

**Council Minutes Index – 16 December 2021**

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## MINUTES

For an Ordinary Meeting of Council held at the Greenbushes Community Resource Centre on Thursday 16 December 2021 commencing at 5.30pm.

### **Opening of Meeting**

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

### **Acknowledgment of Country**

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

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

President	- Cr J Bookless
Councillors	- J Boyle - B Johnson - T Lansdell - S Mahoney - J Mountford - A Pratico - A Rose
Officer	- T Clynych, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - E Denniss, Executive Manager Community Services - E Matthews, Executive Assistant
Apologies	- Cr Quinby

### **Attendance of Gallery**

P. Beach, G Aldridge, B Moore, J Moore, J Nicholas, B Vernon, M Flemming, L Goodall, I Lachmund, S Fraser-Butler, J Christenson

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

### **Public Question Time**

#### **L Goodall**

My question relates to the condition of the 'haul' road and carpark behind the post office, when are they going to be fixed and can I please have an update?

*CEO Response – There is funding in the budget to upgrade the carpark behind the Roadhouse and RSL building. We are currently subdividing the land (for the carpark) off the Roadhouse & RSL titles. The process is taking a little longer than anticipated, we expect to get approval next month. The Shire will then go to tender. We have a funding commitment for that project which must be completed*

by June 2022 so that is our timeline. By haul road I am assuming you are referring to Maranup Ford/Stanifer Street, there are no specific works that have been identified at this time. I know that there is a motion this evening from Cr Pratico with a potential funding source to undertake more improvements along the road. There is no specific work plan for the road other than maintenance work. The Shire is aware of the traffic along the road, in particular heavy haulage, which we will continue to monitor but there is no plan to reconstruct or reseal the road for this financial year.

J Christenson

Commented on the use of road verge sprays.

S Fraser-Butler

What is happening with the Talison bypass road, is this still going ahead?

*CEO response – The Shire has not received an update for a while. Essentially this is a Talison project and it is in the hands of Talison. My understanding is that it is still planned to be built, I think the last update we had 6 months ago was talking about a 2 year horizon. That's really the only information that I currently have which suggests that it's still going through. Talison do have to obtain various approvals, such as environmental approvals and the need to excise the land from State forest. My understanding is that it is still intended to be built that Talison is progressing those approvals, which do not concern the Shire so we are not privy to the dealings between Talison and those agencies,. I cannot give you a specific time frame at this stage.*

M Flemming

15 years ago the Blackwood Women's Group fundraised over \$8000 for a nativity scene and several large wood Christmas decorations which Neil Giblett stored during the year and assembled at Christmas. When Neil couldn't do it anymore we gave them to the Shire to continue being used locally. When [name redacted] left the employment of the Shire XX was allowed to take the items. Can someone from the Shire please contact XX and ask if XX would be willing to give the decorations to a local group so that the community can enjoy them once again?

*CEO Response – I'm not aware of [name redacted] having the decorations. If XX does there was certainly no approval from the Shire for XX to take them. I am happy to have a conversation with XX and find out if XX does have the decorations and if XX does, on what basis XX has them. I don't have any knowledge of why XX would have any claim to them and I don't know if XX has them.*

Does the Shire have any rules or regulations surrounding the use of a rickshaw around town?

*CEO Response – I cannot answer that at this stage, it would depend on whether the rickshaw was going to be used on the road or footpath. If it is to be used on the road it is my understanding that it would require some form of licensing through the Department of Transport. I would suggest it would need some form of Shire approval, I just don't know what. I've not had this query before, I will find out and get back to you*

P Beach

What is the progress of the RV Friendly Towns proposal the Shire was looking in to? The last I heard there was consultation taking place with the Bridgetown Caravan Park.

*CEO Response - We have only received formal feedback from the Bridgetown Caravan Park in the last 2 weeks. The feedback is not necessarily in support of the proposal so the matter is listed for discussion with council, initially at the next concept form and then for Council to take a formal position at the following council meeting.*

J Christenson

Why isn't Mr Dawson here?

*Presiding Member response – Mr Dawson (Talison General Manager Operations) does not get a personal invitation to council meetings however is welcome attend.*

**Petitions/Deputations/Presentations**

Manager Community Development gave a presentation on the initial findings from the Greenbushes Youth Precinct Community Consultation on 26 November 2021.

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

J Nicholas – C.03/1221 Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre (Cr Boyle)  
Spoke against the motion

P Beach – C.03/1221 Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre (Cr Boyle)  
Spoke against the motion

**Applications for Leave of Absence** - Nil

**Confirmation of Minutes**

**C.01/1221 Ordinary Meeting held 25 November 2021**

*A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 25 November 2021 as a true and correct record.*

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

**C.01/1221 That the Minutes of the Ordinary Meeting of Council held 25 November 2021 be confirmed as a true and correct record.**

**Carried 8/0**

**Announcements by the Presiding Member Without Discussion**

The Presiding Member commented on the 14 meetings that he and the CEO had been to over the last month and the significance of generating relationships for the future of the Shire.

