLAQUES FOR COUNCIL CHAMBERS	57.09
EFT38041	23/11/2023	MONADELPHOUS ENGINEERING ASSOC	SAND BLAST AND PAINT PLANT TRAILER	3,228.50
EFT38042	23/11/2023	JENNIFER MARY MOUNTFORD	REFUND OF COUNCIL NOMINATION FEE	100.00
EFT38043	23/11/2023	PARKS CHAINSAW AND TREE SERVICES	REMOVE HAZARDOUS TREE AS INSTRUCTED BY CHIEF FCO DURING FIRE	440.00
EFT38044	23/11/2023	LYNDON GRAEME PEARCE	REFUND OF COUNCIL NOMINATION FEE	100.00
EFT38045	23/11/2023	PERTH SCIENTIFIC PTY LTD	CALIBRATION FLUIDS FOR PH, CONDUCTIVITY AND ORP FOR THE YSI METER	119.90
EFT38046	23/11/2023	PAULINE PIETERSEN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	220.00
EFT38047	23/11/2023	ANTONINO PRATICO	REFUND OF COUNCIL NOMINATION FEE	100.00
EFT38048	23/11/2023	QUALITY SHOP	2400 HARD WASTE COLLECTION FLYERS 23/24	495.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT38049	23/11/2023	GLEN ARTHUR RAE	REFUND OF STANDPIPE CARD BOND	100.00
EFT38050	23/11/2023	REBECCA REDMAN	REFUND OF COUNCIL NOMINATION FEE FOR 2023	100.00
EFT38051	23/11/2023	RICHFEEDS AND RURAL SUPPLIERS	PPE, FENCE DROPPERS ROAD SURVEY, PRESSURE CLEANER AND MINOR PARTS	9,652.65
EFT38052	23/11/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	ANNUAL WATCH AROUND WATER REGISTRATION & 4,000 WRISTBANDS	473.00
EFT38053	23/11/2023	SCHWEPPE AUSTRALIA PTY LTD	DRINKS FOR RESALE AT THE BLC CAFE	1,443.32
EFT38054	23/11/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	BSL'S COLLECTED FOR OCTOBER 2023	116.36
EFT38055	23/11/2023	SKATE SCULPTURE PTY LTD	PLUMBING WORK FOR SOAK AND WATER FOUNTAIN AT GB YOUTH PRECINCT	2,819.00
EFT38056	23/11/2023	SOUTHERN LOCK AND SECURITY	KEYS CUT TO RESTRICTED SYSTEM	300.00
EFT38057	23/11/2023	SOUTH WEST ISUZU	40,000KM SERVICE FOR ISUZU TIP TRUCK	1,817.51
EFT38058	23/11/2023	SOUTH WEST COMPRESSORS	PUMA P18H AIR COMPRESSOR AND ACCESSORIES	2,879.43
EFT38059	23/11/2023	SPECTUR LTD	ANNUAL FEE FOR WASTE FACILITY SECURITY CAMERAS	607.20
EFT38060	23/11/2023	SPORTSWORLD OF WA	STOCK FOR RESALE AT BRIDGETOWN LEISURE CENTRE	1,013.10
EFT38061	23/11/2023	LILY SPATORE	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	165.00
EFT38062	23/11/2023	STATEWIDE CLEANING SUPPLIES	BULK CLEANING SUPPLIES	590.70
EFT38063	23/11/2023	TREVOR JAMES STALLARD	REFUND OF COUNCIL NOMINATION FEE	100.00
EFT38064	23/11/2023	STEPHEN CARRICK ARCHITECTS	ARCHITECTURAL & SUPERINTENDENTS SERVICES FOR BTN RAILWAY STATION	1,760.00
EFT38065	23/11/2023	JODIE & ROBERT STEERS	RATES REFUND	333.14
EFT38066	23/11/2023	SYNERGY	ELECTRICITY CHARGES	21,784.08
EFT38067	23/11/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	66.02
EFT38068	23/11/2023	THE STABLES IGA	CATERING FOR SPECIAL COUNCIL MEETING AND VARIOUS GROCERIES	336.77
EFT38069	23/11/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR NOVEMBER	290.40
EFT38070	23/11/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	5,517.52
EFT38071	23/11/2023	VESTONE CAPITAL PTY LIMITED	QUARTERLY RENTAL OF BLC GYM EQUIPMENT	7,422.49
EFT38072	23/11/2023	WARREN ELECTRICAL SERVICE	BRIDGETOWN SPORTS GROUND UPGRADE - CLAIM 1	66,260.74
EFT38073	23/11/2023	WATER COOLER SUPERSTORE	REPLACEMENT FILTERS FOR WATER WORKS BUBBLERS AND WATER COOLERS	198.00
EFT38074	23/11/2023	WATTLESEED BARN CAFE & FLORIST	REFRESHMENTS FOR WBAC CCAPIRG MEETING	65.00
EFT38075	23/11/2023	WINC AUSTRALIA PTY LTD	PROJECTOR, BULK CLEANING SUPPLIES & VARIOUS STATIONERY	3,689.56
EFT38076	24/11/2023	EXTERIA	MANUFACTURE & DELIVERY OF 2 X GRAPHIC STRUT BIN SURROUNDS	8,243.40
EFT38077	24/11/2023	FLEET PARTNERS PTY LTD	MONTHLY LEASE FOR CESM VEHICLE FOR OCTOBER & NOVEMBER 2023	3,774.60
EFT38087	30/11/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT38088	30/11/2023	BCITF	BCITF LEVIES COLLECTED FOR OCTOBER	3,280.91
EFT38089	30/11/2023	CAMPBELLS CANNING VALE	FOOD ITEMS FOR RESALE AT THE BLC CAFE	719.61
EFT38090	30/11/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38091	30/11/2023	DMIRS	BSL'S COLLECTED FOR OCTOBER 2023	56.65
EFT38092	30/11/2023	MICHAEL JOHN FLETCHER	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38093	30/11/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38094	30/11/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT38095	30/11/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT38096	30/11/2023	LYNDON GRAEME PEARCE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38097	30/11/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38098	30/11/2023	REBECCA REDMAN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38099	30/11/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS COLLECTED FOR OCTOBER	54.50
EFT38100	30/11/2023	THE TRUSTEE FOR DAMI TRUST	3 NIGHTS ACCOMMODATION FOR RURAL INFRASTRUCTURE SERVICES	645.00
<b>DIRECT DEBITS - LICENSING</b>				
27785	01/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/11/2023	3,122.10
27786	02/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/11/2023	2,807.00
27787	03/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/11/2023	3,218.65
27788	06/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/11/2023	351.90
27789	07/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/11/2023	3,286.70
27790	08/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/11/2023	2,655.45
27791	09/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/11/2023	2,687.55
27792	10/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/11/2023	3,034.20
27793	13/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/11/2023	3,998.70
27794	14/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/11/2023	10,860.75
27795	15/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/11/2023	2,718.05
27796	16/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/11/2023	3,844.90
27797	17/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/11/2023	4,592.25
27798	20/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/11/2023	2,461.50
27799	21/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/11/2023	3,819.50
27800	22/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/11/2023	4,248.45

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27801	23/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/11/2023	5,702.55
27802	24/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/11/2023	5,948.95
27803	27/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/11/2023	2,381.50
27804	28/11/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/11/2023	2,836.20
				<b><u>1,518,582.74</u></b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
V300230	13/11/2023	WESTPAC	ACCOMMODATION FOR THE MONTH OF OCTOBER 2023	867.55
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT38078	24/11/2023	HELEN ANDERSON	ACCOMMODATION REFUND LESS CANCELLATION FEE	448.00
EFT38079	24/11/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR OCTOBER 2023	18.75
EFT38080	24/11/2023	ELIZABETH DENNISS	CONSIGNMENT STOCK SOLD FOR OCTOBER 2023	18.75
EFT38081	24/11/2023	DJARLINY DESIGNS	CONSIGNMENT STOCK SOLD FOR OCTOBER 2023	98.25
EFT38082	24/11/2023	ANNE HARSE	CONSIGNMENT STOCK SOLD FOR OCTOBER 2023	67.50
EFT38083	24/11/2023	WARREN MORRIS	ACCOMMODATION REFUND LESS CANCELLATION FEE	173.50
EFT38084	24/11/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS FOR OCTOBER 2023	213.70
				<b><u>1,906.00</u></b>

This schedule of accounts paid for the Municipal Fund totalling \$1,518,582.74 and for the Trust Fund totalling \$1,906.00 which was submitted to each member of the Council on 14th December 2023 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 30/11/2023 is \$53,636.09



CHIEF EXECUTIVE OFFICER

14th December 2023

Town Planning Scheme No 3  
Amendment No 73  
Schedule of submissions

Name and address of the person making the submission	Description of the property that is the subject of the submission (where relevant)	Summary of the submission
Water Corporation – Kevin Purcher Snr Planner – Land Use Planning Development Services	<a href="#">I-SUB202375373</a>	Reticulated water and sewerage are currently available throughout the subject area. Current capacity would indicate that an increase in density should not impact our infrastructure.
Daniel Naude – Main Roads Road Corridor Planning Manager South West Region Regional Operations	<a href="#">I-SUB202375485</a>	Concerns in regard to access to Hampton Street which could impact on existing on street parking arrangements and increase traffic demands which could increase the potential for vehicle conflicts, and where lots have access to alternative local roads any development proposal should obtain access from the alternative local road rather than Hampton Street.
Department of Fire & Emergency Services Sasha De Brito Senior Land Use Planning Officer Cockburn Central	<a href="#">I-SUB202375487</a>	<p>The Scheme Amendment provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ. The areas identified appear to be in close proximity to reserves and/or areas of classifiable vegetation that may not be within the control of the landowners should the vegetation requirement modification to achieve the requirements of the policy.</p> <p>Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the Scheme Amendment.</p>
John Vlahov Lot 15, 30 Steere Street Bridgetown	<a href="#">I-SUB202375524</a>  Parcel of land 0.3230 ha. Currently zoned: Commercial	Support the amendment.
Kay Watson 24 Aberdeen Avenue Bridgetown WA 6255	<a href="#">I-SUB202375657</a>	Support amendment and contends that smaller homes are necessary in Bridgetown. Suggest this be applied to other areas outside of the Commercial zone.

Name and address of the person making the submission	Description of the property that is the subject of the submission (where relevant)	Summary of the submission
David Singe & Natalee Kuser Dogwood River	<a href="#">I-SUB202375935</a>	Support for the amendment and suggest that a coding of R60 would be more appropriate and that a min dwelling density should be incorporated into the amendment.
Bruce Bebbington 77 Carburnup Brook Rd Sunnyside	<a href="#">I-SUB202376091</a>	Opposes the amendment (Refer to full submission shown in Attachment ??)

**From:** [Paul Davies](#)  
**To:** [Debbie Bond](#)  
**Cc:** [Daniel Naude](#)  
**Subject:** I-SUB202375485 - Invitation to Comment - Bridgetown Town Planning Scheme No 3, Amendment No 73  
**Date:** Friday, 27 October 2023 11:41:51 AM  
**Attachments:** [image823473.png](#)  
[image487152.png](#)  
[image339511.png](#)  
[image488066.png](#)  
[image315639.jpg](#)  
[image002.png](#)  
[TPS 3 Amendment No 73.pdf](#)

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Hi Debbie

I refer to your email below and advise that Main Roads has no objection in principle to the proposed amendment subject to the following comments and requirements.

Main Roads has concerns in regard to access to Hampton Street which could impact on existing on street parking arrangements and increase traffic demands which could increase the potential for vehicle conflicts and detract from the function and safety of the main street.

Where lots have access to alternative local roads any development proposal should obtain access from the alternative local road rather than Hampton Street.

If alternative local road access is not available then a Local Plan should be prepared for the proposed development area to address requirements for driveway/access, onsite and street carparking and drainage.

Where required Local Plans should aim to minimise driveway/ access requirements to Hampton Street.

The location of new access/ driveways or widening of existing access/ driveways could require modification/ deletion of current on street parking along Hampton Street.

If you have any queries please phone Daniel Naude

Regards Paul Davies

**For Daniel Naude**

Road Corridor Planning Manager  
South West Region  
Regional Operations  
Tel: [+61 8 9724 5724](tel:+61897245724) Mob: [+61 418 931 078](tel:+61418931078)



**From:** [DFES Land Use Planning](#)  
**To:** [Debbie Bond](#)  
**Subject:** I-SUB202375487 - TPS3 Scheme Amnd 73 - Properties within the Commercial Zone of Bridgetown - DFES Response  
**Date:** Friday, 27 October 2023 5:10:14 PM  
**Attachments:** [image003.aif](#)  
[image001.png](#)  
[image002.jpg](#)

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DFES Ref: D31593

Dear sir/Madam,

I refer to your email dated 4 October 2023 in relation to the referral of the Bridgetown Town Planning Scheme No 3, Amendment No 73

It is unclear from the documentation provided if the Shire has applied *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7) to this proposal.

Given the Scheme Amendment seeks to permit development for residential use within the Commercial Zone in the boundary of the subject site, the Scheme Amendment provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ. The areas identified appear to be in close proximity to reserves and/or areas of classifiable vegetation that may not be within the control of the landowners should the vegetation requirement modification to achieve the requirements of the policy.

SPP 3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.

A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-LOW or areas with a bushfire hazard level above low (refer to clause 6.2b). A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of these Guidelines, is or can be achieved.

The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.

Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the Scheme Amendment.

Land Use Planning staff are available to discuss planning proposals and provide general bushfire advice at any stage of the planning process. Please do not hesitate to contact me on the number below, should you require clarification of any of the matters raised.

Kind regards

**Sasha De Brito**  
**Senior Land Use Planning Officer**

20 Stockton Bend, Cockburn Central, Perth WA 6164  
T: 08 9395 9703 | E: [advice@dfes.wa.gov.au](mailto:advice@dfes.wa.gov.au) | W: [dfes.wa.gov.au](http://dfes.wa.gov.au)





**From:** [Land Planning](#)  
**To:** [Debbie Bond](#)  
**Cc:** [BTNSHIRE](#)  
**Subject:** I-SUB202375373 - RE: TPS403050 Bridgetown Greenbushes TPS Amend No.73 - Water Corporation  
**Date:** Monday, 23 October 2023 11:53:15 AM

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Hi Debbie

Thanks for sending this referral to us. Please note for the future that it would best to send all referrals like this and development applications to this email – [LandPlanning@watercorporation.com.au](mailto:LandPlanning@watercorporation.com.au)

In regards to the proposed amendment please note the following.

