


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 15 December 2022** at the Greenbushes Community Resource Centre, commencing at 5.30pm.

T Clynch, CEO



Date:

8 December 2022

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AGENDA

For an Ordinary Meeting of Council to be held at the Greenbushes Community Resource Centre on Thursday 15 December 2022, 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	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico - P Quinby - A Rose
Officers	- T Clynch, Chief Executive Officer - P St John, Director Community, Infrastructure & Development - M Larkworthy, Director aCorporate Services - E Matthews, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

November Ordinary Council Meeting – 24 November 2022

K. Watson

Question

My question relates to 70 Gleneagles Drive in Highland Estate. A shed was recently approved for this property that is 14m wide by 11m, making it a total of 154m². I feel that this seriously impacts on the visual amenity of the area with the structure akin to an industrial estate. Why was approval given to this enormously large shed right at the front of the block and have plans been submitted for a residence. I would also like to know what Council's position is on sheds being lived in and why this has been allowed on an ongoing basis.

Response - Approval was granted to this shed for the reason that the proposed development complies with the applicable Town Planning Scheme provisions. No

building plans have been submitted for a residence or an application made for temporary accommodation in accordance with Policy H.4 – Temporary Accommodation. Current council policy allows for the temporary occupancy of sheds during construction of a residence on the same site. The objective of this arrangement is to enable the land owner to construct their house and live onsite at the same time. This provides convenience and security for the landowner and this arrangement is adopted by many rural Shires and enshrined in policy. It is accepted that the time frames prescribed in the Policy have not been rigorously enforced, although it is open to the Council to consider action for non-compliance in this regard should it decide.

B. Bebbington

Question

Regarding the proposed exemption policy at Council tonight, points 4.0(a) and 5.0(a) refer to granting exemptions for incidental structures and the like, what is an incidental structure and the like?

Response - The term 'Incidental structure' is not defined in TPS 3 or TPS 4. The term 'incidental use' is defined in the Deemed Provisions (and consequently included in TPS 3 or TPS 4) as 'a use of premises which is consequent on, or naturally attaching, appertaining or relating to, the predominant use'. It is reasonable to apply the meaning of the term 'incidental' to the policy in that same way as it is defined in relation to land use, and on this basis an incidental structure for the purposes of the Policy will be defined as a structure that is naturally attaching, appertaining or relating to, a single house.

In practice officers will form a judgement on this issue based on this interpretation and, should a more prescriptive policy provision be required, the Policy can be adjusted to reflect this.

Question

Can an outbuilding be any enclosed non habitable structure, have a verandah, patio or roof?

Response - Yes, although the area of the verandah or patio would be included in the area of the outbuilding for the purposes of interpretation of the policy.

Question

An arena for dressage or horse competitions can be a roof on uprights, therefore it's not considered an outbuilding under this policy. Under the proposal tonight an arena would be exempt from requiring planning approval, is that the intent of the policy?

Response - Using the definition provided in the answer above, a roofed dressage arena would not be considered to be an incidental structure for the purposes of this policy.

Question

That proposed policy refers to a floor area of 120m² rather than the roof area. Is that floor area the area within the walls of an enclosed building?

Response - Floor area refers to the area within the walls of a building. If the building is open sided in full or part then officers would interpret the floor area as if a wall that was aligned with the corners of the building existed on the open side(s).

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/1222 Ordinary Council Meeting held 24 November 2022

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 24 November 2022 as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

Section 5.65 or 5.70 of the *Local Government Act 1995* requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.02/1222	FILE REF.	208
SUBJECT	Annual Report & Annual Financial Report 2021/22		
OFFICER	Chief Executive Officer		
DATE OF REPORT	9 December 2022		

Attachment 1 Annual Report 2021/22

Attachment 2 Minutes of Audit Committee Meeting held 8 December 2022

OFFICER RECOMMENDATION

That Council:

1. *Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2021/22 financial year and gives local public notice of its availability.*
2. *Schedules the Annual General Meeting of Electors to be held on Thursday, 2 February 2023 in the Council Chambers, commencing at 5:30pm.*

Summary/Purpose

Following receipt of the Independent Audit Report from the Office of the Auditor General, the Annual Report including the Annual Financial Statements has been prepared in accordance with Section 5.53 of the Local Government Act.

Council's Audit Committee has met with the Auditor and considered the annual financial statements.

Council is requested to receive the Annual Report for the 2021/22 financial year and set a date for the Annual General Meeting of Electors.

Background/Officer Comment

The Local Government Act requires a local government to prepare each financial year an Annual Report that includes the Annual Financial Statements.

Council's Audit Committee met with the Auditor and considered the 2021/22 Annual Financial Statements at its meeting held 8 December 2022. The final Audit Report was received on 9 December 2022. Section 5.54 of the Local Government Act requires a local government to accept the Auditor's report by 31 December with the exception being if the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Assuming Council accepts the Auditor's Report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of the Annual General Meeting of Electors.

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the Annual General Meeting of Electors would be Thursday, 9 February 2023.

Taking into account the above it is recommended that the Annual General Meeting of Electors be held at 5:30pm on Thursday, 2 February 2023.

The audit of the Shire's 2021/22 Financial Statements has been conducted in accordance with Australian Auditing Standards and the Auditor has determined that:

"In my opinion the financial report is:

- *based on proper accounts and records*
- *presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period*
- *in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

As part of the annual audit process an interim audit was conducted in May 2022 when the following internal control matter was reported:

Extract from Interim Audit Management Report – Auditor Finding

"Expenditure Not Supported by Purchase Order - From our sample testing of payments made during the period, we noted one instance where minor expenditure on food services was not supported by a purchase order. We note management indicated they were aware of the breach which had been identified through an internal review process."

The Interim Audit Management Report addressing this issue was presented to the Audit Committee at its meeting held on 8 September 2022 where Managements' comments and proposed actions were considered. In relation to this matter the final audit memorandum includes the following conclusion:

"Based on our testing completed during the year end audit, we are satisfied the Shire has appropriately addressed this matter."

In summary the Auditor reported no matters in relation to other legal and regulatory requirements, key audit risks or focus areas, audit differences or other key matters.

The Audit Committee, following discussions with Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA and Mr Greg Godwin from Moore Australia determined the following recommendation:

“AC.02/1222 The Audit Committee:

- 1. Notes the Audit Concluding Memorandum that will form the basis of the Independent Auditor’s Report for the 2021/22 financial year.*
- 2. Recommends that Council accept the 2021/22 Annual Financial Statements (that will include the Independent Audit Report).*

Carried 3/0”

Statutory Environment

Local Government Act 1995

s.5.27(2) calling of Annual General Meeting of Electors

s.5.53 contents of Annual Report

s.5.54 acceptance of Annual Report

s.5.55 and s.5.55A for notice and publication of Annual Report

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

Council Policy M.34 ‘Advertising of Annual General Meeting of Electors’ sets out the advertising requirements for the Annual General Meeting of Electors.

Budget Implications

Funds are included in the current general advertising account for the purpose of advertising the Annual General Meeting of Electors.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.03/1222	FILE REF.	230
SUBJECT	Proposed Ordinary Council Meeting dates for 2023		
PROPONENT	Council		
OFFICER	Executive Assistant		
DATE OF REPORT	6 December 2022		

OFFICER RECOMMENDATION

That Council endorse the following schedule of 2023 ordinary council meetings, to take place in the Council Chambers, excepting the month of December where the meeting is to be held at the Greenbushes Community Resource Centre;

*Wednesday 25 January 2023
Thursday 23 February 2023
Thursday 30 March 2023
Thursday 27 April 2023
Thursday 25 May 2023
Thursday 29 June 2023*

*Thursday 27 July 2023
Thursday 24 August 2023
Thursday 28 September 2023
Thursday 26 October 2023
Thursday 30 November 2023
Thursday 14 December 2023*

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 M.6 '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 it is normal practice to hold the meeting earlier in the month. To avoid the January meeting falling on Australia Day, the meeting is to be moved to the Wednesday beforehand, as directed by Policy M.6.

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

M.6 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 Shire of Bridgetown-Greenbushes Policy M.4 – Members Allowances/Expenses.

Room hire for the December ordinary meeting 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.

Voting Requirements - Simple Majority

ITEM NO.	C.04/1222	FILE REF.	261
SUBJECT	Western Australian Local Government Association Best Practice Governance Review		
PROPONENT	Western Australian Local Government Association (WALGA)		
OFFICER	Chief Executive Officer		
DATE OF REPORT	5 December 2022		

Attachment 3 Background Paper

Attachment 4 Consultation Paper – Model Options

OFFICER RECOMMENDATION

That Council advise the Western Australian Local Government Association that it supports as its preferred option the Two Tier Model identified by Option 1 in the WALGA Best Practice Review Consultation Paper - Model Options and as its 2nd preferred option the current Model identified by Option 5.

Summary/Purpose

The Western Australian Local Government Association (WALGA) is currently undertaking a governance review particularly focussed on organisation composition and structure. As a shareholder and member of WALGA, the Shire of Manjimup has been consulted on the proposed options.

A Background Paper (refer Attachment 3) and a Consultation Paper – Model Options (refer Attachment 4) are attached to assist in Council’s understanding of the matter.

Both attachments should be read together to assist Council in their decision making and the purpose of this report is for Council to determine which governance model they support.

Background

The WALGA State Council commissioned the WALGA Best Practice Governance Review in March 2022 to ensure that WALGA’s governance model is contemporary and agile and maximises engagement with members.

Governance Reviews allow organisations to re-examine their membership structure, constitution, board role, board composition, governance approach and policies.

For WALGA, the Best Practice Governance Review represents an opportunity to review and reshape the governance model to ensure WALGA is well-placed to:

- Deliver strong, clear, focused, and consistent policy positions on strategic matters of the most importance to Local Governments in WA,
- Drive advocacy outcomes and impact on behalf of Local Government in WA, and the communities they serve, and
- Embed agility and responsiveness, ensuring member concerns are heard, respected, and represented in a timely, efficient, and effective manner.

There are several drivers for the review.

WALGA’s Corporate Strategy 2020-2025 identifies the governance model as a key enabler of performance, with the following description: We have contemporary governance and engagement models.

Member and stakeholder feedback from a range of sources over several years has highlighted dissatisfaction with the governance model. Specifically, feedback relates to:

Structure – WALGA’s governance structure is seen by members and stakeholders as creating roadblocks, hindering decision-making, and holding WALGA back.

Responsiveness – there is a perception among members and stakeholders that WALGA’s governance model is slow and bureaucratic in an environment that requires agility.
















Prioritisation and focus – members and stakeholders acknowledge the challenges of developing unified Local Government policy positions and advocacy priorities given the diversity of Local Government sector interests.

Transparency and accountability – feedback from members and stakeholders suggests that WALGA should be more transparent about its decision-making processes.

Zones – Feedback from members and stakeholders in relation to Zones and Zone meetings is mixed. A proportion of WALGA’s membership believes that Zones are not as representative, strategic nor effective as they potentially could be.

Officer Comment

There are five governance model options identified in the Consultation Paper and they are best summarised by an extract from the Consultation Paper.

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>

Option 1 – Two Tier Model, Existing Zones

This option creates a Board comprising 11 members that includes 4 metropolitan, 4 country and 3 independent skills based members. A Policy Council would be established under the same arrangements as State Council and the existing WALGA zones would be retained.

This model is considered to be more of a contemporary Board arrangement with a focus on WALGA strategy. The representation across the Local Government sector is retained as part of the Policy Council and the existing WALGA Zones would be retained to enable the necessary local input. The Shire of Bridgetown-Greenbushes would retain direct representation as part of the South West Zone of WALGA as part of the third tier in the model.

Option 2 – Board, Regional Bodies

This option creates a Board comprising 11 members that includes 4 metropolitan, 4 country and 3 independent skills based members. Differently this option creates four regional bodies with flexibility for individual Local Governments to join whichever body is most suitable for them. The third layer will be Policy Teams, Forums and Committees comprising membership from the Board, Regional Bodies and independent members.

Whilst this model creates a contemporary Board structure it is a very significant shift away from State Council and WALGA zones. This may lead to significantly less local representation and for this reason alone is not supported.

Option 3 – Board, Amalgamated Zones

This option creates a Board comprising 15 members that includes 6 metropolitan and 6 country elected from zones and up to 2 independent skills based members. The President is to be elected by the Board. Zones are retained but are amended into 6 metropolitan and 6 country zones. Under the draft proposal the Shire of Bridgetown-Greenbushes would be in an expanded zone comprising South-West and Great Southern Local Governments. The third layer will be Policy Teams,

Forums and Committees comprising membership from the Board and independent members.

Whilst this model creates a contemporary Board structure, this option will retain some local representation but will increase the size of the current South-West zone comprising 12 member local governments by incorporating another 11 local governments from the Great Southern area to form a new zone with 23 member local governments. This is considered very problematic due to the actual number of members and the vast distances of travel would likely result in regular non-attendance or a transition to electronic zone meetings.

Option 4 – Member Elected Board, Regional Groups

This option creates a Board comprising 11 members that includes 4 metropolitan, 4 country and 3 independent skills based members. It also utilises Policy Teams, Forums and Committees comprising membership from the Board and independent members. The third layer relies on Regional Groupings of Local Governments of many characteristics to feed upward in to the model.

The Shire of Bridgetown-Greenbushes is a member of the Warren Blackwood Alliance of Councils (WBAC) comprising the Shires of Bridgetown-Greenbushes, Manjimup, Nannup, Donnybrook-Balingup and Boyup Brook and under this model this would be the most likely Regional Group that would participate as the third tier in the model.

Whilst membership of the WBAC is important to its member local governments there are benefits in being a member of a larger south west local government group such as the current WALGA zone.

Option 5 – Current Model

Under this existing model, State Council comprises 24 members plus the President. Members of State Council are elected from the 5 metropolitan zones and the 12 country zones. 12 members from the metropolitan zones and 12 members of the country zones form the State Council plus the elected State Council President. The Shire of Bridgetown-Greenbushes is part of the 12 Local Government members of the South West Zone which elected Cr Tony Dean (Shire President of the Shire of Nannup) as the Zone's representative on State Council. The current model utilises Policy Teams, Forums and Committees made up of State Council members and independent members as the third tier in the model.

Generally, the current model works though it is likely that the State Council is unwieldy due to its membership size. However given the number of Local Government organisations in Western Australia (139) covering vast areas with many different complex issues to navigate, the current membership at least enables very strong representation equitably for all.

Conclusion

It is considered that options 2, 3 and 4 have a greater chance of reducing local government representation on WALGA and are not supported. Option 5 being the current model is effective but it is far from contemporary and possibly unwieldy due to its size. Option 1 creates a contemporary Board structure whilst retaining the most important representation attributes of the current model and for this reason it is recommended as the preferred option with Option 5 being the 2nd preferred option.

Statutory Environment

WALGA is currently recognised by the *Local Government Act 1995*. Under current Local Government reform proposal it is likely that this recognition will be removed however WALGA will still remain as the collective advocacy representative for Local Government members across Western Australia.

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 Implications – Nil

Budget Implications

Unknown at this stage. Remuneration for Board Members under Options 1-4 isn't addressed in the WALGA papers and noting that these costs would typically be funded from local government member subscriptions there could be a future cost increase to member local governments.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.05/1222	FILE REF.	
SUBJECT	Draft Forest Management Plan 2024-2033		
PROPONENT	Department of Biodiversity, Conservation and Attractions		
OFFICER	Chief Executive Officer		
DATE OF REPORT	6 December 2022		

OFFICER RECOMMENDATION

That the CEO be authorised to lodge a submission on the draft Forest Management Plan 2024-2033 addressing the following points:

- 1. Request that the plan specifically refer to the maintenance of existing logging access roads, including bridges, for the purposes of fire mitigation; and*
- 2. The State give consideration to additional fire resources and mitigation budgets to ensure required firebreaks are established and maintained annually*
- 3. The State increase funding and actions for weed management in forest areas in order to control or eradicate localised weed invasion*
- 4. The State increase funding and actions for control/management of feral and pest animals within forest areas*
- 5. Recognise the need to expand Nature Based Tourism opportunities within the Warren Blackwood area.*

Summary/Purpose

For Council to determine if it wishes to lodge a submission on the draft Forest Management Plan 2024-2033 that is currently out for comment and if so the contents of the submission.

Background

The Department of Biodiversity, Conservation and Attractions (DBCA) has released the Draft Forest Management Plan 2024-2033 for public comment, with the comment period closing on 18 December 2022.

The draft Forest Management Plan 2024-2033 can be viewed at dbca.wa.gov.au/forest-management-plan.

Western Australia's south-west forests are managed under the WA Regional Forest Agreement (RFA), a 20-year agreement between the Western Australian and Australian Governments. Regional Forest Agreements are long-term plans for the sustainable management and conservation of Australia's native forests. RFAs seek to balance economic, social and environmental demands on forests by setting obligations and commitments for forest management that deliver:

- certainty of resource access and supply to industry – building investment confidence;
- ecologically sustainable forest management – ensuring forests are appropriately managed and regenerated; and
- an expanded and permanent forest conservation estate – to provide for the protection of Australia's unique forest biodiversity.

The south-west forests, and the biodiversity they support are under increasing pressure from threats such as climate change, habitat loss and fragmentation, weeds and pest animals, altered hydrological regimes and inappropriate fire regimes.

Historically, the native timber industry has been one of the main forest-based industries in the south-west. The region's forests have historically provided direct and indirect socio-economic benefits and jobs (BRM), pest management, floristry, bee keeping, revegetation, machinery, milling processing and other forest-based business activities (firewood, burls, cones, craft wood, seeds).

A forest management plan outlines the approach to protecting and managing forests in Western Australia's south-west national parks, conservation parks, nature reserves, State forests and timber reserves, and provide direction on how new Government policy settings will be achieved.

The *Draft Forest Management Plan 2024-2033* was prepared by the Conservation and Parks Commission (through the Department of Biodiversity, Conservation and Attractions) in accordance with the *Conservation and Land Management Act 1984*.

This followed wide-ranging consultation with government agencies, key stakeholders and the community, and is informed by scientific research and management experience, input from technical experts and results from monitoring and evaluation processes.

Designed to be more concise and readable than the current FMP, the draft plan has an increased focus on Noongar values and the drying and warming climate of the south-west. It also provides for improved protection of our south-west forests, including at least an additional 400,000 hectares being included in national parks, conservation parks and nature reserves.

On 8 September 2021, the State Government announced native forest logging would end from 2024. The most significant change for forest management from 2024 will be the cessation of large-scale commercial timber harvesting in native forests. In future the only timber to be removed from native forests will be sourced from management activities that improve forest health (such as ecological thinning) or clearing for approved mining operations and infrastructure.

Officer Comment

As outlined within the draft Forest Management Plan 2024-2033, the new draft plan differs significantly from the previous plan in terms of its objectives and format. Preparation of the document by the State was preceded by two very strategic matters, being:

- a) The South West Native Title Settlement being operational in February 2021, reflecting the need for the State to partner with the traditional owners in managing the conservation estate; and
- b) The State Government announcing on 8 September 2021 that it was ending commercial timber harvesting from 2024.

Responding to these matters, climate change and a desire to enhance the conservation reserve system (consistent with the WA Regional Forest Agreement), the revised approach is incorporated within the following strategic goals as outlined in the plan:

1. *To value and protect Noongar cultural heritage and support Noongar Traditional Owner involvement*
2. *To conserve biodiversity and support ecosystem resilience*
3. *To maintain or improve forest health and enhance climate resilience; and*
4. *To deliver social and economic benefits through the provision of goods and services.*

No longer is the maintenance of productive capacity (as outlined in the current plan) a primary focus of the management document, although section 5.6.3 relates to forest based resources.

Whilst inviting comments on the future management of south-west forests, the document advises that for submissions to be effective, they need to be clear and concise, refer to page number or specific sections of the plan, clearly state reasons for agreeing with or disagreeing with the plan, provided sources for information in support of the comments and suggest alternatives for those aspects of the plan with which you disagree. The Plan furthermore states that:

1. The plan may be modified if a submission provides additional information of direct relevance to management, indicates or clarifies a change in legislation or management policy or indicates omissions, inaccuracies or a lack of clarity; and

2. The Plan will not be modified if submissions support the plan, makes general or neutral statements, refers to issues beyond the scope of the plan, refers to matters already included or considered during its preparation, is one among several widely divergent viewpoints on the topic, contributes options that are not feasible or based on unclear or factually incorrect information.

Given the above, it is clear that to have effect, any submission from the Shire must be clear, specific and supported in fact.

Proposed Shire Submission

It is recommended that a submission is made by the Shire on the following sections of the plan:

1. Fire Management

The objectives of the plan are to manage fire in the planning area, protect life, communities and assets from the impacts of bushfire and to use and respond to fire to promote the maintenance of forest health, the conservation of biodiversity and mitigate the risk of bushfire in the planning area. The Management Activities state that there is a need to maintain capacity in fire management including prescribed fire, bushfire mitigation, detection and suppression.

In a drying climate, it is recommended that any submission from the Shire:

- a) Request that the plan specifically refer to the maintenance of existing logging access roads, including bridges, for the purposes of fire mitigation; and
- b) The State give consideration to additional fire resources and mitigation budgets to ensure required firebreaks are established and maintained annually.

2. Weed Management

The Plan makes the statement that for most weed species their control, or eradication is expensive, so preventing their introduction is a more cost effective option. Current recommendations in the plan do not address the need to increase efforts to control or eradicate weed species although the preceding text refers to management goals for localised eradication, density reduction and containment.

Weeds can have a significant impact on the health, environment and the biodiversity of the conservation estate and adjacent lands. It is regularly observed that weed species are located within the conservation estate on both private property and other crown reserves. It is recommended that the Shire submission urge for the Management activity to include a recommendation for increased actions in terms of weed management.

3. Pest Animals

The document recognises that feral fox and cats are the most significant pests due to their impact on native flora, fauna. The Management Plan also recognises pigs, stating that the potential for effective management with localised eradication is feasible and that deer populations are small and localised so the opportunity exists to control or eradicate them.

The effects on flora from introduced species such as pigs, deer, goats and horses has the ability to result in increased weed invasion due to denuding of native vegetation and transfer of weeds.

Whilst acknowledging there can be significant costs associated with addressing feral and pest animals increased management activities in this space are necessary.

4. Nature Based Tourism and Recreation

The Management Plan recognises the potential for social and economic benefits of nature based tourism. This is seen to be an opportunity to offset some of the impacts associated with the cessation of commercial logging.

Currently the document contains a number of generalised management activities around quality recreation and tourism based facilities in suitable locations. With Nature Based Tourism being seen as a major opportunity to reduce the impact of the State Government decision to end native forest logging, it is recommended that the need to expand Nature Based Tourism opportunities within the Warren Blackwood area needs to be recognised within the draft management plan. Obviously these tourism opportunities will need to be sympathetic to the forest environment.

The Shire submission would refrain from providing commentary on the decision of the State Government to end commercial timber harvesting from 2024 nor the impact upon business as those impacts are being addressed and mitigated to some degree by the State Government's Native Forest Transition process.

Statutory Environment

The Forest Management Plan is reviewed under the *Conservation and Land Management Act 1984*.

Integrated Planning

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

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management – Nil

Voting Requirements – Simple Majority

ITEM NO.	C.06/1222	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	8 December 2022		

Attachment 5 Rolling Action Sheet – December 2022

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.07/1222	FILE REF.	131
SUBJECT	List of Accounts Paid in November 2022		
OFFICER	Manager Finance		
DATE OF REPORT	08 December 2022		

Attachment 6 List of Accounts Paid in November 2022

OFFICER RECOMMENDATION

That Council receive the List of Accounts Paid in November 2022 as presented in Attachment 6.

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 2022 Council meeting, month end finance processes were ongoing, as such the monthly statement of Financial Activity for November 2022 will be presented to the January 2023 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.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

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 2022 and presented in the list of accounts paid has been allocated in the 2022/23 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.08/1222	FILE REF.	224
SUBJECT	Budget Management Policy		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	6 December 2022		

Attachment 7 Draft Budget Management Policy

OFFICER RECOMMENDATION

That Council;

- 1. Revoke Policy F.6 'Reporting Forecast Budget Variations Policy' and renumber all remaining policies accordingly*
- 2. Adopt Policy F.23 'Budget Management Policy' as shown in Attachment 7.*

Summary/Purpose

This item seeks endorsement of a new budget management policy to replace Councils existing policy that focusses on reporting of budget variations. The new draft Budget Management Policy has been developed to provide management with a framework to operate within in regard to the following:

- the scope and conditions associated with the CEO approving budget overspends without obtaining Council approval;
- budget overspends requiring prior Council approval; and
- the reporting requirements associated with budget overspends and budget amendments.

Background

At the Concept Forum held 12 May 2022 Council undertook an informal review of the Finance Section of its Policy Manual. It was identified during the review that policy F.7 – Reporting Forecast Budget Variations Policy be subject to a stand-alone review. Council at its meeting held 30 June 2022 resolved in part to:

- "5. Note that separate reviews of the following policies is to occur:*
- Policy F.7 (Reporting Forecast Budget Variations Policy)*
 - Policy F.15 (Asset Management)*
 - Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)*
 - Policy F.19 (Assets Financing and Borrowings)*
 - Policy F.21 (Risk Management)"*

A new budget management policy has been developed to replace Policy F.6 'Reporting Forecast Budget Variations Policy'.

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.

Officers recommend Policy F.6 – 'Reporting Forecast Budget Variations Policy' be replaced with a new policy focused on budget management rather than variance reporting. The new budget management policy will aid in efficient and effective management of budget allocations.

The intent of the proposed Budget Management Policy is to provide clear direction on the approved circumstances in which budget overspends may be authorised by the CEO and the associated reporting requirements to Council.

A summary of the proposed budget management policy parameters was presented to the Audit Committee for review. At its meeting held 8 September 2022 the Audit Committee resolved as follows:

*"Committee Decision Moved Cr Mountford, Seconded Cr Rose
AC.03/0922 That the Audit Committee endorse the Budget Management Policy
parameters as outlined in Attachment 3 to be included in a new draft Budget
Management Policy. Carried 4/0"*

In addition to the parameters presented to the Audit Committee the new budget management policy includes the following:

- Non reportable overspends at general ledger level for an amount up to \$1,000 or 20% whichever is the lesser. Council's current policy F.6 'Reporting Forecast Budget Variations' authorises the CEO to incur expenditure above current budget allocations to a maximum of \$1,000. This level of authorisation has been retained in the new draft Budget Management Policy with the inclusion of an additional threshold of not more than 20% of the account budget.
- Overspends in utility expenditure is specifically excluded from reporting requirements in the policy in recognition that utility expenditure is payable on receipt of account for actual usage incurred. Any unusually high utility accounts will be investigated by officers and actions taken where possible to alleviate the future occurrence of higher than normal utility accounts.
- Budget overspends in employee salaries and wages at individual job or general ledger account are not reportable at any level provided overall organisation salaries and wages are within budget. This ensures the CEO can direct employees as required to manage the day-to-day operations of the Shire and implement Council decisions.

Statutory Environment

Local Government Act 1995

s.6.2 (1) Local Government to prepare annual budget

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31st August each year.

s.6.8 Expenditure from municipal fund 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

Local Government (Financial Management) Regulations 1996

r.33A

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1st January and 31st March each year.

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 – Nil

Whole of Life Accounting – Not applicable

Risk Management

The proposed budget management policy will provide for efficient and effective delivery of Council priorities while managing the risk of a negative impact on Council's financial position.

Voting Requirements – Simple Majority

Community, Development & Infrastructure

ITEM NO.	C.09/1222	FILE REF.	072.5
SUBJECT	Bridgetown Railway Station - Expression of Interest		
PROPONENT	Council		
OFFICER	Manager Community Development		
DATE OF REPORT	December 2022		

OFFICER RECOMMENDATION

That Council;

- 1. Note that no Expressions of Interest submissions were received for a commercial use of the Bridgetown Railway Station.*
- 2. Consider the matter of the long term use of the renovated Bridgetown Railway Station at the January Concept Forum.*

Summary/Purpose

To inform Council regarding the outcome of the Bridgetown Railway Station Expression of Interest process, and to propose a time for councillors to consider the long term use of the Railway Station.

Background

In November 2021 a project brief was completed to attract a consultant to undertake a feasibility study and develop a business case for the Bridgetown Railway Station as an art exhibition, event and artist in residence space.

The consulting firm, Economic Transitions, were engaged to undertake to feasibility study and business case and an initial meeting was undertaken in February of 2022 including a site visit.

A stakeholder meeting was held on 28 July 2022 with artists and representatives of art groups invited to join. The consensus arising from the stakeholders meeting was that the artist in residence concept would duplicate a significant function of 'The Rabbit Hole'. The consensus was also that the 'residence' component of the railway station brief was unlikely to attract artists, impacting the operations of the proposed gallery.

The view of the stakeholder group was that the building should be changed from being an artist in residence to a commercial offering. At the August Concept Forum councillors were supportive of the shift in focus and discussed;

- That a survey was not required
- That Council review the vision for the Bridgetown Railway Station
- That Council undertake an Expression of Interest process and the opportunity would be available to local businesses inviting interested businesses to consider submitting an EOI proposal

At the September Council meeting (C.11/0922) Council resolved to;

- 1. Call for Expressions of Interest for the use of the Railway Station for possible commercial use.*
- 2. Approve the draft Expression of Interest (EOI) assessment criteria.*
- 3. Approve the Expression of Interest process as follows;*
 - a) Council Approval of EOI Assessment Criteria*

- b) *Advertise the EOI*
 - c) *Council decision to endorse the proposed preferred tenant*
 - d) *CEO to negotiate the details of the lease etc. with preferred tenant.*
 - e) *Council consideration and approval of lease*
 - f) *Minister of Lands approval of lease*
4. *Request approval from the Department of Planning, Lands and Heritage to change the purpose of the Management Order for the Bridgetown Railway Station, Reserve no: 53863 from “community use only” to “community and commercial use”.*

The Expression of Interest was advertised from 28 October 2022 to the 18 November 2022 (three weeks). Four packs were sent to interested proponents however, no submissions were received.

Officer Comment

As the renewal of the Railway Station building progresses it is important to establish the intended use of the building, consider the sustainability of the end use and support the activation of the area.

Given there were no submissions by potential proponents to provide a commercial offering at the Bridgetown Railway Station, Council will need to reconsider an end use for the building once renewal works are complete. If Council support the second recommendation of this report, further exploration of the potential end use of the Railway Station building can be discussed at the January Concept Forum where Councillors can consider financially viable and sustainable options before engaging stakeholders and community.

The completion date for the Bridgetown Railway station renewal works is estimated at late February 2023.

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - 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 8.1.2 Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

A discussion regarding potential end uses of the Bridgetown Railway Station and their financial viability and sustainability prior to community and stakeholder engagement supports the principles of risk mitigation by considering the financial implications for Council associated with each option before raising community expectations relating to a specific option.

Voting Requirements – Simple Majority

ITEM NO.	C.10/1222	FILE REF.	451.2.6
SUBJECT	Leisure Centre Weekly Gym Membership Fee		
PROPONENT	Council		
OFFICER	Coordinator Recreation & Leisure		
DATE OF REPORT	6 December 2022		

OFFICER RECOMMENDATION

That Council Approve a new weekly (7 day) gym membership fee of \$20.00 to be introduced in the current 2022/23 fees and charges

Summary/Purpose

The Bridgetown Leisure Centre (BLC) has received an increase in requests for one-week gym memberships (7 days) from fly in-fly out (FIFO) workers, Greenbushes mine site drive in-drive out (DIDO) staff and visitors to the region. A new weekly gym membership category has been proposed to meet this community need.

Background

The gymnasium is forever evolving to meet the needs of the community. Informal feedback from community members and visitors to the region has led to a one-week gym membership option.

Current adult membership options are:

- Casual (day entry no registration required) \$16.70
- 1 Month \$31.90
- 3 Month \$85.90
- 6 Month \$152.05
- 12 Month \$278.90
- Emergency Service 12 Month membership 50% discount.
- 24 Hour Access Fobs \$25.00 (each)

Officer Comment

The one-week option will provide an entry point for potential new members to access the gymnasium for a trial period. At the completion of the one-week option, members will be alerted via text and/or email that the membership has ended and provide the member with the available gym membership options. Communication with these members will also provide an opportunity to ask for feedback, which will provide

information to evaluate and continue to improve the services provided by the Bridgetown Leisure Centre.

The one-week (7 day) membership will allow DIDO personnel and other FIFO workers the opportunity to access flexible membership options that will fit with roster rotations and ensure these potential members only pay for the time they are able to use the gym.

Patrons that opt for the one-week membership will also have the option to purchase an access fob to the Gymnasium (\$25 each) that will provide them with 24/7 access. At the completion of the one-week gym membership, the access fob will be suspended until the membership is reactivated.

Statutory Environment

2022/23 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
 - Action 2.2.9 Provide an expanded range of activities at the Bridgetown Leisure Centre

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

Policy Implications - Nil

Budget Implications

Any additional income will be recognised in the 2022/23 Budget Review.

Whole of Life Accounting - Nil

Risk Management

Risk management implications associated with these recommendations will be minimal as the financial and operational changes associated with these recommendations align with current risk management plans and practices.

Voting Requirements – Simple Majority

ITEM NO.	C.11/1222	FILE REF.	
SUBJECT	Updated MOU between Shire of Bridgetown-Greenbushes and Greenbushes Community Garden Committee		
PROPONENT	Council		
OFFICER	Manager Community Services		
DATE OF REPORT	6 December 2022		

Attachment 8 Draft Revised MOU with track changes

OFFICER RECOMMENDATION

That Council;

- 1. Adopt the updated draft Memorandum of Understanding (MOU) between the Shire of Bridgetown-Greenbushes and Greenbushes Community Garden Committee as per Attachment 8*
- 2. Instruct the Chief Executive Officer to execute the MOU on behalf of the Council with the Greenbushes Community Garden Committee*
- 3. Continues allocating \$1,000 per annum towards the Greenbushes Community Garden Committee to assist with the purchase of reticulation, plants and seedlings.*

Summary/Purpose

To work in partnership with Greenbushes Community Garden Committee (GCGC) to ensure the maintenance of the Greenbushes Town Square is undertaken on a regular basis and the responsibilities of both parties are clearly outlined through the revised draft Memorandum of Understanding (MOU).

Background

A long standing MOU has existed between the GCGC and the Shire of Bridgetown-Greenbushes that outlines both parties' responsibilities for the upkeep, watering, weeding and general maintenance of the Greenbushes Town Square. The last review of MOU between the Shire and the GCGC, prior to the current undertaking, was adopted at the December 2020 Council Meeting

At the November 2022 meeting, (C.14/1122c) a draft revised MOU was presented to Council for consideration. On this occasion Council agreed to defer their consideration of the recommendations (above) pending further discussion with the GCGC regarding their capacity to undertake the responsibilities outlined in the draft MOU.

The decision to defer consideration of the draft Memorandum of Understanding was made because Council was concerned that GCGC did not currently have the capacity within their membership to keep up with the ongoing maintenance requirements of the Town Square and greater support from the Shire may be needed.

Officer Comment

After consultation with GCGC regarding the ongoing maintenance requirements of the Town Square the committee has agreed to a shared approach to these tasks. The tasks requiring further support from the Shire include annual weeding and whipper snipping of the Town Square and regular pruning of the large round shrub at the front corner of the town square. GCGC will continue to undertake weeding and pruning of

the Town Square but will also have support from the Shire Parks and Gardens as part of the annual gardens maintenance program.

Prior to the February 2022 fire, Shire staff supplied and delivered mulch stored behind the Shire Depot to the GCGC upon request, however this is no longer possible as these stores perished in the fire event.

Other proposed changes to the MOU as set out in Attachment 8, will allow Shire staff to use prunings from local native flora, obtained from the Greenbushes area, as mulch for the GCGC to use on the Greenbushes Town Square garden beds. In addition, clarification around weed spraying requirements as part of the Shires normal spraying programme has been added along with the updated contact details of the Manager Works as requested by the committee.

The time-frame of the MOU between the Shire and GCGC has been previously open-ended. It is anticipated that this document will now be reviewed biennially with any changes to be presented to Council at the following council meeting. The MOU can be discontinued by either party subject to three months' notice being provided.

The revised MOU sets out the responsibilities of each party. The Shire will:

1. Assist with the costs for purchase of reticulation, seedlings and plants within the Greenbushes Town Square. A maximum amount of \$1,000 per annum will continue to be budgeted for these purposes.
2. Supply mulch upon request from the Committee (when available) to keep the area covered and reduce water evaporation and the generation of weeds. In the event mulch stores are unavailable, Shire staff will use cuttings and prunings of local native flora derived from the Greenbushes area to be converted to mulch and deposited at the GCGC when required.
3. Carry out large pruning such as lopping of trees on request from the committee, noting that these works are subject to funds being available in the Council Budget.
4. Carry out weed spraying on the Stanifer Street roadside verge adjacent to the Town Square as part of the Shire's Parks and Gardens program.
5. Carry out weed removal (no spraying) and whipper snipping throughout the Greenbushes Town Square as part of the Shire's Parks and Gardens maintenance program.
6. Regularly prune the round hedge on the corner of the town square as part of the Shire's Parks and Gardens maintenance program.
7. Pay the water accounts and on-charge 50% of the water consumption charges and service charges to the GCGC
8. All works provided by Shire staff will be subject to works schedules, programs and availability.
9. Provide updated contact details of the Manager Works to the Coordinator of GCGC.

Under the revised MOU the responsibilities of the GCGC will remain the same:

1. Plant and maintain appropriate plantings (predominantly natives) to keep the Town Square filled, ensure visibility of the Town Square wall and replace plants when needed.

2. Keep the plants in the Town Square pruned with the exception of the round hedge on the corner.
3. Install and maintain reticulation to the Town Square off the Community Garden Building water supply.
4. Keep the Town Square plants watered (initially with new seedlings and during dry periods).
5. Keep the Town Square weeded throughout the year as committee availability and capacity allows.
6. Spread the mulch supplied by the Shire around the Town Square as required.
7. Maintain existing gazebo, table and benches.

These changes were made in close consultation and agreement with the GCGC.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good health and community wellbeing
 - Objective 2.4 Build community capacity by supporting community organisations and volunteers
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.3 Create vibrant, attractive and welcoming towns
 - Objective 7.5 Provide attractive and sustainable parks, playgrounds, reserves
- Corporate Business Plan – Not Applicable
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning

Policy Implications – Not Applicable

Budget Implications

An allocation of \$1,000 is included in Council's annual budget for purchase of seedlings, plants and reticulation.

Whole of Life Accounting - Nil

Risk Management

Developing an MOU through consultation with GCGC supports risk management principles by clearly outlining the responsibilities and expectations for both parties.

Voting Requirements – Simple Majority

ITEM NO.	C.12/1222	FILE REF.	
SUBJECT	Budget Amendment –Powerline Pruning		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Waste and Environmental Officer		
DATE OF REPORT	7 December 2022		

OFFICER RECOMMENDATION

That Council;

1. *Amend the 2022/23 budget by increasing the expenditure allocation in 'Verge Maintenance – built up areas' (Job No. ZB06) by \$15,059, from \$25,900 to \$40,959*
2. *Fund the additional expenditure allocation by;*
 - i. *reducing the budgeted expenditure allocation in account 'Footpath Maintenance' (Job No. ZB02) by \$7,500, from \$15,000 to \$7500*
 - ii. *reducing the budgeted income allocation in account ZA07 'Line marking built up areas' by \$7,559, from \$12,559 to \$5000.*

Summary/Purpose

To enable consideration of a budget amendment to enable greater progress of under powerline pruning.