**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.

Name	Cr Tony Pratico
Type of Interest	Proximity
Item No.	C.03/1221 Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre (Cr Boyle)
Nature of Interest	I own a business on Hampton Street close to the Bridgetown Community Resource Centre

Name	Cr Amanda Rose
Type of Interest	Impartiality
Item No.	C.03/1221 Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre (Cr Boyle)
Nature of Interest	I am a board member of the Bridgetown Community Resource Centre

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

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

### **C.02/1221 Amendment to Council Policy M.38 – Concept Forums**

*Submitted by Cr Mahoney*

#### Motion

That Council resolves to amend Policy M.38 as follows:

1. Remove the wording of the paragraph titled "Frequency of Concept Forums" and replace with: Concept forums will be held once per month excluding the month of December each year and the month of October every 2nd year, coinciding with ordinary local government elections. Concept Forums will be held on the 2nd Thursday of the month starting at 5:30pm.
2. Add the following wording in point 5 of the paragraph titled "Guidelines for the operation of Concept Forums", after the words "noting they are not to be released for public viewing": Such notes will be distributed to Councillors within five (5) working days.

#### Background/Reasons

The current Policy M.38 means that no Concept Forum is held from November until February, a period of 3 months or a quarter of the year. This seems too long a period and as Concept Forums are held for discussion purposes only it is not unreasonable to continue such meetings in January. It is not mandatory for any meeting of local government to have every Councillor and selected staff member present. It is feasible that for any meeting throughout the year, one or more persons may not be available and the availability of all normal attendees does not sway whether a Concept Forum should or should not be held. The Motion allows that the month of December be used as a break from such meetings to enable Councillors and staff to focus on the Christmas period and allow everyone to gather their thoughts and come back refreshed.

In the event an item discussed at a Concept Forum then comes up for debate and resolution at the following Ordinary Council Meeting, it is desirable to have received the notes from the Concept Forum before that Ordinary Meeting so that Councillors and staff can be sure that the recollection of the discussion at the Concept Forum is accurately reported in the notes. This will assist Councillors in their decision making process at the Ordinary Meeting. In any case, it seems logical that the earlier the notes are collated and distributed, the better they will reflect the discussion held.

#### Officer Comment

Historically Council hasn't held Concept Forums in January as a number of Councillors and relevant staff tend to take holidays that month. The comments by Cr Mahoney about holding meetings at other times of the year when Councillors or staff may be absent are acknowledged, noting that such absences are more prevalent in January.

Concept Forum notes can be supplied within 5 working days noting that these aren't considered to be the same as minutes.

Statutory Environment - Nil

Integrated Planning

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

Budget Implications

Holding an additional Concept Forum will cost approximately \$250 per annum for catering.

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

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

***C.02/1221 That Council resolves to amend Policy M.38 as follows:***

- 1. Remove the wording of the paragraph titled "Frequency of Concept Forums" and replace with: Concept forums will be held once per month excluding the month of December each year and the month of October every 2nd year, coinciding with ordinary local government elections. Concept Forums will be held on the 2nd Thursday of the month starting at 5:30pm.***
- 2. Add the following wording in point 5 of the paragraph titled "Guidelines for the operation of Concept Forums", after the words "noting they are not to be released for public viewing": Such notes will be distributed to Councillors within five (5) working days.***

**Carried 8/0**



Cr Pratico declared a proximity interest (see page 6)  
Cr Rose declared an impartiality interest (see page 6)

6.24pm – Cr Pratico vacated the meeting.

**C.03/1221 Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre**

*Submitted by Cr Boyle*

Motion

That Council cease progressing any implementation of the yet to be completed directives contained in Council Resolution C.08/0421, specifically ceasing any further investigations into the proposal to outsource visitor centre services to the Bridgetown Community Resource Centre.

Background/Reasons

1. Ever increasing costs is onerous on the Council and is an unnecessary expense, particularly in the light of recent information regarding both the costs of refurbishment and the possibility of the building being unsafe (hence a structural report has been asked for).
2. The uncertainty of CRC funding in the future could leave the Council in a financially precarious position.

Officer Comment

At its April 2021 meeting Council resolved:

*C.08/0421 That Council:*

1. *Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery.*
2. *Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC).*
3. *Direct the CEO to:*
  - a) *Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building.*
  - b) *Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement.*
  - c) *Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building*
  - d) *Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building.*

Cr Boyle isn't seeking revocation of Resolution C.08/0421 as parts of the resolution (specifically Parts 1, 3a, 3c and 3d have already been actioned. Instead the Motion is seeking a decision by Council to cease any further work on progressing the outsourcing of the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC) as per Resolution C.08/0421. There is a significant amount of background information that led to Council making its decision to outsource management of the Visitor Centre. It is also suggested that Council needs to be aware of the consequences of not progressing Resolution C.08/0421. It is assumed that if the notice of motion is carried management of the Visitor Centre will remain as a Shire function. It is suggested that before Council considers a decision of this magnitude it seeks further information such as described below:

- Summary/background of the process that led to the current position, including community consultation and the various options that were considered;
- Summary of the business case that was developed for investigating the possible outsourcing of visitor centre management;
- Summary of any 'service level' decisions made by Council with respect to visitor centre servicing;
- Potential staff impacts of any outsourcing decision;
- Potential savings if an outsourcing model is selected;
- An update on design and fit out of the visitor centre (including estimated costs and funding model);
- An update on the building condition report carried out on the existing building
- Identification of risks to the Council if in future Government funding of CRCs is reduced.