Reticulated water and sewerage are currently available throughout the subject area. Current capacity would indicate that an increase in density should not impact our infrastructure. But if the full potential of R35 was undertaken over the whole area indicated some upgrades may be required. A full review of our planning would be required to confirm this. This would take some time to undertake.

If our assets are affected, any future developer may be required to fund new works, or the upgrading of existing works and protection of all works associated with the Water Corporation.

The information provided above is subject to review and may change. If the amendment has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

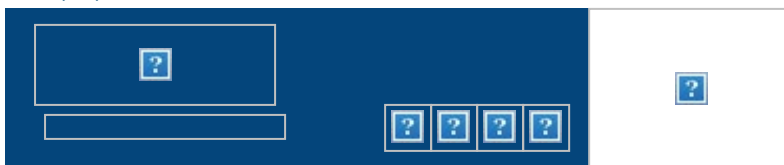
Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact us.

Kind Regards

**Kevin Purcher**  
Snr Plnr - Land Use Planning  
Development Services

E [Kevin.Purcher@watercorporation.com.au](mailto:Kevin.Purcher@watercorporation.com.au)

T (08) 9420 2385



Water Corporation acknowledges the Traditional Owners throughout Western Australia and their continuing connection to the land, water and community. We pay our respects to all members of the Aboriginal communities and their cultures and to Elders past, present and emerging.

CEO Shire of Bridgetown-Greenbushes  
1 Steere Street  
Bridgetown WA  
6255

Shire of Bridgetown-Greenbushes	
File No:	774.73
Document No:	1-SUB75524
31 OCT 2023	
Officer	DAO
Copy	

27. October 2023

Re: Notice of Town Planning Scheme No. 3, Scheme  
Amendment No. 73

Dear CEO,

I Johnny Vlahov of 30 Steere Street, Bridgetown, 6255 WA hereby endorse the proposed scheme amendment. It is my belief that the proposed scheme amendment will unlock suitable land to provide infill housing for Bridgetown & Greenbushes, which is currently under severe pressure in a housing context.

Yours sincerely,  
J Vlahov

**From:** [Kay Watson](#)  
**To:** [BTNSHIRE](#)  
**Subject:** I-SUB202375657 - Amendment to Town Planning Scheme No 73  
**Date:** Friday, 3 November 2023 12:38:58 PM

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I am fully in favour of this amendment as Bridgetown requires much more medium (or even high) density housing. I personally would like to downsize from a large family home but have found that most properties available are family homes with fairly large gardens. We need smaller homes (townhouses, villas, apartments) with easy care gardens, courtyards or balconies at a more affordable price.

Businesses also require accommodation for their staff so the addition of a hostel or backpackers would be a great asset to the town. This would help relieve the shortage of staff which is affecting many businesses simply because there is no accommodation available.

This would be a welcome amendment but even needs to be extended to areas other than commercial.

Kay Watson  
24 Aberdeen Avenue  
Bridgetown

Sent from my iPhone

**From:** [David Singe](#)  
**To:** [BTNSHIRE](#)  
**Cc:** [Leigh Guthridge](#); [natalee@dogwoodriver.com.au](mailto:natalee@dogwoodriver.com.au)  
**Subject:** I-SUB202375935 - TPS No3 Amendment 73  
**Date:** Monday, 13 November 2023 4:20:19 PM

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Attn: The Chief Executive Officer

RE: Notice of proposed Town Planning Scheme 3 Amendment No 73.

As owners of commercial land within the area covered by the proposed amendment, we;

- Confirm our general support for the amendment as a planning mechanism that has the potential to increase and diversify housing opportunities within the walkable catchment of the Bridgetown Town.
- Consider that the R35 coding is insufficient to bring about the intended diversity of housing typologies identified in the amendment, and that an R60 coding would be more appropriate if the Shire is serious about achieving this objective and developers are to be encouraged to invest in medium density housing in Bridgetown.
- Equally, consider that a min dwelling density should be incorporated into the amendment to ensure that single residential development within the commercial zone is not an unintended 'on ground' outcome.

Yours Sincerely

**David Singe & Natalee Kuser**

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# SUBMISSION ON SHIRE OF BRIDGETOWN-GREENBUSHES PROPOSED SCHEME AMENDMENT 73 TO TOWN PLANNING SCHEME 3- INCREASE OF RESIDENTIAL DENSITY FROM R12.5/R20 (WITH RETICULATED SEWAGE) TO R35.

SUBMISSION LODGED BY B BEBBINGTON

## **PLANNING AND DEVELOPMENT ACT 2005, SECTION 75**

The Planning and Development act 2005, under Section 75 refers to the ability of the local government to amend a local planning scheme.

Both 75(a) and 75(b) both apply as the shire is an owner of land in the scheme area and a financial beneficiary of the amendment by being able to develop, redevelop its own residential properties or change reserve status to allow development.

### **75. Amending scheme**

A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment —

- (a) prepared by the local government, approved by the Minister and published in the *Gazette*; or
- (b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the *Gazette*.

## **MINISTERS POWERS WHEN LOCAL GOVERNMENT HAS “FAILED TO TAKE A REQUISITE STEP FOR GETTING APPROVAL FOR A LOCAL PLANNING SCHEME AMENDMENT”**

Section 76(1)(A) stipulates that upon any representation to the Minister, the minister can order the local government to comply with the requisite steps.

The shire has failed to comply with the requisite steps, specifically the requirement to advertise in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

The response to the question put to the council meeting held on November 2, 2023, after being taken on notice, that **“The Shire will look further into this matter and will report to the Council on this question when the Scheme amendment is further considered. I anticipate that this will occur at the December 2023 Council meeting”**.

This shows that the shire and the respondent (who is also the author of the report and resolution recommending the amendment at the June 2023 council meeting) has no intention of rectifying the failure to comply prior to the scheme amendment being put to the council.

The 60-day requirement of consideration post completion of the advertising period means that the matter must be considered at the November 30 or December 14 ordinary council meetings.

I have no choice but to make representation to the Minister to seek an order under 76(1)(c) that due to the failure to comply with 76(1)(a)(c), ergo the failure to advertise in accordance with the regulations.

The Minister has the power to order that the shire recommence the advertising period.

## Division 2 — Minister's powers in relation to local planning schemes

### **76. Minister may order local government to prepare or adopt scheme or amendment**

- (1A) Subsection (1) applies if the Minister is satisfied on any representation that a local government —
- (a) has failed to prepare a local planning scheme, or an amendment to a local planning scheme, where one ought to be prepared: or
  - (b) has failed to adopt a local planning scheme, or an amendment to a local planning scheme, where one ought to be adopted: or
  - (c) has failed to take a requisite step for getting approval for a local planning scheme, or an amendment to a local planning scheme, that has been prepared or adopted by the local government where that step ought to be taken; or
  - (d) without limiting paragraph (c), has failed to give effect to any decision of the Minister under section 87(2)(b).
- (1) The Minister may order the local government, within such time as is specified in the order, as the case requires —
- (a) to prepare and submit to the Minister a local planning scheme or an amendment to a local planning scheme; or
  - (b) to adopt and submit to the Minister a local planning scheme or an amendment to a local planning scheme; or
  - (c) to take the requisite step referred to in subsection (1A) (c); or
  - (d) to give effect to the decision referred to in subsection (1A) (d).
- (2) If the representation under subsection (1A) is that a local

I have already brought to the attention of the CEO, Shire President, and all Councillors, via email on October 31, 2023, and in questions at the October 2023 council meeting (held on November 2 via council resolution due to the 2023 Local Government election), that the shire has failed to comply with the advertising requirements under the Town Planning and Development (Local Planning Schemes) Regulations 2015

## **PROPOSED AMENDMENT PROPOSED BY AN OWNER OF LAND IN THE SCHEME AREA.**

The shire is an owner of land in the area proposed by the scheme amendment and will benefit financially by the amendment through the ability to develop or redevelop its existing property in that scheme area.

### **35. Resolution to prepare or adopt amendment to local planning scheme**

- (1) A resolution of a local government to prepare or adopt an amendment to a local planning scheme must be in a form approved by the Commission.

Note for this subregulation:

Section 75 of the Act provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

### **PUBLIC NOTICE AND CONSULTATION NOT ADVERTISED FOR THE 42 DAY PERIOD**

The shire has not advertised the proposal for the entire 42 days required and stipulated.

As I pointed out to the CEO and all councillors in an email on October 31, 2023 (appendix 1), the shire had not advertised the notice of the amendment.

The public notice did not appear on the public notices, other than a “past public notice”.

On the community consultation page, the notice existed, however the link at “viewed here” directed users to the item “Proposed Holiday Accommodation Units – Lot 589 Wheatley Street Bridgetown”.

The link did not direct to the details of the proposal.

When a user clicked on the holiday units’ item, where they were directed from the notice on the community consultation page, it went to a document regarding an application by B & J Catalano, not the scheme amendment or the proposed holiday accommodation units.

On November 2, the shire rectified the issues, and correctly displayed the public notice under both the public notices page and the community consultation page, with the link taking users to the proposed amendment.

The public notice displayed on shire public notice boards, had a hyperlink to the public notice’s pages, which did not reveal the notice or the proposed amendment, as it was not displayed on the public notices page referred to.

As the shire has rectified the failure to display the public notice of the amendment on its website under public notices and failed to provide a link or hyperlink to the amendment, this is evidence that the shire had not complied with the requirement to advertise.

## SHIRE REFUSAL TO RECOMMENCE ADVERTISING

At the ordinary council meeting held on November 2, 2023, I put a question that -

“B Bebbington

Question Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?

Shire President response – that question will be taken on notice,”

(copy of draft minutes as displayed on Shire of Bridgetown-Greenbushes website, as of November 15, 2023).

The response, received by email on November 10, 2023, is as follows.

Dear Bruce

At the Ordinary Council meeting held on 2 November 2023 you asked the following question.

**Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?**

The response is as follows.

**The Shire will look further into this matter and will report to the Council on this question when the Scheme amendment is further considered. I anticipate that this will occur at the December 2023 Council meeting.**

Regards

Phil

**Philip St John**



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DIRECTOR DEVELOPMENT  
COMMUNITY AND  
INFRASTRUCTURE

“

It is clear under relevant acts and regulations, that advertising must be conducted prior to consideration of the matter by Council.

Advertising has not been conducted in accordance with the relevant acts and regulations.

The 60-day requirement for consideration and approval, amendment or refusal is binding on the Local Government once it has completed its advertising requirements. As the shire considers it has



completed its advertising requirements, the act and regulations may preclude the local government from going back through the requisite steps of advertising.

## **REQUIREMENTS OF 76(a) NOT COMPLIED WITH**

### **76A. Requirements for making documents available to public.**

- (1) This regulation applies if under a provision of these regulations (other than Schedule 1 or 2) a local government is required to publish in accordance with this regulation a notice, scheme, amendment or other document (the *document*).
- (2) The local government must make the document available in accordance with the applicable requirements of subregulations (3) to (5).

Note for this subregulation:

Under regulation 76B, the Commission may approve varied requirements that apply if it is not practicable for a local government to publish documents in accordance with subregulations (3) to (5).

- (3) For all documents, the local government must —
  - (a) publish on the website of the local government —
    - (i) the document; or
    - (ii) a hyperlink to a webpage on which the document is published.and
  - (b) if it is reasonably practicable to do so — make a copy of the document available for public inspection at a place in the district of the local government during normal business hours.
- (4) If the document is a notice and the local government considers that it is appropriate in the circumstances for the notice to be published in a newspaper, the local government must also ensure that the notice is published in a newspaper circulating in the relevant locality in the local government's district.
- (5) The local government must ensure that the document remains published under subregulation (3)(a) and (if applicable) available for public inspection under subregulation (3)(b) —
  - (a) if the document is published in compliance with a requirement that is expressed to be an ongoing publication requirement — at all times that the document is in effect; or
  - (b) if the document is published in compliance with a requirement to advertise for submissions or recommendations under these regulations — during the whole of the period within which submissions or recommendations may be made; or
  - (c) if paragraphs (a) and (b) do not apply — during a period that the local government considers is reasonable.

76(A)(2) stipulates that in relation to a scheme amendment, “the local government must make the document available in accordance with subregulation (3) to (5).

The shire has failed to comply with 76(A)(2), as it has not made the documents available.

76 (A)(3)(a) stipulates the local government must publish the document or a hyperlink to a webpage upon which the document is published.

The shire failed to comply with 76(A)(3)(a)(i) as it did not publish the document on its website at any time prior to my raising the failure on October 31, 2023, and did not rectify the issue until the afternoon of November 2, 2023.

The shire failed to comply with 76(A)(3)(a)(ii) as the hyperlink on the community consultation page did not go to the document. The hyperlink went to the public notice for the proposed holiday accommodation units -Lot 589 Wheatley Street Bridgetown.

The shire failed to comply with 76(A)(3)(a)(ii) as the notice was not displayed on the public notices page, and consequently there was no hyperlink.

The shire failed to comply with 76(A)(5), as the requirement is to “ensure the document remains published” as it never published the document on its website until I raised with the CEO and councillors, that the display was not correct.

The shire failed to comply with 76(A)(5), as the requirement is to “ensure the document remains published” was not met, as it was not published until the afternoon of November 2, 2023. Therefore, it has only been published for 13 days.

The shire failed to comply with 76(A)(5)(b) which stipulates that “if the document is published in compliance with a requirement to advertise for submissions or recommendations under these regulations – during the whole period within which submissions or recommendations may be made”.

The document and public notice were not published for the “whole period with which submissions may be made” only for 13 days.

The shire may attempt to use 76(A)(5)(c) to get around the failure to comply with regulation 76(A)(5)(b), citing the wording “...during a period that the local government considers is reasonable”.

However, in the officer report to the June 2023 council meeting at which the resolution was put, the officer stated under “Statutory environment”, that -

“3. Subject to the EPA determining that an environmental assessment is not required, the Shire advertises the amendment for public comment for a period of 42 days.”