Background

Council has obligations under Section 54 (1) of the Energy Operators (Powers) Act 1979 to manage trees on its property where they might impact on power transmission lines, and regularly receives notices from Western Power requiring pruning of trees. The cost of obtaining contractors to undertake this pruning has significantly increased recently.

Officer Comment

There are a number of outstanding Western Power notices to prune trees and there is not sufficient budget to cover the cost of works to a total of 160 trees. This review also identified 88 trees which were sent back to Western Power, for reasons ranging from; no trees at that location, no branches close to the powerlines and trees that are not Shire managed.

A more comprehensive budget amendment to address this emerging issue will be considered as part of the mid-year budget review. However it is prudent to propose a minor budget amendment at this time to provide greater capacity to deal with higher risk trees prior to the onset of the fire season.

An additional budget amount of approximately \$15,000 will provide greater capacity in the short term prior to this issue being addressed more comprehensively at the mid-year budget review.

The source budget accounts are not expected to be fully spent this financial year.

Statutory Environment

Western Power (in accordance with the *Energy Operators Act 1979*).

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 Implications - Nil

Budget Implications

Use up remaining \$25,900 in ZB06 Tree Verge Maintenance (built up).
Additional \$7500 from ZB02 Footpath Maintenance.
Additional \$7559 from ZA07 Line Marking – built up areas.

Whole of Life Accounting - Not applicable

Risk Management - Not applicable

Voting Requirements – Simple Majority

ITEM NO.	C.13/1222	FILE REF.	350
SUBJECT	Budget Amendment – 2022/23 Plant Replacement		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Acting Manager Infrastructure		
DATE OF REPORT	6 December 2022		

OFFICER RECOMMENDATION

That Council amend the 2022/23 budget by;

- 1. Account 1400040, Job No. PL09 Road Grader – increase expenditure by \$127,500 from \$300,000 to \$427,500*
- 2. Account 1400040, Job No. PL20 Mono Roller (Towed) – reduce expenditure by \$15,000 from \$15,000 to \$0*
- 3. Account 1400040, Job No. PL21 Excavator – reduce expenditure by \$120,000 from \$120,000 to \$0*
- 4. Account 1400450 Sale of Road Plant – increase revenue by \$5,000 from \$107,000 to \$112,000 to recognize new revenue from trade-in of current grader offset by reduction of revenue due to retention of 13 tonne tip truck previously proposed for disposal in 2022/23*
- 5. Transfer the overall savings of \$12,500 (sum of parts 1-4 above) to the Plant Reserve.*

Summary/Purpose

To enable consideration for proposed changes to the budgeted Plant Replacement Program to facilitate the purchase of a new grader.

Background

Council's 2022/23 budget contains the following plant changeovers/purchases:

- Rebuild of CAT 120M grader (expenditure of \$300,000)
- Changeover of new footpath sweeper (net cost \$158,000)
- Changeover of skid steer loader (net cost \$105,000)
- Purchase of excavator (expenditure of \$120,000)
- Purchase of Mono towed roller (expenditure of \$15,000)
- Disposal of 13 tonne tip truck (revenue of \$100,000)

The decision to rebuild the current grader instead of trading in that grader and purchasing a new grader was made in consideration of supply issues at the time and was also based on a condition assessment of the current grader. Since that decision a further condition assessment has been done and the market for supply of new graders has improved.

Some recent staff movements triggered a recruitment process for a new construction grader operator and the successful candidate for that position has had input into the assessment of the current grader and the specifications for potential purchase of a new grader.

The outcomes of the review propose the following changes to the plant replacement program:

<i>Plant Item</i>	<i>Change</i>	<i>Budget Implications</i>
Rebuild of CAT 120M grader	Discontinue – purchase new grader instead	Additional cost of \$127,500 offset by trade in revenue of \$105,000 for current grader. Net cost \$22,500
Changeover of new footpath sweeper	No change	Nil
Changeover of skid steer loader	No change	Nil
Purchase of excavator	Defer pending further review of the expected use of this machine versus contractor supplied options	Savings of \$120,000
Purchase of Mono towed roller	Defer pending further review once new construction grader operator commences	Savings of \$15,000
Disposal of 13 tonne tip truck	Defer pending completion of current reviews into parks and gardens service levels and minor restructuring of outside works crew into distinct reactive and planned maintenance teams	Foregone revenue of \$100,000

The above changes result in overall savings of \$12,500 which can be transferred back to the Plant Reserve.

Officer Comment

This review identified that rebuilding the current 2008 CAT 120 grader is no longer the preferred option and that it would be more beneficial to sell this one and purchase a new grader. With a new construction grader operator to commence employment shortly this will provide an opportunity for a further review of the benefits of purchasing a tow behind roller and if determined to be an appropriate purchase this can be rescheduled into the Plant Replacement Plan.

Currently, as a means to address the rapidly increasing number of customer service requests some internal restructuring of the outside works crew is being considered in order to form distinct teams each for reactive maintenance and planned maintenance. Also a review of parks and gardens service levels has commenced. For these reasons disposal of the existing 2013 Isuzu Tip Truck should be deferred as the truck may be required once these reviews are completed.

Statutory Environment

As the 2022/23 budget specifically stipulates the expenditure for the grader is for a rebuild and not purchase of a new grader any decision to change this expenditure to purchase instead of rebuild would be termed as unbudgeted expenditure. Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

- Strategic Community Plan - Nil
- 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

The table below breaks down the proposed budget amendments. The overall savings of \$12,500 constitute \$7,500 savings in capital expenditure and \$5,000 increased revenue from trade-in of current plant items.

2022/23 Budget - Plant Purchases and Sale

Item	Existing Budget	Proposed	Difference
Plant Purchases			
Road Grader (Rebuild)	\$ 300,000	\$ -	-\$ 300,000
New Road Grader	\$ -	\$ 427,500	\$ 427,500
New Mono Roller (Tow Behind)	\$ 15,000	\$ -	-\$ 15,000
New Excavator	\$ 120,000	\$ -	-\$ 120,000
	\$ 435,000	\$ 427,500	-\$ 7,500
Plant Sales			
Isuzu 13 tonne tipper	-\$ 100,000	\$ -	\$ 100,000
Road Grader (trade in)	\$ -	-\$ 105,000	-\$ 105,000
	-\$ 100,000	-\$ 105,000	-\$ 5,000
	\$ 335,000	\$ 322,500	-\$ 12,500

Whole of Life Accounting

The current CAT grader is 14 years old and whilst a rebuild would essentially result in a renewed grader the reality is that some components will remain of that age and increase risk of breakdowns when compared to the risks associated with operating a newer grader.

Risk Management - Not applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.14/1222	FILE REF.	A15273
SUBJECT	Amendment No 71 to Town Planning Scheme No 4 – Proposed Additional Use – Motor Vehicle Repairs – Lot 48 (37) Jephson Street Greenbushes		
PROPONENT	Initiated by the Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	6 December 2022		

OFFICER RECOMMENDATION

That Council:

- 1. Resolve to initiate and advertise Amendment No. 71 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4 to include “Additional Use A7” into ‘Schedule 4 Additional Uses’ to make Motor Vehicle Repair Station a discretionary use on Lot 48 Jephson Street, Greenbushes and amend the Scheme Map accordingly.*
- 2. Instruct the CEO to prepare amendment documents for Amendment No. 71 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4.*
- 3. When the amendment is advertised, in addition to the other forms of advertising, a notification letter be sent to all owners and occupiers of properties falling within a 200 metre radius of the boundary of the subject land.*
- 4. Determine that the amendment is a “Standard Amendment” pursuant to Part 5, Division 1, 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 as the Amendment is not a complex or basic amendment for the reason that the Amendment that would have minimal impact on land in the scheme area that is not the subject of the Amendment and does not result in any significant environmental, social, economic or governance impacts on land in the scheme area, on the basis that the additional use being proposed is one that can be considered at the Council’s discretion.*

Summary/Purpose

The purpose of this report is to enable the Council to resolve that Amendment No 71 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No 4 (TPS4) is a ‘standard’ amendment and provide justification for same in accordance with regulation 34 of the *Planning and Development Act (Local Planning Schemes) Regulations 2015*.

Background

At its July 2022 ordinary meeting, Council resolved to amend TPS4 as follows:

1. *Resolves to initiate and advertise Amendment No. 71 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4 to include "Additional Use A7" into 'Schedule 4 Additional Uses' to make Motor Vehicle Repair Station a discretionary use on Lot 48 Jephson Street, Greenbushes and amend the Scheme Map accordingly.*
2. *Instruct the CEO to prepare amendment documents for Amendment No. 71 to the Shire of Bridgetown-Greenbushes Town Planning Scheme No.4*
3. *Advises the applicant that Council's support to initiate the amendment is subject to payment of the application fees of \$5,285.70 prior to the commencement of advertising.*
4. *Determines that the amendment is a "Standard Amendment" pursuant to Part 5, Division 1, 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 as the Amendment is not a complex or basic amendment.*
5. *When the amendment is advertised, in addition to the other forms of advertising, a notification letter be sent to all owners and occupiers of properties falling within a 200 metre radius of the boundary of the subject land.*

Officer Comment

Part 5, Division 1, regulation 34 of the *Planning and Development Act (Local Planning Schemes) Regulations 2015* (The Regulations) include criteria to be used by the Council and the WA Planning Commission to determine whether an amendment is 'basic', 'complex' or 'standard'.

At its July 2022 meeting Council determined that Amendment 71 is 'standard' for the purposes of the *Regulations*.

The basis for the categorisation as 'standard' was that amendment 71 meets the criteria (e) and (f) in the *Regulations*, which state as follows;

- e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area

Although the introduction of the land use 'Motor Vehicle Repair Station' may have potential to impact on other land within the area, the proposed amendment seeks to include this use as a 'discretionary' land use on the subject lot subject to the Applicant submitting a development application at the development stage where land use controls can be imposed.

The recommendation to this report contains the reasons why Council determine the Amendment to be a standard Amendment as required by the *Planning and Development Act (Local Planning Schemes) Regulations 2015*.

Statutory Environment

Section 75 of the *Planning and Development Act 2005* 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.

Section 81 of the *Planning and Development Act 2005* details the need for an Environmental Decision by the EPA prior to formal public advertising commencing.

Part 5, *Division 3 of the Planning and Development (Local Planning Schemes) Regulations 2015* outlines the processes and requirements for undertaking an Amendment.

The Regulations identify 3 different scheme amendment streams:

- Basic Amendment – a streamlined process for predominantly administrative scheme amendments;
- Standard Amendment – for scheme amendments of less strategic significance or complexity that are neither a basic or complex amendment; and
- Complex Amendment – for scheme amendments that are significant in scale and/or inconsistent with the planning framework.

The process for processing a standard amendment includes the following steps:

1. Council resolves to initiate the amendment;
2. Council resolves to advertise the amendment;
3. Council refers amendment to EPA for environmental assessment;
4. Council advertises amendment to the public and government agencies;
5. Council to consider submissions and make a recommendation to the Western Australian Planning Commission (WAPC);
6. The WAPC makes a recommendation to Minister for Planning;
7. Minister for Planning makes decision; and
8. If approved, the amendment is gazetted and becomes law

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

Policy Implications - Nil

Budget Implications

The recommendation classifies the Amendment as being a standard amendment and the Application is required to pay \$5,285.00 in fees as per its Schedule of Fees and Charges. The costs associated with advertising the gazettal are also taken from this fee.

The fees pay for staff time for preparing and assessing the Amendment. Staff are required to keep time sheets to account for staff time and any funds remaining at the conclusion of the Amendment assessment process are returned to the Applicant.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.15/1222	FILE REF.	
SUBJECT	Yornup Quarry – Proposed Transfer of Portion of State Forest No 9 to Freehold.		
PROPONENT	Department of Biodiversity Conservation and Attractions		
OFFICER	Manager Development Services		
DATE OF REPORT	6 December 2022		

Attachment 9 Plan of the Excision of Land from State Forrest No 9

OFFICER RECOMMENDATON

That Council advise the Department of Biodiversity Conservation and Attractions that the Shire of Bridgetown-Greenbushes offer no objections to a 23.7 hectare portion of land encapsulating the Yornup Basalt Quarry to be excised from State Forest 9 to Freehold Fee Simple as per Attachment 9, subject to the land being connected to the local road network.

Summary/Purpose

The Department of Biodiversity Conservation and Attractions is seeking comment from relevant stakeholders for transferring a portion of land from state forest No 9 into freehold.

Background

The Department of Biodiversity Conservation and Attractions (DBCA) has referred a proposal to the Shire of Bridgetown-Greenbushes where a portion of land of 23.7 hectares known as Yornup Quarry will be removed from state forest No 9 and transferred into freehold as part of a land exchange of 35.7 hectares on the Whicher Scarp.

Officer Comment

The subject land identified for freehold contains and existing quarry contained within a Mining Lease M70/1350. There are no identified impacts on the local government by this proposal as the land use of a basalt quarry already exists and is managed through an existing mining lease administered through the Department of Mines, Industry Regulation and Safety (DMIRS).

The recommendation is to offer no objection to the proposed land transfer and request that DBCA ensure that the proposed subject lot have frontage to formal legal road access.

Statutory Environment

Land excisions from State Forest are processed in accordance with the *Conservation and Land Management Act 1984*

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 Implications - Nil

Budget Implications

Once the freehold title is created the local government will have capacity to rate the new title.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.16/1222	FILE REF.	A19352
SUBJECT	Land Untidy – Lot 32, 12 Connell Street Hester		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	5 December 2022		

OFFICER RECOMMENDATION

That Council authorise the CEO to;

- 1. Serve notice in accordance with the Local Government Act 1995 to clean up and remediate Lot 32, 12 Connell Street Hester from all miscellaneous building debris contaminated by asbestos containing material resulting from fire*
- 2. In the event that the notice is not complied with, take all necessary steps to ensure that clean up and remediation of Lot 32, 12 Connell Street Hester is undertaken*
- 3. Recover all costs from the owner incurred by the Local Government in executing part 2 of this resolution.*

Summary/Purpose

A resolution of Council is required to authorise the CEO to take legal action against the Owner of Lot 32, 12 Connell Street Hester to clean up the land resulting from fire destroying a structure that is contaminated with asbestos containing material.

Background

On 5 February 2022, a dilapidated dwelling was destroyed by fire. The burnt remains of the structure includes asbestos containing material (ACM). Shortly after the fire event the burnt building material was encapsulated by Thuroona Services to minimise the risk of any potential release of airborne asbestos fibres.

Thuroona Services were engaged by DFES to do these works and several other potential hazardous material sites within the fire footprint as a result of the Hester Fire incident as Thuroona Services are accredited hazardous material removal and management contractors.

The burnt debris from the structure remains onsite and given that ACM has contaminated the burnt material it will pose an ongoing risk to human health until clean-up is executed.

Officer Comment

The Owner has met with Shire staff on several occasions to discuss options on how the site will be cleaned up.

Staff have investigated options for external funding through DFES to fund the clean-up through the 'uninsured clean-up program' but preliminary assessment and advice suggests that in this case the owner will not be eligible given that the owner did not use this structure as his principle place of residence and was not displaced by the Fire.

Staff intend to exhaust all avenues of assistance for the land owner, however if external financial assistance cannot be sourced, the owner will have an obligation to remediate the site and the recommendation to this report will enable the CEO to utilise powers under the *Local Government Act 1995* to clean-up the site.

Statutory Environment

s.3.25 (1) of the *Local Government Act 1995* states:

A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that — (a) is prescribed in Schedule 3.1, Division 1;

Schedule 3.1, Division 1 (that provides powers under notices to owners or occupiers of land to local government) of the *Local Government Act 1995* states:

s.5A(1) Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.

Section 3.26 of the *Local Government Act 1995* states:

(2) If the person who is given the notice (notice recipient) fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.

(3) The local government may recover the cost of anything it does under subsection as a debt due from the person who failed to comply with the notice.

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 Implications - Nil

Budget Implications

Costs associated with any legal action and potentially undertaking the clean-up of the site on the owner's behalf by default. A quote has been sought for the clean-up by a contractor that can remove the burnt building material contaminated by friable asbestos containing material for \$69,800.00 (EX-GST).

If the Shire was unsuccessful in compelling the Owner to clean up the site through legal action then it could authorise the clean up on the owners behalf and recover the costs through Court.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Receival 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)

Closure

The Presiding Member to close the meeting.

List of Attachments


Attachment	Item No.	Details
1	C.02/1222	Annual Report 2021/22
2	C.02/1222	Minutes of Audit Committee held 8 December 2022
3	C.04/1222	Background Paper
4	C.04/1222	Consultation Paper – Model Options
5	C.06/1222	Rolling Action Sheet – December 2022
6	C.07/1222	List of Accounts Paid in November 2022
7	C.08/1222	Draft Budget Management Policy
8	C.11/1222	Draft Revised MOU with track changes
9	C.15/1222	Plan of the Excision of Land from State Forrest No 9

Agenda Papers prepared and recommended by E Matthews, Executive Assistant



9 December 2022

Agenda Papers authorised by T Clynch, CEO



9 December 2022



Annual Report & Annual Financial Report

for the year ending 30 June 2022

Our Vision

Bridgetown-Greenbushes, the heart and soul of the South West



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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.

PART 1 - OVERVIEW

Information about this Report

Council is required under Section 5.53 of the *Local Government Act 1995* (as amended) to prepare an annual report containing information on the following:

- Report from the President;
- Report from the CEO;
- An overview of the Plan for the Future of the district including major initiatives that are proposed to commence or to continue in the next financial year;
- The Financial Report for the financial year;
- Such information as may be prescribed in relation to the payments made to employees;
- A matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*
- Details of entries made under Section 5.121 of the Local Government Act during the financial year in the register of complaints (concerning complaints to the Local Government Standards Panel), including:
 - the number of complaints recorded in the register of complaints;
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require.
- The Auditors Report for the financial year; and
- Such other information as may be prescribed

Council will strive to provide reports that are characterised by openness and willingness to provide comprehensive information.

Our Shire

The Shire of Bridgetown-Greenbushes is situated in the south west of Western Australia, approximately 270 kms from Perth.

The Shire includes the townsites of:

- Bridgetown
- Greenbushes
- North Greenbushes
- Hester
- Yornup

Within the Shire are the following localities:

- Catterick
- Winnejup
- Maranup Ford
- Hester Brook
- Kangaroo Gully
- Wandillup
- Glennlynn
- Sunnyside
- Kingston
- Yornup

The Shire is bordered by:

- Shire of Donnybrook-Balingup to the north
- Shire of Boyup Brook to the east
- Shire of Manjimup to the south
- Shire of Nannup to the west

The Blackwood River and its associated valley is a significant landscape feature which traverses the width of the Shire. The other river within the Shire is the Donnelly and portions of the south-east portion of the Shire are within the Warren River catchment. Approximately 45% of the land area of the Shire is under the control of the Crown and is classified into a variety of reserves, being either State Forest, Conservation Area, vacant crown land, vested reserves or unvested reserve land.

The Shire has a Mediterranean type climate with high rainfall of an average 840mm per year. Greenbushes receives over 100mm more annual rainfall with its annual average being 950mm.

The Shire of Bridgetown-Greenbushes Administration Office is located at
1 Steere Street Bridgetown

(PO Box 271, Bridgetown 6255)

Phone: 97610 800

Fax: 97612 023

Email: btnshire@bridgetown.wa.gov.au

Website: www.bridgetown.wa.gov.au

Our Council and Organisational Structure

Elected Members (Councillors)

In 2021/22 the Council consisted of:

1 July 2021 to 16 October 2021

Cr John Nicholas, Shire President	South Ward
Cr Barbara Johnson, Deputy President	South Ward
Cr John Bookless	South Ward
Cr Julia Boyle	South Ward
Cr Joann Moore	North Ward
Cr Jenny Mountford	South Ward
Cr Tony Pratico	North Ward
Cr Peter Quinby	South Ward
Cr Alan Wilson	South Ward

17 October 2021 to 30 June 2022

Note the ward structure discontinued at the October elections

Cr John Bookless, Shire President (resigned as councillor and President 26 April 2022)

Cr Jenny Mountford, Shire President (elected as President 28 April 2022)

Cr Sean Mahoney, Deputy President

Cr Julia Boyle

Cr Barbara Johnson (resigned as councillor 22 April 2022)

Cr Tracy Lansdell

Cr Tony Pratico

Cr Peter Quinby

Cr Amanda Rose

Council Meetings

Ordinary meetings of Council are held on the last Thursday in each month (excepting December when held earlier in month due to Christmas), commencing at 5.30pm. Council encourages its ratepayers and residents to attend Council meetings and to participate in the Public Question Time segment held at the commencement of each meeting.

Special Council Meetings are called on an 'as needed' basis when specific matters need to be dealt with urgently and can't wait until the next ordinary meeting of Council.

In 2021/22 a total of 12 Ordinary Council and 9 Special Council meetings were held.

Council Concept Forums

Council Concept Forums are held on the 2nd Thursday each month excluding the month of December each year and the month of October every 2nd year, coinciding with ordinary local government elections.

Council Concept Forums involve councillors and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning

stage and are sometime away from being presented to Council for decision. In discussing such issues, staff look for guidance from the elected members as they research the matter and draft the report. Councillors and staff are also looking to present ideas and concepts for future consideration. Examples of the type of issues concept forums may cover include –

- Discussion on current matters of a local or regional significance;
- Discussion on matters relating to the future development of the local government;
- Discussion on significant revenue-raising requirements or expenditure needs;
- Development of internal strategic, planning, management and financial documents, including the annual budget;
- Discussion on governance processes and effectiveness;
- The brainstorming of ideas;
- Policy development and direction (but not adoption); and
- Breaking down of complex issues scheduled to come before Council in the medium to longer term

Elector Meetings

In accordance with Section 5.27 of the *Local Government Act 1995*, an Annual General Meeting of Electors is to be held once every financial year. The Act and associated legislation prescribe the matters that are to be discussed.

The 2020/21 Annual Electors Meeting for the Shire of Bridgetown-Greenbushes was held in the Council Chambers on 24 February 2022. Fifteen electors attended in addition to councillors and staff.

Special Electors Meetings can also be held upon petition from electors in accordance with the Local Government Act. An Electors' Special Meeting can be requested for any purpose, provided the issues to be considered are within the local government's power to deal with.

One Special Electors Meeting was held for the Shire of Bridgetown-Greenbushes in 2021/22. This meeting was held on 28 March 2022 in the Bridgetown Leisure Centre.

This meeting was held after the Shire received a request by more than 100 electors to discuss the effects of vaccine mandates. The matters requested for discussion by the electors were:

1. Seek declaration of the Shire of Bridgetown-Greenbushes community being declared a 'Pro-Choice Community' in relation to State Government vaccination mandates.
2. To hear and discuss community concerns in relation to the vaccination mandates, specifically seeking a vote of electors in attendance opposing vaccination mandates and declaring Bridgetown-Greenbushes a 'Pro-Choice Community'.
3. To advise the Premier and State Parliament of community concerns in relation to existing mandates and request they refrain from imposing further mandates as well as removing all existing mandates currently in place.

The minutes of the Special Electors Meeting recorded a total of 165 persons in attendance, including electors, non-electors, councillors and Shire staff. It is clear that additional persons did attend. In order to comply with COVID-19 mandates and directions a limitation of 150 persons per enclosed indoor space was enforced and for this reason regular head counts

were conducted during the meeting. At its peak attendance approximately 185 persons were counted. It was noted that not all attendees chose to record their details on the attendance sheet.

A total of 5 motions were carried at the meeting. These were presented to Council for determination at a Special Council meeting held on 12 April 2022.

Councillor Attendance at Council Meetings, Concept Forums, Elector Meetings

Councillor Attendance at Meetings – 1 July 2021 to 30 June 2022

Councillor	No. of Ordinary and Special Council Meetings During Term	No. Attended	No. of Concept Forum Meetings During Term	No. Attended	No. of Electors Meetings During Term	No. Attended
Cr John Bookless	16	15	8	4	2	2
Cr Julia Boyle	21	19	10	9	2	2
Cr Barbara Johnson	16	16	8	7	2	1
Cr Tracy Lansdell	16	16	7	7	2	2
Cr Sean Mahoney	16	16	7	7	2	1
Cr Joann Moore	5	5	3	3	0	0
Cr Jenny Mountford	21	21	10	9	2	2
Cr John Nicholas	5	5	3	3	0	0
Cr Tony Pratico	21	21	10	9	2	1
Cr Peter Quinby	21	20	10	9	2	1
Cr Amanda Rose	16	16	7	7	2	2
Cr Alan Wilson	5	5	3	3	0	0

Committees

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).

In 2021/22 ten (10) Advisory Committees functioned, these being:

- Access & Inclusion Advisory Committee
- Audit Committee
- Bush Fire Advisory Committee
- CEO Performance Review Committee
- Cultural Inclusion Advisory Committee
- Local Emergency Management Committee
- Roadwise Advisory Committee
- Sustainability Advisory Committee
- Trails Development Advisory Committee
- Youth Services Advisory Committee

Objectives - Access & Inclusion Advisory Committee

1. To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Age Friendly Communities Plan;
2. To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan;
3. To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and Age Friendly Communities Plan; and
4. To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Age Friendly Communities Plan either as part of the annual review process, or if necessary at other times of the year.

Objectives - Audit Committee

1. To provide guidance and assistance to the local government in carrying out-
 - a) Its functions under Part 6 of the Local Government Act 1995 (Financial Management); and
 - b) Its functions relating to other audits and other matters related to financial management; and
 - c) The local government's functions in relation to audits carried out under Part 7 of the Local Government Act 1995 (Audit).
2. To review a report given to it by the CEO under regulation 17(3) of the Local Government (Audit) Regulations 1996 (*CEO to review certain systems and procedures*), and to –
 - a) report to Council the results of that review; and
 - b) give a copy of the CEO's report to Council.
3. To monitor and advise the CEO when the CEO is carrying out functions in relation to a review -
 - a) 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; and
 - b) of the local governments financial management systems in accordance with the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).
4. 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.
5. To oversee the implementation of any action that the local government -
 - a) is required to take by section 7.12A(3) of the Act (Audit report); and
 - b) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Act; and

- c) 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; and
- d) 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).

Objectives - Bush Fire Advisory Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

Objectives - CEO Performance Review Committee

As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.

Objectives – Cultural Inclusion Advisory Committee

1. To advise Council on ways to grow recognition and respect for all cultures.
2. To advise Council on ways to develop and implement reconciliation actions and strategies.
3. To advise Council on ways to facilitate the collection and sharing of information and stories about local and culture and history including NAIDOC week events and Harmony Week activities and events.
4. To advise Council on the development of cultural inclusion events and events calendar.
5. To advise Council on ways to identify, preserve and showcase significant local history and heritage including promotion of indigenous history.

Objectives - Local Emergency Management Committee (LEMC)

1. To review and maintain the Community Emergency Management Arrangements;
2. To review and maintain the Community Evacuation Plan;
3. To review and maintain the Community Emergency Recovery Plan including documenting processes for the planning and management of recovery after a major disaster; and
4. To comply with the Emergency Management Act 2005 in meeting the Business Reporting requirements of the State Emergency Management Committee (SEMC).

Objectives - Roadwise Advisory Committee

1. Raise public awareness of road safety within the Shire.
2. Hosting of annual events such as 'Blessing of the Roads'; 'Mystery Tour of Life'; and 'Cop-it-Sweet Project'.

Objectives - Sustainability Advisory Committee

1. To provide advice to the Council on sustainable natural environment, social and economic issues such as:
 - Air Quality
 - Biodiversity
 - Land Degradation
 - The Built Environment
 - Water
 - Waste Management
 - Community Infrastructure
 - Community Engagement
2. To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-
 - Reduce the impacts on the natural environment
 - Reduce the impacts on the climate
 - Initiate sustainable management of resources
3. To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

Objectives - Trails Development Advisory Committee

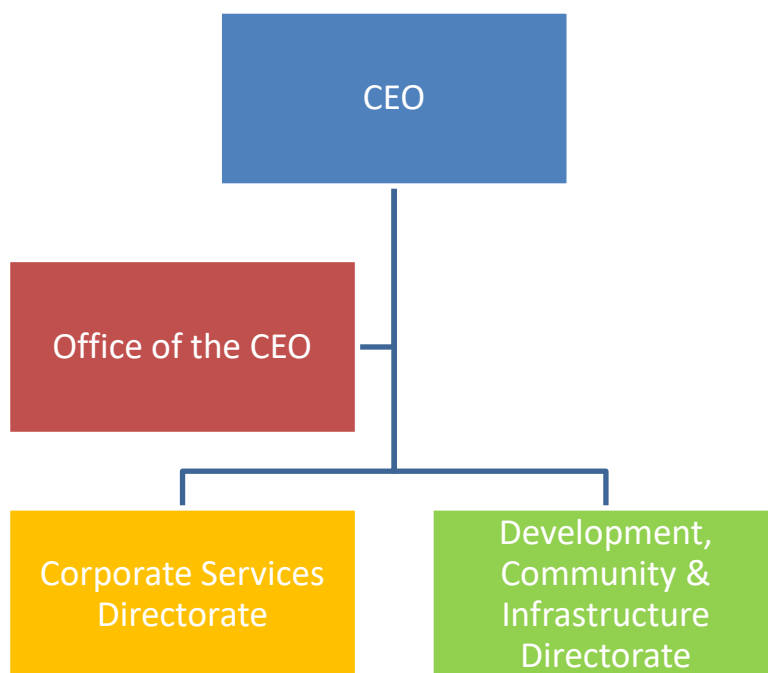
1. Implement Council's economic strategies via identified and proposed tasks;
2. To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Local Trails Plan;
3. To formally report to Council annually on the implementation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

Objectives – Youth Services Advisory Committee

1. To provide advice and input into a review of Council's Youth Plan.
2. Once the Youth Plan is reviewed, to provide advice and input into the prioritization of strategies and actions contained in the Youth Plan.
3. To report to Council at least bi-annually on the implementation of the Youth Plan.

Organisational Structure

A review of the organisational structure occurred in 2021/22, being completed in June 2022. This saw the structure changed to a directorate structure as illustrated below:



Under the organisational structure the staff in the 'Office of the CEO' report directly or indirectly to the CEO. In the two directorates staff report directly or indirectly to a Director, being:

- Director Corporate Services – Michelle Larkworthy
- Director Development, Community & Infrastructure – Phil St John

Below and on the following page is a list of the functions/services for which each Department is responsible.

CORPORATE SERVICES	
Financial Compliance	Annual Budget
Debtors/Creditors	Insurance
Rates	Payroll
Annual Financial Reports	Long Term Financial Plan
Asset Management	Records Management
Customer Service	Police Licensing
Information Technology (IT)	Risk Management & Compliance
Building Maintenance	Cleaning of Shire Facilities
Cemetery Bookings Management	Visitor Centre

DEVELOPMENT, COMMUNITY AND INFRASTRUCTURE	
Town Planning – Development Approvals	Town Planning - Subdivisions
Town Planning Zoning (Local Planning Schemes & Local Planning Strategy)	Private and Public Swimming Pool Inspections
Road Naming	Heritage Assessments
Building Control/Permits	Public Building Approvals
Environmental Health	Project Management (selected projects)
Road, Footpath, Drainage Construction	Road, Footpath, Drainage Maintenance
Traffic Control	Regulatory Road Signage
Street Tree Maintenance and Assessment	Parks and Gardens Maintenance
Weed Management	Restricted Access Vehicle Approvals
Cemetery Maintenance	Waste Management
Community Development	Service Agreements & Community Grants
Trails Development	Arts & Culture
Seniors Issues	Youth Issues
Access and Inclusion	Cultural Awareness
Library	Leisure Centre

OFFICE OF THE CEO	
Organizational Overview & Compliance	Strategic Management
Council Meetings	Concept Forums
Shire President & Councillors Liaison	Strategic Community Plan
Workforce Plan	Citizenship
Property Disposition	Local Government Elections
Local Laws	Council & Operational Policy/Procedures
Organizational Communications	Human Resources
Work, Health & Safety	Change Management
Emergency Services	Bush Fire Mitigation
Ranger Services (12 months only)	

President's Report

I take great pleasure in presenting the 2021/22 Annual Report of the Shire of Bridgetown-Greenbushes. The Annual Report provides an overview of the Shire's activities during the year. I will address some of the major issues while a more detailed report is available in the Chief Executive's report.

After the October 2022 local government elections Cr John Bookless was elected as Shire President. John had previously served as a councillor for 4 ½ years, first elected in October 2017. Unfortunately due to personal reasons John resigned from his positions of Shire President and Councillor in April 2022 and shortly afterwards I was elected by my fellow councillors to the position of Shire President.

Also in April 2022 Cr Barbara Johnson resigned. Barbara had served as a councillor for 2 ½ years after being elected in October 2019. This included a 2 year term as Deputy President between October 2019 and October 2021.

On behalf of the Council and community I thank John and Barbara for their great service to the community. Serving on Council is a demanding role with many hours dedicated to the task. Taking extra positions adds enormously to that contribution and we are grateful for the contribution made by them both.

The most significant event that occurred in 2021/22 was the large fire that started on 5 February and was subsequently contained on 7 February. Over 2,000 hectares was burnt in the fire with major property damage occurring at the Shire Depot, Bridgetown Waste Site, Bridgetown Golf Club and properties in the town of Hester, including one house totally destroyed and multiple damages to the Timber Treathers business. The latter damage did trigger a HAZMAT incident and an evacuation of nearby residents occurred. A multi-agency Government response coordinated testing of potential contamination, clean-up of affected properties and support for displaced and/or concerned residents. Whilst Council is very appreciative of the level of response provided by the Government agencies, it is also aware that various levels of trepidation and concern remain for Hester residents, especially about residual effects of contamination and risks of a similar incident happening in the future. Council continues to take an interest in this matter.

The efforts of the bush fire volunteers (both from this Shire and other Shires), the Shire's own bushfire leadership team, DFES staff, and other Government agencies such as DBCA, Water Corporation, Western Power, DPIRD, Department of Communities and our own Shire staff are gratefully acknowledged.

Over the last few years Council has engaged in a program of lobbying Government seeking an investment in long term, community priority projects. Nearly every local government in Western Australia would have the same goal – greater government investment in community infrastructure. Our point of difference to most other local governments, and the issue that allowed us access to Government Ministers to develop relationships and seek Government investment, was and remains the economic impacts of the Talison Lithium mine expansion project. With Talison seeking a residential workforce we have been able to promote to the Government the benefits of it investing in community infrastructure projects that will make our towns an even better place to live. Funding received from the State Government,

combined with Australian Government funding and other sources such as Lotterywest allowed us to progress some major projects in 2021/22, including:

- Blackwood River Foreshore Park Redevelopment (works substantially completed)
- Bridgetown Railway Station Redevelopment (works in progress)
- Bridgetown Town Hall Revitalization (planning completed)
- Bridgetown Youth Precinct Development (works completed)
- Greenbushes Town Centre Carpark (land acquisition in progress)
- Greenbushes Railway Station (planning completed, additional funding being sought)

Your council has a number of other projects identified in its Corporate Business Plan and will continue to engage with government and other potential funding partners to hopefully deliver these in future years.

The Shire continues to be an active member of the Blackwood Alliance of Councils (WBAC) with the Shires of Boyup Brook, Donnybrook-Balingup, Manjimup and Nannup. The Alliance permits issues of a regional nature to be addressed by the contributing Shires and can be an effective conduit to government as it represents 5 separate local governments. In 2021/22 the WBAC took over the operations of the former Southern Forests Blackwood Valley Tourism Association with its focus on promoting tourism within our region.

On 8 September 2021 the State Government made the decision to cease logging in the State's native forests from 2024. As part of that decision the Government announced that a 'Just Transition Plan' to support affected workers and communities would be prepared. The intent of this plan was to support affected workers, diversify local economies and identify and secure sustainable job creation opportunities such as retraining opportunities, enhanced redundancy packages for affected workers, business transition funding and opportunities to diversify the local economies.

The Shire Presidents from the Shires of Bridgetown-Greenbushes, Manjimup and Nannup were invited to be members of the Timber Industry Transition Group and the Industry and Community Development subgroup. The Shire Chief Executive Officers also attended. The membership of these groups was quite extensive and at times the local government representatives did find it difficult to convey to other members the community impacts of the Government's decisions.

The impacts of COVID-19 continued in 2021/22. Thankfully there were limited impacts on the delivery of Shire services. The Council did receive a petition to hold a Special Meeting of Electors to discuss the effects of vaccine mandates. This special meeting was held at the Bridgetown Leisure Centre on 28 March 2022 with the specific items to be discussed being:

1. Seek declaration of the Shire of Bridgetown-Greenbushes community being declared a 'Pro-Choice Community' in relation to State Government vaccination mandates.
2. To hear and discuss community concerns in relation to the vaccination mandates, specifically seeking a vote of electors in attendance opposing vaccination mandates and declaring Bridgetown-Greenbushes a 'Pro-Choice Community'.
3. To advise the Premier and State Parliament of community concerns in relation to existing mandates and request they refrain from imposing further mandates as well as removing all existing mandates currently in place.

The special electors meeting was attended by over 150 people and a number of motions were carried. Although not unanimous there was a clear majority of attendees that expressed their strong support for the motions passed and the supporting arguments. The majority of attendees were clear and strong in their views about the impacts of mandates on businesses and community cohesiveness, based on their own experiences.

The Special Meeting of electors was held in a cordial fashion and all attendees typically showed respect for individual views that were expressed by speakers.

The 5 motions from the electors meeting were subsequently considered by the Council at a meeting in April where the following was resolved:

That Council:

- 1. Notes but does not endorse the 5 motions carried at the Special Meeting of Electors held on 28 March 2022.*
- 2. Refrains from endorsing an advocacy position in relation to the State Government vaccination mandates or covid-19 Directions.*
- 3. Notes that any elector has the right to direct any concerns they have about State Government vaccination mandates or covid-19 Directions to the WA State Government who have full jurisdiction over the mandates imposed.*

In arriving at its decision Council recognised that local government is not the legislating body in relation to vaccine mandates, therefore the concerns raised at the Special Meeting of Electors would be best addressed directly to the State Government or one of their representatives. The question of vaccination mandates can be divisive within a community and it was difficult for Council to be satisfied that the opinion of the majority of electors was accurately reflected in the motions carried at the meeting.

There have been new initiatives with the reactivation of the Youth Services Advisory Committee which was very pleasing and the creation of the new Cultural Inclusion Advisory Committee - which made its first mark by creating a set of beautiful banners for NAIDOC week featuring the art of Sandra Hill.

We put together a couple of small working groups with local stakeholders to contribute to planning being done for both the Railway Station and the Bridgetown Sportsground.

We look forward to working more with local individuals over relevant projects into the future.

The effective operation of the Shire only occurs through a considerable amount of dedication, hard work and resolve by Councillors, management and staff. I would like to thank my fellow Councillors for all their work during 2021/22 and to express my appreciation to the Chief Executive Officer, Tim Clynch and his staff whose efforts throughout the year are greatly appreciated.

This Council has been very focused on improving communication with the community and have worked to increase our accessibility. Each of us is very mindful of the fact we are your representatives at the table and have your needs and desires in mind when making decisions.

We will continue to improve the engagement between Shire and community and support the many active community groups who do so much to make life here so full.

I look forward to the next year of working with you to evolve our beautiful towns and deepen the already wonderful experience of living here.



A handwritten signature in black ink that reads "J Mountford". The signature is fluid and cursive, with a large loop at the end of the "d".

Cr Jenny Mountford
Shire President

Chief Executive Officer's Report

Note this report is limited to reporting during the period from 1 July 2021 to 30 June 2022.