This discussion could be held at the next Concept Forum or at a standalone workshop in January.

The notice of motion is seeking a decision by Council to cease progressing the proposal to outsource visitor centre services to the Bridgetown Community Resource Centre. What is unclear from the motion is whether this would cease any further discussions or investigations into outsourcing of the visitor centre services and management? Does this mean the Shire would continue to operate and manage the visitor centre?

### Statutory Environment - Nil

### Integrated Planning

- Strategic Community Plan
  - Outcome 12           Bridgetown Greenbushes is regarded to be a major tourist destination
  - Objective 12.2       Improve tourism infrastructure and services
- Corporate Business Plan
  - Objective 12.2       Improve tourism infrastructure and services
  - Action – 12.2.1      Provide implementation of the Visitor Centre and provision of Visitor Information Services business case (2021/22)

- Long Term Financial Plan  
There are no implications to the current Long Term Financial Plan as the current plan is still predicated on the existing Shire managed model at the Visitor Centre. At such time as the annual subsidy (payment) to the Bridgetown CRC was known the following review of the Long Term Financial Plan would have reflected that amount.
  
- Asset Management Plans – Nil
  
- Workforce Plan  
A new Workforce Plan is scheduled for 2021/22 with preparation of this plan scheduled to commence in early 2022. In line with the current Council resolution (C.08/0421) it had been assumed that the new Workforce Plan would recognise that no direct staff resources would be employed at the visitor centre. If Council was to determine that outsourcing of management of the visitor centre wasn't to occur this would be reflected in the Workforce Plan.
  
- Other Integrated Planning - Nil

#### Budget Implications

Included in Council's 2021/22 budget is capital expenditure of \$195,000 for building modifications and fitout 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 is being contributed by the Bridgetown Community Resource Centre meaning the Council contribution to these works is \$65,000.

Preliminary indications to date have indicated that the cost of building works and fit out is likely to be considerably more. Some preliminary concept plans were presented to the November Concept Forum where councillors indicated that a ceiling of \$100,000 Council contribution was desirable, noting this is yet to be set by a formal Council resolution. It is apparent that a contribution from another external party (i.e. Lotterywest) would need to be sought.

#### Whole of Life Accounting – Not Applicable

#### Risk Management

The decision by Council in April 2021 to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC) was made after over 2 years of investigations, including significant community and tourist industry consultation. This consultation saw 60% of respondents indicate that a community management model was their preferred management model, and 38% of respondents indicated that a community management model in the current location was their preferred location and management model.

For Council to cease any further investigations into outsourcing the provision of visitor information services and management of the visitor centre without fully considering the consequences and potential financial implications of such a decision could cause reputational risk to the Council.

Voting Requirements – Simple Majority

**Moved** Cr Boyle, Seconded Cr Mahoney

That Council cease progressing any implementation of the yet to be completed directives contained in Council Resolution C.08/0421, specifically ceasing any further investigations into the proposal to outsource visitor centre services to the Bridgetown Community Resource Centre.

**Council Decision** *Moved Cr Mahoney, Seconded Cr Mountford*  
**C.03/1221** *That Council invokes clause 18.1 of the Standing Orders at 6.27pm to allow for informal discussion.*

*Carried 7/0*

**Council Decision** *Moved Cr Bookless, Seconded Cr Mahoney*  
**C.03/1221a** *That application of clause 18.1 of the Standing Orders cease at 6.43pm.*

*Carried 7/0*

**Amendment** Moved Cr Lansdell, Seconded Cr Boyle

That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown Greenbushes Business and Tourism Association, Bridgetown Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council Meeting Agenda on page 7.

*Carried 5/2*

*Cr Rose & Cr Johnson voted against the motion*

The amended motion became the substantive motion and was put.

**Council Decision** *Moved Cr Boyle, Seconded Cr Mahoney*  
**C.03/1221b** *That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown Greenbushes Business and Tourism Association, Bridgetown Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council Meeting Agenda on page 7.*

*Carried 5/2*

*Cr Rose & Cr Johnson voted against the motion*

6.51pm – Cr Pratico returned to the meeting.

**C.04/1221 Suspension of Standing Orders Clause 9.1 at Future Council Meetings**

Submitted by Cr Rose

Motion

1. That at an appropriate period after the commencement of each ordinary and special council meetings Council is to consider suspending Clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.
2. That this procedure be conducted as a trial to determine whether a permanent change in the Standing Orders should be sought.

Background/Reasons

During my visits to council meetings and subsequent participation in council meetings, I have noticed that some councillors react to the notion of standing to read from their notes and or electronic equipment which proves somewhat difficult with them endeavoring to stand, read and to be aware of trying to speak into the short microphone. Most bend.

With the possibility of future recordings being made available to the community the need to project ones voice is even more important. My suggestion that councillors remain seated when addressing the chair is not only practical but also less ungainly than trying to reach the microphone by bending over the desk.