Accordingly, the shire officer recommendation to Council was that the advertising period for public comment was 42 days, which means that it can not now invoke 76(A)(5)(c) to cover the mistakes.

### **NOT THE FIRST TIME THE SHIRE HAS MADE SIGNIFICANT ERRORS AND HAS SIGNIFICANT FAILURES IN ADVERTISING OF PLANNING MATTERS.**

Of recent times, the shire has also failed to comply with the statutory and shire policy requirements for advertising of planning applications and modifications to the schemes.

In 2022 it failed to place any signage on a property for which a proposed workers accommodation camp, notifying passing traffic of the development application.

When questioned the shire officers refused to place such signage on the property and claimed there was no requirement to do so.

The shire has also advertised for comments on a proposal stating it added 5 parking bays to Steere Street when in fact it was removing parking bays.

The shire refused to advertise the item correctly and when I sought a review at a later date the officers advised council that there was no issue with advertising the creation of additional bays when in fact there was a loss of bays.

This is in addition to numerous times when public notices and community consultation have not appeared on the website, or on the incorrect pages which have been remedied and readvertised.

The most notable of which has been the failure to correctly advertise the 2023 Annual electors meeting, which had to be readvertised, causing a failure to comply with the time stipulations under the Local Government act 1995.

### **OFFICER REPORT TO COUNCIL IN JUNE 2022 FAILS TO ACCURATELY DESCRIBE AFFECTED AREA.**

“It is proposed that the additional sub-clause should apply to lots zoned Commercial under the scheme. These are limited to lots abutting Hampton Road and a few lots at the western end of Steere Street and adjoining streets. These are considered the most appropriate potential sites for smaller, more diverse types of housing as they are in or on the fringes of Bridgetown town centre.”

The first error is that the former CEO of Fremantle, has referred to a road within Fremantle rather than the Street that is contained in the Bridgetown shire and part of the proposed zone area.

The amendment applies to all the land zoned as “Commercial” under the scheme.

The commercial lots include those in Nelson Street, Roe Street, Rose Street, Farmers Lane and Spencer Street, Loftie Street and Stewart Street.

The properties in Roe Street have no frontage or boundary with Hampton Street or Steere Street.

The properties on Rose Street do not have frontage or boundaries with Hampton or Steere Streets.

### **MAP DISPLAYED AS PART OF ADVERTISED PROPOSAL DOES NOT INCLUDE ALL COMMERCIAL ZONED AREAS OF SCHEME 3.**

The map supplied in the link that was eventually made available on November 2, 29 days into the submission period, purports to show all the affected properties under the proposed amendment.

This map is different to the map on the Shire of Bridgetown-Greenbushes website for TPS3. The Bridgetown town map North shows different properties.

The properties, which would be referred to as “Kordics” as it is the property which had been operated as Kordic’s Holden Dealership for decades, and the former St John Ambulance building

(now occupied by Fat arts) are on the scheme map but is not advertised as being a property that this proposed amendment applies to.

Why is this commercial zoned property excluded from the proposed amendment?

Can a proposed zone amendment include only some of the properties within that zone?

### **ADVERTISED INFORMATION IS MISLEADING IN STATING CHANGES APPLY TO ALL OF ZONE BUT MAP DOES NOT SUPPORT THIS**

The advertised proposed, states-

“SUBJECT LAND AND CONTEXT

The proposed amendment is an amendment to scheme text only. The area to which it applies is the Commercial zone as shown on the Scheme Map. This area is shown in Attachment 1.”

The advertised amendment states that the area is shown in Attachment 1 despite it being different from the Scheme map that the advertised information say it is identical to.

The wording states that it is an amendment to the scheme text only, so should apply to all the commercial zoned land in TPS3, not some of it.

### **PROPOSED SCHEME AMENDMENT EXCLUDES, BY VIRTUE OF THE MAP THAT DEPICTS THE AFFECTED AREAS**

The shire had advertised that those properties depicted in attachment 1, are the ones that the amendment applies to.

What would the planning commission consider to be the amendment, the wording, or the map?

Those landowners who have seen the proposal and looked at the map, would be given the misleading indication that the Kordics and Fat Arts properties are not affected by or included in the amendment.

If the commission were to decide that the amendment proposes to change the R codes for all commercial properties within TPS3, based on the wording, then it would also have to accept that the shire has not advertised the proposed change by providing an incorrect map.

This is not dissimilar to when it advertised the addition of parking bays when it proposed to remove parking bays in Steere Street.

### **IMPLICATIONS FOR LANDOWNERS IF THEY WERE TO DEVELOP OR SELL PROPERTIES WHICH THE SHIRE HAD ADVERTISED AS BEING R30 BUT WHICH ARE EXCLUDED BY THE MISTAKE ON THE PICTORAL DISPLAY.**

If the landowners of Kordics and Fat Arts proposed a development on the basis that the amendment said that all commercial properties in TPS3 were now R35 and were refused because the map showed it as R12.5/R20 this would likely give a right to appeal, at the shire and ratepayers' expense.

Similarly, if the owners proposed to sell the property based on R35 approval and the purchaser did due diligence and checked with the shire and purchased based on a display of being R35, this would leave the shire open to appeal and litigation.

It would be better for the amendment to reflect the map, for the shire to provide a truthful description and display of the affected properties.

The omission of the properties in the advertised map is either intended or purely sloppy work.

Neither is acceptable.

### **POTENTIAL SUBMITTERS MAY NOT MAKE COMMENT AS THE MAP IS INCORRECT**

If potential submitters, including the landowners, adjoining landowner, affected landowners or occupiers or any member of the public do not submit because the information portrayed by the shire for the 13 days of the 42-day consultation, then the proposal should be readvertised.

### **HAS THE SHIRE CONSULTED WILL ALL AFFECTED LANDOWNERS IF IT USED THE WRONG MAP**

In the officer report there is no mention of any consultation with landowners or occupiers of affected land, only the requirement to advertise.

The shire's own public consultation property would require consultation with those landowners.

If the shire has not consulted with the landowners as it used the wrong map, then it has not complied with the requirements to advertise.

### **TERMINOLOGY FRINGES OF BRIDGETOWN TOWN CENTRE" IS FALSE**

The officer report to the June 2023 meeting proposing the amendment, is misleading in its description of the intent of the proposal.

"It is proposed that the additional sub-clause should apply to lots zoned Commercial under the scheme. These are limited to lots abutting Hampton Road and a few lots at the western end of Steere Street and adjoining streets. These are considered the most appropriate potential sites for smaller, more diverse types of housing as they are in or on the fringes of Bridgetown town centre."

The proposed amendment affects all commercial zoned properties (as per the text, but not as per the map advertised) not just those on the "fringes of Bridgetown town centre".

Whilst it may be correct that the vacant land in the commercial zoned areas are on the fringes of the town centre (former BP site on eastern side of Hampton Street) and the lots between the former restaurant and the dental surgery on the western side of Hampton Street), the proponent and author of the report (Director Development, Community and Infrastructure) should have sufficient knowledge of town planning schemes to know that the text amendment applies to all of the commercial zoned properties, not just the vacant properties.

## **PROPOSED AMENDMENT IS NOT LIMITED TO THE FRINGES OF THE TOWN CENTRE**

Every lot in the commercial zone (other than the portion excluded on the advertised map) can be developed or redeveloped.

Existing buildings that can be redeveloped or have dwellings added include-

- a) Shire owned residences in Hampton Street (rear of property)
- b) Freemasons Hotel
- c) Geegelup Store
- d) Former Commonwealth bank
- e) Former Westpac Bank
- f) Scotts Tavern
- g) South west mental health

Every existing building or lot could be redeveloped into higher density housing.

Every existing building that is converted or redeveloped into higher density housing is one less café, shop or office that can provide employment and prosperity to the town.

## **RESTRICTIONS ON RESIDENTIAL BUILDINGS ALONG GEEGELUP BROOK IN FLOOD PRONE AREAS**

The Late Mr Burt Reynolds campaigned tirelessly for many years to warn the shire and council about the flood risk along Geegelup Brook. Mr Reynolds had seen and experienced the flooding Geegelup Brook and Somme Creek.

Many of the buildings on the western side of Hampton Street are multi storey due to the slope from Hampton Street level to the Geegelup Brook.

This amendment places no restriction of residential development in the flood prone areas, nor does it take into account any landfill that landowners may use (particularly in the section near the dental surgery) to bring blocks to street level or near street level to reduce building costs.

Due to the multi storey nature of many of the buildings on the western side, most of those buildings could be redeveloped into residences without structural changes, with residences inadvertently being approved in the flood prone sections.

## **NO SIGNIFICANT ENVIRONMENTAL IMPACT CLAIMED BY SHIRE**

The shire has stated this is a standard amendment as there is no environmental impact as it "... does not result in any significant environmental, social, economic or governance impacts on land in the scheme area."

The proposed amendment allows redevelopment and development along Geegelup Brook from Nelson Street to Loftie Street.

The shire, in its haste to pass this scheme amendment, has undertaken no study to see what the impact will be of development of the land along Geegelup Brook, at the southern end.

## **NO SIGNIFICANT ECONOMIC IMPACT CLAIMED BY SHIRE**

For the first time in over 20 years the commercial zone has vacant commercial land.

Yet the shire is stating that there is no significant economic impact in allowing this land to be developed for higher density residential rather than from commercial.

The proposal will not encourage long term employment, reduce rents for businesses, reduce purchase price of commercial land.

It would be different if the land had been released and lay vacant and undeveloped for years, and then the shire chose to consult with the community and propose the amendment to utilise the land for higher density residential.

## **ALLEGED PROSPERITY FROM GREENBUSHES LITHIUM MINE**

Much has been said by the shire and council about the prosperity the town will encounter due to the Greenbushes Lithium Mine.

If there has been so much prosperity from the mine, why would the shire consider that there is no need for any more cafes, shops, offices for the future.

The only reason that there has not been new shops, cafes and offices built is there is nowhere for them to be built, due to the constraints placed by the state government ownership of a large section of the commercial zone.

The release of this land by state government gives the best opportunity for this town in decades to expand its commercial centre, build new shops, cafes and provide long term permanent employment for people who live in the shire.

Those new employment opportunities will bring new residents to the area, and the flow on will be of benefit to the schools, hospital and services which will get stronger and bigger rather than have their facilities reduced.

## **NO HERITAGE GUIDELINES IN PLACE DESPITE NATIONAL TRUST STATUS AS A HISTORIC TOWN.**

In 2000, Bridgetown was granted "historic town status" by the National Trust.

The Shire of Bridgetown-Greenbushes website states

"Greenbushes and Bridgetown work very hard to retain the integrity of their architectural heritage and this is recognised on a state as well as national level. "Bridgetown has retained places of significance from each phase of 138 years of European Development" (Reference from Trust News 2001)."

The advertised motion states-

"In the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved".

The proposed amendment as advertised refers to the amendment allowing the construction of townhouses, which are normally two storeys, and which are not consistent with the visual streetscape of the town.

As an absolute minimum the officer recommendation should have provided protection for the visual amenity, by requiring buildings to conform with the heritage building style predominant in the town centre.

It is a failing of the shire and council to not have heritage guidelines in place. 23 years after the National Trust recognised the historic status of the town to, “retain the integrity of their architectural heritage”.

### **TOWN CENTRE CONSTRAINED BY LANDHOLDINGS OF STATE GOVERNMENT.**

There is an acute shortage of commercial land in the commercial zoned area in the scheme map.

For over 20 years Main Roads and/or the state government have owned large tracts of land along Hampton Street/Southwest Highway.

Much of this land was purchased for the bypass or truck deviation (referred to as the bypass). This includes the former BP site, which was purchased for the bypass, resulting in BP relocating to the SHELL garage site which it now occupies.

It is my understanding that the land on the western side of Hampton Street is/was also purchased for the same purpose to allow turning lanes and access to Hampton Street to and from the proposed bypass.

Until the last few months when this land was released for sale, there was no vacant land in the commercial zone and only one lot had been vacant prior to this, over the last 23 years. (The site where construction is currently occurring on the western side of Hampton Street).

2023 is the first time in over 20 years that any vacant commercial land has been advertised for sale, and the first time that any new development of shops and offices can occur in over two decades.

Other than the building currently under construction, the only other redevelopment that has occurred in the commercial zone since 2000, is the Mitre 10/Retravisision store, which had existing commercial buildings on some of the site.

### **COMMERCIAL LAND PRICES AND RENTAL PRICES HIGHER BECAUSE OF LIMITED COMMERCIAL LAND**

As there has been no vacant land available (other than one lot), there has been no opportunity to develop more commercial properties.

Vacancies of shops and commercial buildings in the commercial zone are rare.

Most shops are relet quickly, often without any vacancy, purely since there are no available sites and no development opportunities.



As such freehold prices are higher than they need to be and accordingly rents would be higher simply due to demand and no new supply.

### **POTENTIAL EMPLOYMENT CREATION BY DEVELOPMENT OF COMMERCIAL PREMISES IN THE RECENTLY RELEASED VACANT COMMERCIAL LAND.**

The commercial lots that have now been released by the state government provide the potential for commercial development where no development could previously occur in the commercial area.

New shops, cafes, offices will provide employment opportunities in the town.

Every new job that can be created in the town, is potentially one young person who does not have to leave the district to find work.

Every new job that can be created in town, will reduce the amount of traffic on the road network if people remain in the town but must travel to Manjimup or Bunbury for work.

### **LACK OF COMMERCIAL PREMISES AND OFFICES MEANS SHOPFRONTS OCCUPIED BY BUSINESSES THAT HAVE NOWHERE ELSE TO GO.**

The lack of commercial buildings, specifically office accommodation, has meant that some businesses are in shops that could otherwise provide cafes, tourist shops, specialty shops.

Examples include-

- a) Ruby Medical, in the former Commonwealth Bank. The failure of the shire to require adequate parking, is reflected in the centres own website that says "Ruby Medical Centre is very conveniently located in the heart of the town in the bustling shopping area amongst other buildings. There is ample public parking available in and around the area, including the public parking area next to the bakery nearby, and a few reserved parking spaces behind the surgery".

The construction of new premises suitable for the doctor surgery would reduce the impact on the parking in Hampton Street which impacts on locals and tourists being able to find parking to spend money in the town.