There were a number of events, issues and projects that occurred during 2021/22 and these are commented on below:

COVID-19

COVID-19 was declared a pandemic by the World Health Organisation on 11th March 2020. On 16 March 2020 the Government of Western Australia declared a State of Emergency. A series of restrictions were subsequently imposed on individuals and businesses, affecting the social, cultural and economic well-being of our community. Some of these restrictions and associated impacts continued to be felt throughout 2021/22 however continuity of Shire services was maintained throughout the year.

Hester/Bridgetown Fire

On 5 February 2022 a fire commenced in the vicinity of Hester Cascades Road in the locality of Hester Brook. Under the influence of strong winds, high temperature and very low relative humidity the fire quickly spread in a south-easterly direction with spotting occurring 3-6km ahead of the head fire. Within a few hours the fire was classified as a level 3 incident and responsibility handed to the Department of Fire & Emergency Services (DFES).



An evacuation centre was established at the Manjimup Recreation Centre and approximately 180 persons were accommodated at that facility overnight. Appreciation is expressed to the staff of the Shire of Manjimup and Department of Communities for opening and operating the evacuation centre. Aged care facility residents were transferred to accommodation in Manjimup.

The fire burnt over 2,000 hectares and did cause significant damage including the loss of a house in Hester, multiple outbuildings, the clubhouse of the Bridgetown Golf Club, the Shire Shire Depot, the Bridgetown Waste Site and at the Timber Treaters business in Hester.



The damage to the Timber Treaters business did trigger a HAZMAT incident due to contamination caused by the release of Copper Chrome Arsenate (CCA) from burnt CCA treated logs. An exclusion zone was established and residents requested to evacuate due to health and safety concerns. DFES engaged contractors to stabilize the piles of CCA ash to prevent it spreading.

The contamination at the Timber Treaters site did raise concerns about spread of contamination to surrounding areas. A multi-agency Government response coordinated testing of potential contamination including on private properties within Hester and surrounds, water tanks and dams. There was also offers made to residents of Hester for clean-up of affected properties and most residents accepted those offers.



During the fire public meetings (including one for Hester residents only) were held at the Bridgetown Leisure Centre on Sunday 6 February, Monday 7 February, Tuesday 8 February, Wednesday 9 February and Thursday 10 February. These meetings were well attended by members of the public and representatives from the Shire, DFES and other agencies were able to respond to questions. Further information sessions were held on 1 March at the Hester Fire Station (targeted at Hester residents) and the Bridgetown Lesser Hall.

The work carried out for both the response and recovery phases from bush fire volunteers, Shire staff, DFES, DWER, Water Corporation, Western Power, DPIRD, Department of Communities and other Government agencies was immense and greatly appreciated.

The Shire's Recovery Committee coordinated the community recovery process. A fundraising sub-committee was also established consisting of representatives from the Shire, Lions Club and Rotary Club. The sub-committee determined the distribution of funds raised from community donations as well as donations received from other Lions Clubs in Western Australia. Also Blaze Aid brought a number of volunteers to Bridgetown to assist with the rebuild of damaged fences on private property.

Regional Cooperation

The Shire of Bridgetown-Greenbushes continued to be a member of the Warren Blackwood Alliance of Councils (WBAC) together with the Shires of Boyup Brook, Donnybrook-Balingup, Manjimup and Nannup.

Together with most of the South West local governments the Shire of Bridgetown-Greenbushes was a member of the South West Waste Group. This group has been formed to seek opportunities to leverage regional economies of scale to improve collective waste management.

The Shire of Bridgetown-Greenbushes was also an active member of the South West Zone of the Western Australian Local Government Association, a representative group of all 12 local governments of the South West Region.

Shire of Bridgetown-Greenbushes Growth Strategy

The background to Council's Growth Strategy is:

- It is a Strategy that has been developed to capitalise on the growth of the lithium and energy material industry in the region including the world's largest lithium producing mine, the Talison Lithium Mine at Greenbushes.
- The operational workforce at the mine is projected to grow from 600 to 1400 over the next 5 years.
- Talison Lithium has a residential operations workforce. Currently 75% of operations staff resides within a 30 minute drive of the mine. Therefore their operations workforce is predominantly residing within a circle from Donnybrook in the north, Boyup Brook in the east, Manjimup in the south and Nannup in the west.
- Approximately 50% of the staff resides in the Shire of Bridgetown-Greenbushes.
- Historically the workforce at the mine has been those with families seeking a drive in drive out work life balance. Therefore our planning has been focussed on family household structures.
- The Growth Strategy identifies a number of projects that would increase the already high 'liveability' of our Shire.

In 2021/22, guided by the Growth Strategy a number of projects were progressed, either via construction delivery or planning as a prelude to construction. These included:

- Bridgetown Civic Centre Restoration/Refurbishment;
- Bridgetown Railway Station refurbishment;
- Greenbushes Railway Station Relocation;
- Blackwood River Foreshore Park;
- Bridgetown Youth Precinct at Somme Park; and
- Greenbushes Town Centre Car Park

The Council sees the population growth arising from the mine expansion as a positive assuming that development associated with this growth is done in an orderly, sensitive and compatible manner to all the attributes that attract people to move to our Shire. For example, population growth strengthens the case for retention and possible growth of Government services such as medical facilities and provides support to our economic and retail sectors.

Under the Growth Strategy Council is seeking to partner with Commonwealth and State Governments in ensuring continued prosperity and liveability for the people of the Shire, as well as promoting greater tourism and local business investment. Council believes these proposals will help to:

- protect the unique local heritage and character of the Town;
- secure a residential workforce for the mine expansion to support long term growth;
- deliver a boost to the local economy, tourism and regional jobs; and
- ensure the Shire continues to be a safe and family-friendly neighbourhood for new workers and their families.

The Growth Strategy doesn't have a finite end date. Work on planning for the next tranche of projects will continue in 2022/23, including but not limited to preparing conceptual and detailed design plans for the Greenbushes Sportsground Tourism and Recreation precinct, the Geegelup Brook Environmental Restoration project, investigations into improving the water supply and playing surfaces at Bridgetown Sportsground and upgrade of the Greenbushes Youth Precinct.

Works Program

Set out below were the main features of the 2021/22 works program:

Road Construction/Renewal

- Winnejup Road (progressive reconstruction)
- Brockman Highway (Regional Road Safety Program works)
- Turner Road (blackspot funded works)
- Glentulloch Road (2nd coat seal)
- Hay Road (gravel sheeting)
- Grange Road (gravel sheeting)

Significant funds were also expended on roadside vegetation removal and normal road maintenance functions.

Drainage Works

- Nelson Street

- Lockley Avenue
- Layman Street



Bridge Works

- Catterick Road
- Fletchers Road

Community Grants, Service Agreements and Other Donations

In 2021/22 Council continued to provide significant levels of financial assistance to the community, being the sum of \$160,000 in service agreements, community grants and donations.

Some of the larger amounts were \$43,054 for the community landcare officer project, \$30,000 partial donation of rates for Geegeelup Village, \$10,000 support for Henri Nouwen House, \$8,000 support for the Bridgetown Family and Community Centre, \$5,000 support for the Rotary Club Blackwood Marathon event and \$10,000 as a 1 year trial for the Bridgetown Family and Community Centre to provide a grant support service to other community groups.

Review of Local Visitor Servicing

In 2018/19 Council had commenced a review of how visitor information services are delivered in the Shire. This encompasses a review of the best model for delivering these services and the best location (building) to deliver the services from.

In 2018/19 Council had resolved to review its model for delivering visitor information services commencing with a comprehensive community consultation/engagement program to

discuss some options for different management models and locations (including the existing visitor centre building) for delivering visitor information services. A number of consultations were conducted on this issue with Council determining that a business plan be prepared for the outsourcing of visitor information services based on a twofold approach as follows:

1. Business case development for a model whereby the Bridgetown CRC will manage the provision of visitor information servicing and the Jigsaw Gallery; and
2. Business case development for a model whereby the Bridgetown CRC will manage the provision of visitor information servicing and the BGBTA will manage the Jigsaw Gallery.



In 2020/21 a business plan was prepared and this led to the Council taking the following direction:

1. A recommendation that the Bridgetown CRC manage both the Visitor Centre and, in a collaboration with the BGBTA, the Brierley Jigsaw Gallery, both housed in the same building.
2. Awareness that the vision of the CRC and BGBTA is to provide a revitalized hub for visitors and community incorporating an interactive contemporary puzzle attraction, and to expand the Shire of Bridgetown-Greenbushes as a tourist destination.
3. Awareness that there is a need to enhance the visibility of and signage for the Visitor Centre to ensure maximum footfall and visitation.
4. That the operating subsidy (excluding administrative and management allocations) required by Council to outsource service delivery is significantly less than the cost of Shire maintaining the Visitor Centre.

The business case recognised there would be some significant “one-off” costs in making the Visitor Centre building suitable for relocation of the CRC existing operations and also incorporate some modifications to improve service delivery to visitors. Included in Council’s 2021/22 budget was capital expenditure of \$195,000 for fitout (including some minor building modifications) of the visitor centre to accommodate the relocation of the

Bridgetown CRC to the premises to enable CRC and visitor information services to be delivered. Of the \$195,000 an amount of \$130,000 was to be contributed by the Bridgetown Community Resource Centre meaning the Council contribution to these works in the 2021/22 budget was \$65,000.

At its December 2021 meeting Council however resolved to pause the potential outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre pending the holding of workshops. These workshops were subsequently held, one with community groups and other stakeholders and the other a council workshop.

At the first workshop feedback was provided by a number of invited community groups on what expectations existed on the provision of local visitor services. Representatives from the Bridgetown CRC attended and presented on its vision for providing visitor services and responded to questions.

Only one other group that attended the first workshop – ‘Bridgetown Discovery’ - expressed any interest in providing visitor services at the visitor centre. However Bridgetown Discovery subsequently advised the Shire it had withdrawn from any further progression of any such proposals. This once again leaves the Bridgetown CRC as the only external group interested in taking over management of visitor servicing on behalf of the Shire.

At the Council workshop held on 7 April 2022 councillors again expressed concerns about the proposed floor plan compiled by the CRC. These concerns were principally that the plans didn't have enough focus on visitor servicing. There was also considerable discussion on the Building Condition Report of the current Visitor Centre building. That report concluded that the building appeared to be in a sound condition however works are required to renovate the exterior of building (including exterior walls, verandah, canopy, roof, gutters and windows) and the interior (ceilings, wall surfaces, insulation, etc.). There were also other items for consideration not listed in Building Condition Report but have been highlighted previously requiring attention- namely air conditioning, light fittings and kitchen refurbishment.

Council subsequently resolved, at a special meeting held on 9 June 2022 to discontinue any further investigation into outsourcing of management of the visitor centre and that the management of the visitor centre continue under a Shire managed model.

Development Statistics

In 2021/22 the Shire of Bridgetown-Greenbushes issued a total of 221 building permits. This compares to the statistics for 2020/21, being 234 permits.

A total of 160 development (planning) approvals were issued (compared to 143 in 2020/21). This does not include scheme amendments, structure plans or subdivision applications.

Other Notable Items

- Australia Day events were held in Bridgetown and Greenbushes, the latter hosted by the Greenbushes Ratepayers and Residents Association. Winners of the 2022 Citizen of the Year Awards, more commonly known as the ‘Australia Day Awards’ were:
 - Citizen of the Year – Mike Fletcher
 - Citizen of the Year – Youth (under 25 years) – Alicia Gluck

- Citizen of the Year – Senior (over 65 years) – Eric Wheatley
- Active Citizenship – Group or Event – Friendship Club - Bridgetown South West Rural Respite Services – CareAlot



- There was a significant amount of legislation impacting the local government sector progressed in 2021/22 by the State Government, including the review of the Local Government Act. Council monitored these reviews and contributed feedback at times and also liaised with the Western Australian Local Government Association on the whole of sector position on these matters.
- The Shire continued to participate in a regional waste management study with other local governments of the south-west so that future options to use a regional site can be considered. This includes assessment of technological opportunities for more sustainable means of disposing of waste and also looks at what savings and synergies can occur by multiple local governments working together in delivering waste services to their communities.
- The Shire’s Chief Bush Fire Control Officer, Greg Campbell and Deputy Chief Bush Fire Control Officer, Chris Doherty led an exceptional and dedicated of bush fire brigade volunteers in protecting our community. I take this opportunity to thank all volunteers that contribute to the well-being of our fantastic community – from emergency service volunteers to those that assist community and sporting groups – so many in our community freely provide their time to assist others.
- Please read Part 4 of this Annual Report for more specific reporting on how the various actions contained in Council’s Corporate Business Plan were implemented in 2021/22.



Appreciation

I thank all staff for their efforts during 2021/22. The whole of the Shire staff is responsible for a diverse range of duties and handle them most effectively and efficiently. The employment market was quite unique throughout 2021/22 and we did have some difficulty in filling open positions during the year, meaning many staff had to fill in to take on duties of vacant positions.

Finally, in conclusion I would also like to express appreciation for the efforts of all the councillors in 2021/22 for their work on behalf of the community.

Tim Clynh
Chief Executive Officer

PART 2 – PLAN FOR THE FUTURE

Council's Integrated Planning Framework

All Local Governments in WA are required to comply with the Integrated Planning and Reporting Framework (IPRF).

The core components are:

1. Strategic Community Plan

- Strategy for 10+ years
- Provides the vision, outcomes and Council's strategic priorities
- Identifies long and medium term objectives
- Determines allocation of resources
- Shaped by community input

2. Corporate Business Plan

- Four-year delivery plan
- Aligned to Strategic Community Plan
- Financial projections

3. Annual Budget

- Financial statements and policies for one year

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Shire's Integrated Planning Framework addresses these needs by providing a process to:

- Ensure community input is obtained
- Determine long term (10+ years) objectives
- Identify the resourcing to deliver against the long term objectives
- Clearly articulate long term financial implications and strategies

Under the Integrated Planning Framework Council's decisions take the community's aspirations into account and deliver the best results possible with the available resources.

The Strategic Community Plan sets the scene for the whole framework – it expresses the community's vision and priorities for the future and shows how the Council and community intend to make progress over a ten year period.

Detailed implementation for the next four years is covered in the Corporate Business Plan. The “Informing Strategies” – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced.

The Strategic Community Plan is a ten year plan. However, it is not fixed for ten years – it would be long out of date by then. Rather, it is a “rolling” plan which is reviewed every two years.

Integrated planning and reporting gives a local government a framework for establishing local priorities and for linking this information to operational functions. The *Local Government (Administration) Regulations 1996* require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

A successful integrated planning and reporting process will deliver the following outcomes:

- A Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy
- A Corporate Business Plan that integrates resourcing plans and specific council plans with the Strategic Community Plan.

Integrated Planning provides for:

- Strategic planning systems that deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that accurately demonstrate a local government’s capacity to deliver services and manage assets that can sustain communities into the future’.
- Effective asset management systems with the rigour of process and integrity of data to accurately reflect true asset management costs.

The Strategic Community Plan is the overarching plan guiding all the Shire’s activities. The Plan identifies the issues that are important to our community, sets out the community’s vision and objectives as well as strategies to implement the objectives.

For the Strategic Community Plan the two yearly reviews alternate between a minor review (updating as needed) and a major review (going through all the steps again). The plan is continuously looking ahead, so each review keeps a ten year horizon. This is to ensure that the best decisions are made in the short to medium term.

The diagram on the following page illustrates the Shire of Bridgetown-Greenbushes’ Integrated Planning and Reporting Framework and where the Corporate Business Plan, Strategic Community Plan and various informing strategies together with the annual budget sit in the Framework. The diagram illustrates the process used to guide Council’s decisions, resource allocations and planning.



Overview of Council's Strategic Community Plan

Council adopted its current Strategic Community Plan at its ordinary meeting held on 24 June 2021.

The Integrated Planning Framework and Guidelines of the Department of Local Government, Sport and Cultural Industries states that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years, and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant. Council in its 'Integrated Planning Review Cycle' recognises this approach and schedules desktop reviews and full reviews in 2 yearly intervals.



The Strategic Community Plan is a strategy and planning document that reflects the longer term (10+ years) community and local government aspirations and priorities. Council engaged consultants 'Catalyse' to assist in the development of the new Strategic Community Plan, including the community consultation and engagement components.

The Strategic Community Plan addresses these questions and describes:

- A future vision for the Shire of Bridgetown-Greenbushes
- How the Shire will achieve and resource its objectives
- How success will be measured and reported

The Strategic Community Plan 2021-31 articulates a vision which is what the community aspires to create and to be. The Vision is:

Bridgetown-Greenbushes: The heart and soul of the South-West

The following values have been identified, reflecting what the local community cares deeply about. These are the values the Shire will always strive to be”

- **Welcoming**, friendly and inclusive;
- **Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes;
- **Creative** and innovative, being open to new ways of doing things;
- **Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy; and
- **Cost effective** and accountable, providing good value for money.

The Shire’s Purpose is:

The Shire of Bridgetown Greenbushes exists to provide, facilitate and advocate for services and facilities to improve quality of life for everyone who lives, visits and works in the area.

To fulfil its purpose the Shire will either advocate, facilitate, fund, partner, provide or regulate.

To achieve our vision the Strategic Community Plan lists five supporting aspirations. These aspirations align with core pillars – people, planet, place, prosperity and performance.

These pillars are interrelated and each must be satisfied to deliver excellent quality of life in the Shire of Bridgetown Greenbushes. Within each pillar, a local government delivers a large and diverse range of services to meet community needs.

Contained in the Strategic Community Plan are 16 outcomes and 39 objectives. The 16 objectives listed under the 5 pillars are:

People

1. A growing community that is diverse, welcoming and inclusive – 4 objectives
2. Good health and community well-being – 4 objectives
3. A safe community for people and animals – 2 objectives

Planet

4. The Shire of Bridgetown-Greenbushes continues to be naturally beautiful – 1 objective
5. Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters – 2 objectives
6. A sustainable, low-waste circular economy – 2 objectives

Place

7. Responsible and attractive growth and development – 6 objectives
8. Local history, heritage and character is valued and preserved – 1 objective
9. Safe, affordable and efficient movement of people and vehicles – 4 objectives

Prosperity

10. A strong, diverse and resilient economy – 3 objectives
11. Access to quality education and work opportunities – 1 objective
12. Bridgetown Greenbushes is regarded to be a major tourist destination – 3 objectives

Performance

13. Proactive, visionary leaders who respond to community needs – 2 objectives
14. Effective governance and financial management – 2 objectives
15. A well informed and engaged community – 1 objective
16. An engaged and effective workforce – 1 objective

Overview of Council's Corporate Business Plan

In accordance with section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.



The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan also draws together actions contained within the informing strategies of Council's Integrated Planning Framework including but not limited to the Long Term Financial Plan, Asset Management Plans and capital works plans.

The CBP details the services, operations and projects a local government will deliver within a defined period (4 years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan.

The Strategic Community Plan contains 5 pillars, 16 outcomes and 39 objectives. The Corporate Business Plan that was applicable in 2021/22 contained a total of 160 Actions to deliver on the outcomes and objectives.

The determination of what can be funded in each of the first 4 years of the Corporate Business Plan has been done with regard to the current Long Term Financial Plan.

An annual review process occurred in 2021/22. For this review of the Corporate Business Plan two Council workshop sessions were held at which Council reviewed the actions contained in the current Corporate Business Plan. No changes to outcomes and/or objectives within the current Corporate Business Plan were considered as the outcomes and objectives are copied from Council's Strategic Community Plan which wasn't under review in 2021/22.

The first workshop session assessed all 160 actions including whether they had already been completed or remained relevant. The timelines for implementation of all actions were also reviewed. The second workshop session assessed the costs associated with each action and ensured that the 'materials & contracts' costs of actions was consistent with the financial allocations for Corporate Business Plan implementation contained within the Long Term Financial Plan (LTFP).

The annual review of the Corporate Business Plan was completed in June 2022 with Council formally endorsing a number of amendments to the 2021 Plan.

Corporate Business Plan – Annual Reporting

Part 4 at the end of the Annual Report is a copy of an annual reporting spreadsheet for the year ending 30 June 2022, showing how the specific actions within the Corporate Business Plan were implemented in 2021/22.

Major initiatives or actions that were either fully or substantially completed in 2021/22 include (note many of these are discussed in more detail elsewhere in this Annual Report):

- Annual review of the Corporate Business Plan
- Advocacy to State and Commonwealth Government Ministers of the opportunities associated with the Talison Lithium mine expansion
- Continued the delivery of works for the Blackwood River Foreshore Project
- Progressed final design for the Bridgetown Town Hall project
- Commenced renewal/redevelopment of the Bridgetown Railway Station

- Progressed planning, approvals and funding requests for the Greenbushes Railway Station project that will see that building relocated to the Greenbushes Discovery Centre
- Annual Road, Footpath and Drainage construction programs
- Plant replacement in accordance with Plant Replacement Plan
- Implementation of the Age Friendly Community Plan
- Implementation of the Disability Access and Inclusion Plan
- Progressive acquisition of land adjacent to Geegelup Brook
- Provision of community grants and service agreements in a competitive funding process for local community groups and organisations
- Maintained financial support of the community landcare service
- Completed a review of visitor information services, including management model and potential outsourcing of Visitor Centre management
- Completed construction of Stage 1 of the Bridgetown Youth Precinct – upgraded skate park, pump track
- Commenced community engagement and planning for redevelopment of Greenbushes Youth Precinct
- Continued preparation of a Local Planning Strategy
- Progressed the acquisition of land in Greenbushes commercial area to allow for upgrade of parking and rear laneway near roadhouse.
- Investigated possible regional solutions and initiatives relating to waste management as a member of the South West Waste Group
- Review and enforcement of annual firebreak order
- Worked with our local government partners as a member of the Warren Blackwood Alliance of Councils
- Participated as a member of the Warren Blackwood Alliance of Councils Sub-Regional Climate Change Impact Reference Group (CCIRG) established for the purpose of developing a sub-regional climate change impact policy that includes recommendations for practical and achievable adaption and mitigation strategies
- Funded the Southern Forest and Blackwood Valley Tourism Association to promote the region as a major tourist destination.
- Ran an initial trial and subsequently approved the short stay overnight camping bays in dedicated parking bays at the railway car park in Bridgetown
- Hosting of community events such as Australia Day Breakfast, volunteers function and community Christmas party
- Hosted community movie nights over summer
- Participated in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land
- Implemented the recommendations of the Access and Inclusion Plan
- Commenced a review of the Local Trails Masterplan
- Reviewed and enhanced the Bridgetown Heritage Walk Trail and its associated booklet, the Bridgetown Art Trail booklet and the Somme Creek Fitness Trail pamphlet
- Assisted in advocacy for the development of the Blackwood Youth Action youth house
- Improved the access to public toilets at Bridgetown Sportsground
- Upgraded car park lighting at the Bridgetown Leisure Centre



Major initiatives or actions in the Corporate Business Plan proposed to be undertaken in 2022/23 include:

- Deliver the Greenbushes Youth Precinct Upgrade Project
- Stage 2 of the Bridgetown Youth Precinct (new ablution block)
- Deliver the Bridgetown Town Hall Revitalization Project
- Complete the Bridgetown Railway Station Restoration Project
- Relocate the Greenbushes Railway Station to the Greenbushes Discovery Centre
- Deliver the Greenbushes Town Centre Safety Project (car park)
- Complete planning for the Greenbushes Sportsground Project
- Commence planning for the Geegelup Brook Beautification Project
- Improve the quality of water used for irrigating Bridgetown Sportsground and progress plans for improvements to drainage, water storage, reticulation and lighting
- Continue to fund the Southern Forests Blackwood Valley tourism initiative
- Implementation of the Disability Access and Inclusion Plan
- Progressive acquisition of land adjacent to Geegelup Brook
- Provision of community grants and service agreements in a competitive funding process for local community groups and organisations
- Maintain financial support of the community landcare service
- Acquire vesting of the Dumping Gully waterbodies from the Water Corporation
- Advocate for more housing for the elderly in Bridgetown and Greenbushes
- Advocate for improved access to mental health services and drug and alcohol support
- Prepare a development plan for the waste site
- Participate in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land
- Implement a waterwise action plan

- Provide more bins in public spaces
- Implement the new Events Procedure
- Review dog exercise areas including the need for fenced areas
- Review the Workforce Plan



Asset Management Planning

In June 2016 Council adopted initial Asset Management Plans for the following asset classes:

- Transport Infrastructure Asset Management Plan;
- Parks, Reserves and Other Infrastructure Asset Management Plan;
- Property Infrastructure Asset Management Plan; and
- Plant and Equipment Asset Management Plan

The Asset Management Plans include improvement plans that outline the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as compared to the actual funding currently being provided through the Budget and Long Term Financial Planning process.

Work on asset management planning continued in 2021/22. Asset Management Plans are 'living' documents and need to be regularly updated and actions noted in the associated improvement plans. Improvements are required in the quality of data held for a number of Council's asset classes. These improvements include ensuring the useful lives, remaining useful lives, replacement cost and current condition of Council's assets are accurately rated and recorded as these factors have a major influence on the projected renewal cost and ultimately on the size of any reported funding 'gap'.

Key components of each individual AMP have been consolidated into a single document titled Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan. The consolidated plan is reviewed and updated annually to reflect changes in asset data held.



Long Term Financial Planning

The Long Term Financial Plan (LTFP) functions as an informing strategy to the Corporate Business Plan, and details how the Shire will achieve its vision, aspirations and strategic priorities for the community and stakeholders through long term financial planning in a strategic manner.

The LTFP is based on:

- an analysis of the internal and external environment(s);
- identifying economic, market and labour issues which impact on the shire's ability to deliver services and provide support to the community and civic infrastructure; and
- mapping the data in time to identify gaps and risks.

The LTFP is a plan which will continue to evolve as the Shire responds to internal and external changes. It is a 15 year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. Through these planning processes, annual budgets that align with strategic objectives are developed.

The LTFP:

- indicates a local government's long term financial sustainability;

- allows early identification of financial issues and their longer term impacts;
- indicates the linkages between specific plans and strategies; and
- enhances the transparency and accountability of the Council to the community and stakeholders.

Council endorsed its 2021/22 to 2035/36 Long Term Financial Plan in December 2020. This plan was specifically developed to aid Council in development of the new Community Strategy Plan and Corporate Business Plan, the plan provided information on Council's current and anticipated future resources capacity enabling development of an achievable Corporate Business Plan.

The LTFP is linked to the Ratio Action Improvement Plan endorsed by Council in December 2017. The Ratio Action Improvement Plan addressed fair value accounting and the effect on Council's depreciation expense and ratio performance. The action plan has been developed to improve Council's ratio performance in meeting the Department of Local Government, Sport and Cultural Industries' (the Department) financial ratio benchmarks. The LTFP demonstrates steady improvement over the life of the plan in achieving ratio benchmarks set by the Department.

In 2021/22 work commenced on a review of the LTFP. At the Concept Forum held 11.11.21 a progress report on the review of the LTFP was provided, including the tabling of a document detailing the proposed high level assumptions consideration. Councillors provided feedback on those assumptions. It was acknowledged that this was just the first scenario to be modelled. At the Concept Forum held 10.2.22 a further progress report (including 15 year funding summary) on the proposed review of the LTFP was provided and councillors provided direction on the review, including future rate increases. Noting the time of the year and the schedule for updating the various long term capital plans (works, building and plant) in the following 3 months it was indicated that completion of the LTFP would occur in the 1st half of 2022/23.

Workforce Planning

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resource decisions now and into the future.

The Workforce Plan takes into account the community aspirations, priorities and objectives identified in the Strategic Community Plan. It is an essential component of the Corporate Business Plan and Long Term Financial Plan so that we can identify workforce requirements for current and future operations.

An integrated workforce plan identifies and reports on the internal capacity to meet current and future needs in line with the goals and objectives of the Shire and the community it serves, both in capacity and capability. A workforce plan identifies the gaps or surplus in human, assets or financial resources and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on objectives and realistic

expectations. The plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties this into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

Our initial Workforce Plan was completed in December 2013 and a new Workforce Plan was completed in February 2019. Included in the 2019 review of the Workforce Plan was a comprehensive review of our organisational structure.

Outside of the Workforce Plan a further organisational restructure was completed in June 2022.

The next review of the Workforce Plan is scheduled for 2022/23.

PART 3 – REGULATORY REQUIREMENTS

Compliance Audit Return

One of the measures of Council's performance is the Compliance Audit Report which is required to be completed annually and submitted to the Department of Local Government, Sport & Cultural Industries. The report provides questions relating to a Council's compliance with the requirements of the *Local Government Act 1995* across a range of areas.

The compliance audit return for the 2021 year was presented to the Audit Committee on 27 January 2022 and to Council's ordinary meeting held on 24 February 2022 meeting. Each year the Compliance Audit Return covers various categories and for the 2021 Return, the areas covered were:

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

After completing the responses to the 98 questions contained in the 2021 Compliance Audit Return it was noted that four (4) questions were responded to as non-compliant. These being:

Disclosures of Interest

Question 13 - When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?

Explanation/Response - The register wasn't updated in 2021 to remove persons no longer required to be listed. Once this was identified the update occurred in January 2022.

Official Conduct

Question 3 - Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?

Explanation/Response - The complaints register has previously been on the Shire website but when checking for the purpose of this compliance audit return it has been discovered that it has been deleted. This must have occurred in a recent upgrade of the website. This has been immediately rectified, noting that no complaints were received in 2021.

Tenders for Providing Goods and Services

Question 1 - Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Explanation/Response - As part of the checking process undertaken at accounts payable level compliance to Council's purchasing policy is audited. A register is kept of all suspected non-compliance for Executive review and action in accordance with the administrative procedure.

Question 7 - Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Explanation/Response - The hard copy version of the tenders register is fully compliant however it isn't published on the Shire website, instead an abridged listing of tenders is shown. This will be corrected with the full tender register to be uploaded and published on the website.

Risk Management

The early identification of risks, threats and opportunities is a key role for the CEO and his staff and one that Council, via its Audit Committee, maintains an overseeing role.

The Shire's Risk Framework consists of:

1. Triennial Audit Regulation 17 Review and Quarterly Dashboard Reporting to Audit Committee (Risk Register)
2. Triennial review the appropriateness and effectiveness of the financial management systems and procedures of the local government.
3. Council Policy F.21 – Risk Management
4. Risk Management Procedures Manual (operational document)
5. Business Continuity Plan supported by an ICT Business Continuity Plan (operational document)
6. Local Emergency Management Arrangements
7. Work Health and Safety Plan plus Occupational Health Safety Policies and Procedures (operational documents)

All organisational risks are assessed and reported at a corporate level according to the adopted assessment and acceptance criteria to allow consistency and informed decision making. The risk register addresses risks in the following areas:

- Asset Sustainability Practices
- Business & Community Disruption
- External Theft & Fraud
- Management of Facilities, Venues and Events
- Failure to Fulfil Compliance Requirements

- Document Management Processes
- IT & Communications Systems and Infrastructure
- Misconduct
- Employment Practices
- Engagement Practices
- Environment Management
- Errors, Omissions & Delays
- Project Management
- Safety and Security Practices
- Supplier/Contract Management

The risk register identifies under each of the above areas current issues (potential risks) and actions to treat or mitigate those risks together with a timetable for implementation. The risk register is updated and reported to the Audit Committee which meets quarterly.

The Shire's Occupational Health & Safety Committee meets on a regular basis consistent with legislation. The Committee has a membership comprising safety representatives appointed from Shire staff and management representatives.

The Shire also participates in a regional occupational safety and health program which provides for specialist input into our safety processes.



Public Interest Disclosures

A local government is required to appoint one of its officers to act as the local government's Public Interest Disclosures Officer under the *Public Interest Disclosures Act 2003*.

The legislation requires the reporting of serious wrongdoing with the State public sector and local government as well as providing the mechanism for responding to reports.

In 2021/22 two officers performed the role of Public Interest Disclosures Officer for the Shire of Bridgetown-Greenbushes. Elizabeth Denniss performed this role until her resignation from the organisation on 25 March 2022. Neil Price was appointed to the role after that date.

No disclosures were received in relation to the Shire of Bridgetown-Greenbushes during 2021/22.

National Competition Policy

This policy was introduced by the Commonwealth Government in 1995 to promote competition for the benefit of business, consumers and the economy by removing what was considered to be unnecessary protection of monopolies of markets where competition can be enhanced. It effects local governments as factors such as exemption from company and income tax or possible local regulations and laws may give local government a potential advantage over private contractors.

Local Governments are required to report annually on the implementation, application and effects of the National Competition Policy (NCP) with regard to three areas, being competitive neutrality, legislation review, and structural reform. As the Shire of Bridgetown-Greenbushes did not acquire any new entities or privatise any activities during 2021/22, there was no requirement for competitive neutrality testing.

Report on Disability Access & Inclusion Plan

The Shire of Bridgetown-Greenbushes continues to work with Council's Access and Inclusion Committee, service providers and community members to identify new ways to improve access and inclusion within the organisation and to fine tune existing methods to ensure all Councillors, staff and contractors understand the importance of universal access and inclusion and the organisation is working toward fulfilling the strategies outlined in the Disability Access and Inclusion Plan (DAIP).

2021/22 continued to build on the successes of the last five years which have improved access to facilities, information, programing and equal opportunity for all residents and visitors to the Shire of Bridgetown Greenbushes.

The Outcome areas, identified under the DAIP are:

1. Equitable access and inclusion to services and events
2. Equitable access to buildings and facilities
3. Equitable access to information
4. Equitable access to quality customer service
5. Equitable complaints procedures
6. Equitable access to community engagement
7. Equitable access to employment and traineeships

In 2021/22 a number of achievements and initiatives were progressed or implemented, including:

- The inclusion of the events checklist in the Events Pack for all event organisers using Shire facilities
- Provision of mobile hearing assistance equipment to community groups
- Accessibility checklist provided to staff
- Staff disability awareness training
- Community bus is available for community use
- Reinstating trial period of Greenbushes bus run
- Painted step and nibs for improved visual
- Full audit of tactiles on street crossings and footpath-road intersections within the Bridgetown townsite
- Research into new ACROD bay location for town
- Path design reviewed by person in wheel chair to discuss gradients and water run-off
- Inclusion of universal access play equipment
- WA Library funded digital inclusion training sessions at the Library
- Purchase of digital inclusion equipment for the Library
- My Age Care one-on-one sessions at the library
- Increased Fit 4 Life programs at the Bridgetown Leisure Centre
- Plan designed for a shared path from Greenbushes town site to Greenbushes pool

The DAIP continues to be implemented through the work of the Access and Inclusion Advisory Committee, who raise and prioritise issues based on lived experience and community feedback.

Report on Complaints made against Councillors

In accordance with Section 5.53 of the Local Government Act and the associated Local Government (Rules of Conduct) Regulations 2007, a summary of complaints made during the year is to be included in the Annual Report.

No complaints (breaches) were made during 2021/22.

Prescribed Information on Payments to Employees

Section 5.53(g) of the Local Government Act requires disclosure of information as prescribed in relation to payments made to employees. Specifically Regulation 19B of the Local Government (Administration) Regulations 1996 requires the following information to be included in the Annual Report:

- (a) The number of employees of the local government entitled to an annual salary of \$130,000 or more;
- (b) The number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$130,000.

In 2021/22 only one employee of the Shire of Bridgetown-Greenbushes was entitled to an annual salary of \$130,000 or more with the applicable bands for that employee being a salary within the range of \$180,000 to \$190,000.

Regulation 19B of the Local Government (Administration) Regulations 1996 also requires publication in the Annual Report of the remuneration paid or provided to the CEO during the financial year. For the 2021/22 financial year the remuneration provided to the CEO of the Shire of Bridgetown-Greenbushes was:

• Salary (including any salary sacrifice arrangements)	\$194,875
• Compulsory Superannuation (9.5%)	\$ 19,488
• Employer Superannuation Contribution (3%)	\$ 5,846
• Private Use of Vehicle	<u>\$ 8,000</u>
	\$228,209

For the 2021/22 year, there were no other payments made to employees for which prescribed information is required to be disclosed.

Payments Order by the Local Government Standards Panel

Regulation 19B of the Local Government Administration Regulations require a local government to report any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under sections 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year.

The amount ordered this financial year was \$0.

Remuneration and Allowances Paid by the Local Government Standards Panel

For the 2021/22 year, the amount the Shire of Bridgetown-Greenbushes paid in sitting fees to the standards panel was \$0.

Elected Member (Councillor) Statistics

Councillor Allowances

For the 2021/22 year the following councillor allowances were paid:

- Annual Attendance Fee for Council Members other than President - \$8,611
- Annual Attendance Fee for President - \$10,333
- Annual President's Allowance - \$8,611
- Annual Deputy President's Allowance - \$2,153
- Annual Information and Communications Technology Allowance - \$2,087

Councillor Gender Statistics

In 2021/22 the gender balance of councillors was:

- 1 July 2021 to 16 October 2021 (ordinary election date) - 5 male and 4 female
- 18 October 2021 to 22 April 2022 (date of resignation of Cr Barbara Johnson) – 4 male and 5 female
- 22 April 2022 to 26 April 2022 (date of resignation of Cr John Bookless) – 4 male and 4 female
- 27 April 2022 to 30 June 2022 (noting only 7 councillors existed during this period pending an extraordinary election to be held on 5 August 2022) – 3 male and 4 female

Councillor Aged Demographics

In 2021/22 the aged demographic of councillors was:

- 54 years and under – 2 councillors
- 55-64 years – 1 councillor
- 64 years and older – 6 councillors

Report on Elected Member (Councillor) Training 2021/22

Pursuant to Section 5.127 of the Local Government Act 1995:

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) *The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.*

The register is available to be viewed at:

<https://www.bridgetown.wa.gov.au/documents/444/annual-elected-member-training-report-year-ending-30-june-2022>

The information contained in the register for the 2021/22 year is reprinted below:

Elected Member	Description	Date Completed
Cr Amanda Rose	New Councillor Induction (delivered in-house)	22 October 2021
	Western Australian Local Government Association Elected Member Essentials Training – Conflicts of Interest	16 November 2021
	Western Australian Local Government Association Elected Member Essentials Training – Understanding Local Government	16 November 2021
	Western Australian Local Government Association Elected Member Essentials Training – Understanding Financial Reports & Budgets	11 December 2021
	Western Australian Local Government Association Elected Member Essentials Training	5 February 2022

	– Meeting Procedures	
	Western Australian Local Government Association Elected Member Essentials Training – Serving on Council	4 April 2022
	Western Australian Local Government Association Professional Development Training – CEO Performance Review	2 June 2022
Cr Tracy Lansdell	New Councillor Induction (delivered in-house)	22 October 2021
	Creative Leadership Training (Southern Forest Arts Inc.) – 30 November 2021 and 1 December 2021	30 November 2021 & 1 December 2021
	Western Australian Local Government Association Elected Member Essentials Training – Conflicts of Interest	21 June 2022
Cr Sean Mahoney	New Councillor Induction (delivered in-house)	22 October 2021
Cr John Bookless	Media Training (Cannings Purple)	1 November 2021

Record Keeping Plan (State Records Act 2000)

The efficiency and effectiveness of the Shire’s Record Keeping Plan, together with the staff training program, is reviewed regularly. A major review of the Record Keeping Plan was completed in March 2021.

Our electronic record keeping system (Synergy Soft) is used to record all incoming and outgoing mail/documents and saw 11,571 corporate records registered in 2021/22 detailed as follows:

Total Incoming Items Registered in Synergy		7676
These items are registered as follows		
General Correspondence		1623
Emails		3266
Building Applications		374
Building Correspondence		217
Customer Service Requests		1131
Human Resource		214
Planning Applications		443
Planning Correspondence		204
Septic Applications		63
Septic Correspondence		24
Other		117

Total Outgoing Items Registered in Synergy		3895
These items are registered as follows		
General Correspondence		479
Emails		1503
Building Correspondence		189
Human Resource		56
Planning Correspondence		275
Septic Correspondence		93



Local Laws

During 2021/22 the Shire of Bridgetown-Greenbushes had 11 Local Laws, being:

- Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law;
- Bush Fire Brigades Local Law;
- Cats;
- Cemeteries;
- Dogs;
- Fencing;
- Health;
- Local Government Property;
- Parking & Parking Facilities;
- Pest Plants; and
- Standing Orders.