Officer Comment

Clause 9.1 of the Shire of Bridgetown-Greenbushes Standing Orders Local Law (“Standing Orders”) states:

*Any member of the Council wishing to speak is to indicate by raising a hand. When invited by the Presiding Member to speak, members are to rise and address the Council through the Presiding Member, provided that where any member of the Council is unable to stand by reason of sickness or disability he or she may sit while speaking. At a committee meeting, members when addressing the chair, may remain seated.*

Clause 18.1 of the Standing Orders states:

- (1) *The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of these Standing Orders.*
- (2) *The mover of a motion to suspend temporarily any one or more of these Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.*

The key words in clause 18.1 are “suspend temporarily” meaning that Council would have to resolve at each Council Meeting to suspend clause 9.1 of the Standing Orders for the duration of the meeting. It is suggested the decision to temporarily suspend clause 9.1 could be done after “Notification of Disclosure of Interest” and before “Questions on Agenda Items by Elected Members”.

If Council was to resolve as per the notice of motion it will increase the need for Council Members to use the microphones when speaking as from the gallery it may not be clearly evident which Council Member is speaking.

Statutory Environment

Shire of Bridgetown-Greenbushes Standing Orders Local Law.

Integrated Planning

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

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

**C.04/1221 That Council:**

- 1. That at an appropriate period after the commencement of each ordinary and special council meetings Council is to consider suspending Clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.**
- 2. That this procedure be conducted as a trial to determine whether a permanent change in the Standing Orders should be sought.**

**Carried 8/0**

**C.05/1221 Funding for Maintenance of Stanifer Street**

*Submitted by Cr Pratico*

Motion

That Council lobby the Minister for Transport to release to the Shire of Bridgetown-Greenbushes a portion of the overmass permit fees paid by Talison Lithium to Main Roads Western Australia so that the Shire can expend these funds on additional maintenance and improvements to Stanifer Street and Maraup Ford Road.

Background/Reasons

Talison Lithium are paying a levy to Main Roads Western Australia so it can increase loads (weight) on its trucks using South Western Highway. To get from the minesite to the highway the same trucks have to travel on Maranup Ford Road and Stanifer Street and this is leading to faster deterioration of the roads.

### Officer Comment

Due to this notice of motion being received on the cut-off date for such motions there hasn't been sufficient time to investigate whether the legislation would allow for a portion of overmass permit fees to be paid to a local government for works on local roads.

Brief discussions with persons with knowledge of the overmass permit system indicate that the fees paid for concessional loading are meant to be used to increase maintenance and renewal of the roads on which the concessional loads are transported. This would appear to support a position that if Maranup Ford Road and Stanifer Street are being impacted by the concessional loading then a portion of the funds raised should be directed to works on those roads.

As the motion calls for lobbying of the Minister for Transport this can occur and if the legislation prohibits allocation of overmass permit fees Council could consider alternative ways to raise funds for maintaining the roads affected by mine traffic. One option would be to consider imposing a differential rate on the mine with the additional funds raised by the differential rate quarantined for additional maintenance and renewal works on Stanifer Street and Maranup Ford Road.

### Statutory Environment - Nil

### Integrated Planning

- Strategic Community Plan
  - Outcome 9 safe, affordable and efficient movement of people and vehicles
  - Objective 9.1 improve road safety and connectivity
- Corporate Business Plan – Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Nil
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

### Budget Implications

There are no budget implications for implementing of the motion (i.e. lobbying would be in the form of written communication to the Minister).

### Whole of Life Accounting – Not Applicable

### Risk Management - Nil

### Voting Requirements – Simple Majority

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

***C.05/1221 That Council lobby the Minister for Transport to release to the Shire of Bridgetown-Greenbushes a portion of the overmass permit fees paid by Talison Lithium to Main Roads Western Australia so that the Shire can expend these funds on additional maintenance and improvements to Stanifer Street and Maranup Ford Road.***

**Carried 8/0**

## **Reports of Officers**

Reports of Officers have been divided into Departments as follows:

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

## **CEO's Office**

<b>ITEM NO.</b>	C.06/1221	<b>FILE REF.</b>	208
<b>SUBJECT</b>	Annual Report & Annual Financial Report 2020/21		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	1 December 2021		

Attachment 1      Annual Report 2020/21  
Attachment 2      Minutes of Audit Committee Meeting held 22 November 2021

## **OFFICER RECOMMENDATION**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2020/21 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Thursday, 3 February 2022 in the Council Chambers, commencing at 5:30pm.*
- 3. Note the Auditor's report includes a 'significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years'.*

## **Summary/Purpose**

Following receipt of the Independent Audit Report from the Office of the Auditor General, the Annual Report including the Annual Financial Report 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 2020/21 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 an Annual Report each financial year.

Council's Audit Committee met with the Auditor and considered the Annual Financial Statements at its meeting held 22 November 2021. The final Audit Report was received on 23 November 2021. 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, 10 February 2022.

Taking into account the above it is recommended that the Annual General Meeting of Electors be held at 5:30pm on Thursday, 3 February 2022.