- b) Southwest Mental Health. Another premises that could benefit from dedicated office space rather than a shop front in the area where cafés could be located.
- c) Surveyors and party hire
- d) Landcare and Blues at Bridgetown, currently occupy shire premises and the relocation of the tourist bureau refers to negotiations with these two organisations about occupation of the premises. Again, the entire building could be used better.
- e) Member of Parliament's office (Robyn McSweeney had an office where the leather shop is now located) which is an example of a retail purpose replacing office space.

I am not saying that these businesses are required to relocate, however, the release of the vacant commercial land will give opportunities for development of those properties that will allow office purposes in offices and shops and cafes in shops, for the overall long-term benefit to the town, the community, employment opportunities and tourism.

## **PROPOSAL TO RELOCATE SUPERMARKET, NEWSAGENTS, CHEMIST TO EASTERN SIDE OF RAILWAY LINE DUE TO LIMITATIONS ON COMMERCIAL LAND.**

Over a decade ago, a proposal was put up by landowners and businesses that involved relocating the supermarket, newsagency, and I believe the chemist, amongst other businesses, to land on Rose Street between Steere Street and the railway line.

The reason for this was the limitations on the current sites and lack of room for any expansion.

## **PROPOSAL SHOWS LACK OF PLANNING BY THE SHIRE FOR THE FUTURE OF THE TOWN**

The proposal to allow the higher density housing in the limited commercial land is short sighted.

It shows that the shire has no recognition of the issues facing the business sector, caused by the inability to access land for development and expansion of the town centre.

The proposal will impact on employment opportunities and will introduce new issues with the unnecessary introduction of conflict between higher density residential, the business community, tourism, and the traffic levels on Hampton Street.

There is no mention whether this proposed amendment is contained in the proposed new Local Planning Scheme (No6) and whether this is merely bringing forward the concept of higher density in the commercial zone.

As the public have not seen proposed LPS6 and there has been no consultation with the community on its development, it would seem incongruous that if the increased density does not appear in the proposed LPS6 which has apparently been planned, then there should be no reason to rush this ill-conceived amendment through.

## **SHIRE ACTUALLY STATES WHY THE PROPOSAL IS NOT IN THE INTERESTS OF THE SHIRE AND TOWN**

The shire argument is that it will be “providing a diverse range of land, housing, and development opportunities to meet current and future needs. It is an objective of the council’s strategic community plan and corporate business plan”.

The proposal will be reducing the range of land available for commercial when no other land is suitable or zoned as commercial.

The shire is not providing a diverse range of housing, as there are other residential zoned areas that could have the R30 applied, without impacting on the commercial viability of the town.

The shire is not providing a diverse range of development opportunities, it is reducing the development opportunities, by locking up the commercial land for higher density residential in the limited commercial land in the shire.

## **POTENTIALLY MORE AFFORDABLE HOUSING STOCK IN TOWNSITE CLAIM IS MISLEADING AND IS NOT SUBSTANTIATED BY ANY EVIDENCE**

The most expensive land per square metre is likely to be in Hampton Street, due to the same reasoning that applies worldwide. It is on the main transport route; it is close to the shops and the land is limited and not replaceable by other commercial zoned land.

The residential land on streets such as Roe Street is likely to be cheaper per square metre than that on Hampton Street.

The shire has made no attempt to determine if the proposed amendments will provide more affordable housing stock than would be the case if other existing residential zone land had a similar increase to R35.

There are plenty of other residential areas in the townsite that would be suited to R35 (or higher) which would provide more affordable housing, be consistent with the amenity and purpose of the zoning (residential rather than commercial) and have no adverse on the future viability of the town and long-term employment prospects.

## **OTHER SUITABLE LOCATIONS FOR HIGHER DENSITY**

There are other parts of the town that would suit higher density with minimal impact and certainly less impact than locking up the limited commercial land in the town.

For example, around Geegelup Village, where there is already a higher occupation, this area could be an alternative part of town for higher density.

## **ISSUES CREATED BY INCREASED AND HIGHER DENSITY RESIDENTIAL DEVELOPMENT IN THE PROPOSED ZONE.**

The first issue is that most of the zoned land is on Hampton Street or South Western Highway, which is the busiest road in the shire.

Residences are likely to have one driveway per lot or per two lots, whereas a commercial development such as shops, are likely to have no or infrequent driveways.

The more driveways, the less parking space that is available kerbside.

Higher density dwelling where multiple units, as all our urban councils and towns know, creates parking issues unless there are strict planning requirements put in place and enforced.

As it would be unlikely that, as you would encounter in the Town of Vincent, Victoria Park, City of Perth, City of Fremantle, where there will be a high likelihood of single or no car households due to public transport, extensive cycle paths, etc., reliance upon vehicular transport will remain paramount for residents.

As such the parking issues will be more significant than you would see in urban areas and must be taken into account in any scheme amendment.

Every driveway is a potential hazard to pedestrians.

Every driveway is a potential conflict point for passing vehicles.

Then there is the compatibility with residential and non-residential. How long before residents complain about the BP or Vibe garages and the traffic or fumes?

### **PROPOSED AMENDMENT DOES NOT PREVENT COMMERCIAL DEVELOPMENT**

As I will be criticised for my concerns about the commercial land use and the adverse impacts this ill conceived and rushed proposal generates, I will also acknowledge that the proposal does not prevent or preclude the development of any vacant or occupied land in the zone for commercial purposes.

Any reader should take this last point into account before dismissing my submission.

Submitted by

Bruce Bebbington

77 Carunup Brook Road Sunnyside

RMB 313a Bridgetown

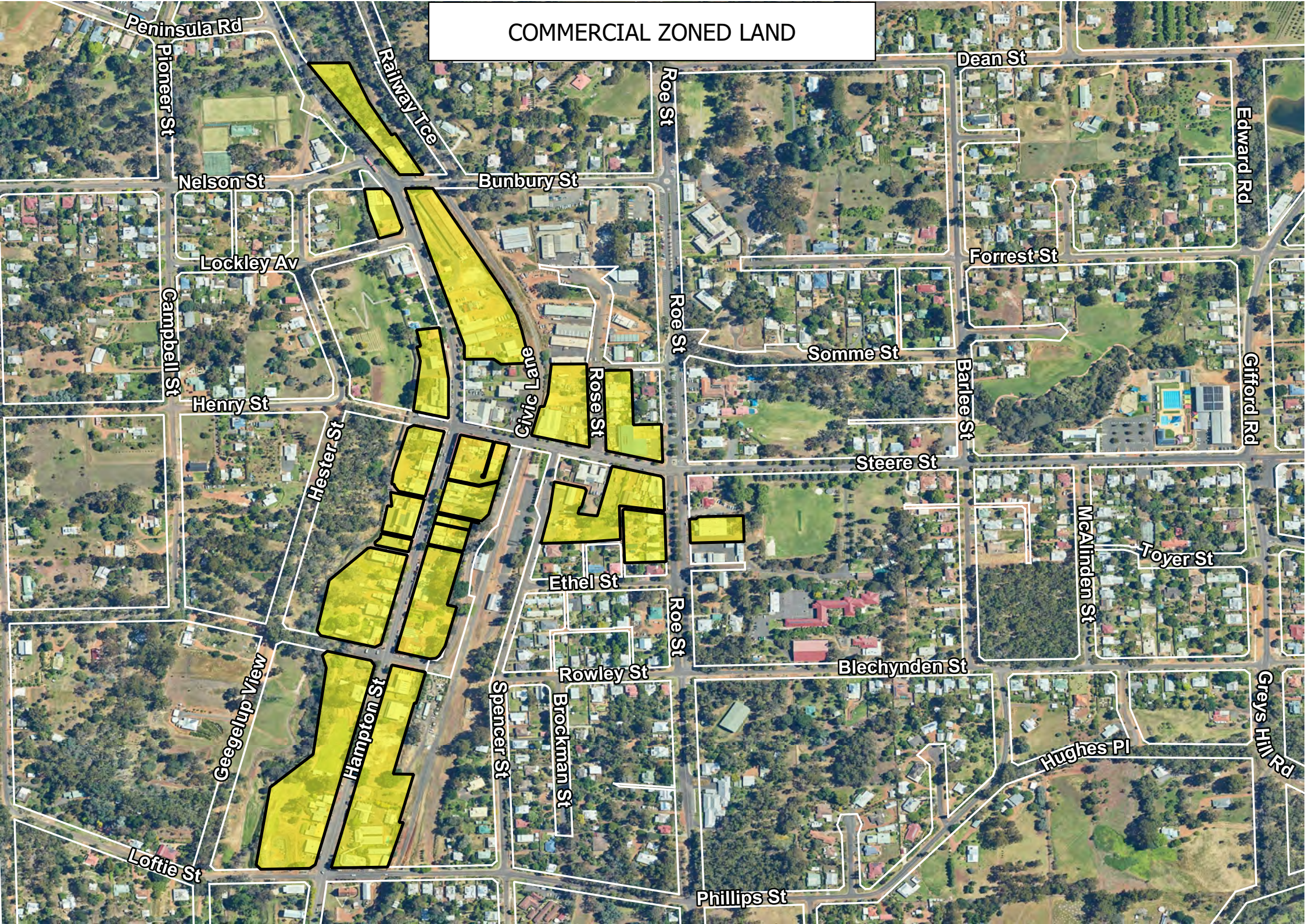
Ph 08 97617535

Email [bebbington@westnet.com.au](mailto:bebbington@westnet.com.au)

### **APPENDIX**

- 1 email Bebbington to CEO and councillors October 31, 2023
- 2 screenshot of Shire of Bridgetown-Greenbushes Community Consultation page November 2, 2023, after the holiday accommodation page was updated.
- 3 Screenshot of Shire of Bridgetown-Greenbushes Public Notices pages November 2, 2023

# COMMERCIAL ZONED LAND





Department of **Planning,  
Lands and Heritage**



# Local Planning Strategy Guidelines

March 2023

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

#### Disclaimer

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## 1 PURPOSE OF GUIDELINES

These guidelines form part of the WA Planning Manual and have been prepared to provide clear and consistent guidance for the preparation of a local planning strategy. The Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations) require a local planning strategy to be prepared in a manner and form prescribed by the Western Australian Planning Commission (WAPC). The manner and form prescribed for a local planning strategy is provided in Appendix 1 - local planning strategy template. The guidelines outline the need and purpose of a local planning strategy, guiding principles, procedural steps and recommended content for a local planning strategy. The guidelines are supported by appendices which provide more detailed guidance on specific components of a local planning strategy. These guidelines, along with the Regulations, replace the guidance on the content and preparation of local planning strategies provided in the Local Planning Manual – a guide to the preparation of local planning strategies and schemes in Western Australia (2010).

## 2 THE NEED FOR AND PURPOSE OF A LOCAL PLANNING STRATEGY

A local planning strategy is a fundamental component of the local planning framework. The Regulations (r. 11 (1)) require a local government to prepare a local planning strategy for each local planning scheme within its local government area. Regulation 11 (2) specifies that the local planning strategy must:

- be prepared in a manner and form approved by the WAPC
- set out the long-term planning directions for the local government
- apply any State or regional planning policy that is relevant to the strategy and
- provide the rationale for any zoning or classification of the land under the local planning scheme.

In simple terms, the local planning strategy provides the long-term planning directions and actions to manage the land use change and development of a local government area. While a timeframe for a local planning strategy is not specified in the Regulations, a 15-year outlook is considered good practice to allow for the evolution of planning and development in response to local context and requirements.

## 3 GUIDING PRINCIPLES FOR A LOCAL PLANNING STRATEGY

It is expected that a local planning strategy should:

- Set out the long-term planning directions for the local government, through identification of the planning issues affecting a local government area and providing the rationale for appropriate planning directions and targeted planning actions.
- Apply the State Planning Framework (including regional and sub-regional frameworks) as relevant to the local planning strategy by ensuring that appropriate planning directions and actions are consistent with the State Planning Framework.
- Provide the rationale for any zoning or classification of the land under the local planning scheme by:
  - ensuring a suitable supply of appropriately zoned land to accommodate future population change and economic development over a 15-year planning period
  - identifying land uses, zones or areas that are intended to change over the timeframe of the local planning strategy and identifying strategies to manage the change
  - avoiding the identification of land for land use intensification that is heavily constrained (for example, land that is low lying and requires extensive fill, has environmentally-sensitive areas or native vegetation, has infrastructure and/or servicing limitations such as access to water, is subject to bushfire risk that cannot be adequately addressed)

- avoiding, mitigating or managing conflict between incompatible land use and/or zones
- identifying and protecting high value assets (for example, heritage, regionally significant natural areas, public drinking water source areas, environmentally-sensitive areas, agricultural land) and land uses that need to be retained, protected and/or managed and,
- identifying planning areas that require more detailed planning to realise the long-term planning directions for these places (for example, urban corridors, road and infrastructure corridors, areas identified for future zoning and intensification of land use).
- Be a clear, concise and user-friendly document.
- Use research, engagement and analysis to provide a sound evidence base.
- Plan for a 15-year period and be reviewed every five years by the local government and the WAPC. A well-prepared local planning strategy that is regularly reviewed (and amended where required) to apply State and regional planning frameworks, to inform local planning frameworks and maintain consistency with the guidelines and regulations could continue to operate beyond 15 years.
- Not be burdened by matters not relevant to managing land use change and development.
- Provide guidance and rationale for where and why more detailed planning of an area is required and clearly outline what that detailed planning will consider and how it will occur.
- Address all the relevant issues and opportunities through one consolidated local planning strategy as opposed to a series of individual issue-based strategies. The local planning strategy should not rely on or create an expectation that individual issue or area-based strategies will be prepared.
- Incorporate all the relevant data and information into the background and information analysis section of the strategy to provide the context, rationale and justification (evidence base) for the planning directions, issues/opportunities, and actions of the strategy. Where technical studies and information analysis are required to support the local planning strategy, but may take some years to complete, it may be appropriate with support from the Department of Planning, Lands and Heritage (DPLH) for preparation of the strategy to proceed on the basis that the relevant technical study and information analysis is recognised as an action for the relevant planning issue.
- List and revoke all existing local planning strategies, issue based strategies and area based strategies that had previously been endorsed by the WAPC, and where relevant, integrate them into the new local planning strategy.