Note: the Pest Plants Local Law was repealed on 1 June 2022, reducing the number of Local Laws to 10.

The above local laws (excluding the now repealed Pest Plants Local Law) can be viewed at: <https://www.bridgetown.wa.gov.au/documents/local-laws>

Policy Review/Development

A total of 46 policies were either adopted, reviewed or revoked in 2021/22:

Policy No.	Name of Policy	Date
M.42	Code of Conduct Behaviour Complaints Management	Adopted July 2021
TP.2	Minimum Floor Area;	Revoked July 2021
TP.11	Conversion of sheds to dwellings;	Revoked July 2021
TP.12	On-site manoeuvring of vehicles;	Revoked July 2021
TP.13	River Road Subdivision Guide Plan;	Revoked July 2021
TP.14	Mattamattup Valley Subdivision Guide Plan	Revoked July 2021
TP.18	Relocated Outbuildings;	Revoked July 2021
TP.19	Construction of Barn Style Dwellings;	Revoked July 2021
TP.22	TP.22 Outbuildings in the Residential Zone Policy; and	Revoked July 2021
M.43	Appointment of an Acting CEO	Adopted November 2021
M.38	Concept Forums	Amended December 2021
F.25	Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate	Adopted January 2022
M.7	Elected Members – Presentations on Retirement	Amended April 2022
M.8	Public Question Time	Amended April 2022
M.10	Meetings of Council and Committees – Distribution and Release of Minutes	Amended April 2022
M.31	Taking of Photographs in the Council Chambers	Amended April 2022
M.36	Advertising of Annual General Meeting of Electors	Amended April 2022
M.37	Acknowledgment of Country	Amended April 2022
M.38	Concept Forums	Amended April 2022
A.1	Staff Appointments – Council Requirements	Amended April 2022
A.2	Equal Opportunity Employment	Amended April 2022
A.3	Staff – Tertiary Study	Amended April 2022
A.4	Facility Opening Hours to the Public	Amended April 2022
A.6	Conferences/Fact Finding Tours	Amended April 2022
A.12	Electoral Code of Conduct	Amended April 2022
A.13	Information Communication Technology Use	Amended April 2022
A.15	Library – Personal Use Computer	Amended April 2022
A.18	Injury Management and Rehabilitation	Amended April 2022
A.19	Supplementary Superannuation Contributions for Employees	Amended April 2022
A.22	Accrual of Annual Leave	Amended April 2022
A.23	Banners	Amended April 2022

A.25	Leisure Centre Discounted Memberships for Employees	Amended April 2022
P.3	Geegelup Brook Land Acquisition	Amended April 2022
H.5	Exempt Charitable or Community Nature Food Business	Amended April 2022
M.30	Applications by Councillors for Leave of Absence	Revoked April 2022
M.33	Ward Meetings	Revoked April 2022
M.4	Members Allowances/Expenses	Amended June 2022
F.1	Shire Community Grants, Service Agreements, Donations and Contributions	Amended June 2022
F.12	Accessing Water from Standpipes	Amended June 2022
F.17	Collection of Non-Rates Fees and Charges	Amended June 2022
F.19	Asset Financing and Borrowings	Amended June 2022
F.23	Asset Management – Project Management Framework	Amended June 2022
M.14	Senior Employees	Amended June 2022
M.15	Organisation Structure	Amended June 2022
F.2	Depreciation of Assets	Revoked June 2022
F.13	Grant Acceptance	Revoked June 2022

PART 4 – MEASURING OUR PERFORMANCE

APPENDIX 1: Report on 2021/22 Implementation of Actions Contained in Corporate Business Plan

Note the reporting is on the Corporate Business Plan that was applicable throughout 2021/22 and not the current Corporate Business Plan adopted by Council on 30 June 2022

Shire of Bridgetown-Greenbushes

Corporate Business Plan 2021-2025 Progress Report (June 2022)

Outcome 1 - A growing community that is diverse, welcoming and inclusive.						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
1.1 Improve family and youth services and facilities to attract and retain families.						
1.1.1 Provide a Youth Service Delivery Statement describing the Shire's role and responsibilities in relation to youth services, facilities, and events.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	This document was informally presented to councillors	3/11/2021
1.1.2 Provide the revitalisation and development of the Bridgetown Youth Precinct with pump track, skate park, parkour, and free throw basketball court.	Tim Clynych	Manager Development Services	30/06/2022	In Progress	Tender was awarded and construction commenced 27 October 2021. Practical completion of the works occurred on 18.3.22. In awarding the tender Council had to reduce the scope by removing the parkour and public toilet elements. At its January 2022 meeting Council resolved to seek a funding variation for the Australian Government's LRCIP Phase 2 program to defer the Greenbushes Car Park project originally identified for funding under this phase and replace that project with these two elements of the Bridgetown Youth Precinct project and other projects. That work will occur in 2022/23.	8/07/2022
1.1.3 Advocate for the development of a Youth Centre with hang out space and access to activities and support services.	Tim Clynych	Shire President / Chief Executive Officer	30/06/2022	Completed	The former Shire President and former EMCS were members of a working group established for the planning of the youth centre. The CEO provided a letter of support for BYA to include with funding applications.	8/11/2021
1.1.4 Partner with Blackwood Youth Action to improve access to support services, counselling and mentoring for young people, in particular marginalised and at-risk youth.	Elizabeth Denniss	Manager Community Development	30/06/2022	Ongoing	EMCS (up until February 2022) and MCD meet monthly with BYA Coordinator	8/07/2022
1.1.5 Facilitate an Early Years Network to develop and promote activities and offer advocacy, support and advice for parents.	Elizabeth Denniss	Manager Community Development	30/06/2024	Not Scheduled in 2021/22		
1.1.6 Advocate for improved access to childcare services..	Tim Clynych	Chief Executive Officer	30/06/2024	Not Scheduled in 2021/22		
1.1.7 Provide engagement with local youth in Greenbushes on short term provision of a new skate ramp at Thomson Park and long-term further development of the Greenbushes Youth Precinct.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	Consultation with Grow Greenbushes; Greenbushes CRC and BYA complete. Community consultation event was held in Greenbushes on 27 November. A summary of the outcomes from the community consultation was presented to Council's December 2021 meeting. At its January 2022 meeting Council nominated this project for expenditure under the Australian Government's LRCIP Phase 3 funding program. Concept and final design s are currently occurring.	8/07/2022
1.2 Understand and meet the needs of an aging population.						
1.2.1 Provide a review of the Age-Friendly Community Plan (2025-2030).	Elizabeth Denniss	Manager Community Development	30/06/2025	Not Scheduled in 2021/22		
1.2.2 Advocate for State and Federal Government to support the provision of additional residential aged care and in-home services (based on above average population size of seniors).	Tim Clynych	Shire President / Chief Executive Officer	30/06/2022	Ongoing	No specific advocacy has been undertaken yet.	8/07/2022

Shire of Bridgetown-Greenbushes Corporate Business Plan 2021-2025 Progress Report (June 2022)

Outcome 1 - A growing community that is diverse, welcoming and inclusive.						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
1.2 Understand and meet the needs of an aging population.						
1.2.3 Advocate for State Government to provide more housing for the elderly in Greenbushes and Bridgetown.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2022	Ongoing	No specific advocacy has occurred in 2021/22 however action was taken to endorse the deed of novation originally proposed in 2017, transferring the Shire's interest (equity) in Stinton Gardens to Access Housing in return for a commitment to manage the existing units and construct additional units. An application to construct 4 additional units was received in October	8/11/2021
1.2.4 Provide annual interagency networking forum for health and community support services to improve communication, share information, identify synergies and gaps, and prioritise local initiatives.	Elizabeth Denniss	Manager Community Development	30/06/2023	Not Scheduled in 2021/22		
1.3 Improve access and inclusion across all services and facilities.						
1.3.1 Provide universal access playground equipment at Memorial Park and Thomson Park.	Tim Clynch	Coordinator Infrastructure Services	30/06/2024	Not Scheduled in 2021/22		
1.3.2 Provide an Accessible Events Checklist and a communication action plan to ensure high awareness and use of the new checklist.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	The checklist is a component of the new Events Procedure.	8/07/2022
1.3.3 Provide tactiles at pedestrian crossings across busy streets and intersections.	Tim Clynch	Coordinator Works & Services	30/06/2022	Not Commenced	No works occurred in 2021/22	8/07/2022
1.3.4 Provide a concrete pathway in Somme Park to access existing art sculptures near the water body.	Tim Clynch	Coordinator Works & Services		Not Scheduled in 2021/22		
1.4 Grow recognition and respect for all cultures.						
1.4.1 Provide a Reconciliation Action Plan.	Tim Clynch	Chief Executive Officer		In Progress	Council has established a Cultural Awareness Advisory Committee and investigations into a Reconciliation Action Plan will be a key focus of that committee. In the recent review of the CBP funding has been earmarked for a RAP in 2022/23.	8/07/2022
1.4.2 Facilitate the collection and sharing of information and stories about local culture and history, including NAIDOC Week and Harmony Week.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Preliminary discussions held with Bridgetown Historical Society	3/11/2021

Shire of Bridgetown-Greenbushes

Corporate Business Plan 2021-2025 Progress Report (June 2022)

Outcome 2 - Good health and community wellbeing						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
2.1 Advocate for quality health and community services.						
2.1.1 Provide a Local Public Health Plan.	Tim Clynch	Environmental Health Officer	30/06/2022	In Progress	Initial scoping of Plan has commenced. With EHO also working for Shire of Nannup it is intended to prepare both plans in parallel. It is also noted that Local Public Health Plans aren't a statutory requirement therefore this isn't regarded as an urgent priority.	8/07/2022
2.1.2 Advocate for hospital, specialist, GP and allied health services to be retained and improved to meet community needs.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2022	Ongoing	No specific issues were identified for advocacy approaches	8/07/2022
2.1.3 Fund a contribution over three years to help cover Bridgetown Child Health Clinic rental costs.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Ongoing	Funding service agreement in place	3/11/2021
2.1.4 Advocate for improved access to mental health services and drug and alcohol support.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2022	Ongoing	No specific issues were identified for advocacy approaches	8/07/2022
2.1.5 Facilitate the promotion of community health and wellbeing programs that are provided by Government and local service providers.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Ongoing	Online news articles; Shire Connect & Shire Connect Snapshots	3/11/2021
2.1.6 Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2022	Not Commenced	An advocacy approach (target and solutions) has yet to be developed	8/07/2022
2.2 Provide quality sport, leisure and recreation services.						
2.2.1 Provide concept plans and preliminary costings for the Greenbushes Sportsground & Recreation Precinct Redevelopment Project.	Tim Clynch	Chief Executive Officer	30/06/2022	In Progress	A request was submitted to SWDC for potential funding of a business case for this project so that it can be 'shovel ready' in the event of any future stimulus funding becoming available. No such funding has materialised. Still awaiting approvals for gaining tenure of ex - Water Corporation drinking water dams still pending	8/07/2022
2.2.2 Provide detailed design plans, costings, and funding model for Greenbushes Sportsground & Recreation Precinct Redevelopment Project.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
2.2.3 Provide the implementation of the Greenbushes Sportsground & Recreation Precinct Redevelopment Project.	Tim Clynch	Chief Executive Officer	30/06/2024	Not Scheduled in 2021/22		
2.2.4 Provide an analysis of the existing water supply to Bridgetown Sportsground to determine potential improvements to water quality.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	Completed	Water quality report obtained confirming the water stored at dam near The Cidery has contaminants that hinder effective grass growth. Desktop assessment has been conducted that indicates that significant on-site drainage could be captured and directed into an enlarged holding dam at the Sportsground. Further assessment of water treatment options for dam pumped up from dam near The Cidery is occurring. Next step is to engage a consultant to prepare a plan showing how on-site drainage can be captured. In the recent review of the CBP funding was earmarked for 2022/23 to implement the recommendations from the water quality analysis.	8/07/2022

Shire of Bridgetown-Greenbushes

Corporate Business Plan 2021-2025 Progress Report (June 2022)

Outcome 2 - Good health and community wellbeing						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
2.2 Provide quality sport, leisure and recreation services.						
2.2.5 Provide detailed design plans, costings, and funding model for the Bridgetown Sports Ground Oval Redevelopment Project.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2024	Not Scheduled in 2021/22		
2.2.6 Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation, and turf.	Tim Clynch	Executive Manager Development and Infrastructure		Not Scheduled in 2021/22		
2.2.7 Provide safety improvements to terrace seating at the aquatics complex.	Tim Clynch	Parks & Gardens Supervisor	30/06/2022	Not Commenced	Contractor availability caused delays in implementing this action. Works to be carried forward to 2022/23.	11/07/2022
2.2.8 Provide carpark lighting at Bridgetown Leisure Centre.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Completed	Completed	8/07/2022
2.2.9 Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Deferred	Preliminary quote obtained that is far in excess of budget allocation. Discussions have been held with other LGs that have installed similar fans and indication is that additional funding will be necessary. Further quotes were sought in order to inform further Council considerations. This occurred as part of the CBP annual review process and Council ultimately determined in the new CBP to allocate \$90,000 for this project in 2023/24	8/07/2022
2.2.10 Provide an expanded range of activities at Bridgetown Leisure Centre.	Elizabeth Denniss	Manager Recreation and Culture	30/06/2022	Ongoing	Member survey and preliminary cost review of existing programs completed	3/11/2021
2.2.11 Provide improved access to public toilets at Bridgetown Sportsground.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	In Progress	Construction in progress with completion expected in July 2022	8/07/2022
2.2.12 Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	Not Scheduled in 2021/22		
2.2.13 Provide an upgrade to the toilets at the Bridgetown Tennis Club.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Completed	Quotes were obtained for all components of refurbishment works. Contractors commenced January and works were completed in March in time for Easter Tournament.	8/07/2022
2.2.14 Partner with Bridgetown Cricket Club to prepare a grant submission for new or improved cricket training nets.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Grant application submitted. Council has set aside its contribution in Year 1 (2022/23) of CBP and these funds will be included in budget for that year	8/07/2022
2.2.15 Provide more water drinking stations at Shire facilities, parks and reserves.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Deferred	New water drinking station to be installed as part of Stage 2 of the Bridgetown Youth Precinct development project in 2022/23	8/07/2022
2.2.16 Advocate for an indoor play or activity centre to open in Bridgetown.	Elizabeth Denniss	Executive Manager Community Services		Not Scheduled in 2021/22		
2.3 Become a hub of excellence in art, culture and community events.						
2.3.1 Provide development of a Business Plan for a Bridgetown Arts Centre and Gallery to display local art and provide creative workshops/art classes.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Request for Quote process resulted in two proposals being received. After assessment Council appointed occurring. Two proposals received and Council appointed Economic Transitions' to prepare the business plan. The consultants commenced work on this project in June 2022	8/07/2022

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Outcome 2 - Good health and community wellbeing						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
2.3 Become a hub of excellence in art, culture and community events.						
2.3.2 Facilitate development of a local community events calendar.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Not Commenced	Not progressed yet	8/11/2021
2.3.3 Facilitate regular Farmers Markets.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	Unfortunately due to COVID the market proponents discontinued their proposal to hold Farmers Markets at the Bridgetown Town Square. A considerable amount of work was done with the proponents and if the proposal is ever reactivated that work will still have value	1/02/2022
2.3.4 Provide a program of movie nights at the Town Hall.	Elizabeth Denniss	Manager Community Development	30/06/2024	Not Scheduled in 2021/22		
2.4 Build community capacity by supporting community organisations and volunteers.						
2.4.1 Fund community grants, service agreements and donations.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	2022/23 funding round opened in December with closing date of 25 February 2022.' Council determined 2022/23 community grants, service agreements and other donations at its May 2022 meeting	8/07/2022
2.4.2 Facilitate access to a grants advisory service for local community and sporting groups.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Ongoing	BFCC providing Council funded service	3/11/2021
2.4.3 Provide an event to recognise the value of volunteers and to promote volunteering opportunities to attract and retain local volunteers.	Tim Clynych	Executive Assistant	30/06/2022	Deferred	Volunteers Function wasn't held in 2021/22	8/07/2022

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Outcome 3 - A safe community for people and animals						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
3.1 Maintain high levels of community safety.						
3.1.1 Partner with Police to develop and implement crime prevention strategies.	Tim Clynch	Chief Executive Officer	30/06/2025	Completed	Although not solely aimed at crime prevention strategies regular meetings are held by the CEO with OIC Bridgetown Police. An application for 'safer communities' funding for installation of more CCTV cameras was submitted but was unsuccessful. Our low crime statistics do make it difficult to procure these grants	8/07/2022
3.1.2 Provide ongoing promotion and communication of safety messages and education programs delivered by WA Police and others.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	MCD & Roadwise engagement to identify messaging for shire website; shire connect & shire connect snapshots. Discussions were held with RAC (in partnership with other SW Local Governments) about participating in road safety campaigns.	8/07/2022
3.1.3 Provide a reserve fund to implement the CCTV Plan.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2024	Not Scheduled in 2021/22		
3.2 Encourage responsible animal management.						
3.2.1 Provide a community education program on responsible pet ownership.	Elizabeth Denniss	Ranger	30/06/2022	Ongoing	A number of news articles on responsible pet ownership have been posted on Facebook and as news stories on the Shire website	8/07/2022
3.2.2 Provide a review of dog exercise areas, including the need for fenced areas.	Elizabeth Denniss	Ranger	30/06/2022	Not Commenced	Not progressed yet	8/11/2021
3.2.3 Provide a feasibility study into establishing and operating a cemetery for small domestic pets.	Tim Clynch	Executive Assistant	30/06/2022	Deferred	Council Study Tour held in June 2021 included a visit to Dog Cemetery at Corrigin. Desktop analysis for identifying a suitable site was commenced. When doing its annual review of the CBP in June 2022 Council determined to discontinue this initiative.	8/07/2022

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Outcome 4 - The Shire of Bridgetown-Greenbushes continued to be naturally beautiful				Status	Update	Update Date
	Executive	Responsible Officer	Due Date			
4.1 Conserve and enhance the natural environment for current and future generations to enjoy.						
4.1.1 Provide concept plans and preliminary costings for the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).	Tim Clynych	Chief Executive Officer	30/06/2022	In Progress	A community design workshop was held on 6 December 2021 held in late November as the first step in the planning process. The outcomes from the community design workshop will be summarized and incorporated into concept planning phase. Due to prioritization of current projects the planning for the Geegelup Brook project hasn't progressed but will be activated in 2022/23	8/07/2022
4.1.2 Provide detailed design plans, costings and funding model for "Bridgetown CBD Water Restoration Project" (Geegelup Brook).	Tim Clynych	Chief Executive Officer	30/06/2022	Not Commenced	Dependent upon progress of Action 4.1.1. A request has been submitted to SWDC for potential funding of a business case for this project so that it can be 'shovel ready' in the event of any future stimulus funding becoming available	1/02/2022
4.1.3 Provide the implementation of the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).	Tim Clynych	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
4.1.4 Partner in an ongoing communications campaign to encourage community members to participate in the 'Helping Hands' reserve management program.	Tim Clynych	Waste and Environment Officer	30/06/2022	In Progress	Meeting held on 11.11.21 with Landcare to discuss this and other landcare related issues	1/02/2022

Shire of Bridgetown-Greenbushes

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Outcome 5 - Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
5.1 Develop community readiness to cope with natural disasters and emergencies.						
5.1.1 Partner with South West local governments to develop and implement a Sub-regional Climate Change Strategy.	Tim Clynch	Waste and Environment Officer	30/06/2022	In Progress	The Warren Blackwood Alliance of Councils established a Sub-Regional Climate Change Impact Reference Group (CCIRG) with the purpose of establishing a sub-regional climate change impact policy that includes recommendations for practical and achievable adaption and mitigation strategies applicable to WBAC and member Local Government Organisations (LGO's). The WBAC, on 7.6.22 adopted the sub-Regional Climate Change Policy and Action Plan. The Policy and Action Plan is to be presented to each member Council for endorsement in July.	8/07/2022
5.1.2 Partner with the Local Emergency Management Committee (LEMC) to promote greater community awareness and compliance with emergency management and recovery plans.	Tim Clynch	Community Emergency Services Manager	30/06/2022	Not Commenced	No specific advocacy or news stories have been developed yet	8/11/2021
5.1.3 Partner with DFES and other local governments to increase capacity to ensure continued development of bush fire mitigation plans.	Tim Clynch	Community Emergency Services Manager	30/06/2022	Completed	The Shires of Bridgetown-Greenbushes, Boyup Brook, Nannup and Donnybrook-Balingup have partnered with DFES in 2021/22 to establish a pilot program for joint employment of a Bush Fire Mitigation Coordinator in order to better plan bush fire mitigation programs, gain mitigation funding and meet reporting requirements. Agreement has been reached with DFES to extend this program for a further 3 years.	8/07/2022
5.1.4 Provide bush fire mitigation activities on Shire controlled land.	Tim Clynch	Community Emergency Services Manager	30/06/2022	Ongoing	Mitigation work is ongoing	8/11/2021
5.2 Encourage the adoption of sustainable practices.						
5.2.1 Advocate for installation of a battery hub in the Shire.	Tim Clynch	Waste and Environment Officer		Not Scheduled in 2021/22		
5.2.2 Provide a 21 KW PV system and battery storage on the Bridgetown Administration / Civic Centre building.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2025	Not Scheduled in 2021/22		
5.2.3 Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2024	Not Scheduled in 2021/22		
5.2.4 Provide a solar PV system and battery storage at Bridgetown Visitor Centre building, Bridgetown Library, Bridgetown Bush Fire HQ building and Bridgetown Works Depot building.	Michelle Larkworthy	Manager Building Assets and Projects		Not Scheduled in 2021/22		
5.2.5 Facilitate preparation and implementation of a Water Wise Action Plan.	Tim Clynch	Waste and Environment Officer	30/06/2022	In Progress	Commenced regular community information/awareness of water wise and energy reduction campaigns.	3/11/2021
5.2.6 Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those related to water, energy, eco-housing, regenerative farming and electric vehicles).	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	In Progress	Commenced regular community information/awareness of water wise and energy reduction campaigns.	3/11/2021

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Outcome 6 - A sustainable, low-waste, circular economy						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
6.1 Provide sustainable, cost effective waste management infrastructure and services.						
6.1.1 Partner with the Southwest Waste Group to evaluate and develop sustainable, regional waste management solutions.	Tim Clynch	Waste and Environment Officer	30/06/2022	In Progress	A report was presented to the June 2021 Council meeting on the Regional Options Paper and Strategic Recommendations document, delivered as part of the South West Regional Waste Group to guide ongoing work in finding regional solutions that divert waste from landfills. In 2021/22 the Group continued to meet and progress actions. The CEO is a member of the South West Waste Steering Group.	8/07/2022
6.1.2 Provide a review of areas receiving kerbside waste collection services.	Tim Clynch	Waste and Environment Officer	30/06/2024	Not Scheduled in 2021/22		
6.1.3 Provide more bins in public spaces.	Tim Clynch	Waste and Environment Officer	30/06/2022	In Progress	Some additional bins have been installed at key points. There are funds in the current budget for more of the historic pictorial bin enclosures and research into appropriate themed photo montages is progressing, including consultations with Bridgetown Historical Society on appropriate photographs	1/02/2022
6.1.4 Provide a cost benefit analysis of extending waste site opening hours.	Tim Clynch	Waste and Environment Officer	30/06/2023	Not Scheduled in 2021/22		
6.1.5 Provide a Waste Site Development Plan to address current and future requirements of the site, including the aesthetics.	Tim Clynch	Waste and Environment Officer	30/06/2022	Not Commenced	Not progressed yet. This will be actioned in 2022/23.	8/07/2022
6.2 Encourage the adoption of sustainable waste behaviours through waste education and communications.						
6.2.1 Provide a communications campaign to improve community awareness and adoption of sustainable waste behaviours (recycling, composting, removing contaminants, etc).	Tim Clynch	Waste and Environment Officer	30/06/2022	In Progress	Commenced regular online articles re waste behaviours	3/11/2021

Shire of Bridgetown-Greenbushes

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Outcome 7 - Responsible and attractive growth and development						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.						
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.	Tim Clynch	Senior Planner	30/06/2022	In Progress	Preparation of the Local Planning Strategy has continued to progress. A number of discussions have been held with DPLH on the LPS and a report to the July 2022 Council meeting is intended	8/07/2022
7.1.2 Provide improvements to the building and development application approvals processes.	Tim Clynch	Manager Development Services	30/06/2022	Completed	A number of improvements have been made to building and development processes in order to improve the experience of the applicant and improve efficiencies. These improvements are reported to councillors in a separate document.	8/07/2022
7.1.3 Facilitate release by the State Government of residential crown lots in Greenbushes.	Tim Clynch	Chief Executive Officer	30/06/2022	Completed	Following a report to the June council meeting advice was forwarded to the Department of Planning, Lands and Heritage (DPLH) that the Shire had no objection to the release of 51 residential crown lots in Greenbushes under either the South West Native Title Settlement process or a single lot release. A similar report was presented to the November Council meeting about unallocated crown land lots in North Greenbushes and Hester.	4/02/2022
7.2 Advocate for adequate infrastructure to support responsible growth.						
7.2.1 Advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.	Tim Clynch	Chief Executive Officer	30/06/2022	In Progress	Covid-19 did limit our opportunities for engagement with Government on Growth Strategy matters. It was almost impossible to secure appointments with State Government Ministers for over 6 months. Nevertheless in 2021/22 meetings were held with the Premier, Minister Saffioti, Minister Dawson, Minister Kelly and Minister Whitby. An offer was made to the Premier in November 2021 for Bridgetown-Greenbushes to host a regional cabinet meeting in 2022. This would be a real opportunity to engage across the Government about our future major projects. The Premier enthusiastically responded to our suggestion and contact has continued since then with his office. Unfortunately advice was received in early June that due to former commitments it was unlikely that regional cabinet would be held in Bridgetown-Greenbushes in 2022 but it was being tentatively scheduled for 2023.	8/07/2022

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Outcome 7 - Responsible and attractive growth and development						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
7.2 Advocate for adequate infrastructure to support responsible growth.						
7.2.2 Advocate for improved telecommunications.	Tim Clynch	Chief Executive Officer	30/06/2022	Ongoing	The Australian Government has announced funding for 'place-based' telecommunications infrastructure projects under the Regional Connectivity Program. 51 communications infrastructure projects are being funded under Round 1 of the RCP, including the installation of a Telstra 4G macro cell base station in Catterick. In January the CEO circulated an out of session proposal to councillors about participating 'Field Solutions' to work with Warren Blackwood Councils to seek Commonwealth funding for installation of new telecommunications infrastructure based on local priorities, maximisation of economic opportunities and social connections. Councillors unanimously declined to participate in this proposal.	1/02/2022
7.3 Create vibrant, attractive and welcoming towns.						
7.3.1 Provide a beautification plan in Bridgetown town centre.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	Not Commenced	Not progressed yet and will be actioned in 2022/23	8/07/2022
7.3.2 Provide a beautification plan in Greenbushes town centre.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2023	Not Scheduled in 2021/22		
7.4 Provide attractive, well maintained verges and street trees.						
7.4.1 Provide a new policy articulating responsibility (Shire or property owner) for verge maintenance and beautification.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	In Progress	Discussions occurred at the May 2022 Council meeting and July 2022 Concept Forum with a review of a number of verge related policies to occur	8/07/2022
7.4.2 Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths.	Tim Clynch	Waste and Environment Officer	30/06/2024	Not Scheduled in 2021/22		
7.5 Provide attractive and sustainable parks, playgrounds and reserves.						
7.5.1 Provide a Playground Strategy, with consideration for nature play, water play and inclusive playground equipment across the Shire, including Memorial Park, Blackwood River Park, Highland Estate, Four Seasons, Somme Creek and Thomson Park.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	Not Commenced	Not progressed yet. At the annual review of the CBP in June 2022 Council modified the wording of this action and it is scheduled for implementation in 2022/23	8/07/2022
7.5.2 Provide funds in the Playground Reserve to assist with implementation of Playground Strategy.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2024	Not Scheduled in 2021/22		
7.6 Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.						
7.6.1 Provide implementation of the long-term Shire buildings infrastructure renewal and upgrade plan.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Completed	The 2021/22 Budget contains allocations for items as identified in the renewal/upgrade plans.	3/11/2021
7.6.2 Provide implementation of the long-term Shire road, drainage, bridges and footpaths infrastructure renewal and upgrade plan.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	Ongoing	The 2021/22 works construction program has commenced	2/11/2021

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Outcome 7 - Responsible and attractive growth and development						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
7.6 Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.						
7.6.3 Provide development and implementation of the long-term Shire plant and equipment renewal and upgrade plan.	Tim Clynych	Executive Manager Development and Infrastructure	30/06/2022	Ongoing	The process for changeover of plant and equipment, as funded in the budget, commenced. Lead times for replacement were longer this year due to supply issues and some changeovers will be carried forward to 2022/23	8/07/2022
7.6.4 Provide development and implementation of the long-term aquatics complex infrastructure renewal plan.	Elizabeth Denniss	Manager Recreation and Culture	30/06/2022	In Progress	A review of the plan has occurred and will be externally audited in August	11/07/2022
7.6.5 Provide implementation of the long-term parks renewal and upgrade infrastructure plan.	Tim Clynych	Executive Manager Development and Infrastructure	30/06/2022	Ongoing	The 2021/22 parks upgrade program, as contained in the 2021/22 budget, has commenced.	2/11/2021
7.6.6 Provide implementation of the long-term Shire furniture and equipment renewal and upgrade plan.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2022	Completed	The 2021/22 Budget contains allocations for items as identified in the renewal/upgrade plans.	8/11/2021

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Outcome 8 - Local history, heritage and character is valued and preserved						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
8.1 Identify, preserve and showcase significant local history and heritage.						
8.1.1 Provide implementation of the Town Hall and Civic Centre Revitalisation Project.	Tim Clynych	Manager Development Services	30/06/2022	In Progress	<p>Early in 2021/22 it was apparent that further work on the design specifications of the project was required. This resulted in some specialist services being procured. A specialist consultant submitted a report providing recommendations on what technical facilities are required in the Town Hall and a gap analysis on infrastructure that is being offered by the two audio/visual company proposals. Two companies were invited to re-quote on the gap analysis for a final decision to appoint the preferred technical facilities service provider in preparation for tender process. Interior design recommendations were received with those recommendations incorporated into the tender specifications. Electrical engineers prepared detailed design to accommodate all electrical services including proposed technical facilities, emergency generator backup and proposed PV installation. Mechanical and acoustic designs were completed. A Request for Tender was prepared with a closing date of 19.5.22. As at 30.6.22 tender assessment hadn't commenced as preliminary checks revealed tender prices far in excess of budget. This was communicated to councillors at the June concept forum with the intent being that approaches would be made to the WA Government about possible additional funding to address shortfall. Assessment of tenders will be deferred until outcome of funding request determined. As at 30.6.22 positive feedback was being received from WA Government with a decision on possible additional funding expected by mid-July. Project updates were provided to every Concept Forum.</p>	8/07/2022

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Outcome 8 - Local history, heritage and character is valued and preserved						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
8.1 Identify, preserve and showcase significant local history and heritage.						
8.1.2 Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project.	Tim Clynch	Manager Development Services	30/06/2022	In Progress	Bridgetown Railway Station - The design and procurement phases of this project took longer than anticipated with Council awarding the building tender in December 2021. As at 30.6.22 demolition and earthworks were largely complete (being internal areas and portions of railway platform) and renewal works were nearly 40% complete. Greenbushes Railway Station - In the first half of 2021/22 all the planning and procurement for this project was completed, including design plans/specifications, approvals and the obtaining of quotes for the 2 stages of the project – relocation of the building/restumping (Stage 1) and fitout (Stage 2). Quotes received demonstrated that the budget allocation was insufficient. Discussions were held with funding bodies and approval was received from Lotterywest to reallocate the funding earmarked for interpretational fitout to relocation and renewal works. A new application has been submitted to Lotterywest seeking funding of \$150,000 for interpretational fitout.	8/07/2022
8.1.3 Provide a feasibility study for a Local Heritage Grant Scheme to facilitate restoration of privately owned heritage buildings.	Tim Clynch	Senior Planner		Not Scheduled in 2021/22		
8.1.4 Partner with the Historical Society to improve promotion of local history and heritage.	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	Ongoing	Regular meetings are held with the Bridgetown Historical Society	3/11/2021

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Outcome 9 - Safe, affordable and efficient movement of people and vehicles						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
9.1 Improve road safety and connectivity.						
9.1.1 Advocate to Main Roads WA to conduct a safety audit of the Hampton Street precinct.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
9.1.2 Provide community engagement to assess community views on a future Bridgetown Heavy Haulage deviation or bypass.	Tim Clynch	Chief Executive Officer	30/06/2024	Not Scheduled in 2021/22		
9.1.3 Facilitate construction of the Greenbushes Mine Access Road.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
9.1.4 Provide rural roadside vegetation management.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	Ongoing	This work is ongoing throughout the year with most works being done outside the road construction period	2/11/2021
9.1.5 Provide an audit of urban street lighting to identify gaps.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2025	Not Scheduled in 2021/22		
9.2 Provide sufficient parking for all types of vehicles.						
9.2.1 Provide the Greenbushes CBD Parking and Safety Enhancement Project.	Tim Clynch	Chief Executive Officer	30/06/2022	Deferred	At its January 2022 meeting Council resolved to seek a variation to the funding assigned to this project due to concerns about the timelines and budget of the car park project. The timelines were significantly impacted by the much longer than expected time for the approval to be obtained for excising the land proposed for the car park off the existing titles plus concerns about the conditions likely to be imposed on that approval. There was also an estimated 30% escalation in construction costs. Council resolved to seek the approval of the Australian Government to reassign the funding for this project under LRCIP Phase 2 program to other 'shovel ready' projects but at the same time committed to funding the car park project in 2022/23 under the LRCIP Phase 3 funding .	1/02/2022
9.3 Develop a safe, well connected network of paths and trails for all users.						
9.3.1 Provide a review of the Local Trails Masterplan including a costed implementation schedule in accordance with Council's project framework.	Elizabeth Denniss	Manager Community Development	30/06/2022	In Progress	The Trails Development Advisory Committee has commenced review of the plan with it currently at "draft" stage. Presentation to Council will occur in next 2 months.	11/07/2022
9.3.2 Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2023	Not Scheduled in 2021/22		
9.3.3 Provide an audit of existing footpaths to identify universal access requirements (i.e. safe crossings, reduce large kerbs, widen footpaths, fix uneven surfaces, seal gravel footpaths, regular clearing and maintenance, etc).	Tim Clynch	Coordinator Infrastructure Services	30/06/2022	In Progress	The audit has commenced with some sections of footpath identified for attention. Sections of footpath on Hampton Street and Blackwood Road have been identified and will be considered by Council for improvements in its long term infrastructure planning	8/07/2022

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Outcome 9 - Safe, affordable and efficient movement of people and vehicles						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
9.3 Develop a safe, well connected network of paths and trails for all users.						
9.3.4 Provide footpath renewals, upgrades and extensions as per the Shire's long-term plan (see Action 7.6.2).	Tim Clynch	Executive Manager Development and Infrastructure	30/06/2022	In Progress	Council, at its September 2021 meeting reallocated the funds for footpath construction to the Winnejup Road blackspot project with the view to considering re-funding the footpath works in Phase 3 of the LRCI grant program. In January 2022 Council subsequently reinstated funding for two footpaths (Allnutt Street and Steere Street) with those works to be scheduled prior to June 2022.	1/02/2022
9.3.5 Provide planning and design for a dual use pathway between Nelson Street and Highland Estate.	Tim Clynch	Executive Manager Development and Infrastructure		Not Scheduled in 2021/22		
9.3.6 Provide planning and design for a dual use pathway between Forrest Street and Bridgetown Sportsground.	Tim Clynch	Executive Manager Development and Infrastructure		Not Scheduled in 2021/22		
9.3.7 Provide planning and design for a dual use pathway between Bridgetown Gardens and Grey's Hill.	Tim Clynch	Executive Manager Development and Infrastructure		Not Scheduled in 2021/22		
9.3.8 Provide planning and design for a dual use pathway between Four Seasons Estate and the urban pathway network.	Tim Clynch	Executive Manager Development and Infrastructure		Not Scheduled in 2021/22		
9.3.9 Facilitate planning and design for a dual use pathway between planning for a local bike trail connection with the Munda Bididi trail.	Elizabeth Denniss	Manager Community Development		Not Scheduled in 2021/22		
9.3.10 Provide more bicycle parking facilities throughout the Shire.	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2025	Not Scheduled in 2021/22		
9.3.11 Facilitate delivery of bicycle education and driver awareness campaigns.	Elizabeth Denniss	Executive Manager Community Services	30/06/2025	Not Scheduled in 2021/22		
9.4 Advocate for affordable and sustainable public transport solutions.						
9.4.1 Advocate for improved public and shared transport solutions (taxi services) for local residents and visitors to move within the local area.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		

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Outcome 10 - A strong, diverse and resilient economy						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
10.1 Strengthen the Shire of Bridgetown Greenbushes' competitive advantage to attract new businesses and investors to the area.						
10.1.1 Provide an annual review of the Growth Strategy to drive population growth, create jobs and generate economic development.	Tim Clynych	Chief Executive Officer	30/06/2022	Completed	A Council workshop was held in November to discuss existing projects and identify future projects. In consultation with Council it was agreed to cease using the term "Growth Strategy". A number of new projects were identified in the new Corporate Business Plan, including the Greenbushes Youth Precinct, Bridgetown Sportsground Upgrade, cricket nets project and Visitor Centre building improvements.	8/07/2022
10.1.2 Provide Greenbushes Revitalisation Project (Town Hall, Court House, Golf Club and Roads Board Office).	Michelle Larkworthy	Manager Building Assets and Projects	30/06/2022	Deferred	For BBRF Round 5 last year an application was submitted under the title of "Greenbushes Infrastructure Renewal Project" seeking funding of \$400,000 to be matched by \$400,000 Shire funds (total project cost of \$800,000) for building upgrades and restorative works at 4 Shire owned buildings in Greenbushes – Greenbushes Hall, Greenbushes Courthouse, Greenbushes Golf Club and the Greenbushes Roads Board building. Although the application was unsuccessful positive feedback was received from the funding body with that feedback being sufficient encouragement to submit a similar application under BBRF Round 6. At its November 2021 meeting Council amended its 2021/22 Budget, incorporating changes to its 2021/22 Building Capital Works Program to reflect that the BBRF Round 5 funding application had proven unsuccessful. Essentially the \$400,000 Shire contribution for the "Greenbushes Infrastructure Renewal Project" was dispersed to cover a number of building capital works projects to be done in 2021/22. Included in this budget amendment were allocations for the Greenbushes Golf Club wet areas refurbishment and renewal works at the Greenbushes Roads Board building. A report was presented to the January 2022 Concept Forum proposing the submittal of a Building Better Regions Round 6 application for 3 projects (Greenbushes Hall, Greenbushes Courthouse and Greenbushes Road Board Building) seeking funding of 50% of the estimated \$865,000 project costs. Councillors concurred with this proposal and the application was lodged later that month. This application is expected to be determined by August 2022.	8/07/2022
10.1.3 Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.	Tim Clynych	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
10.2 Attract high growth industries, businesses and investors that are aligned with local values.						
10.2.1 Advocate for development of a sub-regional Economic Development Strategy with neighbouring councils.	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	Not Scheduled in 2021/22		