The audit of the Shire's 2020/21 Financial Statements has been conducted in accordance with Australian Auditing Standards and the Auditor has determined that:

*"In my opinion the financial report of Shire of Bridgetown-Greenbushes:*

- *is based on proper accounts and records*
- *fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 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."*

The Auditor further reported on other legal and regulatory requirements as follows:

*"In accordance with Local Government (Audit) Regulations 1996 I report that:*

- (i) In my opinion, the following material matters indicate a significant adverse trend in the financial position of the Shire:*
  - a) The Asset Sustainability Ratio as reported in Note 33 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard of 0.8 for the last three financial years; and*
  - b. The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below the DLGSCI standard of zero for the past three financial years.*
- (ii) All required information and explanations were obtained by me.*
- (iii) All audit procedures were satisfactorily completed.*
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions."*

Further to receipt of the Audit Report, Section 7.12A(4) of the Local Government Act 1995 requires that a local government must:

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

*(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.”*

Section 7.12A(5) further requires that:

*“Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.”*

As the Shire’s 2020/21 Audit Report contains the reporting of a significant adverse trend in the financial position of the Shire a report in accordance with Section 7.12A(4) will be presented to Council at its January 2022 meeting following consideration of the report by the Audit Committee.

The Audit process did not identify any matters or issues that are to be raised in relation to audit differences, internal controls relevant to audit 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 recommendations:

*“AC.02/1121a That the Audit Committee recommends that Council accept the 2020/21 Annual Financial Statements (that will include the Independent Audit Report).*

*AC.02/1121b That the Audit Committee recommends that Council note the Auditor’s report will include a ‘significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years’”*

### Statutory Environment

- Section 5.27(2) for calling of Annual General Meeting of Electors
- Section 5.53 for contents of Annual Report
- Section 5.54 for acceptance of Annual Report
- Section 5.55 for notice 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’s ‘Advertising of Annual General Meeting of Electors’ Policy 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 to accept the Annual Report

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

**C.06/1221 That Council:**

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2020/21 financial year and gives local public notice of its availability.**
- 2. Schedules the Annual General Meeting of Electors to be held on Thursday, 3 February 2022 in the Council Chambers, commencing at 5:30pm.**
- 3. Note the Auditor's report includes a 'significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years'.**

**Carried 8/0  
by Absolute Majority**

<b>ITEM NO.</b>	C.07/1221	<b>FILE REF.</b>	203
<b>SUBJECT</b>	Cattle Grids Policy		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	6 December 2021		

**OFFICER RECOMMENDATION**

*That Council determine that a policy on the installation and use of cattle grids on public roads is not required.*

Summary/Purpose

In 2020 Council resolved that a report be presented on the need for determining a position on the use of cattle grids on public roads.

This issue has been investigated and it is recommended that a policy not be required and that applications for installation of a cattle grid can be considered on its merits under Regulation 9 of the Local Government (Uniform Local Provisions) Regulations. Regulation 9 allows a local government to grant permission for person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across the public thoroughfare and prevent livestock from straying.

### Background

Council, at its March 2020 meeting resolved:

1. *That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road.*
2. *That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.*

This resolution was in response to an order being placed on a property owner requiring him to make necessary arrangements to ensure that stock was contained within his property and to remove any existing cattle grids within the road reserve of Connell Road. The owner requested a right of review by Council with the above decision being the outcome.

Included in the reasons given by Council for resolving contrary to the officer recommendation on that item Council stated that it should develop a formal position on existing and new cattle grids on public roads.

### Officer Comment

A considerable amount of research has been undertaken on the possible preparation of a policy including discussions with a number of other local governments. The only local governments with clear policy direction on the installation and management of cattle grids on public roads are those with large tracts of pastoral land. In all other areas there appears to be a presumption against allowing the installation of cattle grids with such applications be considered on their merits taking into account traffic volumes, land use and land ownership adjacent to the subject road.

Current Shire records show 42 cattle grids on public roads within the Shire of Bridgetown-Greenbushes. Many of these have been installed for a considerable number of years. No specific conditions have been placed on the grids and they haven't presented significant constraints in maintaining the road. The Works Coordinator advises that if issues are experienced with a grid within a road reserve communication occurs with the adjoining property owner and the necessary repairs or improvements to the grid occurs.

A policy on grids would only be required if Council wished to establish some standard conditions such as requiring the road to be sealed either side of the grid. This would likely prove cost prohibitive for some of the property owners. Taking into account the limited concerns with grids on roads it is felt that there is little need for a specific policy and that instead in the event of applications being received they can be assessed on their merits at that time. Typically new cattle grids would only be permitted on roads that carry minimal volumes of traffic and have minimal property ownership either side of the road.

### Statutory Environment

#### *Local Government Act 1995*

Schedule 9.1 - Certain matters for which Governor may make regulations

5. Gates across public thoroughfares (1) Regulations may be made under which a local government may authorise a person to have across a public thoroughfare that is under its control or management a gate or other device that enables motor traffic to pass and prevents

the straying of livestock. (2) Regulations may include provisions for ensuring that a gate that has been placed across a public thoroughfare with the authority of a local government is not left open.

### *Local Government (Uniform Local Provisions) Regulations 1995*

#### 9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
  - (a) must be in writing; and
  - (b) must specify the period for which it is granted; and
  - (c) must specify each condition imposed under subregulation (4); and
  - (d) may be renewed from time to time; and
  - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.
- (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
- (7) A person to whom a request is made under subregulation (6) must comply with the request.  
Penalty: a fine of \$5 000.
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Note for this regulation:

This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

### Integrated Planning

#### ➤ Strategic Community Plan

- Outcome 9 safe, affordable and efficient movement of people and vehicles  
Objective 9.1 develop a safe, well-connected network of paths and trails for all users.