### **3.1 ADDITIONAL CONSIDERATIONS FOR CONSOLIDATION OF LOCAL PLANNING STRATEGIES, JOINT LOCAL PLANNING STRATEGIES AND VARIATIONS TO GUIDANCE**

- Each local government should prepare only one local planning strategy for its local government area, and where more than one local planning strategy exists, consolidation into one local planning strategy is encouraged. It is acknowledged that some local governments, particularly regional local governments, will have significant diversity including different settlements with distinct character and planning intent. To address this, separate settlements or areas may be designated as planning areas (see section 5.2.4) to reflect their diversity with specific directions and actions rather than preparation of separate local planning strategies.
- It may be advantageous in certain circumstances for a joint local planning strategy to be prepared (local planning strategies that apply to more than one local government). Preparation of a joint local planning strategy for multiple local governments may be supported by the WAPC, where it can be demonstrated that neighbouring local governments are:
  - facing similar planning issues and opportunities
  - characterised by similar land use, population change and settlement patterns, or natural or physical features or infrastructure
  - rural or remote and with limited resources and/or
  - responding to the content or direction of a regional or sub-regional planning strategy.

- While these guidelines aim to improve the consistency and standard of local planning strategies, given the diversity of issues across WA, they will not cover all eventualities. In some cases, particularly local government areas that have smaller populations, that expect little change, with few development issues and/or are remote, a simplified approach may be more suitable and fit for purpose. The WAPC may allow for variation to the manner and form to suit local circumstances where justified.
- In circumstances where a local government or the WAPC considers that a local planning strategy needs to be at variance with the guidance provided by these guidelines, then the WAPC and the local government should discuss as soon as possible whether the variance is justified and how best to represent the variance in the strategy.

### 3.2 RELATIONSHIP OF LOCAL PLANNING STRATEGY AND STRATEGIC COMMUNITY PLAN

Through the targeted consultation undertaken on the local planning strategy guidelines it was acknowledged by local government stakeholders that there was often confusion and a misunderstanding about the relationship between a local government's local planning strategy and its strategic community plan.

A strategic community plan is required to be prepared by a local government under the *Local Government (Administration) Regulations 1996*, to set out the vision, aspirations and objectives of the community for a period of at least 10 financial years.

Often the strategic community plan recognises the local planning strategy and local planning scheme as informing the plan, but neither the *Local Government Act 1995* or *Planning and Development Act 2005* require the strategic community plan to be consistent with planning legislation and policy. It is expected that a local planning strategy will have regard for the vision, aspirations and objectives of the strategic community plan where they are relevant to land use planning. The extent to which the local planning strategy will contribute to implementing the land use planning aspects of the vision, aspirations and objectives of the strategic community plan, will be shaped by the consistency of them with the State Planning Framework.

The Department of Local Government is seeking to more clearly define the role of the strategic community plan, which will enhance clarity around its relationship with the local planning strategy. The guidelines will be updated to reflect any further clarity on this relationship.

## 4 PROCEDURAL STEPS FOR A LOCAL PLANNING STRATEGY

Part 3 of the Regulations outlines the procedural steps to undertake once a local planning strategy has been prepared, however, there are several important preparatory steps prior to this. The procedural steps described below and in Appendix 8 provide best practice guidance and are not intended as requirements that need to be undertaken unless specified in the Regulations. To ensure consistency with these guidelines and to expediate the process of preparing the local planning strategy, local government is strongly encouraged to engage with DPLH early and throughout the process of preparing the local planning strategy.

### 4.1 WHEN TO PREPARE A LOCAL PLANNING STRATEGY

All local governments are required to prepare a local planning strategy for each local planning scheme (r. 11). The need to amend a local planning strategy, repeal and prepare a new local planning strategy, or prepare a local planning strategy where one does not exist, should be identified through a review of the local planning scheme. The review of the local planning scheme is formalised through the preparation of a report of review as required by the Regulations (r. 66). Among other things, the report of review will consider the status of the existing local planning strategy and recommend whether it:

- is satisfactory in its existing form or
- should be amended or
- should be repealed, and a new local planning strategy prepared in its place.

Where a local government does not have a local planning strategy, the report of review should recommend that one is prepared. This does not automatically mean that a new Scheme is also going to be required. The adequacy of the local planning scheme and whether a new one is required (concurrent with or after the local planning strategy has been finalised) should be considered as part of the report of review.

Where a report of review has been prepared, the WAPC must consider the report and either agree or disagree with the local government's recommendation.

## 4.2 DEFINE THE SCOPE

Once a local government has decided to prepare a local planning strategy, the first step should be to define its scope.

Scoping should consider the following:

- the vision or what the local planning strategy will seek to achieve over the next 15 years, having regard to the vision of the Strategic Community Plan
- relevant outcomes of the report of review, including whether the existing local planning strategy should be amended or whether a new local planning strategy should be prepared, including any direction or advice from the WAPC
- how the local planning strategy will interface with the Strategic Community Plan and how it will respond to the land use planning related themes and outcomes
- what supporting information needs to be considered or prepared for the local planning strategy (technical studies or assessments)

- early identification of a list of issues/opportunities and planning areas that will be refined as the local planning strategy is developed
- how the local planning strategy will respond to these guidelines and whether any variations to the guidelines may be required
- the scope of engagement and consultation and
- resourcing and budget allocation.

Local governments are strongly encouraged to engage with DPLH (see appendix 9 for relevant contacts) at the scoping stage and throughout the process of preparing the local planning strategy, to discuss the following:

- the scope of the local planning strategy
- the need for assistance from the DPLH in preparing mapping or obtaining data
- planning issues/opportunities and planning areas that the local planning strategy may address
- information to be used to support development of the local planning strategy and
- any issues or content that may be at variance to the guidelines or elements of the State Planning Framework.

## 4.3 BACKGROUND ANALYSIS

Once scoping is complete, the local government should commence collection and analysis of the background information that will be used to provide the context and rationale for the local planning strategy. It is recommended that the background information and analysis is compiled as a first draft of Part 2 of the local planning strategy (Part 2 – background and information analysis) consistent with section 5.3 of the guidelines.

Consistent with the guiding principles outlined in section 3, any technical studies and information analysis that may have previously been undertaken to support the preparation of issue-based strategies (for example, housing strategy, commercial strategy etc), where relevant and feasible should be undertaken as part of the background analysis stage. Where technical studies and analysis of information are required to support the local planning strategy and such studies and analysis cannot be undertaken in a timely manner, the local government should discuss with DPLH whether it is appropriate for those studies and analysis to be recognised as an action against the relevant issue in the local planning strategy.

## 4.4 PRELIMINARY STAKEHOLDER CONSULTATION

Upon completion of scoping and preparation of a draft of part 2 – background and information analysis, the local government is strongly encouraged to undertake its first round of stakeholder consultation with members of the community and relevant government agencies and other relevant stakeholders. It is recommended that preliminary stakeholder consultation occurs prior to and in addition to formal advertising requirements specified in the Regulations.

The purpose of consulting with the community and stakeholders at the preliminary stage of the process is to:

- provide an opportunity for the local government to outline, and for the community to understand, what needs to be planned for and why
- gain an understanding of what the community values and would like to retain, and the respective interests and expectation of all stakeholders

- provide an opportunity for the community and stakeholders to shape how they would like to see change occur and
- provide an avenue for meaningful feedback to inform the preparation of the local planning strategy.

Additional benefits of early community and stakeholder consultation include:

- raising awareness of the purpose of a local planning strategy and what it means for the community and stakeholders
- allowing the community and stakeholders to have shared involvement and a sense of ownership in the identification of issues and opportunities, and the development of the local planning strategy's vision
- drawing on the expertise of government agencies for specific issues and opportunities and
- drawing on the expertise of the community in how it utilises the local government area for the purposes of residing, working and recreation.

It is good practice for a local government to consult with relevant government agencies (see appendix 9 for relevant contacts) to ensure all issues relevant to government are identified and considered prior to consulting with the community. This will also minimise the need to undertake consultation and/or additional changes at a later stage.

It is recommended that when undertaking preliminary consultation, the following is clearly outlined to stakeholders:

- an overview of the role of the local planning strategy and the process involved in preparing and progressing it to endorsement; this includes the role of the State and local government and the community,

opportunities for engagement and consultation and the need to focus on matters relevant to land use planning, land use change and development

- The role of the State Planning Framework and how that influences change and how it will occur and
- the purpose of obtaining feedback and what the local government intends to do with that information as it relates to the preparation of the local planning strategy.

The following should also be considered:

- whether targeted consultation is warranted based on different localities or land uses
- ensuring information provided to the community is audience appropriate and
- method of consultation (for example workshops, forums, surveys, mail outs, website information or a combination of methods).

The responses from the preliminary consultation will help inform the content of the local planning strategy through refining the issues, opportunities and planning areas it will address.

For further information on methods of engagement that may be used for a local planning strategy please refer to the Planning Engagement Toolkit.

## 4.5 PREPARATION OF THE DRAFT LOCAL PLANNING STRATEGY

The outcomes of the scoping, background analysis and preliminary stakeholder consultation processes will inform the preparation and content of the local planning strategy. This process involves compiling and presenting information into Part 1 (strategy) and 2 (background and information analysis) of the local planning strategy as outlined in section 5.

It is recommended that following preliminary stakeholder consultation, Part 2 of the strategy (background and information analysis) is refined and consolidated based on the information and feedback gained from the stakeholder engagement. Part 2 should be prepared consistent with the guidance provided in section 5.3. Following the preparation of Part 2, Part 1 (strategy) should then be prepared consistent with guidance provided in section 5.2. It is important to keep stakeholders updated on the progress of the strategy.

The local government is strongly encouraged to engage with DPLH during this stage and prior to its endorsement of the local planning strategy. Engagement with DPLH at this stage is particularly important for discussing possible timeframes (including any likely extension of the formal advertising period under r.13), confirming consistency with the guidelines, considering any contention between the local government and State agencies on how certain matters are to be addressed in the local planning strategy and identifying any refinements to the local planning strategy. Consultation with DPLH at this stage should limit the extent to which further modifications to the strategy are required prior to certification for advertising.

## 4.6 LOCAL GOVERNMENT ENDORSEMENT TO ADVERTISE

The local government will need to undertake the relevant steps required to submit the local planning strategy for certification (r. 12). If supported by Council, the local government should then provide a copy to the WAPC for assessment with compliance with Regulations (r. 11 (2)). If the local government wishes to advertise the local planning strategy for a period longer than the 21 days specified by the Regulations (r. 13 (2)), then it will need to specify the additional period of time and provide sufficient information to enable the WAPC to determine the request. To support a request to extend the 21-day advertising period, the local government may wish to specify whether it is intended to advertise the local planning strategy concurrent with the local planning scheme and or whether there are any consultation or engagement events, or processes proposed that may require a longer advertising period.

## 4.7 WAPC CERTIFICATION OF DRAFT LOCAL PLANNING STRATEGY

Upon receipt of the local planning strategy from the local government, in accordance with the Regulations (r. 12) DPLH will undertake an assessment of the draft local planning strategy to ensure it is compliant with the Regulations (r. 11 (2)) and consistent with these guidelines.

The DPLH will liaise with the local government if any issues arise at this stage and provide the opportunity to discuss any recommended modifications prior to presenting the draft local planning strategy to the WAPC for certification for advertising.

The WAPC may resolve to either certify the local planning strategy for advertising (r. 12 (4)) or require modifications prior to certifying the local planning strategy for advertising (r. 12 (3)). If modifications are required, the local government is required to modify the local planning strategy and return to the WAPC for consideration and certification prior to advertising.

## 4.8 FORMAL PUBLIC ADVERTISING

A local planning strategy must be advertised for 21 days unless a longer period is approved by the WAPC (r. 13 (2)). The purpose of public advertising is to provide stakeholders with an opportunity to comment on the draft local planning strategy to help improve and refine it.

When advertising the local planning strategy in accordance with the Regulations (r. 13 (1)), the local government must:

- publish in accordance with regulation 76A the local planning strategy and a notice giving details of:
  - the website on which the local planning strategy is published and
  - the place (if any) where a copy of the local planning strategy is available for public inspection and
  - the manner and form in which submissions may be made and
  - the period under subregulation (2) for making submissions and the last day of that period
- give a copy of the notice to each public authority that the local government considers is likely to be affected by the local planning strategy

- advertise the local planning strategy as directed by the WAPC and in any other way the local government considers appropriate

It is recommended that the submission form and consultation materials:

- provide clear instruction on how submissions can be made (may include online submission, email and hard copy) and encouraging use of the preferred method and
- provide a user-friendly feedback form to gather the most useful and meaningful feedback, that will assist with the collation and analysis of, and response to, feedback received; the local government may wish to seek feedback on the following:
  - Is the vision proposed by the local planning strategy supported and why or why not?
  - Are there any important issues or opportunities that are not identified in the local planning strategy that should be identified and why?
  - Are there any planning areas not identified in the local planning strategy that should be identified and why?
  - Are there any specific planning directions or actions for issues/opportunities or planning areas that stakeholders either strongly support or do not support and why?
  - Is there any information displayed on the local planning strategy maps or planning area maps that stakeholders either strongly support or do not support and why?

The requirements in the Regulations (r. 13) are the minimum requirements for advertising. Local governments are strongly encouraged to go beyond these and engage and consult widely using a range of appropriate methods that suit their community and stakeholders, to raise awareness, encourage a high level of participation, and obtain meaningful and useful feedback. For further detail on how to plan and undertake engagement please refer to the Planning Engagement Toolkit.

## 4.9 CONSIDERATION OF SUBMISSIONS

Following the conclusion of the advertising period, the local government needs to consider the matters raised in submissions, then identify and make any necessary and appropriate refinements and improvements to the local planning strategy (r. 14 (1)). The local government must make a final recommendation to either support the local planning strategy with or without modifications. The local government must then submit to the WAPC a copy of the advertised local planning strategy, schedule of submissions received and details of any modifications that the local government is proposing for the advertised local planning strategy (r. 14 (3)).