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Outcome 10 - A strong, diverse and resilient economy						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
10.2 Attract high growth industries, businesses and investors that are aligned with local values.						
10.2.2 Facilitate Film Friendly certification with Screenwest.	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	Not Scheduled in 2021/22		
10.3 Support local business to thrive.						
10.3.1 Provide an audit of the Shire's 'Buy Local' purchasing.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Although some random internal auditing/scrutiny of purchasing occurred throughout the year a specific audit for "buy local" purchasing wasn't done and will be done in 2022/23	8/07/2022
10.3.2 Provide promotion of Buy Local campaigns.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Not Commenced	Not progressed yet	2/11/2021

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Outcome 11 - Access to quality education and work opportunities						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
11.1 Facilitate improved access to education and job opportunities for everyone.						
11.1.1 Advocate for a more diverse range of learning and training opportunities to be provided in the Shire by TAFE, Registered Training Organisations and local community groups.	Tim Clynch	Shire President / Chief Executive Officer		Not Scheduled in 2021/22		
11.1.2 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.	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	Not Scheduled in 2021/22		
11.1.3 Provide traineeships within the Shire organisation.	Tim Clynch	Executive Assistant	30/06/2022	Deferred	Traineeships are provided in line with the calendar year. In 2021 two traineeships were provided and these were intended to be offered in 2022 however no interest was received for the Customer Service/Admin traineeship so an alternative non-trainee position has been created for the next 2 years. The Recreation traineeship was also offered but no suitable interest was received. The potential for additional traineeships will be addressed in the forthcoming review of the Workforce Plan.	8/07/2022
11.1.4 Advocate to promote traineeships, work placements and employment opportunities for young people and businesses.	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	Not Scheduled in 2021/22		

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Outcome 12 - Bridgetown Greenbushes is regarded to be a major tourist destination						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
12.1 Reposition Bridgetown as a major tourist destination.						
12.1.1 Fund the Southern Forest and Blackwood Valley Tourism Association to promote the region as a major tourist destination.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	Funds are included in Council's 2021/22 budget. However between September and November 2021 the SFBVTA reviewed its operations and made the decision to wind up. The Warren Blackwood Alliance of Councils has developed an alternative program to maintain a sub-regional tourism presence and will directly employ a Project Officer and engage in marketing opportunities (using the Shire contributions). The WBAC endorsed budgets for the new tourism portfolio at its January 2022 meeting.	1/02/2022
12.1.2 Provide funding for regional and local marketing campaigns in alignment with brokered opportunities.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Completed	The only expenditure in 2021/22 was a contribution towards a regional tourism promotional flyer that was distributed at the 2021 Perth Royal Show. With the demise of the SFBVTA regional tourism marketing and branding initiatives weren't put forward however this is expected to change now that the WBAC tourism portfolio is close to establishment Preparation of a buy in proposal for Destination WA to local business	8/07/2022
12.1.3 Facilitate a tourism strategy for Bridgetown-Greenbushes.	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	Not Scheduled in 2021/22		
12.1.4 Provide in partnership with Grow Greenbushes a financial analysis (business plan) investigating the cost of introducing paid staff to work with volunteers to operate the Greenbushes Discovery Centre.	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	Not Scheduled in 2021/22		
12.2 Improve tourism infrastructure and services.						
12.2.1 Provide implementation of the Visitor Centre and Provision of Visitor Information Services business case.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Review of operational procedures completed; building plans completed. Preliminary discussions held with Lotterywest about suitability of the project for prospective grant funding. Council, at its December 2021 meeting resolved to defer any further progress of this proposal pending the holding of 2 workshops in March 2022. Council, in June 2022 resolved to discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown CRC. This decision was made after a number of Concept Forum, workshop and council meeting discussions and directions in 2021/22.	8/07/2022
12.2.2 Provide planning and design for a stage at Memorial Park to support local festivals and events.	Tim Clynych	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
12.2.3 Provide a stage at Memorial Park to support local festivals and events.	Tim Clynych	Chief Executive Officer	30/06/2025	Not Scheduled in 2021/22		
12.2.4 Facilitate key stakeholder engagement in achieving RV friendly town status.	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	In Progress	At its January 2022 meeting Council resolved to trial having 2 motorhome overnight parking bays in the railway car park. The trial ended in May and data from receipts left by users is being assessed to inform a report to council.	8/07/2022

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Outcome 12 - Bridgetown Greenbushes is regarded to be a major tourist destination						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
12.2 Improve tourism infrastructure and services.						
12.2.5 Provide a contribution to the Busselton Margaret River Regional Airport Marketing Fund.	Tim Clynych	Chief Executive Officer	30/06/2022	Ongoing	Funding of \$2,000 is included in the 2021/22 budget, representing Year 3 of a 5 year commitment.	2/11/2021
12.3 Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies.						
12.3.1 Advocate for Cinefest Oz to host films in Bridgetown.	Elizabeth Denniss	Manager Community Development	30/06/2022	In Progress	Discussions with Cinefest Oz have occurred as part of the planning for the Bridgetown Town Hall redevelopment. The ability to attract the Cinefest Oz festival to Bridgetown is linked to completion of the Town Hall and realistically the 2023 festival is likely to be the first year that it would occur.	2/11/2021
12.3.2 Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art Trail, Festival of Country Gardens, culinary trails, etc).	Elizabeth Denniss	Executive Manager Community Services	30/06/2023	Not Scheduled in 2021/22		
12.3.3 Provide a review of heritage trails in Bridgetown.	Elizabeth Denniss	Manager Community Development	30/06/2022	Completed	Council accepted additional \$6,000 of grant funding at its September 2021 meeting to review and enhance the Bridgetown Heritage Walk Trail and its associated booklet, the Bridgetown Art Trail booklet, the Somme Creek Fitness Trail pamphlet and conducting a flora and fauna survey for the proposed Geegelup Mountain Bike Trail Network. Brochure has been printed and distribution commenced	8/07/2022
12.3.4 Facilitate development and promotion of more water- based tourism around the Blackwood river (i.e. sporting events and festivals).	Elizabeth Denniss	Executive Manager Community Services	30/06/2025	Not Scheduled in 2021/22		

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Outcome 13 - Proactive, visionary leaders who respond to community needs						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
13.1 Strengthen leadership and advocacy.						
13.1.1 Provide and communicate a clear vision for Bridgetown Greenbushes with regular progress reports to the community.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	Ongoing	The Community Sundowner was an opportunity for Council to launch its new Corporate Business Plan and provide updates to the community about the extent of services provided by the Shire. This was supported by news articles	8/11/2021
13.1.2 Provide a strategic approach to seeking Government funding and support for Growth Strategy projects.	Tim Clynch	Shire President / Chief Executive Officer	30/06/2022	Ongoing	In 2021/22 meetings were held with the Premier, Minister Saffioti, Minister Dawson, Minister Kelly and Minister Whitby. An offer was made to the Premier in November 2021 for Bridgetown-Greenbushes to host a regional cabinet meeting in 2022.	8/07/2022
13.1.3 Facilitate an internal review of Council and Executive leadership capabilities and provide training, support or recruitment to address gaps.	Tim Clynch	Chief Executive Officer	30/06/2022	Deferred	Discussion with Council on how to implement this action occurred during the annual CBP review process. Councillors were of the view that an internal review was neither practical or necessary therefore no action was taken to implement this action	11/07/2022
13.1.4 Facilitate a biennial Councillor study tour to benchmark practices in leading Councils.	Tim Clynch	Executive Assistant	30/06/2023	Not Scheduled in 2021/22		
13.2 Embrace innovation and a 'can do' culture.						
13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience.	Tim Clynch	Chief Executive Officer	30/06/2022	In Progress	A review of town planning policies has identified opportunities to rationalize and remove a number of existing policies, including increasing the extent of development that would be exempt from having to obtain planning approval. Further reporting on business efficiencies, red tape reduction and improvements to service delivery occurred periodically via the Concept Forum	8/07/2022
13.2.2 Provide an assessment of current IT system capabilities and recommended improvements.	Michelle Larkworthy	Coordinator Customer Service	30/06/2024	Not Scheduled in 2021/22		
13.2.3 Facilitate the opportunity for community members and groups to bring innovative ideas forward for discussion.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		

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Outcome 14 - Effective governance and financial management						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
14.1 Achieve excellence in organisational performance and service delivery.						
14.1.1 Provide major and minor reviews of the Strategic Community Plan in line with requirements in the Integrated Planning and Reporting Framework.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
14.1.2 Provide an annual review of the Corporate Business Plan.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2022	Completed	The CBP review process commenced in March 2022 and concluded in June 2022 with Council adopting a new CBP	8/07/2022
14.1.3 Provide a quarterly review each year of the Shire's risk profile.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2022	Ongoing	These quarterly reports are presented to the Audit Committee.	1/02/2022
14.1.4 Provide an annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2022	Completed	Council last considered a review of the Customer Service Charter (CSC) at its July 2021 Council Meeting. The resolution passed at that meeting required the CSC be discussed at a Concept Forum before formal adoption. The CSC was discussed at the August Concept Forum with the direction being received that the current CSC be retained with some minor corrections and redesign.	3/11/2021
14.1.5 Provide an annual report on customer service improvements to meet performance gaps.	Tim Clynch	Chief Executive Officer	30/06/2022	In Progress	A focus on customer service improvements was a key component of the organisational restructure undertaken in June 2022	8/07/2022
14.1.6 Provide a review of asset management software programs to consolidate all asset classes into one integrated database.	Michelle Larkworthy	Asset Management Coordinator	30/06/2022	In Progress	Several software options have been identified. Presentations by Vendors have been requested and are pending.	3/11/2021
14.1.7 Provide improvements to the depot workshop.	Tim Clynch	Coordinator Infrastructure Services	30/06/2022	Deferred	With the February 2022 fire destroying the depot workshop this action was discontinued. Investigations into design of new workshop as part of a rebuilt depot have been occurring for several months	8/07/2022
14.2 Improve real and perceived value for money from Council rates.						
14.2.1 Provide an annual review of the Long Term Financial Plan.	Michelle Larkworthy	Executive Manager Corporate Services	30/06/2022	In Progress	At the Concept Forum held 11.11.21 a progress report on the review of the LTFP was provided, including the tabling of a document detailing the proposed high level assumptions consideration. Councillors provided feedback on those assumptions. It was acknowledged that this was just the first scenario to be modelled, results of this model would be presented to Council at the February concept forum. This discussion was delayed until November due to the October elections as it was felt that the new Council makeup should influence the assumptions of the LTFP as they would be the Council to adopt the LTFP. At the Concept Forum held 10.2.22 a further progress report (including 15 year funding summary) on the proposed review of the Long Term Financial Plan was provided and councillors provided direction on the review, including future rate increases. Noting the time of the year and the schedule for updating the various long term capital plans (works, building and plant) in the following 3 months it was indicated that completion of the LTFP would occur in the 1st half of	8/07/2022

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Outcome 14 - Effective governance and financial management						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
14.2 Improve real and perceived value for money from Council rates.						
14.2.2 Provide a framework for assessing and communicating value for money.	Tim Clynych	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
14.2.3 Provide a review of community facility hire fees, as part of the budget review, to provide value for money and encourage greater use of Shire facilities.	Michelle Larkworthy	Senior Finance Officer	30/06/2024	Not Scheduled in 2021/22		

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Outcome 15 - A well informed and engaged community						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
15.1 Engage the community in a meaningful and timely way using appropriate communication and consultation channels.						
15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.	Elizabeth Denniss	Executive Manager Community Services	30/06/2022	In Progress	Community sundowner; upgrade of shire noticeboards; growth strategy webpage created; strategic planning webpage and feedback mechanism created; CBP printed copies/distribution strategy; Shire Connect Newsletter; appointment of Cannings Purple; daily online news articles	3/11/2021
15.1.2 Provide a central customer database to support timely and targeted communications.	Michelle Larkworthy	Coordinator Customer Service	30/06/2022	In Progress	Work has commenced on development of an online Community Group listing. All community groups have been written to requesting provision of relevant information. Creation of a database for distribution of the 'Shire Connect' newsletter is also underway.	3/11/2021
15.1.3 Fund ordinary and special Council elections.	Tim Clynych	Executive Assistant	30/06/2022	Ongoing	2021 LG Elections completed.	1/02/2022
15.1.4 Provide a biennial community survey to benchmark service levels and assess community priorities.	Tim Clynych	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		

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Outcome 16 - An engaged and effective workforce						
	Executive	Responsible Officer	Due Date	Status	Update	Update Date
16.1 Attract, train, develop and retain an effective workforce.						
16.1.1 Provide a major review of the Workforce Plan, including an employee engagement survey to benchmark performance levels and assess employee priorities.	Tim Clynch	Chief Executive Officer	30/06/2022	Deferred	Preparation of a new Workforce Plan was to be an internally resourced project to be completed by 30.6.22. However in consultation with councillors the progressing of the Workforce Plan was deferred pending a new project initiated by the CEO to review the organisational structure for the purpose of finding solutions to a large number of operational pressure points. The advice provided to Council was that a Workforce Plan is not an organisational restructure. The purpose of a Workforce Plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them. The restructure is to address current gaps and pressure points and will include where relevant further assessment of Council's service delivery expectations and consider how the organization can respond to cost of living pressures, including staff remuneration. Councillors agreed the organisational structure took priority and therefore the Workforce Plan process will be recommenced in 2nd half of 2022/23. Both Staff EBAs expire 30 June 2023 so the Workforce Plan findings can feed into the EBA renewal processes.	8/07/2022
16.1.2 Provide an annual update to the Workforce Plan aligned with the annual Corporate Business Plan review.	Tim Clynch	Chief Executive Officer	30/06/2023	Not Scheduled in 2021/22		
16.1.3 Develop key performance indicators (KPIs) for individual staff members and link to job descriptions and CBP actions.	Tim Clynch	Human Resource Officer	30/06/2022	Ongoing	Annual performance review process occurred in November	8/07/2022
16.1.4 Facilitate engagement with the community to develop a Volunteer Skills Register and identify opportunities to recruit and engage volunteers with relevant skills to support Shire projects and activities.	Elizabeth Denniss	Executive Manager Community Services	30/06/2024	Not Scheduled in 2021/22		

PART 5 – FINANCIALS

APPENDIX 2: Annual Financial Report and Independent Audit Report

SHIRE OF BRIDGETOWN-GREENBUSHES
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

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The Shire of Bridgetown-Greenbushes conducts the operations of a local government with the following vision:

SHIRE'S VISION

Bridgetown Greenbushes


The heart and soul of the South West

Principal place of business:
1 Steere Street
BRIDGETOWN WA 6255

**SHIRE OF BRIDGETOWN-GREENBUSHES
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

The attached financial report of the Shire of Bridgetown-Greenbushes for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Bridgetown-Greenbushes at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the *8th* day of *December* 2022



Chief Executive Officer

Tim Clynch

Name of Chief Executive Officer



SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Revenue				
Rates	25(a),2(a)	4,848,890	4,891,268	4,676,825
Operating grants, subsidies and contributions	2(a)	2,939,984	1,876,078	2,746,723
Fees and charges	24(c),2(a)	1,881,492	1,681,860	1,640,802
Interest earnings	2(a)	64,399	63,800	65,703
Other revenue	2(a)	239,292	237,254	308,946
		9,974,057	8,750,260	9,438,999
Expenses				
Employee costs		(4,742,034)	(5,128,734)	(4,495,620)
Materials and contracts		(2,302,983)	(3,150,164)	(2,276,897)
Utility charges		(273,902)	(299,580)	(287,808)
Depreciation	10(a)	(3,555,494)	(3,618,588)	(3,665,114)
Finance costs	2(b)	(64,952)	(65,139)	(68,730)
Insurance		(288,363)	(288,224)	(272,225)
Other expenditure	2(b)	(257,524)	(330,440)	(337,242)
		(11,485,252)	(12,880,869)	(11,403,636)
		(1,511,195)	(4,130,609)	(1,964,637)
Non-operating grants, subsidies and contributions	2(a)	2,608,895	6,166,530	1,997,059
Profit on asset disposals	10(d)	494	1,700	21,022
Loss on asset disposals	10(d)	(504,863)	(8,100)	(15,167)
Fair value adjustments to financial assets at fair value through profit or loss		3,997	0	2,586
		2,108,523	6,160,130	2,005,500
Net result for the period	24(b)	597,328	2,029,521	40,863
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	(40,260)	0	0
Total other comprehensive income for the period		(40,260)	0	0
Total comprehensive income for the period		557,068	2,029,521	40,863

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



SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022

	NOTE	2022	2021
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	9,564,983	9,065,586
Trade and other receivables	5	683,571	415,131
Inventories	6	40,835	37,765
Other assets	7	245,722	87,375
TOTAL CURRENT ASSETS		10,535,111	9,605,857
NON-CURRENT ASSETS			
Trade and other receivables	5	172,940	168,263
Other financial assets	4(a)	77,804	73,807
Property, plant and equipment	8	32,464,182	33,057,212
Infrastructure	9	167,034,928	167,064,912
Right-of-use assets	11(a)	74,983	102,224
TOTAL NON-CURRENT ASSETS		199,824,837	200,466,418
TOTAL ASSETS		210,359,948	210,072,275
CURRENT LIABILITIES			
Trade and other payables	12	1,118,802	932,704
Other liabilities	13	1,495,917	1,793,512
Lease liabilities	11(b)	42,577	40,354
Borrowings	14	160,317	181,402
Employee related provisions	15	806,695	762,519
TOTAL CURRENT LIABILITIES		3,624,308	3,710,491
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	34,792	63,792
Borrowings	14	1,520,412	1,680,729
Employee related provisions	15	59,816	53,711
TOTAL NON-CURRENT LIABILITIES		1,615,020	1,798,232
TOTAL LIABILITIES		5,239,328	5,508,723
NET ASSETS		205,120,620	204,563,552
EQUITY			
Retained surplus		113,759,448	113,808,659
Reserve accounts	28	4,216,387	3,569,848
Revaluation surplus	16	87,144,785	87,185,045
TOTAL EQUITY		205,120,620	204,563,552

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



**SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2020		113,047,268	4,290,376	87,185,045	204,522,689
Comprehensive income for the period					
Net result for the period		40,863	0	0	40,863
Total comprehensive income for the period		40,863	0	0	40,863
Transfers from reserves	28	1,674,328	(1,674,328)	0	0
Transfers to reserves	28	(953,800)	953,800	0	0
Balance as at 30 June 2021		113,808,659	3,569,848	87,185,045	204,563,552
Comprehensive income for the period					
Net result for the period		597,328	0	0	597,328
Other comprehensive income for the period	16	0	0	(40,260)	(40,260)
Total comprehensive income for the period		597,328	0	(40,260)	557,068
Transfers from reserves	28	363,812	(363,812)	0	0
Transfers to reserves	28	(1,010,351)	1,010,351	0	0
Balance as at 30 June 2022		113,759,448	4,216,387	87,144,785	205,120,620

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,859,560	4,885,790	4,698,401
Operating grants, subsidies and contributions		2,643,399	1,850,455	2,641,529
Fees and charges		1,884,516	1,711,860	1,658,066
Interest received		71,699	63,800	65,704
Goods and services tax received		504,491	428,150	514,126
Other revenue		303,453	237,254	217,363
		10,267,118	9,177,309	9,795,189
Payments				
Employee costs		(4,668,578)	(5,128,734)	(4,649,730)
Materials and contracts		(2,349,059)	(3,417,338)	(1,970,666)
Utility charges		(273,840)	(299,580)	(279,714)
Finance costs		(64,952)	(65,139)	(68,737)
Insurance paid		(288,363)	(288,224)	(272,225)
Goods and services tax paid		(505,041)	(455,391)	(504,152)
Other expenditure		(235,438)	(330,440)	(335,980)
		(8,385,271)	(9,984,846)	(8,081,204)
Net cash provided by (used in) operating activities	17(b)	1,881,847	(807,537)	1,713,985
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(a)	(817,050)	(4,194,500)	(1,041,013)
Payments for construction of infrastructure	9(a)	(2,625,111)	(4,469,122)	(2,046,195)
Non-operating grants, subsidies and contributions		2,275,597	4,485,667	2,843,831
Proceeds from financial assets at amortised cost - self supporting loans		0	0	8,976
Proceeds from sale of property, plant & equipment	10(d)	8,047	114,300	228,725
Net cash provided by (used in) investing activities		(1,158,517)	(4,063,655)	(5,676)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	27(a)	(181,402)	(181,402)	(260,735)
Payments for principal portion of lease liabilities	27(d)	(42,531)	(44,595)	(38,691)
Proceeds from new borrowings	27(a)	0	0	312,500
Net cash provided by (used In) financing activities		(223,933)	(225,997)	13,074
Net increase (decrease) in cash held		499,397	(5,097,189)	1,721,383
Cash at beginning of year		9,065,586	9,016,342	7,344,203
Cash and cash equivalents at the end of the year	17(a)	9,564,983	3,919,153	9,065,586

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

SHIRE OF BRIDGETOWN-GREENBUSHES
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	26(b)	2,733,197	2,679,657	2,238,420
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Operating grants, subsidies and contributions		2,939,984	1,876,078	2,746,723
Fees and charges		1,881,492	1,681,860	1,640,802
Interest earnings		64,399	63,800	65,703
Other revenue		239,292	237,254	308,946
Profit on asset disposals	10(d)	494	1,700	21,022
Fair value adjustments to financial assets at fair value through profit or loss		3,997	0	2,586
		5,129,658	3,860,692	4,785,782
Expenditure from operating activities				
Employee costs		(4,742,034)	(5,128,734)	(4,495,620)
Materials and contracts		(2,302,983)	(3,150,164)	(2,276,897)
Utility charges		(273,902)	(299,580)	(287,808)
Depreciation		(3,555,494)	(3,618,588)	(3,665,114)
Finance costs		(64,952)	(65,139)	(68,730)
Insurance		(288,363)	(288,224)	(272,225)
Other expenditure		(257,524)	(330,440)	(337,242)
Loss on asset disposals	10(d)	(504,863)	(8,100)	(15,167)
		(11,990,115)	(12,888,969)	(11,418,803)
Non-cash amounts excluded from operating activities	26(a)	4,057,890	3,624,988	2,569,819
Amount attributable to operating activities		(2,802,567)	(5,403,289)	(4,063,202)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		2,608,895	6,166,530	1,997,059
Proceeds from disposal of assets	10(d)	8,047	114,300	228,725
Proceeds from financial assets at amortised cost - self supporting loans	27(a)	0	0	8,976
Purchase of property, plant and equipment	8(a)	(817,050)	(4,194,500)	(1,041,013)
Purchase and construction of infrastructure	9(a)	(2,625,111)	(4,469,122)	(2,046,195)
		(825,219)	(2,382,792)	(852,448)
Amount attributable to investing activities		(825,219)	(2,382,792)	(852,448)
FINANCING ACTIVITIES				
Repayment of borrowings	27(a)	(181,402)	(181,402)	(260,735)
Proceeds from borrowings	27(a)	0	0	312,500
Payments for principal portion of lease liabilities	27(d)	(42,531)	(44,595)	(38,691)
Transfers to reserves (restricted assets)	28	(1,010,351)	(549,992)	(953,800)
Transfers from reserves (restricted assets)	28	363,812	991,145	1,674,328
Amount attributable to financing activities		(870,472)	215,156	733,602
Surplus/(deficit) before imposition of general rates		(1,765,061)	(4,891,268)	(1,943,628)
Total amount raised from general rates	25(a)	4,848,890	4,891,268	4,676,825
Surplus/(deficit) after imposition of general rates	26(b)	3,083,829	0	2,733,197

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

SHIRE OF BRIDGETOWN-GREENBUSHES
FOR THE YEAR ENDED 30 JUNE 2022
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**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 29 of the financial report.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation uncertainties made in relation to lease accounting
- estimation of useful lives of non-current assets

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Operating Grants and subsidies	Grant contracts with customers - with and without agreements and subsidies	Over time or no obligations. Dependant upon arrangement	Fixed term transfer for funds based on agreed milestones and reporting or not applicable. Dependant upon arrangement	Contract obligation if project not complete or not applicable. Dependant upon arrangement	Output method based on project milestone and/or completion date matched to performance obligations, or when asset is controlled. Dependant upon arrangement
Non-operating Grants	Construction or acquisition of recognisable non-financial assets	Over time	Fixed term transfer for funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestone and/or completion date matched to performance obligations
Fees and Charges	Charges made for council provided services, facility hire, fines, sale of good and licences	Single point in time and over time. Dependant upon fee	In full in advance or on normal credit trading terms. Dependant upon fee	Dependant upon good or service provided	Output method based on provision of service or completion of works
Other Revenue	Other revenue that cannot be classified into the above categories	Single point in time and over time. Dependant upon fee	In full in advance or on normal credit trading terms. Dependant upon fee	Dependant upon good or service provided	Output method based on provision of service or completion of works

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	4,848,890	0	4,848,890
Operating grants, subsidies and contributions	493,823	0	0	2,446,161	2,939,984
Fees and charges	1,686,159	0	195,333	0	1,881,492
Interest earnings	0	0	28,683	35,716	64,399
Other revenue	60,719	0	0	178,573	239,292
Non-operating grants, subsidies and contributions	0	2,608,895	0	0	2,608,895
Total	2,240,701	2,608,895	5,072,906	2,660,450	12,582,952

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	4,676,825	0	4,676,825
Operating grants, subsidies and contributions	668,203	0	0	2,078,520	2,746,723
Fees and charges	1,493,581	0	147,221	0	1,640,802
Interest earnings	0	0	31,528	34,175	65,703
Other revenue	252,045	0	0	56,901	308,946
Non-operating grants, subsidies and contributions	0	1,997,059	0	0	1,997,059
Total	2,413,829	1,997,059	4,855,574	2,169,596	11,436,058

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Financial assets at amortised cost - self supporting loans		0	0	251
Interest on reserve funds		10,271	15,000	12,854
Rates instalment and penalty interest (refer Note 25(c))		28,683	28,800	31,528
Other interest earnings		25,445	20,000	21,070
		64,399	63,800	65,703
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		24,600	24,600	23,750
- Other services		2,900	5,000	1,960
		27,500	29,600	25,710
Finance costs				
Borrowings	27(a)	62,041	62,070	64,581
Lease liabilities	27(d)	2,906	2,969	4,143
Other		5	100	6
		64,952	65,139	68,730
Other expenditure				
Elected Member expenses		115,612	133,768	103,065
Community grants and service agreements		118,106	171,189	129,431
Sundry expenses		23,806	25,483	104,746
		257,524	330,440	337,242

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Total cash and cash equivalents

Held as
 - Unrestricted cash and cash equivalents
 - Restricted cash and cash equivalents

Note	2022	2021
	\$	\$
	9,564,983	9,065,586
17(a)	9,564,983	9,065,586
	3,597,629	3,526,648
17(a)	5,967,354	5,538,938
	9,564,983	9,065,586

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Details of restrictions on financial assets can be found at Note 17.

4. OTHER FINANCIAL ASSETS

(a) Non-current assets

Financial assets at fair value through profit and loss

Financial assets at fair value through profit and loss

Units in Local Government House Trust

2022	2021
\$	\$
77,804	73,807
77,804	73,807
77,804	73,807
77,804	73,807

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 21.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

5. TRADE AND OTHER RECEIVABLES

	Note	2022 \$	2021 \$
Current			
Rates receivable		147,038	136,951
Trade and other receivables		97,575	69,151
Trade and other receivables from contracts with customers		382,238	206,913
GST receivable		1,597	1,047
Receivables for employee related provisions	15	46,751	0
Accrued interest on investments		8,372	1,069
		683,571	415,131
Non-current			
Pensioner's rates and ESL deferred		172,940	168,263
		172,940	168,263

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 21.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

6. INVENTORIES

	Note	2022 \$	2021 \$
Current			
Fuel and materials		40,835	37,765
		40,835	37,765

The following movements in inventories occurred during the year:

Balance at beginning of year	37,765	12,406
Inventories expensed during the year	(196,753)	(112,150)
Additions to inventory	199,823	137,509
Balance at end of year	40,835	37,765

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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7. OTHER ASSETS

Other assets - current

Prepayments
Contract assets

	2022	2021
	\$	\$
	0	765
	245,722	86,610
	<u>245,722</u>	<u>87,375</u>

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at note 21(b).

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Note	Land	Buildings - non-specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Works in progress - buildings	Works in progress - land	Total property, plant and equipment
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020		5,584,500	130,000	23,008,345	28,722,845	157,245	4,376,362	3,800	9,144	33,269,396
Additions		54,742	15,989	59,937	130,668	12,616	865,404	32,325	0	1,041,013
Disposals		0	0	0	0	0	(222,870)	0	0	(222,870)
Depreciation	10(a)	0	(6,876)	(510,666)	(517,542)	(23,244)	(489,541)	0	0	(1,030,327)
Transfers		9,144	0	0	9,144	0	0	0	(9,144)	0
Balance at 30 June 2021		5,648,386	139,113	22,557,616	28,345,115	146,617	4,529,355	36,125	0	33,057,212
Comprises:										
Gross balance amount at 30 June 2021		5,648,386	145,989	23,068,282	28,862,657	188,628	5,404,951	36,125	0	34,492,361
Accumulated depreciation at 30 June 2021		0	(6,876)	(510,666)	(517,542)	(42,011)	(875,596)	0	0	(1,435,149)
Balance at 30 June 2021		5,648,386	139,113	22,557,616	28,345,115	146,617	4,529,355	36,125	0	33,057,212
Additions		0	0	273,007	273,007	7,048	112,476	416,546	7,973	817,050
Disposals		0	0	(352,782)	(352,782)	(8,531)	(81,570)	0	0	(442,883)
Revaluation increments / (decrements) transferred to revaluation surplus due to impairment	16	0	0	(40,260)	(40,260)	0	0	0	0	(40,260)
Depreciation	10(a)	0	(7,416)	(511,062)	(518,478)	(24,722)	(383,737)	0	0	(926,937)
Transfers		0	0	5,277	5,277	0	0	(5,277)	0	0
Balance at 30 June 2022		5,648,386	131,697	21,931,796	27,711,879	120,412	4,176,524	447,394	7,973	32,464,182
Comprises:										
Gross balance amount at 30 June 2022		5,648,386	145,989	22,941,223	28,735,598	179,067	5,411,702	447,394	7,973	34,781,734
Accumulated depreciation at 30 June 2022		0	(14,292)	(1,009,427)	(1,023,719)	(58,655)	(1,235,178)	0	0	(2,317,552)
Balance at 30 June 2022		5,648,386	131,697	21,931,796	27,711,879	120,412	4,176,524	447,394	7,973	32,464,182

**SHIRE OF BRIDGETOWN-GREENBUSHES
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FOR THE YEAR ENDED 30 JUNE 2022**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	Level 2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	June 2020	Price per hectare / market borrowing rate
Buildings - non-specialised	Level 2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	June 2020	Price per square meter / market borrowing rate
Buildings - specialised	Level 3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2020	Improvements to land using construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost

Furniture and equipment	Cost	Cost	Purchase cost
Plant and equipment	Cost	Cost	Purchase cost

SHIRE OF BRIDGETOWN-GREENBUSHES
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9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

Note	Infrastructure - roads \$	Infrastructure - footpaths \$	Infrastructure - drainage \$	Infrastructure - parks and ovals \$	Infrastructure - bridges \$	Infrastructure - other \$	Works in progress - drainage \$	Works in progress - other infrastructure \$	Total Infrastructure \$
Balance at 1 July 2020	146,801,991	2,168,848	4,665,267	2,470,755	6,672,186	4,795,647	4,628	34,513	167,613,835
Additions	722,597	0	17,099	30,460	673,219	13,278	12,735	576,807	2,046,195
Depreciation	10(a) (1,957,193)	(63,570)	(92,590)	(150,864)	(178,596)	(152,305)	0	0	(2,595,118)
Transfers	0	0	0	0	0	16,881	0	(16,881)	0
Balance at 30 June 2021	145,567,395	2,105,278	4,589,776	2,350,351	7,166,809	4,673,501	17,363	594,439	167,064,912
Comprises:									
Gross balance at 30 June 2021	191,776,438	3,086,535	7,424,324	4,293,860	11,342,578	5,717,243	17,363	594,439	224,252,780
Accumulated depreciation at 30 June 2021	(46,209,043)	(981,257)	(2,834,548)	(1,943,509)	(4,175,769)	(1,043,742)	0	0	(57,187,868)
Balance at 30 June 2021	145,567,395	2,105,278	4,589,776	2,350,351	7,166,809	4,673,501	17,363	594,439	167,064,912
Additions	1,466,740	0	60,725	1,053,094	26,621	13,060	0	4,871	2,625,111
(Disposals)	0	0	0	(10,167)	0	(59,366)	0	0	(69,533)
Depreciation	10(a) (1,941,458)	(63,570)	(92,804)	(150,010)	(185,879)	(151,841)	0	0	(2,585,562)
Transfers	17,363	0	0	570,793	0	23,646	(17,363)	(594,439)	0
Balance at 30 June 2022	145,110,040	2,041,708	4,557,697	3,814,061	7,007,551	4,499,000	0	4,871	167,034,928
Comprises:									
Gross balance at 30 June 2022	193,260,542	3,086,535	7,485,049	5,888,646	11,369,199	5,642,649	0	4,871	226,737,491
Accumulated depreciation at 30 June 2022	(48,150,502)	(1,044,827)	(2,927,352)	(2,074,585)	(4,361,648)	(1,143,649)	0	0	(59,702,563)
Balance at 30 June 2022	145,110,040	2,041,708	4,557,697	3,814,061	7,007,551	4,499,000	0	4,871	167,034,928

**SHIRE OF BRIDGETOWN-GREENBUSHES
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FOR THE YEAR ENDED 30 JUNE 2022**

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Fair Value					
Infrastructure - roads	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - parks and ovals	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

10. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non-specialised	8(a)	7,416	8,228	6,876
Buildings - specialised	8(a)	511,062	512,413	510,666
Furniture and equipment	8(a)	24,722	24,441	23,244
Plant and equipment	8(a)	383,737	405,684	489,541
Infrastructure - roads	9(a)	1,941,458	1,966,366	1,957,193
Infrastructure - footpaths	9(a)	63,570	63,570	63,570
Infrastructure - drainage	9(a)	92,804	93,031	92,590
Infrastructure - parks and ovals	9(a)	150,010	150,864	150,864
Infrastructure - bridges	9(a)	185,879	195,697	178,596
Infrastructure - other	9(a)	151,841	153,813	152,305
Right-of-use assets - furniture and equipment	11(a)	35,103	35,103	35,103
Right-of-use assets - plant and equipment	11(a)	7,892	9,378	4,566
		3,555,494	3,618,588	3,665,114

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 120 Years
Furniture and equipment	4 to 15 Years
Plant and equipment	3 to 25 Years
Infrastructure - roads	
Formation	Not depreciated
Sub base	90 to 240 Years
Base	40 to 80 Years
Surface	30 to 50 Years
Kerbing	50 Years
Subsoil drain	100 Years
Stormwater culvert	50 to 80 Years
Infrastructure - bridges	
Road bridges	80 Years
Pedestrian bridges	50 Years
Infrastructure - parks and ovals	15 to 50 Years
Infrastructure - footpaths	40 to 50 Years
Infrastructure - drainage	80 Years
Infrastructure - other	
Car parks pavement	60 Years
Car parks seal	25 Years
Street furniture	15 Years
Bus shelters	15 Years
Reservoirs and dams	50 Years
Swimming pool infrastructure	50 Years
All other infrastructure	15 to 50 Years

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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10. FIXED ASSETS (Continued)

(b) Temporarily Idle or retired from use assets

The carrying value of assets held by the Shire which are temporarily idle or retired from active use and not classified as held for sale are shown in the table below.

Buildings - specialised
 Plant and equipment

	<u>2022</u>	<u>2021</u>
	\$	\$
	328,795	108,567
	14,063	12,826
	<u>342,858</u>	<u>121,393</u>

(c) Fully Depreciated Assets in Use

The gross carrying value of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

Plant and equipment
 Infrastructure - roads
 Infrastructure - footpaths
 Infrastructure - parks and ovals

	<u>2022</u>	<u>2021</u>
	\$	\$
	7,801	4,233
	97,847	73,180
	6,625	0
	8,210	3,180
	<u>120,483</u>	<u>80,593</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
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10. FIXED ASSETS (Continued)

(d) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - specialised	352,782	0	0	(352,782)	0	0	0	0	0	0	0	0
Furniture and equipment	8,531	0	0	(8,531)	0	0	0	0	0	0	0	0
Plant and equipment	81,570	8,047	494	(74,017)	120,700	114,300	1,700	(8,100)	222,870	228,725	21,022	(15,167)
Infrastructure - parks and ovals	10,167	0	0	(10,167)	0	0	0	0	0	0	0	0
Infrastructure - other	59,366	0	0	(59,366)	0	0	0	0	0	0	0	0
	512,416	8,047	494	(504,863)	120,700	114,300	1,700	(8,100)	222,870	228,725	21,022	(15,167)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
Buildings - specialised				
Community amenities				
Waste site recycling shed*	131,244	0	0	(131,244)
Transport				
Depot office and truck shed*	211,221	0	0	(211,221)
Depot small plant shed*	3,663	0	0	(3,663)
Other property and services				
Records storage facility*	6,654	0	0	(6,654)
	352,782	0	0	(352,782)
Furniture and equipment				
Recreation and culture				
Library sofas	8,531	0	0	(8,531)
	8,531	0	0	(8,531)
Plant and equipment				
Law, order, public safety				
CCTV cameras (Shire office)	1,581	0	0	(1,581)
CCTV cameras (Memorial Park)	1,581	0	0	(1,581)
Community Amenities				
1985 Yale forklift (Landfill site)	4,253	4,747	494	0
2021 Heli 1.8t forklift (Landfill site)*	15,567	0	0	(15,567)
Generator 11KVA (Landfill site)*	3,260	0	0	(3,260)
Orwak 9020 four chamber baler*	4,304	0	0	(4,304)
Recreation and culture				
2011 Ferris ride on mower	3,813	3,300	0	(513)
2018 Mitsubishi Triton ute*	14,676	0	0	(14,676)
2021 Ford Ranger ute*	23,736	0	0	(23,736)
Transport				
Hydraulic line marker*	2,539	0	0	(2,539)
Services cable locator*	182	0	0	(182)
Depot waste oil tank & pump*	6,078	0	0	(6,078)
	81,570	8,047	494	(74,017)
Infrastructure - parks and ovals				
Recreation and culture				
Bridgetown skate park seating	567	0	0	(567)
Bridgetown skate park basketball hoop	1,400	0	0	(1,400)
Memorial Park climbing net	8,200	0	0	(8,200)
	10,167	0	0	(10,167)
Infrastructure - other				
Community amenities				
Waste site fencing*	33,092	0	0	(33,092)
Waste site rain water tank*	2,931	0	0	(2,931)
Transport				
Depot fencing*	19,855	0	0	(19,855)
Depot drum shelter*	1,538	0	0	(1,538)
Depot rain water tank*	1,950	0	0	(1,950)
	59,366	0	0	(59,366)
	512,416	8,047	494	(504,863)

* Disposal due to total loss of assets during bushfire event in February 2022.