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

Policy Implications

The officer recommendation is that taking into account the low number of grids on public roads that there isn't a need for a specific policy.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

Council is unable to have policies that cover all aspects of its operations. In the case of cattle grids, taking into account the rarity of such applications being received it is believed they can be assessed at the time rather than requiring guidance by a specific policy.

Voting Requirements – Simple Majority

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

***C.07/1221 That Council determine that a policy on the installation and use of cattle grids on public roads is not required.***

***Carried 8/0***

<b>ITEM NO.</b>	C.08/1221	<b>FILE REF.</b>	230
<b>SUBJECT</b>	Proposed Ordinary Council Meeting dates for 2022		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	8 December 2021		

#### OFFICER RECOMMENDATION

*That Council in accordance with Section 12 of the Local Government (Administration) Regulations 1996, endorse the following schedule of ordinary council meetings for the 2022 calendar year and advertise as per the requirements of Section 12 of the Local Government (Administration) Regulations 1996:*

*Monthly ordinary council meetings are to commence at 5.30pm in the Council Chambers on the following dates, except December which will be held in Greenbushes:*

- Thursday 27 January 2022
- Thursday 24 February 2022
- Thursday 31 March 2022
- Thursday 28 April 2022
- Thursday 26 May 2022
- Thursday 30 June 2022
- Thursday 28 July 2022
- Thursday 25 August 2022
- Thursday 29 September 2022
- Thursday 27 October 2022
- Thursday 24 November 2022
- Thursday 15 December 2022

#### Summary/Purpose

To comply with legislative requirements to convene and advertise ordinary council meetings dates, times and locations for the 12 month period for 2022.

#### Background

Section 12 of the *Local Government (Administration) Regulations 1996* requires the date, time and location of ordinary council meetings be published on the Shire's website by the Chief Executive Officer prior to the commencement of the year in which the meetings are to be held.

#### Officer Comment

There is no change proposed to the meeting structure. Ordinarily Council annually sets the ordinary meeting dates for the following year when conducting the annual review of the Policy Manual in November. As Council is intending to review its Policy Manual in a different way in 2021/22 there is a need for this item to be presented to Council in December.

#### Statutory Environment

Section 12 of the *Local Government (Administration) Regulations 1996* states the following;

##### **Publication of meeting details (Act s. 5.25(1)(g))**

(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;

- (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made

### Integrated Planning

- Strategic Community Plan
  - Outcome 13 Proactive, visionary leaders who respond to community needs
  - 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/Strategic Implications

#### *M.6 Meetings of Council*

It is Council's policy that 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. All Agendas for Ordinary Meetings of Council will be available for collection by members no later than 5.00pm on the Friday preceding the meeting date.

### 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 council meeting held at the Greenbushes Community Resource Centre is approximately \$130.00.

### Whole of Life Accounting - Nil

### Risk Management

Failure to set and advertise Council's meeting dates will contravene the requirements of the *Local Government Act 1995*.

### Voting Requirements - Simple Majority



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

**C.08/1221 That Council in accordance with Section 12 of the Local Government (Administration) Regulations 1996, endorse the following schedule of ordinary council meetings for the 2022 calendar year and advertise as per the requirements of Section 12 of the Local Government (Administration) Regulations 1996:**

**Monthly ordinary council meetings are to commence at 5.30pm in the Council Chambers on the following dates, except December which will be held in Greenbushes:**

- Thursday 27 January 2022
- Thursday 24 February 2022
- Thursday 31 March 2022
- Thursday 28 April 2022
- Thursday 26 May 2022
- Thursday 30 June 2022
- Thursday 28 July 2022
- Thursday 25 August 2022
- Thursday 29 September 2022
- Thursday 27 October 2022
- Thursday 24 November 2022
- Thursday 15 December 2022

**Carried 8/0**

<b>ITEM NO.</b>	C.09/1221	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	6 December 2021		

Attachment 3 Rolling Action Sheet

**OFFICER RECOMMENDATION**

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

**Summary/Purpose**

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

**Background**

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

**Statutory Environment – Nil**

**Integrated Planning**

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

**Policy Implications – Not Applicable**

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Johnson  
C.09/1221 That the information contained in the Rolling Action Sheet be noted.**

**Carried 8/0**

**Corporate Services**

<b>ITEM NO.</b>	C.10/1221	<b>FILE REF.</b>	131
<b>SUBJECT</b>	November 2021 Financial Activity Statements and List of Accounts Paid in November 2021		
<b>OFFICER</b>	Senior Finance Officer		
<b>DATE OF REPORT</b>	07 December 2021		

Attachment 4      November 2021 Financial Activity Statements  
Attachment 5      List of Accounts Paid in November 2021

**OFFICER RECOMMENDATION**

1. That Council receives the November 2021 Financial Activity Statements as presented in Attachment 4.
2. That Council receives the List of Accounts Paid in November 2021 as presented in Attachment 5.