## 4.10 WAPC ENDORSEMENT

The WAPC is the decision-maker for local planning strategies and has 60 days to make its decision once all the information is received from the local government (r. 15). The DPLH will assess the advertised local planning strategy, the relevant background information and analysis, the outcomes of formal submissions, and any proposed modifications. The key consideration in this assessment is whether the strategy adequately meets the requirements

specified in Regulation 11(2) and is consistent with these guidelines. The DPLH will engage with the local government during this assessment.

Following assessment, the strategy will be presented to the WAPC for a final decision. The WAPC may:

- endorse the local planning strategy without modification
- endorse the local planning strategy with some or all of the modifications proposed by the local government
- require the local government to modify the local planning strategy prior to resubmitting it to the WAPC for endorsement or
- refuse the local planning strategy.

Once the WAPC makes a decision, it will be conveyed to the local government, along with any instructions such as a schedule of modifications the local government is required to undertake and any other requirements necessary to finalise the local planning strategy.

## 4.11 PUBLISHING

Following endorsement, the WAPC must ensure that an up-to-date copy of the endorsed local planning strategy is published in a manner the WAPC considers appropriate (r. 16). The local government is also required to maintain an up-to-date copy of the endorsed local planning strategy on its website (i.e. the strategy as approved by the WAPC).

The local government may also elect to make a copy available at its administration building.

## 4.12 IMPLEMENTATION AND REVIEW

Following publication, the local government is encouraged to undertake regular monitoring and review of the local planning strategy to ensure its effective implementation and compliance with the Regulations. Implementation of the local planning strategy will occur through implementation and review of the actions proposed in the local planning strategy and through local planning scheme preparation, review and administration. Key elements associated with the implementation and review include:

- undertaking a report of review every five years of the local planning strategy and scheme and
- amending the local planning strategy and local planning scheme as required.

Regular review will ensure that the local planning strategy remains contemporary and responsive. Section 5.2.7 of the guidelines provides direction on what the implementation and review section of the local planning strategy should address.

### 4.12.1 Report of review

Part 6 of the Regulations requires that a local planning scheme be reviewed every five years through a report of review. The 15-year timeframe recommended by the guidelines for a local planning strategy aligns with and allows for three five-yearly report of reviews. It not proposed that a local planning strategy is reviewed independently of the scheme review process, rather the review of the local planning strategy will form part of the five-yearly scheme review process. The local government must carry out a review of the local planning scheme ([report of review](#)) in a manner and form approved by the WAPC.

The report of review must make recommendations as to whether the local planning strategy:

- is satisfactory in its existing form or
- should be amended or
- should be repealed and a new local planning strategy prepared in its place.

To assist in monitoring implementation of the local planning strategy and determining whether it is still satisfactory, it is recommended that the local government's report of review includes a table that lists all of the actions from the local planning strategy along with a basic assessment of their status. The status of actions should be assessed as either completed, in progress or not commenced.

#### 4.12.2 Amending the Local Planning Strategy and Scheme

A local planning strategy may be amended by an amendment prepared by the local government and endorsed by the WAPC in accordance with Part 3 of the Regulations. Ideally the need to amend a local planning strategy should be aligned with the five-yearly report of review process, however sometimes the timing and need for an amendment may not align with these timeframes. Some examples of the circumstances that may require an amendment to a local planning strategy are provided below:

- The local planning strategy is required to be updated to implement changed or newly created policy under the State Planning Framework.
- The WAPC or the local government considers that changes to the local planning strategy are required for the purposes of orderly and proper planning

(for example consistency with a proposed amendment to the local planning scheme).

- The local planning strategy needs to be updated to address new or emerging local planning issues or opportunities that the local planning strategy had not previously contemplated or addressed through its planning directions and actions, or particular directions or actions have changed or are no longer relevant.
- The local planning strategy needs to be updated to support implementation of the Strategic Community Plan consistent with the state planning framework.
- The local planning strategy needs to include updated information on demographic and development trends.
- The completion of studies and investigations identified as actions in the local planning strategy may require the local planning strategy to be updated to reflect the outcomes of those actions. For example, an action may have been completed that proposed undertaking a study to identify natural areas of high conservation value. The local government may wish to use the outcomes of that study to support an amendment to the local planning strategy to identify high conservation value natural areas in the local planning strategy map and establish actions relating to the zoning and development requirements that need to be amended in the local planning scheme to retain or protect high conservation value natural areas.

Where a new local planning scheme is not being prepared concurrent with the development of a new local planning strategy, it is likely that some of the actions proposed in Part 1 of the local planning strategy may require the current local planning scheme to be amended to implement the proposed actions. For example, any actions that require a change of zoning, change of land use

permissibility and or the introduction or modification of development requirements will require an amendment to the local planning scheme.

#### 4.13 TRANSITIONAL ARRANGEMENTS FOR CONSISTENCY OF LOCAL PLANNING STRATEGIES WITH THE GUIDELINES

It is acknowledged that transitional arrangements are required to guide decision-making of the WAPC regarding consistency with the guidelines for those local planning strategies and amendments that have been endorsed or their preparation has been substantially progressed prior to the finalisation of the guidelines.

Any local planning strategy that was endorsed by the WAPC prior to the finalisation of the guidelines has five years from the date of endorsement to commence a review to ensure consistency with the guidelines. The review of the local planning strategy should form part of the local government's review of the local planning scheme and subsequent report of review as required by r. 65 and 66 of the Regulations.

For the purposes of these transitional arrangements, the preparation of a local planning strategy or an amendment to a local planning strategy is considered to have been substantially progressed, if the WAPC has certified the local planning strategy or amendment for advertising (or certification is imminent) in accordance with r. 12 of the Regulations prior to finalisation of the guidelines. Where a strategy or amendment has been substantially progressed, the strategy or amendment will not be required to be consistent with the guidelines.



Where an amendment to a local planning strategy (for those local planning strategies endorsed prior to the guidelines being finalised) is contemplated, the local government should contact the relevant land use planning directorate of DPLH to discuss the extent to which the proposed amendment should be consistent with the guidelines.

## 5 CONTENT TO BE INCLUDED IN A LOCAL PLANNING STRATEGY

### 5.1 LOCAL PLANNING STRATEGY TEMPLATE

A local planning strategy template is included in Appendix 1 to provide the manner and form specified in the Regulations (r. 11 (2) (aa)).

The local planning strategy template consist of two parts:

- Part 1 – Strategy, consisting of:
  - introduction
  - vision
  - issues/opportunities
  - planning areas
  - strategy map(s)
  - planning area maps
  - implementation and review.
- Part 2 – Background information and analysis, consisting of:
  - State and regional planning context
  - local planning framework
  - local government profile

In addition to the standard structure and format, the local planning strategy template includes some explanatory text (blue font) to address those matters that will be relevant to most local planning strategies. Although a standard structure, format and explanatory text is provided, most of

the content to be included in a local planning strategy will need to be specific to the local government. There may be sections of the local planning strategy template and associated standard text that may not be relevant to all local governments, those sections of the template include guidance in red font prompting the local government to delete those sections if they are not relevant.

Sections 5.2 through to 5.3.4 provide specific guidance on the content to be included in the local planning strategy template. This template includes reference back to the appropriate sections of the guidelines (red font).

### 5.2 PART 1 – STRATEGY

#### 5.2.1 Introduction

The introduction should specify that the local planning strategy comes into operation once endorsed by the WAPC, any strategies that have been revoked, the purpose of the local planning strategy as outlined by the Regulations and its relationship with the local planning scheme(s).

#### 5.2.2 Vision

The vision for the local planning strategy should outline the 15-year vision for how land use change and development will occur within the local government. The vision should have regard to the local government's Strategic Community Plan, but recognise that any community aspirations for future land use change and development need to be balanced with the requirements of planning legislation and policy. The local planning strategy will provide for the expression of how broader State planning requirements can be applied and ultimately implemented at a local level.

### 5.2.3 Issues/opportunities

To facilitate improved line-of-sight between the local planning framework and the State Planning Framework, as identified in the Action Plan for Planning Reform, key land use planning issues and opportunities of relevance to the local government should be presented under the key themes identified in the State Planning Framework:

- Environment
- Community, Urban Growth and Settlement
- Economy and employment and
- Infrastructure

A brief description of each theme and guidance on a potential list of issues/opportunities relevant to each theme is provided in appendix 3. This list is a guide and each local government in consultation with its community and other stakeholders should ultimately determine which issues/opportunities need to be addressed in the local planning strategy.

For each relevant issue/opportunity, the following should be provided:

- A brief overview of the issue/opportunity with a focus on the land use planning aspects to provide a context for the proposed planning directions and actions. The overview should essentially be a summary of the information and analysis provided for the issue in part 2 of the local planning strategy (background information and analysis).
- A table (similar to Tables 1 – 4 of the local planning strategy template) should be presented for each theme that lists for each planning issue, the planning directions and relevant action(s) and the rationale.

Planning directions and actions should be developed consistent with the guidance provided in 5.2.3.1 and 5.2.3.2.

#### 5.2.3.1 Planning directions

To ensure consistency with regulation 11 (2) (a) of the Regulations, which requires that a local planning strategy must set out the long-term planning directions for the local government, planning direction(s) should be specified for each issue/opportunity or planning area.

Planning directions should:

- be a succinct statement that specifies what is to be achieved or what is desired for the issue/opportunity or planning area and
- contribute to achievement of the vision and be relevant to land use planning

#### 5.2.3.2 Actions

Each planning direction should be supported by an action(s). The reader should be able to clearly identify what action(s) supports the planning direction. As outlined in 5.2.3, a table (based on Table 1 – 4 of the local planning strategy template) should be presented for each theme that lists for each planning issue, the planning directions, relevant action(s) and rationale.

The actions should:

- be numbered sequentially, so that actions that have a spatial context can be referred to and represented on the strategy map
- not require the development of issue-based strategies (for example housing, public open space, rural and commercial strategies); actions that are required to

address information gaps to inform future updates or amendments to the strategy, or further detailed planning such as precinct plans or structure plans may be supported where appropriately justified in the strategy

- be a statement that:
  - is concise and easy to understand
  - outlines what is proposed and how it is to be undertaken
  - is relevant to land use planning and provides the implementation arrangements for the related planning direction
  - its achievement is measurable and can be designated a timeframe and
  - indicates who the responsible party, agency or authority is.
- be relevant to land use planning, for example they may seek to:
  - change the zoning or reservation of land and/or introduce new zones, reserves or land uses to the scheme and change land use permissibility in the scheme
  - introduce provisions within the scheme to manage impacts of certain land uses or types of development
  - review an existing or prepare a new local planning policy
  - undertake a study to inform identification or protection of assets (for example environmental or heritage) and

**Table 1: Planning directions and actions (example)**

<i>Issue</i>	<i>Planning Direction</i>	<i>Action</i>	<i>Rationale</i>	<i>Timeframe</i>
Agriculture (broad acre and intensive)	1. To retain and protect priority agricultural land	1. Undertake a study to identify priority agricultural land.	Section 4.3 of part 2 recognises the need to identify priority agricultural land.	Short term
		2. Amend local planning strategy to identify priority agricultural land and provide the rationale for options for protecting priority agricultural land within the scheme.	Section 4.3 of part 2 recognises that there is increasing interest in subdividing rural land for non-agricultural land uses.	Medium term
		3. Amend local planning scheme to introduce appropriate provisions for protecting high priority agricultural land.	Section 4.3 of part 2 recognises that there is increasing interest in subdividing rural land for non- agricultural land uses.	Medium Term
Housing	1. To ensure an adequate supply of appropriately zoned land to meet future housing needs.	1. Undertake further planning through preparation of structure plans to support amendment(s) to the local planning scheme to zone residential those areas of land identified in the strategy map as 'future residential'.	Section 4.2 of part 2 recognises that there is need to increase the extent of residential land to accommodate forecast future population.	Long term
		2. Normalise structure plans (SPXX and SPXXX) that have been implemented by amending the local planning scheme to zone land in accordance with the structure plan.	Section 4.2 of part 2 recognises that a number of areas have been fully developed in accordance with an approved structure plan and should be appropriately zoned in the scheme.	Short term

- identify areas where structure or precinct structure planning may be required, what that planning will consider and which of those areas are the highest priority It is suggested that the timeframe for achieving an action be one of the following:
  - immediate (less than 1 year)
  - short term (1-5 years)
  - medium term (5-10 years)
  - long term (10-15 years) or
  - ongoing (throughout the life of the local planning strategy, requiring regular review).

It is assumed that the local government will be responsible for the majority of actions or will have a significant role in those actions. Where actions reference another responsible party, the local government should liaise with the relevant party to determine if the action is appropriate prior to inclusion in the local planning strategy. If the local government is not responsible for an action, this should be acknowledged through a footnote to the actions in tables 1 – 4 of the local planning strategy template, including reference to the responsible stakeholder or agency.

Table 1 below provides examples of how planning directions and actions can be presented.

### 5.2.4 Planning areas

Where relevant, local governments may wish to identify planning areas that warrant individual recognition in the local planning strategy. Planning areas are to be spatially defined and include an area of land that has similar land use and development issues/opportunities. The intention of identifying planning areas is to provide an opportunity to specify planning directions and actions to manage the land use change and development of that area. In certain

circumstances it may also be considered appropriate to provide a more detailed map (planning area map) of the planning area to provide more site-specific guidance to assist the more detailed planning of the planning area (see section 5.2.6).

Some examples of planning areas may include:

- urban corridors
- activity centres
- rural townsites/settlements
- Infrastructure corridors;
- areas identified for future zoning and intensification of land use (e.g. residential infill, future residential, future rural residential, future industrial, future commercial)
- land surrounding train stations
- areas characterised by heritage assets
- aboriginal settlement
- areas that contain significant environmental assets and
- land within a buffer.

When identifying and defining planning areas and associated planning directions and actions, the local government should avoid duplication of detail that may have already been provided under specific issues/opportunities. The terminology used to name a planning area (the title) should be consistent with terminology used in the State Planning Framework and the WA Planning Manual.

For each planning area identified in the local planning strategy, the following should be included:

- a title with an alphabet prefix (for example A – Malthouse Strategic Activity Centre, B – Simpson

District Activity Centre) so that each planning area can be easily identified on the strategy map and

- a brief overview of the planning area to establish the context for the proposed planning directions and actions, including why it was identified, the planning matters or issues of relevance, the rationale for the spatial extent and the suitability of the preferred land use.