SHIRE OF BRIDGETOWN-GREENBUSHES
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10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

SHIRE OF BRIDGETOWN-GREENBUSHES
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11. LEASES

(a) Right-of-Use Assets

	Note	Right-of-use assets - furniture and equipment \$	Right-of-use assets - plant and equipment \$	Right-of-use assets Total \$
Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.				
Balance at 1 July 2020		130,141	5,342	135,483
Additions		0	7,186	7,186
Gains/(losses) from sale and leaseback transactions		0	(776)	(776)
Depreciation		(35,103)	(4,566)	(39,669)
Balance at 30 June 2021		95,038	7,186	102,224
Additions		0	15,754	15,754
Depreciation	10(a)	(35,103)	(7,892)	(42,995)
Balance at 30 June 2022		59,935	15,048	74,983

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	Note	2022 Actual \$	2021 Actual \$
Depreciation on right-of-use assets	10(a)	(42,995)	(39,669)
Interest expense on lease liabilities	27(d)	(2,906)	(4,143)
Gains/(losses) from sale and leaseback transactions		0	(776)
Total amount recognised in the statement of comprehensive income		(45,901)	(44,588)
Total cash outflow from leases		(45,437)	(42,834)
(b) Lease Liabilities			
Current		42,577	40,354
Non-current	27(d)	34,792	63,792
		77,369	104,146

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 27(d).

Right-of-use assets - valuation measurement

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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11. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year
1 to 2 years
2 to 3 years
3 to 4 years
4 to 5 years

	2022 Actual	2021 Actual
	\$	\$
	5,210	20,170
	3,850	6,570
	3,850	3,850
	3,850	3,850
	0	3,850
	16,760	38,290
Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease		
Rental income	14,784	21,376

Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease

Rental income

The Shire leases the mezzanine level of the Bridgetown Leisure Centre and Lot 55 Rose Street (vacant land) to external parties with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

The Shire also leases houses to staff with rentals payable fortnightly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community.

SIGNIFICANT ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued payroll liabilities	
ATO liabilities	
Retentions, works/hire bonds and deposits	
Accrued interest on long term borrowings	

2022	2021
\$	\$
742,209	684,318
98,015	72,581
18,434	0
3,773	0
256,172	175,578
199	227
1,118,802	932,704

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

13. OTHER LIABILITIES

Current

Contract liabilities
 Capital grant/contributions liabilities
 Income received in advance

	2022	2021
	\$	\$
	145,640	111,059
	1,349,155	1,682,453
	1,122	0
	<u>1,495,917</u>	<u>1,793,512</u>
	111,059	244,967
	145,640	111,059
	<u>(111,059)</u>	<u>(244,967)</u>
	145,640	111,059
	1,682,453	835,681
	1,349,155	1,682,453
	<u>(1,682,453)</u>	<u>(835,681)</u>
	1,349,155	1,682,453

Reconciliation of changes in contract liabilities

Opening balance
 Additions
 Revenue from contracts with customers included as a contract liability at the start of the period

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

Reconciliation of changes in capital grant/contribution liabilities

Opening balance
 Additions
 Revenue from capital grant/contributions held as a liability at the start of the period

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

14. BORROWINGS

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		160,317	1,520,412	1,680,729	181,402	1,680,729	1,862,131
Total secured borrowings	27(a)	160,317	1,520,412	1,680,729	181,402	1,680,729	1,862,131

Secured liabilities and assets pledged as security

Debentures are secured by a floating charge over the assets of the Shire of Bridgetown-Greenbushes.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 21.

Details of individual borrowings required by regulations are provided at Note 27(a).

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual Leave

Long Service Leave

Non-current provisions

Long Service Leave

	2022	2021
	\$	\$
	394,442	317,307
	412,253	445,212
	<u>806,695</u>	<u>762,519</u>
	59,816	53,711
	<u>59,816</u>	<u>53,711</u>
	<u>866,511</u>	<u>816,230</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Note	2022	2021
	\$	\$
	389,487	318,446
	477,024	497,784
	<u>866,511</u>	<u>816,230</u>

Expected reimbursements of employee related provisions from other WA local governments included within other receivables

5	46,751	0
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SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

16. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Revaluation Increment	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$
Land and buildings	18,402,091	(40,260)	(40,260)	18,361,831	18,402,091	0	18,402,091
Furniture and equipment	112,984	0	0	112,984	112,984	0	112,984
Plant and equipment	313,272	0	0	313,272	313,272	0	313,272
Infrastructure - roads	63,326,586	0	0	63,326,586	63,326,586	0	63,326,586
Infrastructure - footpaths	1,166,620	0	0	1,166,620	1,166,620	0	1,166,620
Infrastructure - drainage	2,556,333	0	0	2,556,333	2,556,333	0	2,556,333
Infrastructure - parks & ovals	760,959	0	0	760,959	760,959	0	760,959
Infrastructure - bridges	73,684	0	0	73,684	73,684	0	73,684
Infrastructure - other	472,516	0	0	472,516	472,516	0	472,516
	87,185,045	(40,260)	(40,260)	87,144,785	87,185,045	0	87,185,045

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

The revaluation decrement of \$40,260 in the 2022 financial year relates to the impairment loss for specialised buildings damaged during the bushfire event in February 2022.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	9,564,983	3,919,153	9,065,586

Restrictions

The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	3	5,967,354	3,128,695	5,538,938
		5,967,354	3,128,695	5,538,938

The restricted financial assets are a result of the following specific purposes to which the assets may be used:

Restricted reserve accounts (excluding unspent grants, subsidies, contributions and loans)	28	3,793,752	3,072,440	3,171,092
Retentions, works/hire bonds and deposits	12	256,172	0	175,578
Contract liabilities from contracts with customers	13	145,640	0	111,059
Grants for transfers for recognisable non financial assets	13	1,349,155	0	1,682,453
Unspent grants, subsidies and contributions	28	299,635	56,255	86,256
Unspent loans	27(c) & 28	123,000	0	312,500
Total restricted financial assets		5,967,354	3,128,695	5,538,938

**(b) Reconciliation of Net Result to Net Cash Provided
By Operating Activities**

Net result		597,328	2,029,521	40,863
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		(3,997)	0	(2,586)
Depreciation/amortisation	10(a)	3,555,494	3,618,588	3,665,114
(Profit)/loss on sale of asset		504,369	6,400	(5,855)
Loss from sale and leaseback transactions		0	0	776
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		(273,117)	29,522	19,996
(Increase)/decrease in other assets		(158,347)	85,119	(29,517)
(Increase)/decrease in inventories		(3,070)	5,000	(25,359)
Increase/(decrease) in trade and other payables		186,098	(302,415)	230,408
Increase/(decrease) in employee related provisions		50,281	0	(48,008)
Increase/(decrease) in other liabilities		(297,595)	(112,742)	711,984
Non-operating grants, subsidies and contributions		(2,275,597)	(6,166,530)	(2,843,831)
Net cash provided by/(used in) operating activities		1,881,847	(807,537)	1,713,985

SHIRE OF BRIDGETOWN-GREENBUSHES
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

17. NOTES TO THE STATEMENT OF CASH FLOWS

(c) Undrawn Borrowing Facilities	Note	2022 Actual	2021 Actual
Credit Standby Arrangements		\$	\$
Bank overdraft limit		0	0
Bank overdraft at balance date		0	0
Credit card limit		10,000	10,000
Credit card balance at balance date		(849)	(2,308)
Total amount of credit unused		9,151	7,692
 Loan facilities			
Loan facilities - current		160,317	181,402
Loan facilities - non-current		1,520,412	1,680,729
Total facilities in use at balance date		1,680,729	1,862,131
 Unused loan facilities at balance date		123,000	312,500

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

18. CONTINGENT LIABILITIES

In compliance with the Contaminated Sites Act 2003 Section 11, the Shire has listed sites to be possible sources of contamination. Details of those sites are:

Lot 55, 504 & 505 Spencer Street, Bridgetown - Railway reserve (Bridgetown Railway Station/Goods shed/Carpark and Town Square)
Spencer Street, Bridgetown - Portion of road reserve
Lot 895, 13098 & 11998 Les Woodhead Avenue, Bridgetown - Vacant land
Lot 900 Les Woodhead Avenue, Bridgetown - Depot site
Lot 903 Recycle Road, Bridgetown - Waste site
Lot 12846 Nolle Road, Catterick - Vacant land
Lots 600 - 603 Blackwood Road, Greenbushes - Vacant land
Lot 908 Tweed Road, Sunnyside - Sunnyside recreation area
Lot 123212 Donnelly Mill Road, Yornup - Vacant land

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

19. CAPITAL COMMITMENTS

	2022	2021
	\$	\$
Contracted for:		
Capital expenditure projects		
- Land purchases	7,877	0
- Building works	594,984	110,837
- Plant and equipment purchases	40,869	0
- Road construction works	204,951	0
- Parks and reserve works	73,855	330,893
- Other infrastructure works	0	2,000
	922,536	443,730
Payable:		
- not later than one year	922,536	443,730

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

20. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Councillor Mountford				
President's annual allowance		1,435	8,611	7,750
Meeting attendance fees		8,898	10,333	9,300
Annual allowance for ICT expenses		2,087	2,087	1,878
		12,420	21,031	18,928
Councillor Mahoney				
Deputy President's annual allowance		1,511	2,153	1,938
Meeting attendance fees		6,088	8,611	7,750
Annual allowance for ICT expenses		1,475	2,087	1,878
		9,074	12,851	11,566
Councillor Boyle				
Meeting attendance fees		8,611	8,611	7,750
Annual allowance for ICT expenses		2,087	2,087	1,878
		10,698	10,698	9,628
Councillor Pratico				
Meeting attendance fees		8,611	8,611	7,750
Annual allowance for ICT expenses		2,087	2,087	1,878
		10,698	10,698	9,628
Councillor Quinby				
Meeting attendance fees		8,611	8,611	7,750
Annual allowance for ICT expenses		2,087	2,087	1,878
		10,698	10,698	9,628
Councillor Rose				
Meeting attendance fees		6,088	8,611	7,750
Annual allowance for ICT expenses		1,475	2,087	1,878
		7,563	10,698	9,628
Councillor Lansdell				
Meeting attendance fees		6,088	8,611	7,750
Annual allowance for ICT expenses		1,475	2,087	1,878
		7,563	10,698	9,628
Retired Councillor Moore				
Meeting attendance fees		2,523	8,611	7,750
Annual allowance for ICT expenses		612	2,087	1,878
		3,135	10,698	9,628
Retired Councillor Wilson				
Meeting attendance fees		2,523	8,611	7,750
Annual allowance for ICT expenses		612	2,087	1,878
		3,135	10,698	9,628
Retired Councillor Bookless				
President's annual allowance		4,511	0	0
Meeting attendance fees		7,982	0	0
Annual allowance for ICT expenses		1,716	0	0
		14,209	0	0
Retired Councillor Nicholas				
President's annual allowance		2,523	0	0
Meeting attendance fees		3,028	0	0
Annual allowance for ICT expenses		611	0	0
		6,162	0	0
Retired Councillor Johnson				
Deputy President's annual allowance		642	0	0
Meeting attendance fees		6,961	0	0
Annual allowance for ICT expenses		1,687	0	0
		9,290	0	0
		104,645	108,768	97,890

SHIRE OF BRIDGETOWN-GREENBUSHES
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20. RELATED PARTY TRANSACTIONS (Continued)

(a) Elected Member Remuneration (Continued)

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Fees, expenses and allowances to be paid or reimbursed to elected council members.				
President's annual allowance		8,469	8,611	7,750
Deputy President's annual allowance		2,153	2,153	1,938
Meeting attendance fees		76,012	79,221	71,300
Annual allowance for ICT expenses		18,011	18,783	16,902
	20(b)	104,645	108,768	97,890

(b) Key Management Personnel (KMP) Compensation

		2022 Actual \$	2021 Actual \$
The total of compensation paid to KMP of the Shire during the year are as follows:			
Short-term employee benefits		497,007	588,404
Post-employment benefits		56,970	63,149
Employee - other long-term benefits		52,600	59,457
Council member costs	20(a)	104,645	97,890
		711,222	808,900

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2022 Actual \$	2021 Actual \$
Sale of goods and services	50,055	29,775

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF BRIDGETOWN-GREENBUSHES
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21. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2022					
Cash and cash equivalents	1.19%	9,564,983	9,346,340	216,793	1,850
2021					
Cash and cash equivalents	0.12%	9,065,586	7,572,821	1,490,815	1,950

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022	2021
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	95,650	90,656

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 27(a).

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

No expected credit loss was forecast on 30 June 2021 and 30 June 2022 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates. The assessment undertaken considered the potential impacts of COVID-19 on payment of rates.

The expected credit loss assessment below does not include GST receivables, receivables for employee related provisions and accrued interest on investments.

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2022					
Trade and other receivables					
Expected credit loss	0.10%	0.12%	1.09%	6.13%	
Gross carrying amount	477,582	302	460	1,469	479,813
Loss allowance	484	0	5	90	579
30 June 2021					
Trade and other receivables					
Expected credit loss	0.09%	0.23%	0.40%	0.74%	
Gross carrying amount	207,139	2,174	34,682	32,069	276,064
Loss allowance	177	5	139	236	557

The loss allowances calculated as at 30 June 2022 and 30 June 2021 are immaterial and were not recognised in the accounts.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk (Continued)

Trade and Other Receivables (Continued)

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

Contract Assets

The Shire's contract assets represent work completed, which have not been invoiced at year end. This is due to the Shire not having met all the performance obligations in the contract which give an unconditional right to receive consideration. The Shire applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The Shire has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended if required.

The contractual undiscounted cash flows of the Shire’s payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<u>2022</u>					
Trade and other payables	1,118,802	0	0	1,118,802	1,118,802
Borrowings	217,009	701,998	1,160,821	2,079,828	1,680,729
Contract liabilities	145,640	0	0	145,640	145,640
Capital grant/contributions liabilities	1,349,155	0	0	1,349,155	1,349,155
Lease liabilities	44,189	35,126	0	79,315	77,369
	<u>2,874,795</u>	<u>737,124</u>	<u>1,160,821</u>	<u>4,772,740</u>	<u>4,371,695</u>
<u>2021</u>					
Trade and other payables	932,704	0	0	932,704	932,704
Borrowings	243,472	748,732	1,331,096	2,323,300	1,862,131
Contract liabilities	111,059	0	0	111,059	111,059
Capital grant/contributions liabilities	1,682,453	0	0	1,682,453	1,682,453
Lease liabilities	43,235	65,668	0	108,903	104,146
	<u>3,012,923</u>	<u>814,400</u>	<u>1,331,096</u>	<u>5,158,419</u>	<u>4,692,493</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no events occurring after the reporting date that impact on the financial statements.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

23. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

24. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
<p>Governance To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of the council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services. Development of policies, strategic planning and long term financial plans.
<p>General purpose funding To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>Law, order, public safety To provide services to help ensure a safer community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>Health To provide an operational framework for good community health.</p>	Food quality, pest control, and support the operation of child health clinics.
<p>Education and welfare To support disadvantaged persons, the elderly, children and youth.</p>	Support with the provision of day care and pre-school facilities; assistance to playgroups, retirement villages, services for senior citizens and youth, and other voluntary services.
<p>Housing Help ensure adequate housing.</p>	Maintenance of staff and rental housing.
<p>Community amenities Provide services required by the community.</p>	Rubbish collection services, operation of refuse sites, environmental protection, administration of the town planning scheme, development of land, maintenance of cemeteries, maintenance and operation of public conveniences and storm water drainage maintenance.
<p>Recreation and culture To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	Maintenance of halls, the leisure centre and various reserves; operation of library, heritage facilities and cultural activities.
<p>Transport To provide effective and efficient transport services to the community.</p>	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and parking control.
<p>Economic services To help promote the Shire and improve its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, economic development, building control, (agricultural) noxious weeds management and water standpipes.
<p>Other property and services Identification of expenses not included in programs above and for the pooling of costs that have been reallocated to the programs above.</p>	Private works, plant repairs and operation costs, department activities and directorate costs.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses	2022	2022	2021
	Actual	Budget	Actual
	\$	\$	\$
Income excluding grants, subsidies and contributions			
Governance	1,359	1,169	16,474
General purpose funding	5,018,447	5,022,868	4,812,877
Law, order, public safety	77,019	103,564	40,028
Health	10,751	14,100	100
Education and welfare	826	710	553
Housing	15,520	34,580	22,144
Community amenities	1,205,095	1,100,054	1,066,457
Recreation and culture	311,789	281,257	265,788
Transport	9,073	16,600	32,045
Economic services	140,092	114,429	129,843
Other property and services	248,593	186,551	329,575
	7,038,564	6,875,882	6,715,884
Grants, subsidies and contributions			
General purpose funding	2,271,719	804,891	1,915,016
Law, order, public safety	520,418	1,055,359	577,510
Education and welfare	0	5,000	0
Community amenities	16,800	11,364	0
Recreation and culture	1,126,869	2,871,001	627,871
Transport	1,613,073	3,159,993	1,588,385
Economic services	0	135,000	35,000
	5,548,879	8,042,608	4,743,782
Total Income	12,587,443	14,918,490	11,459,666
Expenses			
Governance	(1,113,655)	(1,235,956)	(1,032,364)
General purpose funding	(111,881)	(123,588)	(112,935)
Law, order, public safety	(1,089,197)	(1,160,888)	(1,110,031)
Health	(154,349)	(158,989)	(91,733)
Education and welfare	(172,585)	(213,915)	(172,124)
Housing	(57,114)	(34,580)	(22,632)
Community amenities	(1,938,091)	(1,937,307)	(1,684,856)
Recreation and culture	(2,510,326)	(3,286,951)	(2,584,563)
Transport	(3,977,220)	(3,855,081)	(3,658,552)
Economic services	(647,091)	(731,326)	(705,323)
Other property and services	(218,606)	(150,388)	(243,690)
Total expenses	(11,990,115)	(12,888,969)	(11,418,803)
Net result for the period	597,328	2,029,521	40,863

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY (Continued)

(c) Fees and Charges

	2022	2022	2021
	Actual	Budget	Actual
	\$	\$	\$
Governance	175	269	115
General purpose funding	103,604	57,800	70,600
Law, order, public safety	44,781	36,050	39,709
Health	10,751	14,100	100
Education and welfare	10	10	10
Housing	14,784	33,800	21,376
Community amenities	1,204,601	1,099,354	1,062,452
Recreation and culture	281,699	253,883	244,610
Transport	6,873	5,600	5,017
Economic services	139,154	114,144	129,446
Other property and services	75,060	66,850	67,367
	1,881,492	1,681,860	1,640,802

(d) Total Assets

	2022	2021
	\$	\$
Governance	15,600	17,312
General purpose funding	16,313	8,778
Law, order, public safety	3,693,543	3,911,681
Health	2,503	1,230
Education and welfare	646,323	663,630
Housing	680,406	699,840
Community amenities	6,043,064	6,323,885
Recreation and culture	28,102,162	26,847,641
Transport	155,091,927	155,779,761
Economic services	888,932	918,262
Other property and services	14,754,943	14,523,366
Unallocated	424,232	376,889
	210,359,948	210,072,275

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION

(a) General Rates

RATE TYPE		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2020/21		
Rate Description	Basis of valuation	Rate in	Number of	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual		
		\$	Properties	Rateable	Rate	Interim	Back	Total	Rate	Interim	Back	Total		
				Value *	Revenue	Rates	Rates	Revenue	Revenue	Rate	Rate	Revenue	Revenue	
		\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Shire	Gross rental valuation	0.090527	1,791	28,735,216	2,601,313	(37,659)	228	2,563,882	2,601,313	10,000	1,000	2,612,313	2,469,819	
Shire rural	Unimproved valuation	0.006469	467	184,439,000	1,193,136	120	(191)	1,193,065	1,193,136	0	0	1,193,136	1,162,863	
Mining	Unimproved valuation	0.072868	16	1,046,965	76,290	1,370	216	77,876	76,290	0	0	76,290	73,033	
Sub-Total			2,274	214,221,181	3,870,739	(36,169)	253	3,834,823	3,870,739	10,000	1,000	3,881,739	3,705,715	
Minimum payment														
		\$												
Shire	Gross rental valuation	980	692	3,750,078	678,160	(2,207)	36	675,989	678,160	0	0	678,160	681,748	
Shire rural	Unimproved valuation	1,215	267	35,227,420	324,405	2,919	922	328,246	324,405	0	0	324,405	291,888	
Mining	Unimproved valuation	517	15	33,990	7,755	2,640	107	10,502	7,755	0	0	7,755	6,908	
Sub-Total			974	39,011,488	1,010,320	3,352	1,065	1,014,737	1,010,320	0	0	1,010,320	980,544	
			3,248	253,232,669	4,881,059	(32,817)	1,318	4,849,560	4,881,059	10,000	1,000	4,892,059	4,686,259	
Concessions on general rates (Refer note 25(b))								(670)					(791)	(9,434)
Total amount raised from general rates								4,848,890					4,891,268	4,676,825

* Rateable value is based on the value of properties at the time the rate is raised.

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

**SHIRE OF BRIDGETOWN-GREENBUSHES
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FOR THE YEAR ENDED 30 JUNE 2022**

25. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

While Council does not provide a discount for early payment of rates, it did offer the following prize for the early payment of rates in full by the due date of 24 September 2021:

- 1st Prize - \$400 Community Cash Vouchers (Provided by the Shire of Bridgetown-Greenbushes)
- 2nd Prize - \$200 Community Cash Vouchers (Provided by the Shire of Bridgetown-Greenbushes)

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted

	Type	Waiver/ Concession	Discount %	Discount \$	2022 Actual \$	2022 Budget \$	2021 Actual \$
UV Rural rate	Rate	Concession	5.00%		670	791	1,412
UV Rural rate	Rate	Concession		Various	0	0	8,022
Landfill Site Maintenance (WARR Act Rate)	Fee and charge	Concession	100.00%		11,220	14,960	14,773
Hall Hire	Fee and charge	Waiver		Various	879	3,500	1,852
Leisure Centre Entry Fees	Fee and charge	Waiver		Various	704	0	0
Rates	Rate	Write-off		Various	98	100	114
Sundry Debtors	Fee and charge	Write-off		Various	0	0	74
					13,571	19,351	26,247
					13,571	19,351	26,247

**SHIRE OF BRIDGETOWN-GREENBUSHES
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25. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs (Continued)

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
UV Rural rate - 5% Concession	Properties previously rated in the 'UV Urban Farmland' differential rating category	Recognises the higher values applied to properties within the townsite as opposed to land outside of the townsite	Council ceased the 'UV Urban Farmland' farmland differential rating category. The properties previously rated in the category were previously rated with a 15% reduction in the rate in the dollar compared to 'UV Rural' rated properties. Council now applies a concession to these properties that will be reduced by 5% in each subsequent rating year.
UV Rural rate - Various Concessions	UV rated properties that would have received an increase in rates in 2020/21 as a result of annual revaluation.	To ensure no property owner paid higher rates in 2020/21 compared to 2019/20 due to annual revaluations.	As part of Council's response to the COVID-19 pandemic a nil rate increase was to apply for 2020/21. A concession was applied in 2020/21 to each property that would have received a rate increase as a result of a greater than the average increase in valuation (as included in the annual UV property revaluation roll) to ensure the same level of rating occurred as in 2019/20.
Landfill Site Maintenance (WARR Act Rate)	Owners of multiple vacant properties	Recognises that owners of multiple vacant properties would generate less landfill requirements than if the land was developed.	In recognition of reduced landfill usage by owners of multiple vacant properties, where more than one assessment is held in identical name or names, no more than one charge will apply, except in the following situations: (i) A habitable dwelling house or commercial rented premises is situated on the additional property; or (ii) The additional properties are separated by more than 10 kilometres as measured cadastrally on an appropriate map.
Hall Hire	Community groups/organisations	Support Community groups/ organisations	Council considers that support of these groups affords an overall benefit to the community.

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

25. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rates
		\$	%	%
Option One				
Single full payment	24/09/2021	0.00	0.00%	7.00%
Option Three				
First instalment	24/09/2021	0.00	3.00%	7.00%
Second instalment	24/11/2021	8.50	3.00%	7.00%
Third instalment	24/01/2022	8.50	3.00%	7.00%
Fourth instalment	24/03/2022	8.50	3.00%	7.00%

In response to the COVID-19 pandemic Council has adopted Policy F.24 - COVID-19 Financial Hardship. Under that policy and in line with Local Government (COVID-19 Response) Order 2020, excluded persons were not charged the above interest on instalments or overdue rates.

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
Interest on unpaid rates	20,663	19,800	22,921
Interest on instalment plan	8,020	9,000	8,607
Charges on instalment plan	20,074	23,800	0
	48,757	52,600	31,528

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

26. RATE SETTING STATEMENT INFORMATION

		2021/22 Budget	2021/22 Budget	2020/21
	Note	(30 June 2022 Carried Forward)	(30 June 2022 Carried Forward)	(30 June 2021 Carried Forward)
		\$	\$	\$
(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 Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals	10(d)	(494)	(1,700)	(21,022)
Less: Movement in liabilities associated with restricted cash		596	0	(1,079,805)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(3,997)	0	(2,586)
Add: Loss on disposal of assets	10(d)	504,863	8,100	15,167
Add: Loss from sale and leaseback transactions		0	0	776
Add: Depreciation	10(a)	3,555,494	3,618,588	3,665,114
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(4,677)	0	(3,742)
Employee benefit provisions		6,105	0	(4,083)
Non-cash amounts excluded from operating activities		4,057,890	3,624,988	2,569,819
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	28	(4,216,387)	(3,128,695)	(3,569,848)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	160,317	160,317	181,402
- Current portion of lease liabilities	11(b)	42,577	42,235	40,354
- Current portion of employee benefit provisions held in reserve	28	186,519	186,804	185,923
Total adjustments to net current assets		(3,826,974)	(2,739,339)	(3,162,169)
Net current assets used in the Rate Setting Statement				
Total current assets		10,535,111	4,331,491	9,605,857
Less: Total current liabilities		(3,624,308)	(1,592,152)	(3,710,491)
Less: Total adjustments to net current assets		(3,826,974)	(2,739,339)	(3,162,169)
Net current assets used in the Rate Setting Statement		3,083,829	0	2,733,197

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual							Budget			
		Principal			Principal at 30 June 2021	Principal			Principal at 1 July 2021	Principal		
		Principal at 1 July 2020	New Loans During 2020-21	Repayments During 2020-21		New Loans During 2021-22	Repayments During 2021-22	Principal at 30 June 2022		New Loans During 2021-22	Repayments During 2021-22	Principal at 30 June 2022
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Landfill Site (Track Loader)		50,302	0	(24,637)	25,665	0	(25,665)	0	25,665	0	(25,665)	0
Landfill Site New Cell		104,585	0	(104,585)	0	0	0	0	0	0	0	0
Liquid and Inert Waste Sites		73,943	0	(23,983)	49,960	0	(24,641)	25,319	49,961	0	(24,642)	25,319
Landfill Cell Extension		80,636	0	(19,677)	60,959	0	(19,995)	40,964	60,959	0	(19,994)	40,965
Liquid Waste Facility		90,855	0	(9,325)	81,530	0	(9,509)	72,021	81,529	0	(9,509)	72,020
Bridgetown Swimming Pool		1,401,069	0	(69,552)	1,331,517	0	(72,390)	1,259,127	1,331,517	0	(72,390)	1,259,127
Youth Precinct Redevelopment		0	189,500	0	189,500	0	(17,708)	171,792	189,500	0	(17,708)	171,792
Bridgetown Civic Centre Revitalisation		0	123,000	0	123,000	0	(11,494)	111,506	123,000	0	(11,494)	111,506
Total		1,801,390	312,500	(251,759)	1,862,131	0	(181,402)	1,680,729	1,862,131	0	(181,402)	1,680,729
Self Supporting Loans												
Bridgetown Bowling Club		8,976	0	(8,976)	0	0	0	0	0	0	0	0
Total Self Supporting Loans		8,976	0	(8,976)	0	0	0	0	0	0	0	0
Total Borrowings	14	1,810,366	312,500	(260,735)	1,862,131	0	(181,402)	1,680,729	1,862,131	0	(181,402)	1,680,729

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
						\$	\$	\$
Landfill Site (Track Loader)		Community amenities	108	WATC*	4.13%	(792)	(798)	(1,821)
Landfill Site New Cell		Community amenities	113	WATC*	2.28%	0	0	(1,786)
Liquid and Inert Waste Sites		Community amenities	114	WATC*	2.73%	(1,193)	(1,197)	(1,852)
Landfill Cell Extension		Community amenities	115	WATC*	1.61%	(896)	(901)	(1,214)
Liquid Waste Facility		Community amenities	116	WATC*	1.96%	(1,549)	(1,552)	(1,732)
Bridgetown Swimming Pool		Recreation and culture	112	WATC*	4.04%	(53,061)	(53,069)	(55,900)
Youth Precinct Redevelopment		Recreation and culture	117	WATC*	1.49%	(2,759)	(2,761)	(15)
Bridgetown Civic Centre Revitalisation		Recreation and culture	118	WATC*	1.49%	(1,791)	(1,792)	(10)
Total						(62,041)	(62,070)	(64,330)
Self Supporting Loans Interest Repayments								
Bridgetown Bowling Club		Recreation and culture	110	WATC*	3.73%	0	0	(251)
Total Self Supporting Loans Interest Repayments						0	0	(251)
Total Interest Repayments	2(b)					(62,041)	(62,070)	(64,581)

* WA Treasury Corporation

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

27. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2021/22

The Shire did not undertake any new borrowings for the year ended 30th June 2022.

(c) Unspent Borrowings

Particulars	Institution	Date Borrowed	Unspent Balance	Borrowed During Year	Expended During Year	Unspent Balance
			1 July 2021	\$	\$	30 June 2022
Youth Precinct Redevelopment	WATC*	29/06/2021	189,500	0	(189,500)	0
Bridgetown Civic Centre Revitalisation	WATC*	29/06/2021	123,000	0	0	123,000
			312,500	0	(189,500)	123,000

* WA Treasury Corporation

(d) Lease Liabilities

Purpose	Note	Actual							Budget			
		Principal at 1 July 2020	New Leases During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Gym Equipment		95,161	0	(24,211)	70,950	0	(25,045)	45,905	70,950	0	(25,045)	45,905
2015 Toyota Landcruiser (CESM)		5,322	0	(5,322)	0	0	0	0	0	0	0	0
2015 Toyota Landcruiser (CESM)		0	7,186	0	7,186	0	(5,745)	1,441	764	5,725	(5,529)	960
Photocopiers and Printers		35,168	0	(9,158)	26,010	0	(9,565)	16,445	26,010	0	(9,565)	16,445
2022 Hyundai Kona (EHO)		0	0	0	0	15,754	(2,176)	13,578	0	16,146	(4,456)	11,690
Total Lease Liabilities	11(b)	135,651	7,186	(38,691)	104,146	15,754	(42,531)	77,369	97,724	21,871	(44,595)	75,000

Lease Interest Repayments

Purpose	Note	Function and activity	Lease Number	Institution	Interest Rate	Actual for year ending	Budget for year ending	Actual for year ending	Lease Term
						30 June 2022	30 June 2022	2021	
Gym Equipment		Recreation and culture	003	Vestone	3.45%	(1,946)	(1,946)	(2,780)	48 mths
2015 Toyota Landcruiser (CESM)		Other property and services	001	Custom Service Leasing	1.11%	0	0	(48)	24 mths
2015 Toyota Landcruiser (CESM)		Other property and services	001.1	Custom Service Leasing	0.60%	(27)	(45)	0	15 mths
Photocopiers and Printers		Other property and services	002	Maia Financial Pty Ltd	4.45%	(908)	(908)	(1,315)	48 mths
2022 Hyundai Kona (EHO)		Other property and services	004	SG Fleet	0.40%	(25)	(70)	0	36 mths
Total Interest Repayments	2(b)					(2,906)	(2,969)	(4,143)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

28. RESERVE ACCOUNTS

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by legislation/agreement												
(a) Subdivision Reserve	234,079	751	(18,995)	215,835	234,079	11,109	(9,351)	235,837	250,238	8,127	(24,286)	234,079
(b) Car Park Reserve	967	4	0	971	968	5	0	973	963	4	0	967
(c) Unspent Grants and Loans Reserve	398,756	240,000	(216,121)	422,635	398,755	0	(342,500)	56,255	1,080,648	312,500	(994,392)	398,756
	633,802	240,755	(235,116)	639,441	633,802	11,114	(351,851)	293,065	1,331,849	320,631	(1,018,678)	633,802
Restricted by council												
(d) Leave Reserve	185,923	596	0	186,519	185,923	881	0	186,804	185,080	843	0	185,923
(e) Plant Reserve	487,150	294,562	(40,000)	741,712	487,150	295,309	(441,000)	341,459	681,975	284,879	(479,704)	487,150
(f) Land and Building Reserve	684,975	2,199	0	687,174	684,975	3,245	0	688,220	574,343	110,632	0	684,975
(g) Bushfire Reserve	28,367	10,091	0	38,458	28,367	10,134	0	38,501	18,284	10,083	0	28,367
(h) Maranup Road Maintenance Reserve	5,365	18	0	5,383	5,365	25	0	5,390	5,341	24	0	5,365
(i) Sanitation Reserve	100,587	111,664	(1,653)	210,598	100,587	49,468	(53,306)	96,749	100,131	456	0	100,587
(j) Recreation Centre Floor and Solar Reserve	214,317	10,688	0	225,005	214,317	11,015	0	225,332	203,391	10,926	0	214,317
(k) Refuse Site Post Closure Reserve	233,491	5,749	0	239,240	233,491	6,106	(43,000)	196,597	227,558	5,933	0	233,491
(l) Drainage Reserve	67,751	217	0	67,968	67,751	321	0	68,072	61,023	10,278	(3,550)	67,751
(m) Community Bus Replacement Reserve	61,444	5,198	0	66,642	61,444	5,291	0	66,735	56,189	5,255	0	61,444
(n) SBS Tower and Infrastructure Replacement Reserve	32,246	103	(3,099)	29,250	32,246	153	(4,350)	28,049	32,100	146	0	32,246
(o) Playground Equipment Reserve	40,376	4,374	0	44,750	40,376	6,191	0	46,567	34,126	6,250	0	40,376
(p) Swimming Pool Reserve	4,521	14	0	4,535	4,521	0	(4,521)	0	4,500	21	0	4,521
(q) Building Maintenance Reserve	219,599	5,205	0	224,804	219,599	1,040	0	220,639	225,833	1,028	(7,262)	219,599
(r) Strategic Projects Reserve	146,432	180,586	(33,385)	293,633	146,432	10,694	0	157,126	135,970	10,462	0	146,432
(s) Matched Grants Reserve	54,909	10,176	0	65,085	54,909	10,260	(4,978)	60,191	51,697	10,234	(7,022)	54,909
(t) Aged Care Infrastructure Reserve	57,187	184	0	57,371	57,187	271	0	57,458	56,928	259	0	57,187
(u) Equipment Reserve	6,135	20	0	6,155	6,135	29	0	6,164	6,107	28	0	6,135
(v) Assets and GRV Valuation Reserve	75,205	22,241	0	97,446	75,205	22,356	0	97,561	99,253	32,452	(56,500)	75,205
(w) Bridgetown Leisure Centre Reserve	41,000	112	(8,234)	32,878	41,000	194	(33,234)	7,960	60,724	276	(20,000)	41,000
(x) Trails Reserve	31,751	5,102	0	36,853	31,751	5,150	0	36,901	26,630	5,121	0	31,751
(y) Light Fleet Vehicle Reserve	127,029	90,400	(3,402)	214,027	127,029	90,602	(54,905)	162,726	91,150	117,491	(81,612)	127,029
(z) Blackspot Works Reserve	30,286	10,097	(38,923)	1,460	30,286	10,143	0	40,429	20,194	10,092	0	30,286
	2,936,046	769,596	(128,696)	3,576,946	2,936,046	538,878	(639,294)	2,835,630	2,958,527	633,169	(655,650)	2,936,046
	3,569,848	1,010,351	(363,812)	4,216,387	3,569,848	549,992	(991,145)	3,128,695	4,290,376	953,800	(1,674,328)	3,569,848

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

28. RESERVE ACCOUNTS (Continued)

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Subdivision Reserve	Ongoing	To be used for the construction of sub-division feeder roads and road upgrades where it is a condition of planning or development approval.
(b) Car Park Reserve	Ongoing	To hold contributions for funding car park construction.
(c) Unspent Grants and Loans Reserve	Ongoing	To be used for the recording of unspent grant and loan funds.
(d) Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements.
(e) Plant Reserve	Ongoing	To be used for the purchase of major plant.
(f) Land and Building Reserve	Ongoing	To be used for the future acquisition and development of land and buildings.
(g) Bushfire Reserve	Ongoing	To be used for the purchase of district fire fighting equipment, buildings and fire fighting plant.
(h) Maranup Road Maintenance Reserve	Ongoing	To be used to maintain the section of Maranup Ford Road between the old and new entrances to the Talison Mine.
(i) Sanitation Reserve	Ongoing	To be used for the provision of waste management services and waste facilities.
(j) Recreation Centre Floor and Solar Reserve	Ongoing	To be used to fund future timber floor and solar equipment replacements at the Bridgetown Leisure Centre.
(k) Refuse Site Post Closure Reserve	Ongoing	To be used to rehabilitate the Shire's refuse sites.
(l) Drainage Reserve	Ongoing	To be used for drainage upgrade works.
(m) Community Bus Replacement Reserve	Ongoing	To be used to purchase a replacement community bus.
(n) SBS Tower and Infrastructure Replacement Reserve	Ongoing	To be used for replacement of the SBS tower and associated infrastructure.
(o) Playground Equipment Reserve	Ongoing	To be used for replacement of playground equipment.
(p) Swimming Pool Reserve	2022/23	To be used for studies on the pool for life expectancy and upgrades required to enable its future usage.
(q) Building Maintenance Reserve	Ongoing	To be used to fund the renewal of council buildings and facilities.
(r) Strategic Projects Reserve	Ongoing	To be used to fund strategic planning actions and other strategic initiatives as determined by the Council.
(s) Matched Grants Reserve	Ongoing	To provide a funding mechanism for grants that require a matched funding component.
(t) Aged Care Infrastructure Reserve	Ongoing	To contribute to the construction of non-council aged care buildings.
(u) Equipment Reserve	Ongoing	To be used to fund the purchase of gym and exercise equipment.
(v) Assets and GRV Valuation Reserve	Ongoing	To be used to fund future property and infrastructure revaluations.
(w) Bridgetown Leisure Centre Reserve	Ongoing	To be used for the purpose of funding initiatives and improvements at the Bridgetown Leisure Centre.
(x) Trails Reserve	Ongoing	To be used for funding of new local trail initiatives and projects.
(y) Light Fleet Vehicle Reserve	Ongoing	To be used for the purchase of light fleet vehicles.
(z) Blackspot Works Reserve	Ongoing	To provide a funding mechanism for Blackspot Grant projects that require a matched funding component.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

29. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	<u>1 July 2021</u>	<u>Amounts Received</u>	<u>Amounts Paid</u>	<u>30 June 2022</u>
	\$	\$	\$	\$
Visitor Centre Accommodation Bookings	13,352	81,965	(81,613)	13,704
Other Visitor Centre Commission Sales	159	980	(932)	207
South West Coach Lines - Ticket Sales	0	676	(676)	0
TransWA - Ticket Sales	520	6,584	(6,717)	387
Overcharge TransWA Ticket	21	0	0	21
Accommodation Payment Returned	231	0	0	231
Cemetery Fees	703	0	0	703
	<u>14,986</u>	<u>90,205</u>	<u>(89,938)</u>	<u>15,253</u>



Auditor General

INDEPENDENT AUDITOR'S REPORT 2022 Shire of Bridgetown-Greenbushes

To the Councillors of the Shire of Bridgetown-Greenbushes

Opinion

I have audited the financial report of the Shire of Bridgetown-Greenbushes (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Bridgetown-Greenbushes for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Jordan Langford-Smith
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
8 December 2022



Minutes of the meeting of the Audit Committee held in the Council Chambers on Thursday, 8 December 2022.