**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 may be shown:

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

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

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

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

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

The list of accounts is to be:

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

### Statutory Environment

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

### 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.

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

#### Budget Implications

Expenditure incurred in November 2021 and presented in the list of accounts paid, was allocated in the 2021/22 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

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

##### **C.10/1221**

- 1. That Council receives the November 2021 Financial Activity Statements as presented in Attachment 4.**
- 2. That Council receives the List of Accounts Paid in November 2021 as presented in Attachment 5.**

**Carried 8/0**

#### **Development & Infrastructure**

<b>ITEM NO.</b>	C.11/1221	<b>FILE REF.</b>	203
<b>SUBJECT</b>	Review of Plantation Applications Town Planning Scheme Policy		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Manager Development Services		
<b>DATE OF REPORT</b>	6 December 2021		

Attachment 6 Existing Policy with Proposed Amendments shown as “track changes”

Attachment 7 Amended Policy with track changes accepted

#### **OFFICER RECOMMENDATION**

*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.*

### Summary/Purpose

A review of Council's Plantation Applications Town Planning Scheme Policy has been undertaken with a number of amendments proposed.

### Background

Council's current Plantation Applications Town Planning Scheme Policy was adopted in 2007. Since 2010 a number of changes to how applications for plantations are considered have been made, including amending Town Planning Scheme No. 3 to prohibit the establishment of plantations in the Bridgetown townsite, preparation of a bush fire hazard assessment for the Shire and the consideration of establishing plantation exclusion areas in the Local Planning Strategy currently being prepared.

A summary of the proposed amendments to the Plantation Applications Town Planning Scheme Policy is shown below:

- Include a definition for plantation and clarify that smaller afforestation plantings such as shelter belts and woodlots are covered by this definition and therefore such plantings are assessed in the same way as plantations.
- Include a new section (Limitations on Location of Plantations) noting the prohibition of plantations in the Bridgetown townsite and also advising that where a plantation is proposed for establishment in proximity to a rural-residential area the Council may not approve the application if it presents a greater risk of fire to the nearby rural-residential area. Alternatively this section states that Council may impose additional fire management or plantation management conditions in order to reduce the risks to those nearby areas.
- Change reference of Firebreak Order to Firebreak and Fuel Hazard Reduction Notice.
- Reference to the requirements for harvested plantations within the Firebreak and Fuel Hazard Reduction Notice.
- Insertion of new requirements for a non-planted buffer of minimum 50 metres to any habitable building within the plantation property or 100 metres to a habitable building on an adjacent property and specifying that the land within a buffer area is to be managed to control fire risk from the plantation area to the habitable building. The amendment further notes that where a plantation covers multiple properties the whole of the plantation will be considered as the plantation property.
- A new requirement for any application to establish a plantation to include a written assessment on the presence of priority and threatened flora and fauna species together with priority and threatened ecological communities. The application is to include information on how these species and communities will be managed.
- Addition of some more specific information to be addressed in the Fire Management Plan to be submitted with the application.

### Officer Comment

Any changes to a Town Planning Scheme Policy are required to be advertised for public comment prior to Council considering formal adoption of the changes.

### Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

Alteration of an adopted Town Planning Scheme Policy can only become operative after the draft policy has been advertised for public comment and that any comments

be considered along with the Policy by Council where it shall decide to adopt the draft policy with or without amendment, rescind the former Policy or to not proceed, pursuant to Clause 7.6.3 of Town Planning Scheme No. 4.

- Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Part 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 provide statutory power and the procedure for amending a local planning policy.

#### 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

If Council decides to adopt the revised Policy for the purposes of public advertising, costs of approximately \$500 will be incurred for advertising, with funds currently available.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

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

***C.11/1221 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.***

**Carried 8/0**

Note there was an error identified in the officer recommendation where reference to Attachment 2 should have been Attachment 7. This was corrected at the meeting
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## Community Services

<b>ITEM NO.</b>	C.12/1221	<b>FILE REF.</b>	229.1
<b>SUBJECT</b>	Blackwood Youth Action Annual Skate Competition		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	20 December 2021		

### OFFICER RECOMMENDATION

*That Council approve \$5,000 unbudgeted expenditure to cover the shortfall in sponsorship associated with rescheduling the annual skate competition organized by Blackwood Youth Action.*

### Summary/Purpose

The recommendation seeks to determine Council's support for assisting Blackwood Youth Action conduct the annual skate competition by providing \$5,000 financial assistance to sponsor the event.

Ensure Blackwood Youth Action are supported in delivering the skate competition having to be rescheduled their event due to the extension of the construction schedule and delay of the completion date of the Bridgetown Youth Precinct.

### Background

Blackwood Youth Action (BYA) plan and deliver an annual skate competition. This is historically held in January at the Bridgetown Youth Precinct. Due to the extension of the precinct redevelopment timeline this event has had to be delayed to a date yet to be determined which has made it difficult for BYA to secure the final sponsorship amount required to conduct this event.

### Officer Comment

The ongoing partnership between BYA and Council is an important mechanism to ensure Council continue to have an understanding of the health and welfare of young people at risk within the Shire. Shire offices meet monthly with BYA representatives and it has been identified that due to the extension of timeline for the precinct redevelopment project BYA were experiencing challenges with regard to securing the final sponsorship required for this event.

Council continue to partner with BYA on various initiatives including the Pay-It-Forward Aquatics Complex entry, free condom machines in Shire facilities and fortnightly bus runs to regional skate parks during the redevelopment project. Working in partnership with Blackwood Youth Action on the provision of youth services is an important aspect of the Councils commitment to young people in the community.