At the end of the section on planning areas, a table (Table 5 in the local planning strategy template) should be included that lists all of the planning areas and their respective planning directions and action(s). Planning directions and actions should be developed consistent with the guidance provided in 5.2.3.1 and 5.2.3.2.

### 5.2.5 Local Planning Strategy map(s)

A local planning strategy map is required to be prepared and included in every local planning strategy.

For those local governments that cover a large spatial area, particularly local governments in regional areas, it may be useful to include multiple strategy maps (for example a map covering the whole local government area accompanied by other maps (inset maps) showing more detail for regional centres and townsites)

The purpose of the strategy map is to spatially represent:

- proposed changes to land use
- high-value assets that need to be retained or protected and
- actions and planning areas identified by the local planning strategy

A local planning strategy map should:

- focus on where change is planned to occur (future land use classifications) and where future planning is required (actions and planning areas); it should not replicate the local planning scheme map and should only show the extent of existing land uses where it is required to provide a context for future land use classifications, planning areas or actions
- avoid showing constraints (e.g. flood prone areas, bushfire prone areas, buffers etc) unless they are referred to as an action (mapping of constraints is best presented in part 2 of the local planning strategy)
- include the full extent of the area covered by the local planning strategy and where more detail is required for certain areas, a map index should be included to show the extent of additional strategy maps; these should be referred to as local planning strategy map insets (see example local planning strategy maps Figures 3, 3a and 3b)
- be titled Figure X – City/Town/Shire of XX Local Planning Strategy Map and as a minimum, contain a scale, north point and legend
- include a short metadata statement indicating:
  - the date the strategy map was prepared and by whom including the date of any update to reflect an amendment to the local planning strategy and
  - source and date of information displayed on the strategy map
- be consistent with the example strategy maps provided in Appendix 6 for an inner metropolitan local government, outer metropolitan local government or regional local government, along with the local

planning strategy map style guide (Appendix 5); the land use categories and associated legend symbology specified in Appendix 5 are based on the example local planning strategy maps provided in Appendix 6; the suggested land use categories and associated legend symbology do not cover all eventualities and in certain circumstances, variations to land use categories and symbology listed in Appendix 5 may be required; the appropriateness of those variations should be discussed with DPLH as the earliest opportunity

- should include appropriate disclaimers to recognise that planning areas and future land uses are indicative and require further planning to formalise land use planning arrangements for those areas (example disclaimers are included on the example maps contained with appendix 6)
- should be no smaller than A4 and no larger than A3
- should not include detailed cadastre (individual lots), rather detail should be distinguishable at the street block level and
- include planning area boundaries that are rounded rather than having sharp corners, which is more consistent with the indicative and strategic intent of the local planning strategy maps.

### 5.2.6 Planning area maps

In certain circumstances, a local government may wish to prepare a map for a planning area to provide more detail and guidance on proposed land uses. Unlike the inclusion of strategy map(s), which are required for every local planning strategy, the local government has discretion on whether planning area maps are prepared and included in the local planning strategy. These are not intended to replace the need for structure or precinct structure plans,

rather they will provide an indicative guide to assist the preparation of future structure or precinct structure plans. Maps for each planning area should be consistent with the guidance provided in 5.2.5, local planning strategy map style guide (Appendix 5) and the example planning area maps provided in Appendix 6.

### 5.2.7 Implementation and review

As outlined in section 4.12, implementation and review of the local planning strategy is fundamental in ensuring that proposed actions are implemented, and that the local planning strategy continues to be relevant and contemporary. The implementation and review section of the local planning strategy should acknowledge and recognise the following:

- implementation of actions is intended to occur within specified timeframes
- a comprehensive review of the local planning scheme and strategy will be undertaken every five years in the form of a report of review, which will include a basic assessment of the status of all of the actions from the local planning strategy to confirm whether actions are either completed, in progress, not commenced or no longer relevant and
- amendments to the local planning strategy and scheme may be required to assist the implementation of the local planning strategy.

## 5.3 PART 2 – BACKGROUND INFORMATION AND ANALYSIS

### 5.3.1 Introduction

An introduction should be provided that acknowledges that the purpose of Part 2 is to provide the background, context and justification for the planning issues/ opportunities, planning directions, actions and planning areas proposed in Part 1. Importantly, information that does not inform Part 1 or is not relevant to land use planning, should be avoided.

### 5.3.2 State and regional planning context

#### 5.3.2.1 State planning strategy

A brief overview should be provided of the State Planning Strategy, with a suggested overview provided in section 2.1 of the local planning strategy template.

#### 5.3.2.2 State planning policies

An overview of the relevant State Planning Policies (SPP) and the implications for the local planning strategy should be provided within Table 6 of the local planning strategy template. For those policies that are relevant, the policy overview from appendix 4 should be inserted into Table 6 of the local planning strategy template. A standard policy overview is provided for each SPP to facilitate consistency in the way SPPs are described and included in local planning strategies. The local planning strategy implications column of Table 6 need to be completed by the local government for each of the relevant policies. In determining the implications for the local planning strategy of a specific SPP (including associated guidelines for the SPP), it is suggested that the following is considered:

- Is the current local planning framework consistent with the SPP and will actions be required in Part 1 to align the local planning framework with an SPP or address requirements under a SPP?
- Will any of the matters raised in the SPP influence the issues/opportunities, planning directions, actions and or planning areas that are presented in Part 1 of the local planning strategy?
- Will matters raised in the SPP contribute to any actions, planning areas or land use categorisations being shown on the local planning strategy map?
- Are there any issues or opportunities that will be discussed in part 2 to address matters raised in the SPP?
- Are there any opportunities and constraints that will be spatially represented in the contextual maps in Part 2 contextual maps to address matters raised in the SPP?
- Will the local planning strategy be consistent with the SPP, or are variations to the SPP proposed and what is the justification for the variations?

### 5.3.2.3 Regional planning context

An overview of the relevant regional planning instruments should be provided, along with the implications for the local planning strategy. Relevant regional planning instruments that should be addressed by the local planning strategy include:

- Regional Planning Schemes and
- Regional and Sub-regional planning strategies and structure plans.

The overview and implications of regional planning instruments should be provided in a similar format to that provided below in Table 7 in the local planning strategy

template. To maintain consistency, local governments are encouraged to copy the relevant overviews from appendix 4.

In determining the implications for the local planning strategy of a specific regional planning instrument, it is suggested that the following is considered:

- Does the regional planning instrument propose?
  - dwelling targets or population projections or forecasts for the local government
  - an activity centre or settlement hierarchy
  - land use changes and
  - specific direction or actions for addressing issues or opportunities for the local government
  - the need to amend the relevant region scheme or regional or sub-regional strategy to facilitate land use change proposed by the local planning strategy.

### 5.3.2.4 Operational policies

The WAPC has numerous operational policies that are used to guide decision-making in relation to subdivision and development applications. The local planning strategy does not need to list and describe those policies unless they are specifically relevant to the planning directions or actions that it is proposing for issues/opportunities or planning areas. If the local government considers it necessary to include an overview of relevant operational policies in Part 2 of the local planning strategy, then that information should be presented in a format consistent with Table 8 in the local planning strategy template.

### 5.3.2.5 Position statement and guidelines

Position statements are prepared by the WAPC to set out its policy position or advice on a particular planning practice or matter. Guidelines are prepared to provide detailed guidance on the application of WAPC policies. Those position statements or guidelines that are considered relevant should be included in Table 9 of the local planning strategy template. To maintain consistency, local governments are encouraged to copy the relevant overviews from appendix 4.

### 5.3.2.6 Other relevant state or regional strategies, plans and policies

The purpose of this section is to briefly outline any other strategies, plans and policies that have been prepared by State Government agencies that have relevance to the local planning strategy. Importantly, only those strategies, plans and policies that have land use planning implications for the strategy should be included. Table 10 is provided in the local planning strategy template to capture the information and planning implications of relevant strategies, plans and policies. As climate change is a pressing global issue that creates both challenges and opportunities for Western Australia, it is expected that the [Western Australian Climate Policy](#) (November 2020) would be acknowledged in Table 10. To maintain consistency, local governments are encouraged to copy the relevant overview from appendix 4 for the Western Australian Climate Policy.

### 5.3.3 Local planning context

#### 5.3.3.1 Strategic community plan

Part 2 of the local planning strategy should discuss the purpose and vision of the Strategic Community Plan, the role of the local planning strategy in delivering its outcomes (where consistent with the State Planning Framework), its period of operation and the adoption date. Table 11 in the local planning strategy template should be used to list the relevant themes and outcomes from the Strategic Community Plan and any implications for the local planning strategy.

#### 5.3.3.2 Previous Local Planning Strategy(s)

For the purposes of acknowledging the existing local strategic planning framework, this section should briefly describe any previous local planning strategy(s) and whether it/they will be revoked (entirely or partially) by the new local planning strategy. If a previous local planning strategy is being revoked, the local government should briefly acknowledge any significant change in planning directions and/or land use classification from the previous local planning strategy. When acknowledging these changes, it may be appropriate to refer to the relevant issue/opportunity or planning area to provide further detail and justification for the changes.

#### 5.3.3.3 Local planning scheme

This section of the local planning strategy should acknowledge the following:

- that the local government's local planning scheme is the primary instrument for delivery of the vision and planning directions of the local planning strategy

- when the current local planning scheme (including any guided development schemes) was gazetted
- when a report of review was last undertaken and what the outcomes were
- whether the local planning strategy will require amendments to the current or new local planning scheme and
- whether a new local planning scheme is being prepared concurrently with or after the local planning strategy is endorsed.

#### 5.3.3.4 Other planning scheme(s)

This section only needs to be included if an improvement scheme or redevelopment scheme exists within the local government. A brief overview of the purpose, status and implications for the local planning strategy and scheme should be included.

#### 5.3.3.5 Local planning policies

The purpose of this section of the local planning strategy is to recognise that local planning policies provide a valuable planning instrument for guiding decision-makers in the consideration of matters relating to the planning and development of a local planning scheme area.

Where necessary, table 12 from the local planning strategy template should be utilised to list all local planning policies that are relevant to the local planning strategy. Unless specifically recognised as an action in the local planning strategy, the need to prepare new or review existing local planning policies is normally considered through the report of review process.

#### 5.3.3.6 Structure plans

This section provides a brief outline of the extent, purpose and any implications for the local planning strategy of relevant existing structure plans and precinct structure plans. Where necessary, Table 13 in the local planning strategy template should be used to provide the overview of structure plans and precinct structure plans, with an accompanying map to show the spatial extent of existing structure plans. It is suggested that the 'local planning strategy implication and responses' column in Table 13, recommends whether the structure plan should be retained, normalised into the local planning scheme, reviewed, amended or revoked. A recommendation on the future of a structure or precinct structure plan should be supported by a relevant action for a planning issue/opportunity or planning area relevant to the structure plan or precinct structure plan.

#### 5.3.3.7 Local development plans

This section provides a brief outline of the extent, purpose, currency and provide a recommendation on the future of those existing local development plans that are relevant to the local planning strategy.

The preparation of a local planning strategy provides the local government with the opportunity to review its approved local development plans for relevancy. Accordingly, a local planning strategy should spatially show the location of local development plans and summarise them in accordance with table 14, by listing the name of each, date of approval or amendment, its purpose and within the 'local planning strategy implication and responses' column identify whether the local development plan should be retained, reviewed, amended or revoked.

#### **5.3.3.8 Other relevant strategies, plans and policies**

This section briefly outlines any other strategies, plans and policies that have relevance to the local planning strategy. It could include those strategies, plans and policies prepared by the subject local government, neighbouring local governments or other stakeholders. Importantly only those strategies, plans and policies that have land use planning implications for the strategy should be included. Table 15 is provided in the local planning strategy template to capture the information and planning implications of relevant strategies, plans and policies.

#### **5.3.4 Local government profile**

The purpose of the local government profile is to provide background information and analysis of the demographic profile and key planning issues for the local government. Key planning issues/opportunities presented in Part 2 should be grouped according to the themes listed below and may be accompanied by a set of contextual maps where appropriate. For each issue relevant to the local government, it is suggested that analysis of the planning issue be included along with the planning implications of the issue.

Information presented in the local government profile will provide the context and substantial basis for the planning issues and planning areas presented in Part 1 of the local planning strategy.

#### **5.3.4.1 Demographic profile and population forecast**

This section should include population estimates and forecasts for the 15-year timeframe of the local planning strategy. WA Tomorrow population forecasts should be used as the basis for population estimates for the local planning strategy, unless the local government has access to more contemporary population forecasts specific to its circumstances and the use of those forecasts is supported by DPLH. If an alternative population forecast is used, then it should be explicitly stated and justified. Further guidance on how population forecasts and dwelling yield analysis should be presented within a local planning strategy is provided in appendix 7.

#### **5.3.4.2 Community, urban growth and settlement**

Those issues listed in appendix 3 and that are relevant to the local government should be included.

#### **5.3.4.3 Economy and employment**

Those issues listed in appendix 3 and that are relevant to the local government should be included.

#### **5.3.4.4 Environment**

Those issues listed in appendix 3 and that are relevant to the local government should be included.

#### **5.3.4.5 Infrastructure**

Those issues listed in appendix 3 and that are relevant to the local government should be included.



# CS 6 – Service Agreements for Community Service Providers

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## 1 Objectives

The objectives of Service Agreements aim to:

- Provide the Service Agreement recipients with more longer-term security, enabling the group to forward plan and implement longer-term security and service to the groups recipients.
- Encourage, promote and support community services.
- Encourage community groups to forward plan their services, which will promote the stability of these services to the Shire.
- Reduce the time required by organisations to prepare submissions. Many of these organisations are managed and supported by volunteers. This time which has in the past been spent on producing a yearly detailed submission could be imputed into more community service work provided by that group.
- Streamline the Council budget process.
- Separate on-going operational activities from one-off activities or capital purchases. (It is recommended that groups applying for Service Agreements could also apply for one-off grants through the budget process).

The purpose of Service Agreements is to fund on-going operational activities, rather than one-off activities or capital purchases. This policy aims to clearly separate these one-off grants with Service Agreements.