The Presiding Member opened the Meeting at 12:03pm.

Attendance, Apologies and Leave of Absence

- Presiding Member - Cr S Mahoney
- Councillors - J Mountford
- A Rose
- In Attendance - T Clynch, Chief Executive Officer
- M Larkworthy, Executive Manager Corporate Services
- Carly Meagher, Office of the Auditor General (via remote link)
- Greg Godwin, Director Moore Australia (via remote link)
- Rohan Nagaich, Manager Moore Australia (via remote link)
- Apology - Cr P Quinby

AC.01/1222 Confirmation of Previous Minutes

A motion is required to confirm the Minutes of the Meeting held 8 September 2022 as a true and correct record (Attachment 1).

Committee Decision

Moved Cr Rose, Seconded Cr Mountford

AC.01/1222 That the Minutes of the Meeting held 8 September 2022 are confirmed as a true and correct record. Carried 3/0

Notification of Disclosure of Interest

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

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

Nil

Reports of Officers

ITEM NO.	AC.02/1222	FILE REF.	132
SUBJECT	2021/22 Annual Financial Statements and Independent Auditor's Report 2021/22		
PROPONENT	Office of the Auditor General & Moore Australia		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	2 December 2022		

Attachment 2 2021/22 Annual Financial Statements
Attachment 3 2022 Audit Concluding Memorandum (Confidential and under separate cover)

OFFICER RECOMMENDATION

The Audit Committee notes the Audit Concluding Memorandum that will form the basis of the Independent Auditor's Report for the 2021/22 financial year.

OFFICER RECOMMENDATION

That the Audit Committee recommends that Council accept the 2021/22 Annual Financial Statements (that will include the Independent Audit Report).

Summary/Purpose

The draft Annual Financial Statements for the financial year ending 30 June 2022 are attached at Appendix 2 for information and the Audit Committee's appraisal. Further, the Committee is to meet with its Auditor so as to be satisfied with the performance of the local government in managing its financial affairs.

Background

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Local Government Act 1995 (the Act), the associated regulations and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

It is the Auditor's responsibility to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes the Auditor's opinion.

Moore Australia was engaged by the Office of the Auditor General (OAG) to perform an audit of the Shire's annual financial report for the year ended 30 June 2022. Moore Australia have completed their audit and issued an Audit Concluding Memorandum (Attachment 3 provided under separate cover).

The Annual Financial Statements are presented in 'draft' as Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA is required to meet with the Audit Committee prior to the signing of the Audit Report. Ms Meagher and Mr Greg Godwin, Audit Partner from Moore Australia will be attending this meeting via remote link to brief the Committee on the audit and to answer any questions.

Following this meeting the Audit Report will be signed, incorporated into the Annual Financial Statements and presented to Council.

Officer Comment

The audit of the Shire's 2021/22 Financial Statements has been conducted in accordance with Australian Auditing Standards. The Audit Concluding Memorandum (the Memorandum) recommends the OAG issue an unmodified opinion on the audit of the Shire's financial report.

Section 4 of the Memorandum reports matters in relation to Internal Controls Relevant to Audit. During the interim audit one matter was reported, being:

Extract from Interim Audit Management Report – Auditor Finding

“Expenditure Not Supported by Purchase Order - From our sample testing of payments made during the period, we noted one instance where minor expenditure on food services was not supported by a purchase order. We note management indicated they were aware of the breach which had been identified through an internal review process.”

The Interim Audit Management Report addressing this issue was presented to the Audit Committee at its meeting held on 8 September 2022. The report included the following Management Comment:

Extract from Interim Audit Management Report – Management Comment

“A review of the invoice concerned confirms that the purchase was initiated by an officer within their approved delegated purchasing authority, however a purchase order was not raised in the system at time of order.

Council has an internal procedure whereby each invoice is reviewed for compliance to Council's purchasing policy and on identification of any suspected non-compliance the Shire's Finance Officer will advise the officer concerned and seek further information. This instance of non-compliance had been identified during this internal review process.

A register of purchasing policy non-compliance events is maintained during the financial year and presented to the Executive Leadership Team for review and determination of any further action.

Eliminating the instances of non-compliance with Council's purchasing policy is an ongoing focus of the organisation. Internal auditing of compliance to Council's purchasing policy is a detective control that provides an opportunity to remind officers of their obligations in relation to the purchasing policy and provide additional training if required. To assist with prevention of invoices being received without the appropriate purchase order, correspondence will be sent to all Shire suppliers advising them of the Shire's requirement that a purchase order must be received prior to any goods or services being provided. This action will be undertaken in October 2022.”

In relation to this matter the final audit Memorandum includes the following conclusion:

“Based on our testing completed during the year end audit, we are satisfied the Shire has appropriately addressed this matter.”

In summary the Memorandum does not identify any matters or issues that are to be raised in relation to key audit risks or focus areas, audit differences or other key matters.

Statutory Environment

Section 6.4 and 7.9 of the Local Government Act 1995 (as amended)

Regulations 36 to 51 of the Local Government (*Financial Management*) Regulations 1996 (as amended)

Regulation 9 & 10 of the Local Government (*Audit*) Regulations 1996 (as amended)

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 – Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

Ms Meagher and Mr Godwin addressed the Committee on the findings of the audit and other related matters.

Committee Recommendation

Moved Cr Mountford, Seconded Cr Rose

AC.02/1222 The Audit Committee:

- 1. Notes the Audit Concluding Memorandum that will form the basis of the Independent Auditor's Report for the 2021/22 financial year.***

- 2. Recommends that Council accept the 2021/22 Annual Financial Statements (that will include the Independent Audit Report).***

Carried 3/0

12:25pm – Ms Meagher, Mr Godwin and Mr Nagaich retired from the meeting.

ITEM NO.	AC.03/1222	FILE REF.	134.1
SUBJECT	Progressive Reporting – 2022 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	30 November 2022		

Attachment 4 November 2022 – Progress Report on the 2022 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

OFFICER RECOMMENDATION

That the Audit Committee note the contents of the November 2022 progressive report on the implementation of recommendations/findings of the 2022 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report.

Summary/Purpose

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires that at least every three financial years the CEO will review the appropriateness and effectiveness of the financial management systems and procedures of the local government. A report on the progress of actions to address findings in the 2022 review of these systems and procedures is presented for the Audit Committee’s review (Attachment 4).

Background

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

In accordance with Regulation 5(2)(c) a review of the Shire’s financial systems and procedures was undertaken by AMD Chartered Accountants (AMD) in June 2022, AMD provided a review report that contained 7 findings supported by a number of recommendations.

The CEO’s report on this review was presented to the Audit Committee on 8 September 2022. Following its review the Audit Committee resolved as follows:

“Committee Recommendation

AC.04/0922 That the Audit Committee recommends that Council receive the 30 June 2022 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopt all recommendations associated with the 7 findings contained in the report.

Committee Decision

AC.04/0922a That a report on the progress of implementing the recommendations be provided quarterly to the Audit Committee.”

The report was subsequently endorsed by Council at its ordinary meeting held on 29 September 2022.

Officer Comment

The primary objective of the review was to assess the adequacy and effectiveness of systems and controls in place within the Shire of Bridgetown-Greenbushes; in accordance with Regulation 5(1) of the Local Government (*Financial Management*) Regulations 1996.

The review included the following focus areas:

- Section 1 - Collection of money;
- Section 2 - Custody and security of money;
- Section 3 - Maintenance and security of the financial records;
- Section 4 - Accounting for municipal or trust transactions;
- Section 5 - Authorisation for incurring liabilities and making payments;
- Section 6 - Maintenance of payroll, stock control and costing records; and
- Section 7 - Preparation of budgets, budget reviews, accounts and reports required by the Act or the regulations.

A number of findings and recommendations were included in the report from AMD. In accordance with the Audit Committee's recommendation an updated progress report is presented for the Audit Committee's review (Attachment 4).

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."

Strategic Implications

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

Addressing recommendations contained in the report will require the development of new Council policies and administrative procedures.

Budget Implications

In order to address some of the information technology recommendations additional funding is required. Investigation as to appropriate solutions and the associated cost will be undertaken to inform future budget considerations.

Whole of Life Accounting – Not applicable

Risk Management

Implementation of the recommendations contained within the report will have the effect of mitigating the likelihood of officer error or fraud events occurring.

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Rose, Seconded Cr Mountford

AC.03/1222 That the Audit Committee note the contents of the November 2022 progressive report on the implementation of recommendations/findings of the 2022 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report.

Carried 3/0

ITEM NO.	AC.04/1222	FILE REF.	224
SUBJECT	Progressive Reporting – Local Government (<i>Audit</i>) Regulations - Regulation 17 Review 2020		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	1 December 2022		

Attachment 5 November 2022 - Audit Regulation 17 Review (Risk Dashboard Report)

OFFICER RECOMMENDATION

That the Audit Committee note the contents of the November 2022 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in June 2020.

Summary/Purpose

Regulation 17 of the Local Government (*Audit*) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to risk management, internal control and legislative compliance at least once every three financial years.

A report on the progress of actions identified in the 2020 Audit Regulation 17 Review (Attachment 5) is presented for the Audit Committee’s review.

Background

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

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

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

In accordance with Regulation 17 a review was undertaken by the Executive Leadership Team using a model prepared by LGIS Risk of the Shire’s systems and procedures in relation to risk management, internal controls and legislative compliance. The completed review was presented to the Audit Committee on 11 June

2020 with recommendations from the Committee being endorsed by Council at its ordinary meeting held on 25 June 2020.

Officer Comment

A review of the actions contained in the 2020 report has been undertaken by senior management and an updated Risk Dashboard Report is presented for the Audit Committee's consideration. The review focussed on ensuring assigned responsibility and due dates for actions are recorded appropriately and documenting any progress on actions since June 2020. No adjustments to the overall 'risk ratings' assigned to individual risk profiles were made as a result of this review.

Statutory Environment

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

17. CEO to review certain systems and procedures

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

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

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

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

Integrated Planning

Strategic Community Plan

- Outcome 14 – Effective governance and financial management
Objective 14.1 – Achieve excellence in organisational performance and service delivery

- Corporate Business Plan
Action 14.1.3 – Provide a quarterly review each year of the Shire's risk profile

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

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

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

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Rose, Seconded Cr Mountford

AC.04/1222 That the Audit Committee note the contents of the November 2022 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in June 2020.



Carried 3/0

Closure

The Presiding Member closed the meeting at 12:50pm.

List of Attachments

Attachment	Item No.	Details
1	AC.01/1222	Minutes of the Meeting Held 8 September 2022
2	AC.02/1222	2021/22 Annual Financial Statements
3	AC.02/1222	2022 Audit Concluding Memorandum (Confidential and under separate cover)
4	AC.03/1222	November 2022 – Progress Report on the 2022 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations
5	AC.04/1222	November 2022 – 2020 Audit Regulation 17 Review (Risk Dashboard Report)

Minute Papers prepared and recommended by M Larkworthy, Executive Manager Corporate Services		9.12.22
Agenda Papers checked and authorised by T Clynch, CEO		9.12.22

Best Practice Governance Review

Background Paper

Contents

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2	Jurisdictional Analysis	<u>6</u>
3	Comparator Organisations	<u>9</u>
4	Governance Principles	<u>17</u>

Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.



Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

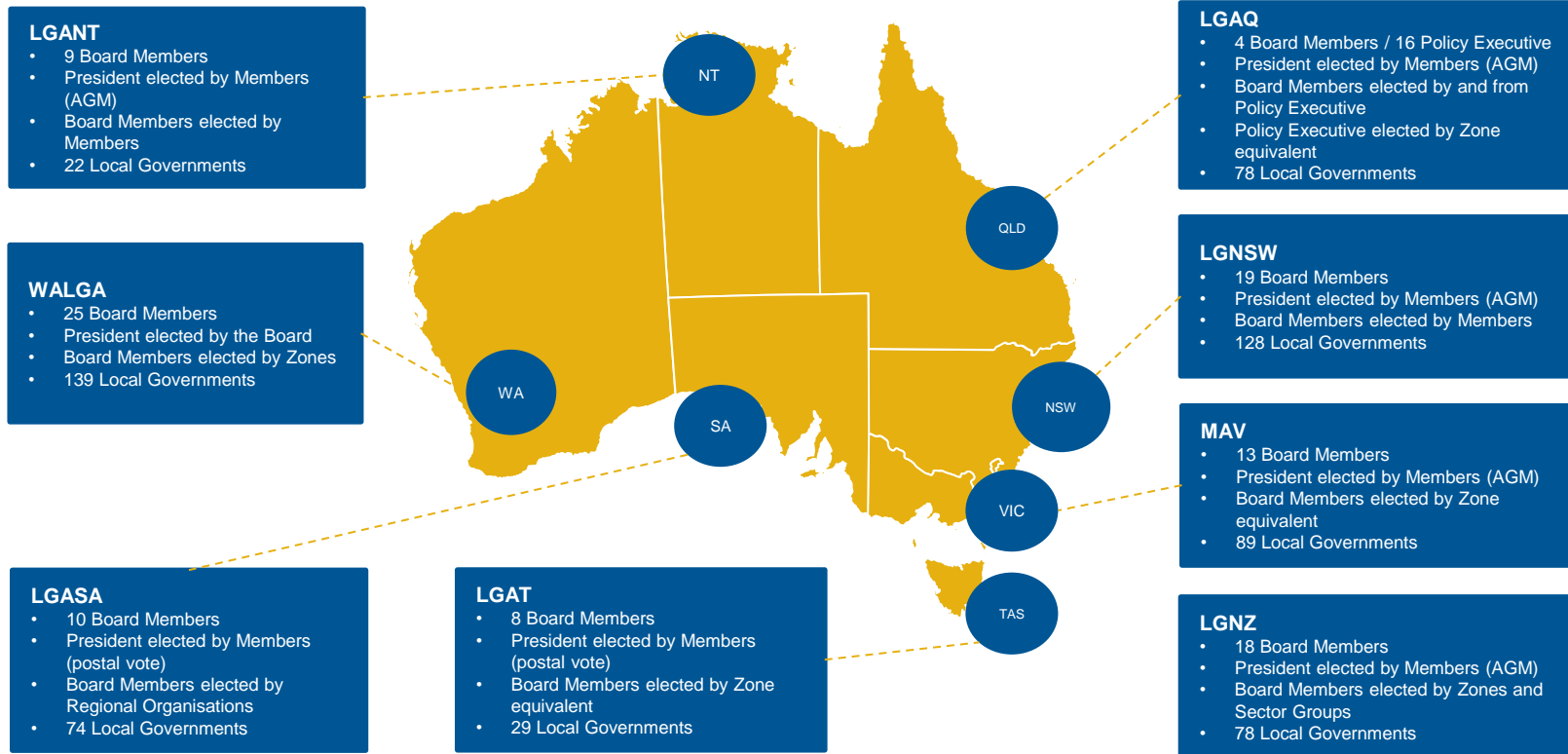
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> • Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.

Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
		Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
		Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.



Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

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Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model




Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>




Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.

Option 2 – Board, Regional Bodies




A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.






Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	<p>Metro/Peel:</p> <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel <p>Country*:</p> <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 4 – Member Elected Board, Regional Groups




A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.



Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.



Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones


	<p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>
	<p>Policy Council (25 members) 24 members plus President</p>
	<p>Zones (5 metro, 12 country)</p>

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Meets	<ul style="list-style-type: none"> Board is smaller
	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Responsive Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
Responsive Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
Responsive Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members


Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles


Option 2 – Board, Regional Bodies



Board
(11 members)
8 elected from
Regional Bodies, incl.
Board elected
President
Up to 3 independents



Regional Bodies
(4 metro,
4 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members




Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles


Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members




Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles


**Option 4 –
Member elected Board,
Regional Groups**



Board
(11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees




Regional Groups

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.



ROLLING ACTION SHEET

ROLLING ACTION SHEET

December 2022 (encompassing Council Resolutions up to Ordinary Council Meeting held 24 November 2022)

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.	T Clynch	<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>January 2019 Refer item in January agenda.</p>	<p>December 2022 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>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020</p>		
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		<p>A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p> <p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>June 2021 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>July 2021 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>July 2022 No progress since last report.</p> <p>October 2022</p>	
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			<p>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> <p>November 2022</p> <p>A meeting of relevant agencies has been scheduled for 7.12.22</p>	
<p>C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking & Safety Enhancement Project as per Attachment 6. 2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking & Safety Enhancement Project 3. Amends the 2020/21 budget to reflect the financial contribution by Talison Lithium Pty Ltd, being unbudgeted revenue and matching unbudgeted expenditure of \$80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be received. 4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes. 5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes. 	<p>T Clynch</p>	<p>April 2021</p> <p>Work has been done in reformatting the final concept (layout) plan into a plan suitable for lodging with an application for subdivision to excise the land for the car park from existing lots. The subdivision application form is being prepared and is awaiting signing by the land owners prior to submittal to the Western Australian Planning Commission.</p> <p>May 2021</p> <p>Awaiting endorsement of the subdivision application by land owners.</p> <p>August 2021</p> <p>Surveyor appointed to lodge subdivision application</p> <p>September 2021</p> <p>Preliminary assessment of the subdivision application has been received from DPLH, necessitating some minor changes to the plan of subdivision. Consultation is occurring with the owner on these changes before the application is resubmitted.</p> <p>October 2021</p> <p>Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission.</p> <p>November 2021</p>	<p>December 2022</p> <p>The transfer documentation associated with the excising of the land is now “in order for dealings” and settlement is expected in January.</p> <p>A decision has been made to proceed to a “Design and Construct” tender as the funding deadline for this project is 30.6.23.</p>

			<p>Still awaiting approval of the subdivision application by Western Australian Planning Commission</p> <p>December 2021</p> <p>Subdivision application is currently being referred by Western Australian Planning Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates.</p> <p>January 2022</p> <p>This project was discussed at the January Concept Forum and a report has been included in the January Council agenda.</p> <p>February 2022</p> <p>Approval for the subdivision to excise the land off the existing lots has been granted by the Western Australian Planning Commission. It is now intended to proceed with surveying and preparation of relevant documents for completion of the land transfer, including payments to the existing land owners.</p> <p>March 2022</p> <p>Survey documents have been completed and lodged at Landgate.</p> <p>May 2022</p> <p>Clearance of subdivision conditions now occurring.</p> <p>June 2022</p> <p>A briefing/update will be provided to councillors in next 2 months.</p> <p>July 2022</p> <p>Awaiting finalisation of grant agreement with Australian Government for allocation of LRCIP Phase 3 funding to this project. Excision of land for purchase is currently at</p>	
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			<p>settlement stage.</p> <p>August 2022 Land transfer process nearing completion. Awaiting final endorsement of LRCIP funding application which will allocate funding to enable this project to be completed in 2021/22.</p> <p>September 2022 No progress since last report.</p> <p>October 2022 Offer and settlement for purchase of land has been completed. Awaiting issuing of new titles by Landgate for the transaction to be finalised.</p> <p>Preparation of construction drawings and tender documentation to occur. Project management options to be determined.</p> <p>November 2022 Settlement process for acquisition of land proceeding. Contact has been made with engineer to prepare construction drawings suitable for inclusion in request for tender document.</p>	
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	<p>1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.</p> <p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	T Clynych	<p>June 2021 This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p>September 2021 Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p>October 2021</p>	<p>December 2022 Consideration of potential accessibility improvements at the visitor centre are on hold pending future Council decisions on the visitor centre building – expected to occur in January..</p>

			<p>The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p>November 2021</p> <p>The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building.</p> <p>December 2021</p> <p>No progress since last report</p> <p>January 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building</p> <p>February 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building.</p> <p>May 2022</p> <p>The fit out plans prepared by the Bridgetown CRC do propose to improve accessibility into the building however those plans have yet to be endorsed by Council. It can be assumed that no matter what changes to the plans may occur the accessibility issues will be addressed however until such time as the plans are endorsed this item will remain on the Rolling Action Sheet.</p> <p>June 2022</p> <p>Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in 2022/23.</p> <p>July 2022</p> <p>No update since last month's report</p> <p>September 2022</p> <p>The general matter of upgrade works to the Visitor Centre was discussed at the</p>		
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			<p>September Concept Forum. The A/CEO agreed to provide a further briefing to the October forum.</p> <p>October 2022 No progress since last update.</p> <p>November 2022 Deferred pending further discussions with Council in December on building renewal works at visitor centre.</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"> 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>August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p>October 2021 Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p>November 2021 The works will occur as part of the 2021/22 road construction program.</p> <p>December 2021 No progress since last report</p> <p>January 2022 No progress since last report</p> <p>April 2022 The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p>May 2022 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>December 2022 No update since last month's report</p>	

			<p>June 2022 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>July 2022 No update since last month's report</p> <p>August 2022 This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p>September 2022 Design of the works have been completed with the calling for quotes to occur shortly.</p> <p>October 2022 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> <p>November 2022 No update since last month's report</p>		
C.15/0621b Proposed Land Exchange - Lot 1 (141) Hampton Street, Bridgetown and Closed Portions of Henry Street	That Council fund the \$2,500 difference of \$2,500 ex-GST to be paid to the State of Western Australia, necessary for finalization of the proposed land exchange of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown	T Clynch	<p>July 2021 Contact made with DPLH to determine process to reactivate the land exchange</p> <p>August 2021 New subdivision application being prepared.</p> <p>October 2021 Awaiting endorsement of the subdivision application form by the affected land owner.</p> <p>December 2021 No progress since last report</p> <p>January 2022</p>	December 2022 Settlement expected in January.	

			<p>Agreement of the land owner yet to be obtained.</p> <p>May 2022 A meeting has been held with the land owner and a written agreement is being prepared for consideration.</p> <p>June 2022 A settlement agent has been engaged to complete the transaction.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 Settlement process occurring.</p> <p>September 2022 No further progress.</p> <p>October 2022 Settlement process occurring.</p> <p>November 2022 Settlement process still proceeding.</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> <p>(i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law</p>	T Clynych	<p>September 2021 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>October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p>December 2021 Pest Plants Repeal Local Law currently being advertised</p> <p>February 2022 Report on Pest Plants Repeal Local Law will be presented to March Council meeting. Other proposed amendments to</p>	<p>December 2022 No update since last month.</p>	

	<p>(ii) Cats Local Law (iii) Fencing Local Law (iv) Health Local Law (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 (ii) Cemeteries Local Law (iii) Dogs Local Law (iv) Parking & 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>local laws as per the resolution will be addressed in turn.</p> <p>March 2022 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>April 2022 Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p>May 2022 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>June 2022 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>July 2022 The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p>August 2022 No update since last report.</p> <p>October 2022 Report on Fencing Local law amendment contained in October agenda.</p>		
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			<p>November 2022 Fencing Amendment Local Law being advertised.</p>	
<p>C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482</p>	<p>That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.</p>	<p>T Clynych</p>	<p>September 2021 Offer and Acceptance being prepared November 2021 No progress since last update January 2022 Agreements have been received from land owners and appointment of settlement agent is pending March 2022 A new settlement agent is to be appointed. Agreement to be reached with land owners seeking consent to use same settlement agent. April 2022 A settlement agent has been selected. May 2022 Due to workload the selected settlement agent was unable to progress the transfer process so a new settlement agent is being appointed. June 2022 A new settlement agent has been appointed. July 2022 No update since last month's report August 2022 Settlement process occurring. September 2022 No further progress. October 2022 Settlement process occurring.</p>	<p>December 2022 Settlement expected by end of December.</p>

			<p>November 2022 Settlement process proceeding.</p>	
<p>C.19/1021 Waiver of Stallholder Fees for Proposed Farmers Markets</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders fee (Thoroughfares & Public Places Local Law) with the exception of stall holders requiring access to electricity. 2. Endorse a new fee and charge of \$15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act. 3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to undertake an audit of the insurance requirements and provisions of the Blackwood River Markets. 	<p>M Richards</p>	<p>November 2021 Advertising of new fee occurred 17 November 2021.</p> <p>December 2021 The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.</p> <p>January 2022 No progress from last month</p> <p>February 2022 No progress since last update</p> <p>March 2022 LGIS (Shire's insurers) has commenced a risk assessment of the river markets and will provide a report within next 2 weeks.</p> <p>April 2022 Awaiting report from LGIS.</p> <p>July 2022 Report received from LGIS on 20 July 2022. The report will now be reviewed by relevant officers and the Executive.</p> <p>August 2022 No update since last month's report.</p> <p>October 2022 The community members driving the development of the Farmers Markets have not renewed their interest since COVID 19 restrictions. Officers will initiate contact, assess interest and report back to Council.</p> <p>November 2022 No update since last month's report.</p>	<p>December 2022 No update since last month.</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>T Clynch</p>	<p>January 2022 Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022. March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting. April 2022 Submissions being assessed. June 2022 No update from last report July 2022 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. August 2022 No update since last report.</p>	<p>December 2022 No update since last month.</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"> 1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays. 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>T Clynch</p>	<p>April 2022 Not commenced June 2022 Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared. July 2022 No update since last month's report</p>	<p>December 2022 No update since last month.</p>	

	<p>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>		<p>August 2022 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>September 2022 No update since last report.</p> <p>October 2022 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>November 2022 No update since last month's report</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>	T Clynch	<p>April 2022 Not commenced</p> <p>May 2022 Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA.</p> <p>June 2022 A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p>July 2022 No update since last report</p> <p>September 2022 No update since last report.</p> <p>October 2022</p>	December 2022	No update since last month.

			No progress since last update.	
C.05/0422 Stanifer Street 40km/h Zone	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.	S Alexander	<p>May 2022 Traffic counter has been setup on Stanifer St and will record data for 2 weeks.</p> <p>June 2022 Traffic counter data being processed for submittal to MRWA.</p> <p>July 2022 Request submitted to MRWA</p> <p>September 2022 No update since last month's report.</p> <p>October 2022 Waiting for a decision from MRWA on the application.</p> <p>November 2022 Waiting for a decision from MRWA on the application</p>	<p>December 2022 No update since last month's report</p>
C.17/0422 Nairnup Road Land Acquisition	<ol style="list-style-type: none"> 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. 2. Note a further report be presented to Council on the conclusion of this negotiation. 	S Alexander	<p>May 2022 Letter posted to land owners</p> <p>June 2022 Awaiting response from land owners.</p> <p>July 2022 Letter response period has expired with no response received.</p> <p>August 2022 No update since last month's report</p> <p>September 2022 No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p>October 2022 Report to be presented to November Council meeting.</p>	<p>December 2022 Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p>

			<p>November 2022 Currently confirming correct legal process with a view to begin compulsory land acquisition.</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"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 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. 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. 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 & Paths Projects) from \$23,243 to \$73,243. 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. 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. 	<p>M Richards</p>	<p>May 2022 Consultant has been appointed. July 2022 Awaiting commencement of work by consultant. August 2022 A RFQ including project scope has been sent to three trail designers. Awaiting responses. September 2022 RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the South West. We are waiting to receive response. October 2022 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. November 2022 RFQ's being assessed.</p>	<p>December 2022 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>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"> •Policy F.7 (Reporting Forecast Budget Variations Policy) •Policy F.15 (Asset Management) •Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) •Policy F.19 (Assets Financing and Borrowings) •Policy F.21 (Risk Management) 	<p>T Clynh</p>	<p>July 2022 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>August 2022 No update since last month's report.</p> <p>September 2022 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>October 2022 Report to Council scheduled for November.</p> <p>November 2022 Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p>	<p>December 2022 Budget Management Policy included in December Council agenda.</p>	
<p>C.11/0622 Verge Information Sheet</p>	<p>That the decision to prepare a Verge Information Sheet made by Council on 26 May 2022 be revised as follows;</p> <p>1. The current Council Policies on Street trees, Crossovers and Verge development be reviewed as a matter of priority.</p> <p>2. On completion of the reviews referred to above, a series of Verge Information Sheets be prepared relating to the various aspects of verge management (including but not limited to the matters referred to in the decision of 26 May 2022) for the purpose of providing clear information to residents.</p>	<p>P St John</p>	<p>July 2022 Internal review of current policies has commenced.</p> <p>August 2022 No update since last report.</p> <p>September 2022 Further report scheduled for the October council meeting.</p> <p>October 2022 This is planned to be presented to Council in November 2022.</p>	<p>December 2022 The draft Verge Management Policy has been completed but has to be considered in the content of the planned levels of service review for parks maintenance. Further discussion on verge management issues is scheduled for the January Concept Forum.</p>	

			<p>November 2022</p> <p>Some further discussion regarding the directions of the proposed policy were held at the November Concept Forum with the intent being to submit a draft policy to the December Council meeting.</p>	
<p>C.10/0722 4 Review of Local Planning Schemes 3 and 4</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Report of Review of Local Planning Schemes 3 and 4 as shown in Attachment 9 in accordance with Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015. 2. Restate its position of September 2017 that Local Planning Scheme No 3 and No 4 be replaced by a single, consolidated new Local Planning Scheme No 6 encompassing all of the land within the Shire of Bridgetown-Greenbushes municipal boundary. 3. Decide that the preparation of Local Planning Scheme 6 will be a 3 stage process involving the following; Stage 1 – Preparation, adoption and completion 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 in a manner consistent with the Model Scheme Text and the Deemed Provisions. At this first stage, the scope of the new Scheme will be limited to include consideration of only such changes as are required by law or WA Planning Commission policy, and are necessary to enable the Schemes to be combined and updated, as listed below: (a) Remove provisions inconsistent with the Model Provisions and the Deemed Provisions as prescribed in the Planning and Development (Local Planning Schemes) 	<p>P St John</p>	<p>August 2022</p> <p>Nothing to report since last month.</p> <p>September 2022</p> <p>Yet to receive response from the WAPC.</p> <p>October 2022</p> <p>The WAPC has approved the approach proposed by the Council in July. The first stage of the scheme review is now progressing and a draft is expected to be completed by Dec 2022 – Jan 2023.</p> <p>November 2022</p> <p>Discussion occurred at the November Concept Forum. A Council Workshop will be held in January.</p>	<p>December 2022</p> <p>A council workshop is to be held in January to discuss the review process.</p>

	<p>Regulations 2015.</p> <p>(b) Restructure the scheme to follow the format of the Model Scheme Text.</p> <p>(c) Zone land according to the model land use zones and reserves and their corresponding objectives, as set out in the Model Scheme Text, as much on a like for like basis as is possible. In particular, this includes:</p> <ul style="list-style-type: none"> i. change of existing Special Residential (generally 2,000-4,000m²) zones to Residential (R2.5 to 5) to reflect the minimum lot sizes set out in Schemes 3 and 4, also zone in a manner consistent with the Regulations, and in the WAPC position statement of May 2021 in regard to the Special Residential zone; and ii. existing Special Rural (generally 1 to 4ha) estates, to be rezoned Rural Residential (1 to 4 ha), to reflect the minimum lot sizes set out in Schemes 3 and 4. <p>(d) Rural zoned land in the Bridgetown townsite, subdivided to 1 to 4 ha, with a rural residential character and land use, to be rezoned to Rural Residential with a minimum lot size to match the prevailing lot size.</p> <p>(e) In the zoning table of the scheme and in Part 6 (clause 37) apply model land use definitions set out in the Model Scheme Text, which will generally be a like for like conversion.</p> <p>(f) Existing development control provisions will be carried over to the new scheme.</p> <p>(g) Existing site specific development control provisions will be carried over in the new scheme text excepting where:</p>				
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	<ul style="list-style-type: none"> i. they set out provisions for the subdivision of the land and the subdivision has been completed; ii. the issues they deal with can be incorporated into generic scheme provisions; or iii. they have been overtaken by matters covered under other legislation, that has been introduced after Schemes 3 and 4 were gazetted in the 1980's. <p>(h) Inclusion of provisions for development that does not requiring planning approval, in addition to those exemptions already required by the deemed provisions.</p> <p>Stage 2 – Progression and finalisation of the Local Planning Strategy in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>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.</p> <p>4. Recommend to the WA Planning Commission that the new scheme text and maps can be finalised prior to the completion of the Local Planning Strategy, with the 3 stages of this process, to some extent, overlapping with each other.</p> <p>5. Note that although the intent of the Stage 1 is an administrative update and simplification of the existing Local Planning Schemes, it is likely that some new provisions will result in changes to the level of regulatory control and possible planning outcomes. In order that the implications of these can be properly considered, the officer report on</p>			
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	the draft Local Planning Scheme No 6 (Stage 1) shall specifically identify where the new and consolidated provisions may change the level of regulatory control and possible planning outcomes, in order to enable their specific consideration as part of the overall consideration of the draft Scheme.				
C.12/0722 Greenbushes Community Bus Pilot Program	That Council endorses the return of the Council funded fortnightly Greenbushes Bus Service to Bridgetown for a trial period of 3 months.	M Richards	<p>August 2022 Planning for recommencement of the bus service is occurring.</p> <p>September 2022 This will begin in October once the bus driver is available.</p> <p>October 2022 The 3 month trial period began on the 13 October with the first bus run from Greenbushes attracting 2 Greenbushes residents.</p> <p>November 2022 Trial in progress.</p>	<p>December 2022 Trial still occurring, however Gabriel was unable to attend the December run.</p>	
C.11/0922 Bridgetown Railway Station - Expression of Interest	<p>That Council:</p> <ol style="list-style-type: none"> 1. Call for Expressions of Interest for the use of the Railway Station for possible commercial use 2. Approve the draft Expression of Interest (EOI) assessment criteria (Attachment 10) 3. Approve the Expression of Interest process as follows; <ol style="list-style-type: none"> a) Council Approval of EOI Assessment Criteria b) Advertise the EOI c) Council decision to endorse the proposed preferred tenant d) CEO to negotiate the details of the lease and fitout etc. with preferred tenant. e) Council consideration and approval of lease 	M Richards	<p>October 2022 The recommendation to approve the criteria and process for the EOI was supported by Council at the September Council meeting and the documentation is progressing and is proposed for release next week.</p> <p>The request for approval regarding the change to the Management Order for the Bridgetown Railway Station from "community use only" to community and commercial has been progressed.</p> <p>November 2022 EOI closes on 18.11.22</p>	<p>December 2022 No EOIs were received. Report included in December Council agenda.</p>	√

	<p>f) Minister of Lands approval of lease</p> <p>4. Request approval from the Department of Planning, Lands and Heritage to change the purpose of the Management Order for the Bridgetown Railway Station, Reserve no: 53863 from “community use only” to “community and commercial use”.</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>October 2022 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>November 2022 Discussions with prospective contractors occurring.</p>	December 2022 No update since last month.	
C.02/1022 Proposed Amendment to Local Law Relating to Fencing	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.	N Price	<p>November 2022 No update since last report</p>	December 2022 No update since last report	
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 Alexander	<p>November 2022 Yet to be actioned. Application is planned to be submitted by the end of November.</p>	December 2022 MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8 th December to access this.	