## 2 Policy

### 2.1 Selection Criteria for Applying for Service Agreement

A group, organisation or individual providing an on-going service to the community at little or no profit.

### 2.2 Requirements to be Eligible for a Service Agreement

A Service Agreement request may be for operational on-going costs only. One-off capital items or projects may be applied for through the annual Community Grants process.

The project or program must be started within 12 months of the grant award.

Grant funds may be used for staff salaries, and contract services.

Service Agreement applications must answer all questions, and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.

Service Agreements will be in place for 3 years unless otherwise decided by Council.

Closing date for new Service Agreement applications is the last Friday in March annually. Late applications can be accepted by a resolution of Council.

Grant applicants can be community or sporting groups, or Commercial ventures provided 100% of any grant funds provided by the Shire are for the purpose stated in the Service Agreement application.

A business plan, budget or detailed explanation of income and expenditure is required.

Provide a financial report with the Service Agreement application.

The Shire of Bridgetown-Greenbushes will determine terms of payment for Service Agreements.

Successful Service Agreement providers must provide the CEO, by 31 January each year, an interim acquittal, with written detail on services progressed via the service agreement funds.

Council may request to check the Financial Records of funded groups and organisations, eg. Cash Books and Bank Statements.

Council may use the project/program information provided by funded groups/organisations for promotional and networking purposes.

All funded groups/organisations will be required to enter into a formal agreement with the Shire of Bridgetown-Greenbushes before receiving funding regarding the Monitoring, Evaluation and Accountability and other conditions of the grant.

All funded groups/organisations will be required to acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material.

It is essential that any change of office bearers, telephone numbers and postal address be notified immediately.

Payments of funds may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

Funds will not be provided for activities that are the primary responsibility of other funding agencies.

Application to explicitly detail what the group/organisation/individual provides to the community, and how the service agreement will improve services to the Shire. Provide a financial report with the service agreement application.

Funds are not to be expended on capital or “one-off” projects.

Applicants for a Service Agreement may also apply for grants for “one-off” or capital items through the annual community grants process.

### 3 Applicable Legislation and Documents

<b>Act</b>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
<b>Regulation</b>	N/A
<b>Local Law</b>	N/A
<b>Shire Policies</b>	CR 3 – Community Engagement – Consultation Policy FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions FM 9 – Self Supporting Loans to Shire Community Sporting Groups
<b>Related Documents</b>	N/A

<b>Related Procedure</b>	N/A
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#### **4 Administration**

<b>Original Adoption Date</b>	27 November 2003
<b>Last Reviewed</b>	26 November 2020
<b>Scheduled Reviewed Date</b>	27 April 2023

# FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions

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## 1 Policy

### 1.1 Annual Funding Allocations and Categories

Council will determine an annual funding allocation for the provision of community grants, service agreements and other donations and contributions within the following categories:

- 1 Service Agreements
- 2 Community Grants
- 3 Chief Executive Officer Donations
- 4 Chief Executive Hall Hire Donations
- 5 Rubbish & Recycling Collection Community Groups
- 6 Rubbish & Recycling Collection Shire Leased Facilities
- 7 Annual Contributions

Categories 1 and 2 are identified in the remainder of this policy as “Contestable Funding” because these are the contestable (application based) funding options available to the community.

The total annual funding allocation will be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will be application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors).

The Working Group recommendations will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will be done annually in alignment with the contestable funding timeline (being categories 1 – 2).

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be funded via the total annual funding allocation identified in the Corporate Business Plan.

### 1.2 Contestable Funding Timeline

The contestable funding application period will commence on 1 December annually and close at 4.30pm on the last Friday in February annually. The Working Group will review the submitted applications no later than April annually with Council consideration of recommendations no later than May annually.

### 1.3 Contestable Funding Guidelines and Requirements

- A representative from the applicant entity must meet with a representative from the Shire of Bridgetown-Greenbushes Community Services Department prior to submitting an application.
- Funds may be used for construction, purchase of equipment, salaries, and contract services, operational expenses, marketing expenses, consumables, and administration expenses.
- Applicants must answer all questions in the grant application, and provide full details on all questions asked in the application form.
- Applications must reach the Shire no later than 4.30pm on the last Friday in February annually.
- Late applications will not be considered and will not be presented to the Working Group.
- Applicants must be local community (including sporting) groups, or commercial ventures that provide community benefit.
- An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- Funding will not be provided for recurring projects at the conclusion of either a community grant or a service agreement and will not be considered in the application assessment process.

#### **1.4 Contestable Funding Conditions**

- The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
- Successful applicants who receive funding of \$5,000 or more are required, as part of the acquittal process, to submit a report on the outcome of the funded activity. Upon receipt the report is to be distributed to Councillors (note not formal reporting to Council) in a manner to be determined by the CEO.
- Council may use the information provided by funded entity for its own promotional purposes.
- All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
- All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.

#### **1.5 Assessment of Applications for Contestable Funding**

A Working Group comprising elected member (Councillor) representation will assess all of the eligible applications for contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

- 1 The Working Group will assess each application received in the Contestable Funding process on its merit, and determine the value of the application in relation whole of community benefit.
- 2 Applications which demonstrate a cash contribution (not just an ‘in kind’ contribution) from the applicant will be assessed as having higher merit than applications solely reliant upon grant funding.
- 3 Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than applications that do not.
- 4 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

### 1.6 Assessment of Projects for Non Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible projects for non-contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

- 1 The Working Group will assess each project (application based or otherwise) received in the Contestable Funding process or throughout the year via alternative process, on its merit, and determine the value of the project in relation to whole of community benefit. This assessment will be undertaken annually, at the same time as the assessment of the contestable funding applications.
- 2 The Working Group will review projects on an annual basis that are not new, but are existing projects within the Shire’s operating budget to determine ongoing community benefit and funding provision. This will include the budget allocation for CEO Donations.
- 3 Projects can be service delivery or event based activities.
- 4 Projects which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than projects that do not.
- 5 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

## 2 Applicable Legislation and Documents

<b>Act</b>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.7 – Municipal fund
<b>Regulation</b>	r.12(1)(b) <i>Local Government (Financial Management) Regulations 1996</i> – Payments from municipal fund or trust fund, restrictions on making
<b>Local Law</b>	N/A
<b>Shire Policies</b>	CR 3 – Community Engagement – Consultation Policy CS 6 – Service Agreements for Community Service providers

<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

### 3 Administration

<b>Original Adoption Date</b>	30 September 1999
<b>Last Reviewed</b>	30 June 2022
<b>Scheduled Reviewed Date</b>	27 April 2023

# CS 9 – Community Grants Policy

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## 1 Objectives

Council's Annual Community Grants Program is a strategic tool for community capacity building, supporting innovation and addressing community need, in line with Council's Strategic Community Plan and community's vision for the Shire.

The main objectives are to:

- (a) Enhance the capacity of Shire-based community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events.
- (b) Increase community and visitor participation in community activities/events.
- (c) Offer a 1-year grant funding opportunity to support one-off activities and projects.
- (d) Offer a 3-year grant funding opportunity to cover ongoing operational costs for community services and events.

## 2 Scope

This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations that are seeking support for projects, events and activities that provide benefit to the community and produce results in Council's five key aspirations identified in the Community Strategic Plan:

- A friendly, welcoming and inclusive community;
- Our natural environment is valued, conserved and enjoyed;
- Our built environment is maintained, protected and enhanced;
- Our economy is strong, diverse and resilient; and
- Our leadership is visionary, collaborative and accountable.

## 3 Definitions

### 3.1 Auspicing Organisation

An incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive, hold and disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the acquittal of those funds within the agreed timeframe.

### 3.2 Sporting Club

An association dedicated to a particular sport, which can demonstrate formal membership.

### 3.3 Community Group

A not-for-profit entity that offers programs and services to meet the needs of the community through a common goal/interest or cause. Most members of a community group work voluntarily. A community group must demonstrate that it has provided financial or in-kind support to the community, beyond its immediate membership.

### 3.4 Incorporated Association

An organisation that has been incorporated under the *Associations Incorporation Act 2015*.



### 3.5 Umbrella Organisations

An association of (often related, industry-specific) institutions who work together formally to coordinate activities and/or pool resources. An Umbrella Organisation provides resources and often identities to the smaller organisations. With direct reference to this Policy, an Umbrella Organisation must have the financial management expertise to manage and acquit the associated funds for the groups under its auspice. Sporting clubs and community groups that are not incorporated must have an Umbrella Organisation to be eligible for a Community Grant.

## 4 Policy

Council will provide grant funding to assist current or potential community groups, sporting clubs and incorporated associations, within the Shire of Bridgetown-Greenbushes, to establish new, or to continue current services, projects or activities that result in benefits to the community.

### 4.1 Allocation of Resources (Financial and In-Kind)

Council will review and confirm the allocation of resources annually as part of their annual budgetary processes.

A single tranche will be allocated and available to community groups, sporting clubs and incorporated associations on an annual basis.

Community organisations are eligible to apply for a 1-year grant (maximum value of \$5,000 per annum).

Alternately, community organisations are eligible to apply for a 3-year grant (maximum value of \$5000 per annum).

### 4.2 Timeline

Council's Community Funding Program will open on the first Monday of December (9:00am) and close on the first Friday of the following March at (4:30pm). The Program operates on an annual basis, targeting projects/events beginning in July of the next financial year.

A Working Group comprising Elected Members will assess eligible grant applications and will make recommendations to Council in accordance with the assessment criteria (outlined below). This assessment will take place no later than April, with Working Group recommendations put to Council in May.

Non-cash donations/fee waivers are open all year round to eligible applicants. Applications need to be submitted 12 weeks prior to the project/event.

### 4.3 Categories

#### 4.3.1 1-Year Grant

This grant is available to eligible entities to support one-off or annual activities and projects. The limit is \$5,000.

Funding may be used for construction, purchase of equipment, salaries, contract services, operations, marketing, consumables and administration expenses.

#### 4.3.2 3-Year Grant

This grant is available to eligible entities to support ongoing operational costs only. The 3-year grant is to provide longer-term security, enabling the applicant to forward plan and support the sustainability of community services.

Funding may be used for utility expenses, insurance, rent, wages, and other ongoing operational expenses.

#### **4.3.3 Non-Cash Donations & Waiver of Fees**

This category seeks to contribute to the viability of community projects, activities and events. Applicants may apply for a maximum of \$500 in any one financial year. Non-cash donations may include a waiver of venue hire, or the provision of a service (e.g. Shire rubbish bins for an event).

Applications can be submitted all year round, and will be assessed by the Community Development Team, who will submit the application to the CEO for final approval. Information on successful and unsuccessful applications will be provided to Council.

#### **4.3.4 Annual Contributions & Donations**

This category seeks to support reoccurring community events, Council-funded awards, regional contributions and community services. There is no maximum limit for this category, but the recipients must have a demonstrated and sustained history of community benefit, which Council recognise and agree to support.

This category does not require an application and is reviewed annually by Council to confirm continued payment or to reduce or cease annual payment.

### **4.4 Eligibility**

To be eligible, funding applications must satisfy the eligibility criteria set out in the Funding Guidelines, which includes but is not limited to:

- (a) Applicants must live, or their organisation must be based within (and benefit) the community of the Shire of Bridgetown-Greenbushes.
- (b) Applicants must offer a project or activity within the Shire's local government boundary.
- (c) Applicants must have successfully completed and acquitted any project, activity or event for which the applicant had previously received Shire funding.
- (d) Funding will not be awarded to private businesses or individuals.
- (e) Projects, events and activities must be held in the financial year in which the funding is provided.
- (f) Projects, activities or events will not be funded if they have already commenced before funding has been awarded.

Organisations are eligible for a maximum of one grant per funding category (per financial year) to a maximum of \$5,000 per category per year. An Umbrella Organisation auspicing another organisation, is eligible to apply for funding for its own organisation as well.

### **4.5 Assessment of Applications**

Applications will be assessed against the following Community Grants Program priorities:

- Building Capacity, Partnerships and Leverage Resources;
  - Increase organisational capacity for recipients, and/or the community.
  - Maximise in-kind, cash donations and volunteer time from community, business and/or other funding bodies (Partnerships).

- Facilitate ways in which recipients can give back to the community.
- Encourage community participation and capacity building.
- Demonstrate a result that will have an impact beyond the Community Grant Program.
- Demonstrate accountability for the expenditure of public funds.
- Adopt a risk management-based approach to project management.
- Clearly define aims, objectives and outcomes that are measurable and relevant to the Shire's visions and objectives.
- Provide well-planned and achievable milestones within a detailed timeline.
- Provide a detailed budget.
- Seek to maximise value for money.
- Outline how the group will recognise the Shire's contributions.

#### 4.6 Grant Conditions

- A representative from the organisation applying for funding must meet with a representative from the Shire of Bridgetown-Greenbushes (Community Development) prior to applying.
- Applicants must answer all questions in the grant application and provide full details on all questions (including by providing a detailed budget).
- Applications must reach the Shire no later than 4:30pm on the first Friday in March annually. Late applications will not be considered and will not be presented to the Working Group.
- A detailed acquittal of the 1-year grant funded activity must be provided to the Shire by the end of the financial year in which the funding was provided.
- An annual report must be provided to the Shire by the end of each financial year for the duration of a 3-year grant.
- A detailed acquittal of the 3-year grant funded activity must be provided to the Shire by the end of the 3-year period for which the funding was provided.
- Annual allocations and contributions above \$1,000 require an annual report to Council on provision of services due to Council funding.
- Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- Council may use the information provided by funded entity for its own promotional purposes.
- All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes, which will detail specific conditions and terms relevant to that project.
- All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- Allocation of grant funding (partial or entire) will be at the sole discretion of Council.
- The Chief Executive Officer is authorised to approve or reject variation requests for a change in purpose on funded projects..

## 5 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	Local Government Act 1995 S.2.7(2)(b) the council is to determine the local government's policies s.6.7 Municipal Fund
<b>Shire Policies</b>	CR 3 Community engagement
<b>Related Documents</b>	Community Strategic Plan 2021 - 2031

	Corporate Business Plan 2023-2024
<b>Related Procedure</b>	N/A

## 6 Administration

<b>Original Adoption Date</b>	30 September 1999
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	30 September 2022
<b>Scheduled Reviewed Date</b>	17 December 2026