<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>5. Present back to Council for final determination</p>	<p>M Richards</p>	<p>November 2022</p> <p>Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p>	<p>December 2022</p> <p>Letters prepared to other local governments regarding dual naming of Blackwood River.</p>	
<p>C.13/1122 Trails Masterplan 2022-27</p>	<p>That Council;</p> <p>1.Note the draft Trails Masterplan 2022-2027 as shown in Attachment 11</p> <p>2.Authorise the CEO to seek community comment on the document for a period of 6 weeks prior to formal endorsement.</p>	<p>M Richards</p>		<p>December 2022</p> <p>Community comment period has commenced – will conclude late January.</p>	

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
DD16389.1	02/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,020.34
DD16389.2	02/11/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	493.27
DD16389.3	02/11/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16389.4	02/11/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	293.45
DD16389.5	02/11/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	452.55
DD16389.6	02/11/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	479.70
DD16389.7	02/11/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16389.8	02/11/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16389.9	02/11/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	539.32
DD16389.10	02/11/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	525.87
DD16389.11	02/11/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	634.46
DD16389.12	02/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	754.84
DD16389.13	02/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,281.64
DD16389.14	02/11/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	184.20
DD16389.15	02/11/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	304.26
DD16389.16	02/11/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	326.77
DD16399.1	02/11/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - NOVEMBER	75.90
DD16414.1	16/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	13,791.16
DD16414.2	16/11/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	384.67
DD16414.3	16/11/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16414.4	16/11/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	287.82
DD16414.5	16/11/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	452.55
DD16414.6	16/11/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	269.84
DD16414.7	16/11/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16414.8	16/11/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16414.9	16/11/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33
DD16414.10	16/11/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	532.02
DD16414.11	16/11/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	630.96
DD16414.12	16/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	751.70

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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD16414.13	16/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,392.75
DD16414.14	16/11/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	187.42
DD16414.15	16/11/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	272.46
DD16414.16	16/11/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	258.73
DD16422.1	07/11/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF OCTOBER	4,935.06
DD16422.2	15/11/2022	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER VEHICLE	484.22
DD16433.1	30/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,555.00
DD16433.2	30/11/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	194.36
DD16433.3	30/11/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	683.16
DD16433.4	30/11/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	62.49
DD16433.5	30/11/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	452.55
DD16433.6	30/11/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	285.61
DD16433.7	30/11/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16433.8	30/11/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16433.9	30/11/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33
DD16433.10	30/11/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	536.28
DD16433.11	30/11/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	625.71
DD16433.12	30/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	733.53
DD16433.13	30/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,421.30
DD16433.14	30/11/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	184.20
DD16433.15	30/11/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	297.36
DD16433.16	30/11/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	206.62
B/S	01/11/2022	WESTPAC BANK	MERCHANT FEES	2,712.64
B/S	01/11/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	944.44
B/S	02/11/2022	WESTPAC BANK	TOTAL WAGES FOR 20.10.2022 - 02.11.2022	129,049.49
B/S	16/11/2022	WESTPAC BANK	TOTAL WAGES FOR 03.11.2022 - 16.11.2022	137,108.38
B/S	30/11/2022	WESTPAC BANK	TOTAL WAGES FOR 17.11.2022 - 30.11.2022	132,097.77
B/S	12/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	WINE FOR COUNCIL BAR	79.80
B/S	12/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	ELT DINNER	161.00
B/S	14/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	6 X POLICE CLEARANCE TOKENS	225.00

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	18/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	RECRUITMENT ADVERTISING	401.50
B/S	24/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	ACCOMMODATION FOR WHS REPRESENTATIVE TRAINING	820.60
B/S	28/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	MEETING REFRESHMENTS	10.10
B/S	28/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR DEPOT FUNCTION	59.99
B/S	01/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	ACCOMMODATION FOR LG PROFESSIONALS CONFERENCE	514.34
B/S	02/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	07/10/2022	WESTPAC CORPORATE CREDIT CARD	DOG RAMP FOR RANGER UTE	196.70
B/S	07/10/2022	WESTPAC CORPORATE CREDIT CARD	ANNUAL SUBSCRIPTION TO MONDAY.COM	1,468.36
B/S	13/10/2022	WESTPAC CORPORATE CREDIT CARD	HEAVY DUTY LABELS	153.62
B/S	02/11/2022	WESTPAC CORPORATE CREDIT CARD	MONTHLY CARD FEE	10.00
BPAY				
24112022	24/11/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	2,676.77
ELECTRONIC PAYMENTS				
EFT35770	10/11/2022	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	79.27
EFT35771	10/11/2022	AMITY SIGNS	REPLACEMENT WARNING SIGN	93.50
EFT35772	10/11/2022	ARROW BRONZE	CEMETERY PLAQUE	621.34
EFT35773	10/11/2022	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE - OCTOBER	1,914.00
EFT35774	10/11/2022	ANDREA BARKER	SHIRES CONTRIBUTION TO CROSSOVER	802.10
EFT35775	10/11/2022	BELIA ENGINEERING	TRANSPORT OF E-WASTE FROM WASTE FACILITY & OPEN TOP BIN REPAIRS	1,210.00
EFT35776	10/11/2022	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT - OCTOBER	202.89
EFT35777	10/11/2022	BKS REFRIGERATION & AIRCONDITIONING	ANNUAL AC UNIT INSPECTION/SERVICES FOR BFB'S & SES	825.00
EFT35778	10/11/2022	BLACKWOOD PLUMBING AND GAS	RELOCATE 2 X EXISTING & INSTALL 2 X NEW WATER DISPENSERS	1,375.00
EFT35779	10/11/2022	BLISS FOR DESIGN	4 STATION RETIC TIMER, NEW MOWER BLADES & CHAINSAW REPAIRS	524.59
EFT35780	10/11/2022	BLUE ROSE QUILTING	SEWING OF UNIFORM BADGES ON PPE	40.00
EFT35781	10/11/2022	BOOEASY AUSTRALIA PTY LTD	MONTHLY BOOEASY COMMISSIONS - OCTOBER	220.00
EFT35782	10/11/2022	BRIDGETOWN MEDICAL CENTRE	PRE-PLACEMENT MEDICALS	675.00
EFT35783	10/11/2022	BRIDGETOWN REPERTORY CLUB	2022/23 COMMUNITY GRANT	2,000.00
EFT35784	10/11/2022	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND CHARGES - SEPTEMBER & OCTOBER	1,122.00
EFT35785	10/11/2022	BRIDGETOWN MITRE 10 & RETRAVISION	NEW KETTLE, 2 X 20L FUEL CANS & VARIOUS MINOR ITEMS	631.33
EFT35786	10/11/2022	BRIDGETOWN PAINT SALES	PAINT FOR CONCRETE FLOOR AT CO-LOCATION BUILDING	110.00
EFT35787	10/11/2022	BRIDGETOWN TYRES	WHEEL BALANCE & ROTATE FOR RANGER UTE	99.00

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT35788	10/11/2022	CASTLEDINE GREGORY	LEGAL ADVICE FOR WORKERS ACCOMMODATION DEVELOPMENT APPLICATION	6,476.80
EFT35789	10/11/2022	JAMES ROBERT CLAYTON	SHIRES CONTRIBUTION TO CROSSOVER	802.10
EFT35790	10/11/2022	CLEANAWAY PTY LTD	MONTHLY WASTE COLLECTION SERVICES FOR OCTOBER	30,538.35
EFT35791	10/11/2022	CLOVERS GENERAL STORE	MONTHLY GROCERIES FOR LIBRARY	23.40
EFT35792	10/11/2022	CROWN HOTELS	ACCOMMODATION & MEALS FOR 3 X COUNCILLORS FOR WALGA CONVENTION	2,570.00
EFT35793	10/11/2022	DAVMECH	REPAIR ISUZU TIP TRUCK & HYDRAULIC LEAK ON CAT TRACK LOADER	13,065.53
EFT35794	10/11/2022	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS FOR TROTTING CLUB & OILING OF FENCE AT BLC	1,250.00
EFT35795	10/11/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT35796	10/11/2022	FORTUS	20 X HEAT TREATED GRADER BLADES FOR GRADERS	3,127.74
EFT35797	10/11/2022	H C JONES & CO	INSTALL BOLLARDS FOR SEPTICS AT RIVER PARK & MINOR PLUMBING WORKS	1,773.70
EFT35798	10/11/2022	HILLVIEW ELECTRICAL SERVICE	RECTIFY MEMORIAL PARK FOOTPATH LIGHTING & RCD TESTING	8,899.00
EFT35799	10/11/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - NOVEMBER	130.90
EFT35800	10/11/2022	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER	168.63
EFT35801	10/11/2022	ADAM JENKINS TREE SERVICES	PRUNE AND TIDY UP OAK TREE BEHIND OLD GAOL MUSEUM	2,750.00
EFT35802	10/11/2022	JOHNSON'S FOOD SERVICES	FOOD FOR BLC CAFE	2,376.82
EFT35803	10/11/2022	LANDGATE	LAND VALUATION ENQUIRY CHARGES	143.60
EFT35804	10/11/2022	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 12	24,780.94
EFT35805	10/11/2022	LUSH FIRE AND PLANNING	REVIEW APPLICATION FOR TEMPORARY WORKERS ACCOMMODATION	440.00
EFT35806	10/11/2022	MANJIMUP MOTORS PTY LTD	FUEL TANK FOR GRAFFITI TRAILER	139.00
EFT35807	10/11/2022	MANJIMUP TOYOTA & MITSUBISHI	60,000KM SERVICE OF TOYOTA PRADO	629.02
EFT35808	10/11/2022	J.L & G.F MAY	DIG AND BACKFILL GRAVE	792.00
EFT35809	10/11/2022	MCDONALD FENCING	REPAIR/REPLACE FIRE DAMAGED FENCING AT TROTTING CLUB & BFB HQ	33,286.00
EFT35810	10/11/2022	MCLEODS	COUNCILLOR LEGAL ADVICE & EMPLOYMENT LEGAL ADVICE	7,317.20
EFT35811	10/11/2022	MULLALYUP FOREST FARM NURSERY	WEEPING MULBERRY TREE FOR BRIDGETOWN CEMETERY	308.00
EFT35812	10/11/2022	OFFICEWORKS LTD	iPHONE CASES, SCREEN PROTECTORS & CHARGERS	374.95
EFT35813	10/11/2022	QUALITY SHOP	PRINTING OF 2,500 X 2022 HARD WASTE COLLECTION FLYERS	495.00
EFT35814	10/11/2022	MICHAEL JOHN READ	RATES REFUND	1,579.00
EFT35815	10/11/2022	REPCO	MAGNETIC MOUNT AMBER LED BEACON FOR CAT TRACK LOADER	94.60
EFT35816	10/11/2022	SAI GLOBAL AUSTRALIA PTY LTD	AS/NZS 3016:2002 ELECTRICAL INSTALLATIONS - ELECTRIC SECURITY FENCES	74.99
EFT35817	10/11/2022	SANDS FRIDGE LINES	FREIGHT CHARGES	121.36
EFT35818	10/11/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - OCTOBER	790.24

SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT35819	10/11/2022	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR B0111	300.00
EFT35820	10/11/2022	SEEK LIMITED	RECRUITMENT ADVERTISING	379.50
EFT35821	10/11/2022	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR OCTOBER	192.00
EFT35822	10/11/2022	SOUTHERN LOCK AND SECURITY	VARIOUS KEY CUTTING TO SHIRE RESTRICTED SYSTEMS	228.23
EFT35823	10/11/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	4 X ROLLS OF 1200 X GYM MAXX-PACK WIPES FOR BLC GYM	196.90
EFT35824	10/11/2022	SW HART & CO	DISPOSABLE PAPER AIR CONDITIONER FILTERS FOR AT LIBRARY	291.61
EFT35825	10/11/2022	SYNERGY	ELECTRICITY & SUPPLY CHARGES	2,011.15
EFT35826	10/11/2022	THE PRINT SHOP BUNBURY	20 X PERMIT TO SET FIRE TO THE BUSH BOOKS	425.70
EFT35827	10/11/2022	THE FACTORY	3.5M CHRISTMAS WREATH DECORATION PLUS DELIVERY	1,419.00
EFT35828	10/11/2022	THE RABBIT HOLE COMMUNITY ARTS INC	2022/23 SERVICE AGREEMENT	6,313.00
EFT35829	10/11/2022	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM THE BRIDGETOWN WASTE FACILITY	772.92
EFT35830	10/11/2022	T-QUIP	COVER DECK BELT PART FOR RIDE ON MOWER	89.70
EFT35831	10/11/2022	TUCK'S GARDEN SERVICES	WEED CONTROL AROUND ALL SHIRE BRIDGES	3,960.00
EFT35832	10/11/2022	TYRECYCLE PTY LTD	COLLECTION OF 54 X TYRES FROM THE WASTE FACILITY FOR RECYCLING	857.77
EFT35833	10/11/2022	WATER COOLER SUPERSTORE	4 X MICRON REPLACEMENT FILTER FOR WATER COOLERS	396.00
EFT35834	10/11/2022	WA ELECTORAL COMMISSION	COSTS FOR LOCAL EXTRAORDINARY ELECTION - 05/08/2022	14,263.66
EFT35835	10/11/2022	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & OFFICE STATIONERY	1,106.14
EFT35836	10/11/2022	WORKWEAR GROUP	STAFF UNIFORMS	127.16
EFT35837	14/11/2022	LEE LINCOLN	REFUND OF CANCELLED VC ACCOMMODATION ITINERARY	1,028.00
EFT35842	23/11/2022	SYNERGY	ELECTRICITY CHARGES	1,706.80
EFT35843	24/11/2022	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	217.83
EFT35844	24/11/2022	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BLC - OCTOBER	821.56
EFT35845	24/11/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	2000HR SERVICE AND REPAIRS FOR JOHN DEERE TRACTOR	1,959.58
EFT35846	24/11/2022	AQUAGILITY PTY LTD	AQUA INSTRUCTOR CERTIFICATION COURSE	695.00
EFT35847	24/11/2022	AUSTRALIA POST	POSTAGE FOR THE MONTH OF OCTOBER	1,007.99
EFT35848	24/11/2022	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER COURSES	2,298.00
EFT35849	24/11/2022	BLACKWOOD RURAL SERVICES	VARIOUS MINOR PARTS & EQUIPMENT	310.29
EFT35850	24/11/2022	BLACKWOODS	30 X BOLLE PRISM SAFETY GLASSES	376.53
EFT35851	24/11/2022	BLACKWOOD PROPERTY MAINTENANCE	SCRUB AND PRESSURE CLEAN PUBLIC TOILET FLOORS	1,000.00
EFT35852	24/11/2022	BLACKWOOD PLUMBING AND GAS	INVESTIGATE & UNBLOCK DUMP POINT X 3 AND INSTALL 4 X NEW CISTERNS	2,810.50
EFT35853	24/11/2022	BLISS FOR DESIGN	WATER TREATMENT DEVICE FOR SPORTSGROUND IRRIGATION WATER	20,271.86

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT35854	24/11/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35855	24/11/2022	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN RAILWAY STATION PROJECT - CLAIM 10	49,247.83
EFT35856	24/11/2022	BRIDGETOWN MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT35857	24/11/2022	BRIDGETOWN CRC	SES POWER CONSUMPTION	295.96
EFT35858	24/11/2022	BRIDGETOWN BULLDOZING PTY LTD	PUSH UP GRAVEL & REHAB FIRST SECTION OF GRAVEL PIT	9,108.00
EFT35859	24/11/2022	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	160.99
EFT35860	24/11/2022	BRIDGETOWN PAINT SALES	WHITE CAULK	11.65
EFT35861	24/11/2022	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR OCTOBER	195.75
EFT35862	24/11/2022	BRIDGETOWN TYRES	4 X NEW TYRES FOR TOYOTA LANDCRUISER	1,680.00
EFT35863	24/11/2022	BRISKLEEN SUPPLIES PTY LTD	96 X 300M ECOWISE JUMBO TOILET ROLLS	674.52
EFT35864	24/11/2022	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35865	24/11/2022	BCITF	BCITF LEVIES COLLECTED FOR OCTOBER	1,856.03
EFT35866	24/11/2022	CDM AUSTRALIA	3 X 15.6IN HP PROBOOK LAPTOPS	4,504.50
EFT35867	24/11/2022	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35868	24/11/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR OCTOBER	15,043.62
EFT35869	24/11/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF NOVEMBER	519.77
EFT35870	24/11/2022	DAVMECH	BRAKE PADS FOR GARBAGE TRUCK & HYDRAULIC HOSES FOR TRACK LOADER	4,055.45
EFT35871	24/11/2022	DAWN TAN LEGAL	PROFESSIONAL SERVICES & COST FOR APPLICATION FOR NEW TITLES	3,019.50
EFT35872	24/11/2022	DEPT OF MINES, INDUSTRY REGS &	BSL'S COLLECTED FOR OCTOBER	3,283.86
EFT35873	24/11/2022	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS FOR TROTTERING CLUB & GUTTER CLEANING FOR BFB'S	5,530.00
EFT35874	24/11/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR OCTOBER	165.14
EFT35875	24/11/2022	FULTON HOGAN INDUSTRIES PTY LTD	BROCKMAN HIGHWAY SHOULDER SEALING AND AUDIBLE EDGE LINE WORKS	1,474,833.93
EFT35876	24/11/2022	GEOGRAPHE FORD & BUNBURY HYUNDAI	SERVICE OF HYUNDAI KONA	309.00
EFT35877	24/11/2022	GJ FREIGHT	FREIGHT FOR 5 X PALLETS OF MGB KERBSIDE BINS	495.00
EFT35878	24/11/2022	GUSTO RESTAURANT & CATERING	CATERING FOR COUNCIL MEETING	250.00
EFT35879	24/11/2022	HANSON CONSTRUCTION MATERIALS	29.15T OF 5MM BLUE METAL FOR ROAD MAINTENANCE	1,872.61
EFT35880	24/11/2022	HARMONIC ENTERPRISES PTY LTD	10 X NEW DESKTOP PC'S & MONTHLY MANAGED IT SERVICES - NOVEMBER	20,581.00
EFT35881	24/11/2022	HERSEYS SAFETY	VARIOUS MINOR PARTS & EQUIPMENT	154.99
EFT35882	24/11/2022	HILLVIEW ELECTRICAL SERVICE	ELECTRICAL WORKS FOR BLC	517.00
EFT35883	24/11/2022	INSTANT WINDSCREENS	REPLACEMENT WINDSCREEN & 2 X WINDSCREEN REPAIRS	820.00
EFT35884	24/11/2022	INTERFIRE AGENCIES PTY LTD	2 X SMALL RUGGED EXTREMES STOWAGE KIT BAGS FOR DFES	151.54

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT35885	24/11/2022	IT VISION	REGISTRATION FOR SYNERYSOFT RECORDS ADMIN & USER TRAINING COURSES	1,320.00
EFT35886	24/11/2022	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS DRUM FOR SWIMMING POOL	3,223.00
EFT35887	24/11/2022	JAYBRO	300 X STRAIGHT EDGE GUIDE POSTS FOR GRANGE & POLINA ROADS	5,390.00
EFT35888	24/11/2022	ADAM JENKINS TREE SERVICES	REMOVAL OF HANGING DEAD TREE IN NORTH GREENBUSHES	660.00
EFT35889	24/11/2022	JTAGZ	200 X RED ANIMAL REGISTRATION TAGS EXPIRY 2023	110.00
EFT35890	24/11/2022	KEYBROOK UTILITY SERVICES	COLLECTION & DISPOSAL OF ILLEGALLY DUMPED ASBESTOS	660.00
EFT35891	24/11/2022	LANDGATE	SLIP SUBSCRIPTION SERVICES & LAND VALUATION CHARGES	3,762.75
EFT35892	24/11/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,446.78
EFT35893	24/11/2022	RAS MACHIN LICENSED SURVEYOR	SURVEYING COSTS FOR SUBDIVISION OF LAND	6,505.00
EFT35894	24/11/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,487.35
EFT35895	24/11/2022	MANJIMUP MONOGRAMS	PPE UNIFORMS & WORK BOOTS	428.94
EFT35896	24/11/2022	MANJIMUP MITRE 10 & RETRAVISION	LOGITECH K480 BLUETOOTH MULTI-DEVICE KEYBOARD FOR LIBRARY	89.09
EFT35897	24/11/2022	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS	906.23
EFT35898	24/11/2022	MCDONALD FENCING	REPAIR/REPLACE FIRE DAMAGED FENCING AT TROTTERING CLUB, DEPOT & TIP	91,663.00
EFT35899	24/11/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,367.91
EFT35900	24/11/2022	N-COM PTY LTD	REPLACEMENT SATELLITE RECEIVER FOR ABC, RN & FM	6,653.57
EFT35901	24/11/2022	NJ MECHANICAL	SERVICE FOR HESTERBROOK LIGHT TANKER & REPAIRS FOR MITIGATION UTE	492.80
EFT35902	24/11/2022	OFFICEWORKS LTD	3 X iPHONE 11'S, 1 X A73 SAMSUNG GALAXY & 8 X DISPLAY PORT CABLES	3,340.69
EFT35903	24/11/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35904	24/11/2022	PRIORITY 1 FIRE & SAFETY	BREATHING APPARATUS RE-QUALIFICATION TRAINING FOR 3 X EMPLOYEES	605.00
EFT35905		CANCELLED		
EFT35906	24/11/2022	QUALITY SHOP	SUPPLY 10 X PRE-START CHECK LIST BOOKS FOR DEPOT	175.00
EFT35907	24/11/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35908	24/11/2022	DARREN REEVES	MORTAR REPOINTING WORKS FOR ADMIN BUILDING & BRICK WORK FOR HALL	12,705.00
EFT35909	24/11/2022	REPCO	2 X AMBER STROBE HEAVY DUTY LED LIGHTS FOR ISUZU TRUCK	1,182.60
EFT35910	24/11/2022	RICHFEEDS AND RURAL SUPPLIERS	VARIOUS UNIFORMS & PPE, GARDENING CHEMICALS & FENCING SUPPLIES	12,329.25
EFT35911	24/11/2022	ROOF ACCESS WA	MAINTENANCE WORKS FOR ROOF ACCESS EQUIPMENT FOR LIBRARY	2,035.00
EFT35912	24/11/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	1,499.77
EFT35913	24/11/2022	ROTARY CLUB OF BRIDGETOWN	2022/23 NON-CONTESTABLE GRANT	5,000.00
EFT35914	24/11/2022	THE ROYAL LIFE SAVING SOCIETY WA INC	UNIFORMS & EQUIPMENT FOR SWIMMING POOL STAFF	716.60
EFT35915	24/11/2022	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC - OCTOBER	126.50

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT35916	24/11/2022	SCHWEPPE AUSTRALIA PTY LTD	DRINKS FOR RESALE AT BLC CAFE	768.29
EFT35917	24/11/2022	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR ISUZU MUX	300.00
EFT35918	24/11/2022	SHADEWEST SAILS	2022-23 SEASONAL SHADE SAIL REFIT	1,620.00
EFT35919	24/11/2022	SHIRE OF MANJIMUP	LONG SERVICE LEAVE TRANSFER	7,214.30
EFT35920	24/11/2022	SLATER-GARTRELL SPORTS	20 X PAIRS HART AQUA BOXING GLOVES	399.96
EFT35921	24/11/2022	SOUTHERN LOCK AND SECURITY	NON STAY OPEN DOOR CLOSER FOR BLC & MINOR PARTS & EQUIPMENT	609.46
EFT35922	24/11/2022	SOUTH WEST ISUZU	60,000KM SERVICE FOR 2018 ISUZU TRUCK	2,086.48
EFT35923	24/11/2022	SOUTH REGIONAL TAFE	CHAINSAW SKILL SET TRAINING FOR 2 X DEPOT EMPLOYEES	163.40
EFT35924	24/11/2022	SOUTH WEST SEPTICS	TRANSFER OF LIQUID WASTE TO WATER CORP TREATMENT PLANT	5,415.30
EFT35925	24/11/2022	SPECTUR LTD	ANNUAL FEE FOR WASTE FACILITY CAMERAS	580.80
EFT35926	24/11/2022	SPRINT EXPRESS	FREIGHT CHARGES	42.90
EFT35927	24/11/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	8 X ROLLS OF 1200 X GYM MAXX-PACK WIPES FOR BLC GYM	393.80
EFT35928	24/11/2022	STEWART & HEATON CLOTHING CO	DFES PPE UNIFORMS	183.68
EFT35929	24/11/2022	STEVE WOOD CARPENTRY	MAINTENANCE WORKS TO EXTERNAL OF LIBRARY BUILDING	6,274.29
EFT35930	24/11/2022	SUPACHOOK CARVERY	SUPPLY CHICKEN & CHIPS FOR STAFF LUNCHEON	77.60
EFT35931	24/11/2022	SYNERGY	ELECTRICITY CHARGES	15,787.90
EFT35932	24/11/2022	THE STABLES IGA	VARIOUS GROCERIES SUPPLIES	162.05
EFT35933	24/11/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY - NOVEMBER	290.40
EFT35934	24/11/2022	T-QUIP	MINOR PARTS	15.05
EFT35935	24/11/2022	TRAFFIC FORCE	TRAFFIC CONTROL FOR GRAVEL SHEETING WORKS ON GRANGE ROAD	15,782.38
EFT35936	24/11/2022	TUCK'S GARDEN SERVICES	VERGE SPRAYING	5,500.00
EFT35937	24/11/2022	UWA PUBLISHING	BOOKS FOR RESALE AT VISITOR CENTRE	335.92
EFT35938	24/11/2022	VERMEER EQUIPMENT OF WA & NT	CLUTCH REPAIRS FOR VERMEER WOOD CHIPPER	7,728.08
EFT35939	24/11/2022	W/B ALLIANCE OF COUNCILS	2022/2023 CONTRIBUTIONS TO WBAC PROJECTS & TOURISM MARKETING	49,254.70
EFT35940	24/11/2022	WA SKILLS TRAINING	REGISTRATION TO WHS REPRESENTATIVE COURSE 24/10/2022 - 28/10/2022	975.00
EFT35941	24/11/2022	WESTRAC PTY LTD	SERVICE OF 2 X ROAD ROLLERS & BACKHOE LOADER AND VARIOUS PARTS	5,876.53
EFT35942	24/11/2022	WALGA	WALGA BREAKFAST WITH HEADS OF AGENCIES FOR 2 X COUNCILLORS	140.00
EFT35943	24/11/2022	WESTSIDE MECHANICAL REPAIRS	SCHEDULED SERVICE FOR MITSUBISHI OUTLANDER	228.90
EFT35944	24/11/2022	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & NEW OFFICE FURNITURE	1,453.86

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DIRECT DEBITS - LICENSING				
27537	01/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/11/2022	4,214.45
27538	02/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/11/2022	3,957.60
27539	03/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/11/2022	5,941.70
27540	04/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/11/2022	3,023.75
27541	07/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/11/2022	5,967.40
27542	08/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/11/2022	3,318.70
27543	09/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/11/2022	3,695.25
27544	10/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/11/2022	3,059.50
27545	11/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/11/2022	5,412.70
27546	14/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/11/2022	2,729.65
27547	15/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/11/2022	6,912.05
27548	16/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/11/2022	2,896.25
27549	17/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/11/2022	6,939.90
27550	18/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/11/2022	4,643.90
27551	21/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/11/2022	7,563.45
27552	22/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/11/2022	3,810.55
27553	23/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/11/2022	2,269.85
27554	24/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/11/2022	2,512.50
27555	25/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/11/2022	9,377.95
27556	28/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/11/2022	488.40
27557	29/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/11/2022	2,812.25
27558	30/11/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/11/2022	706.50
CHEQUES				
300222	10/11/2022	PAULINE MINSHALL	RATES REFUND	638.08
300223	24/11/2022	ALEC ANTHONY BAXTER	RATES REFUND	696.00
300224	24/11/2022	BUNNINGS BUILDING SUPPLIES	TEMPORARY FENCING PANELS, BASES & CLAMPS AND MULTI-PURPOSE LADDER	4,950.51
300225	24/11/2022	MAGSHOP	ANNUAL RENEWAL TO BETTER HOMES AND GARDENS MAGAZINE	74.99
300226	24/11/2022	DELPHINE JOY SEDUNARY	RATES REFUND	800.17
300227	24/11/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S & BCITF LEVIES COLLECTED FOR OCTOBER	126.25
				<u>2,711,806.92</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
CHEQUES - VISITOR CENTRE TRUST				
200038	18/11/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE COMMISSIONS RETAINED FOR OCTOBER	578.24
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT35838	18/11/2022	SOFIE BERGHUIS	REFUND OF OVERCHARGE ON BUS TICKET	9.45
EFT35839	18/11/2022	BGBTA	CONSIGNMENT STOCK SOLD FOR OCTOBER 2022	51.00
EFT35840	18/11/2022	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR OCTOBER 2022	20.25
EFT35841	18/11/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR OCTOBER 2022	346.87
V300218	10/11/2022	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF OCTOBER 2022	3,184.99
				<u>4,190.80</u>

This schedule of accounts paid for the Municipal Fund totalling \$2,711,806.92 and for the Trust Fund totalling \$4,190.80 which was submitted to each member of the Council on 15th December 2022 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 30/11/2022 is \$156,180.20



CHIEF EXECUTIVE OFFICER

15 December 2022

F.23 – Budget Management Policy

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

Rates

Operating grants, subsidies and contributions

Non-operating grants, subsidies and contributions

Profit on asset disposals

Fees and charges

Service charges

Interest earnings

Other revenue

Expenditure

Employee costs

Material and contracts

Utility charges (electricity, gas, water etc.)

Depreciation on non-current assets
Loss on asset disposal
Interest expenses
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 disposal
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 levels of service for jobs will be maintained and the aggregated general level expenditure for those jobs is maintained.

Budget overspends at general ledger level (excluding salaries & wages, utilities and non-cash items) can be approved by the CEO for an amount up to \$1,000 or 20% whichever is the lesser.

Budget overspends in utilities can be approved by the CEO for any amount. Utility budgets will be reviewed and amended where necessary as part of the annual mid-year budget review.

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 an 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 transfers to or from reserves

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> 6.2. Local government to prepare annual budget 6.8. Expenditure from municipal fund not included in annual budget <i>Local Government (Financial Management) Regulations 1996</i> 33A. Review of budget
Shire Policies	Nil
Related Documents	Nil
Related Procedure	Budget Management Administration Policy & Procedure

6 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

MEMORANDUM OF UNDERSTANDING

between

SHIRE OF BRIDGETOWN-GREENBUSHES ("SHIRE")

and

GREENBUSHES COMMUNITY GARDEN COMMITTEE ("COMMITTEE")

for

MAINTENANCE OF THE GREENBUSHES TOWN SQUARE

~~2020~~NOVEMBER 2022 – NOVEMBER 2024

Purpose and Scope

The purpose of this Memorandum of Understanding is to set out the parameters and conditions associated with the undertaking by the Greenbushes Community Garden Committee of a maintenance service at the Greenbushes Town Square.

The purpose of the MOU is to establish a framework for a cooperative working relationship between the Shire and the Greenbushes Community Garden Committee for the provision of maintenance service at the Greenbushes Town Square.

~~This document will be reviewed biennially and amended as agreed to by both parties. Any changes made to this agreement will require a Council resolution. This document can be discontinued by either party subject to three months' notice being provided. The timeframe of the document is open ended but can be discontinued by either party subject to three months' notice being provided.~~

~~The document can also be amended from time to time by agreement between both parties; in the case of the Shire this will require a specific council resolution.~~

Responsibilities of the Shire

The Shire will:

1. Assist with the costs for purchase of reticulation, seedlings and plants within the Greenbushes Town Square. A maximum amount of \$1,000 per annum will be budgeted for these purposes.

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2. Supply mulch upon request from the Committee (when available) to keep the area covered, reduce evaporation and generation of weeds. In the event mulch stores are unavailable, Shire staff are to use cuttings and prunings of local native flora derived

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[from the Greenbushes area to be converted to mulch, and deposited at the GCGC when required.](#)

3. Carry out large pruning such as lopping of trees on request from the committee noting that these works are subject to funds being available in the Council Budget.

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4. Carry out weed spraying on the Stanifer Street roadside verge adjacent to the Town Square as part of the Shire's Parks and Gardens program.

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5. Carry out weed removal (no spraying) and whipper snipping throughout the Greenbushes Town Square as part of the Shire's Parks and Gardens maintenance program.

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6. Regularly prune the round hedge on the corner of the town square as part of the Shire's Parks and Gardens maintenance program

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7. Noting that the plantings in the Greenbushes Town Square are predominately natives and thus requiring far less watering than the planting within the Community Garden, the Shire will pay 50% of the water consumption costs and water service charges at the Greenbushes Community Garden. The Shire will pay the water accounts and on-charge 50% of the water consumption charges and service charges to the Committee.

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8. All works provided by Shire staff will be subject to works schedules, programs and availability.

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9. Provide contact details of the Manager Works to the Coordinator of GCGC.

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Responsibilities of the Greenbushes Community Garden Committee

The Committee will:

1. Plant and maintain appropriate plantings (predominantly natives) to keep the area Town Square filled, ensure visibility of the Town Square wall and ensure replace plantings ~~are replaced~~ when needed.

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2. Keep the plants in the Town Square pruned, with the exception of the round hedge on the corner of the Town Square.

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3. Install and maintain reticulation to the Town Square off the Community Garden Building water supply.

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4. Keep the Town Square plants watered (initially with new seedlings and during dry periods).

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5. Keep the ~~area~~ Town Square weeded.

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6. Spread the mulch supplied by the Shire around the Town Square, as required.

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7. Maintain existing gazebo, table and benches.

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Both parties hereby agree with the contents of the Memorandum of Understanding

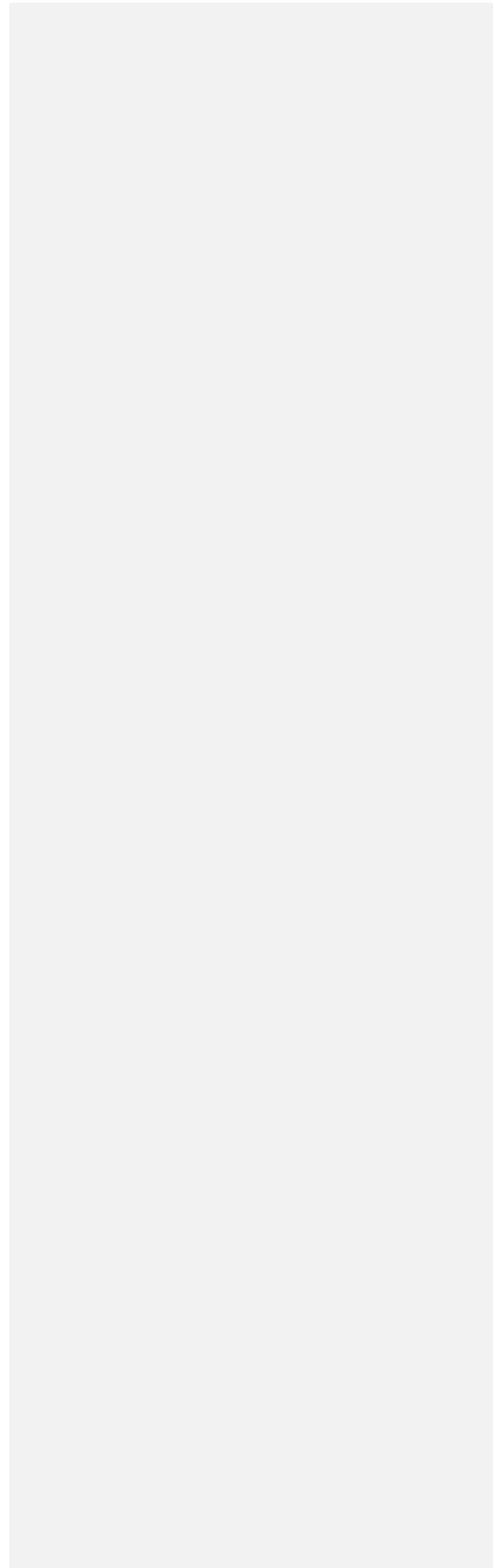
and undertake to meet their responsibilities as described therein.

Signed /sealed on behalf of the Shire of Bridgetown-Greenbushes
(place seal)

.....
Mr Tim Clynch
Chief Executive Officer

.....
~~Mr John Nicholas~~ Ms Jenny Mountford
Shire President

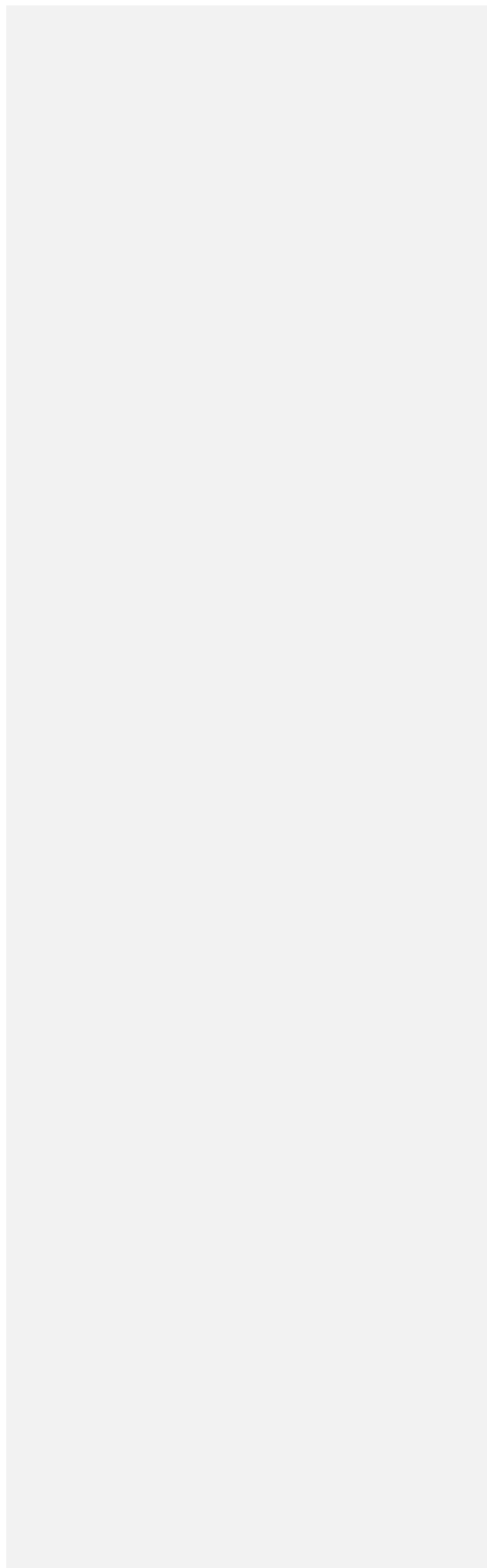
Date.....



Signed on behalf of the Greenbushes Community Garden Committee

.....
Co-ordinator

Date.....



Proposed excision from State Forest No. 9 Hesketh Quarry's Pty Ltd - Yornup Quarry Shire of Bridgetown-Greenbushes

Legend

TGDB Roads - All

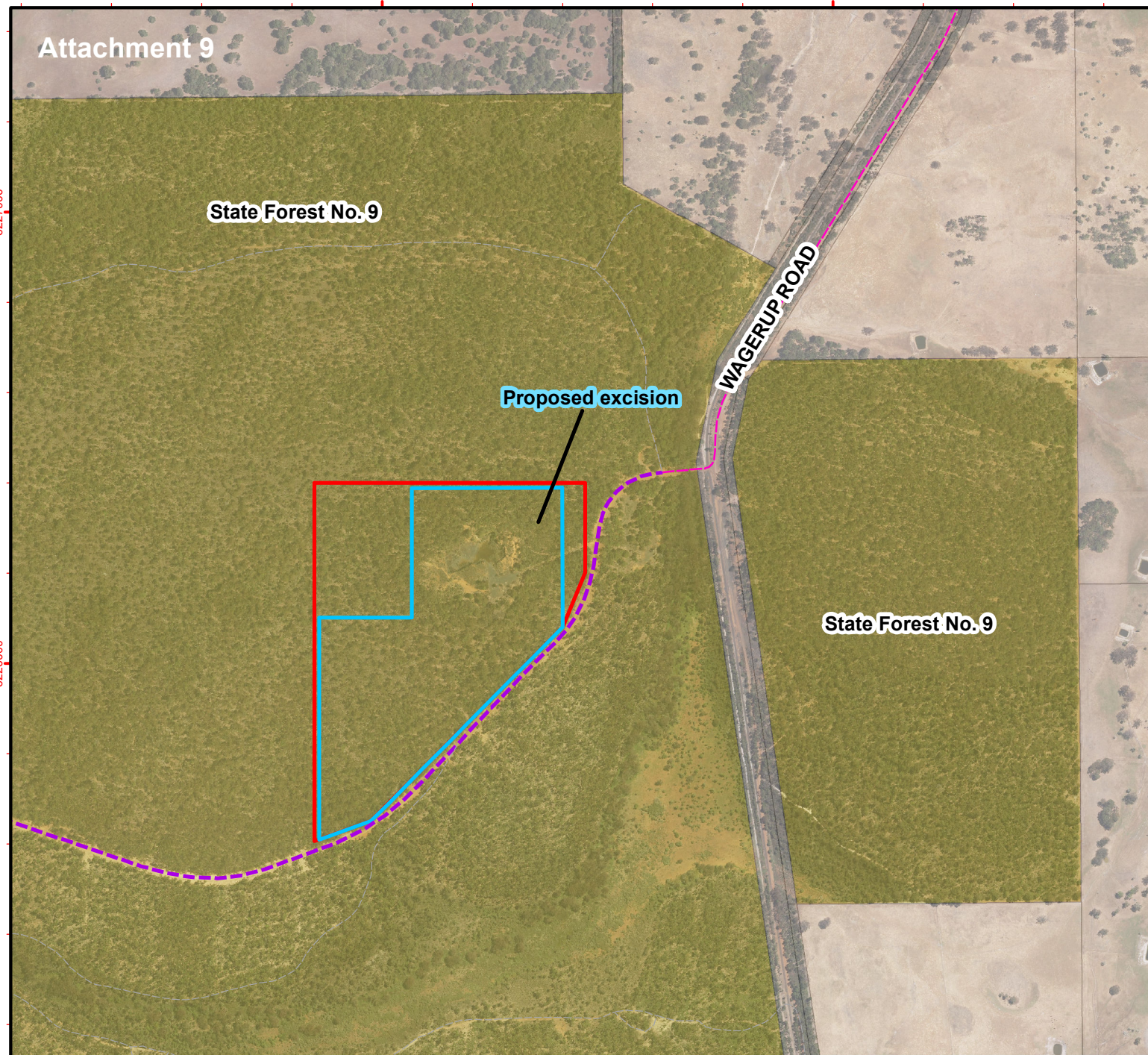
- Minor road unsealed restricted
- 3A - Restricted major road (unsealed)
- Type 4 - Unmaintained restricted access track

CALM Act land - Excision

Mining Lease M70/1350

Cadastre SCDB - State

- Freehold
- State Forest/Timber Reserve
- Public Roads/Other Public Lands



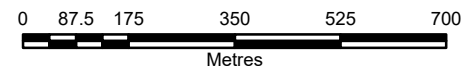
6227000

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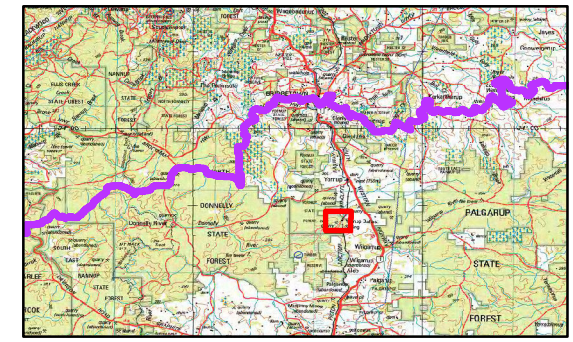
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GDA2020 MGA Zone 50



Produced by the
Department of
Biodiversity, Conservation
and Attractions



116°9'
Graticule shown at 1 minute intervals
Grid shown at 1000 metre intervals

422000 423000 116°10'

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Produced at 10:59am, on Apr 21, 2022

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.