While the date for this event has not yet been finalized, the provision of \$5,000 funding will assist BYA to progress planning for the event. This event also has the capacity to be the official opening of the redeveloped precinct. Should the annual youth competition event be the official re-opening event further financial assistance may be necessary, depending on what specific elements Council may wish to include in addition to the costs incurred with regard delivering the event (sound, lighting, promotions, judges, prizes etc). Discussions to date regarding the event indicate the long weekend in March may be a potential opportunity for the event. The

official re-opening of the redeveloped youth precinct can be explored further with Council in due course. The purpose of this agenda report and recommendation is to determine Council's view on investing \$5,000 in the event so that BYA can continue to plan for the event.

### Statutory Environment - Nil

### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families
  - Outcome 2 Good health and community wellbeing
  - Objective 2.1 Advocate for quality health and community services
  - Outcome 13 Proactive, visionary leaders who respond to community needs
  - Objective 13.1 Strengthen leadership and advocacy
- Corporate Business Plan
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families
    - Action 1.1.1 Provide a Youth Services Delivery Statement describing the shire's roles and responsibilities in relation to youth services, facilities and events
    - Action 1.1.2 Provide the revitalisation and development of the Bridgetown Youth Precinct with pump track, Skate Park, parkour and free throw basketball court.
    - Action 1.1.3 Advocate for the development of a Youth Centre with hang out space and access to activities and support services.
    - Action 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.
    - Action 1.1.7 Provide engagement with local youth in Greenbushes on short term provision of a new skate ramp at Thompson Park and long-term further development of the Greenbushes Youth Precinct.
  - Objective 2.1 Advocate for quality health and community services.
  - Action 2.1.6 Advocate to assist community organisation to provide more crisis accommodation for at risk youth and victims of domestic abuse.
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

### Policy Implications - Nil

### Budget Implications

Should the officer recommendation be supported, a new account code will be created to reflect the expenditure of \$5,000 under Youth in Other Welfare.



Whole of Life Accounting - Nil

Risk Management

Reputational risk is considered to be mitigated through the officer recommendation by providing financial support for this event due to the challenges faced by the event organizers with regard to the timeline of the redevelopment project. The recommendation aligns with Council's commitment to support young people in our community.

Voting Requirements - Absolute Majority

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

***C.12/1221 That Council approve \$5,000 unbudgeted expenditure to cover the shortfall in sponsorship associated with rescheduling the annual skate competition organized by Blackwood Youth Action.***

***Carried 8/0  
by Absolute Majority***

<b>ITEM NO.</b>	C.13/1221	<b>FILE REF.</b>	123
<b>SUBJECT</b>	Technology & Digital Inclusion Grant		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Manager Recreation & Culture		
<b>DATE OF REPORT</b>	7 December 2021		

Attachment 8 Letter from State Library of WA Dated 14 July 2021

**OFFICER RECOMMENDATION**

*That Council accepts \$5,000 (ex GST) unbudgeted income from the State Library of WA from the Technology and Digital Inclusion/Encouraging Promising Practices Grant in the 2021-2022 financial year and associated unbudgeted expenditure for the purchase of 5 IPADS.*

**Summary/Purpose**

This recommendation seeks formal receipt of unbudgeted income from the State Library of WA and endorsement of related expenditure for the purchase of 5 iPads to increase digital inclusion in the community by addressing several of the underlining digital inclusion barriers that exist for community members.

**Background**

The Shire has an ageing population and with this comes barriers around access to and understanding of digital technology. Council's Corporate Business Plan identifies the importance of understanding and meeting the needs of an ageing population (1.2) and advocate for more diverse range of learning and training opportunities to be provided in the Shire by TAFE, registered training organisations and local community groups (11.1.1)

Consultation with senior members of the community at Council's annual Seniors Morning Tea highlighted the difficulties many were facing in terms of being able to negotiate the My Age Care website. People in need of support services were unable

to access services because they did not understand how to negotiate the My Age Care platform. Advocare WA were made aware of these issues and have since funded a pilot program offering seniors an individual session to access the My Age Care website, however this is seen as the starting point toward increasing digital inclusion in the community.

Library staff have also identified that there were barriers for senior members of the community accessing online e-resources to assist in the ever changing digital environment. These barriers included poor internet access, affordability and lower levels of digital literacy. This often leaves community members at risk of being left further and further behind.

#### Officer Comment

Digital inclusion is the capability of individuals or groups to enjoy the benefits of being online and use technology confidently to improve their day-to-day lives. The technology itself is the tool. A digitally inclusive community is important to economic and workforce development, civic participation, education, healthcare, and public safety.

Digital inclusion has be linked to;

- Improved education and employment outcomes, for example as individuals enhance their qualifications and this improves their earnings and/or their probability of finding employment;
- Improved health and wellbeing outcomes, for example through access to improved health information and health services;
- Efficiency savings for public service providers enabled by greater use of online information and
- Potential benefits for consumers able to purchase a wider range of products at lower prices."

Councils Corporate Business Plan identifies that Council will support projects that understand and meet the needs of an ageing population and advocate for more diverse range of learning and training opportunities to be provided in the Shire by local community groups

The Technology and Digital Inclusion Grant will provide a great opportunity for the Library staff to engage community and create partnerships with community groups in the delivery of training and workshops to deliver quality programs that include accessing My Aged Care, Medibank, NDIS, banks and Library e-resources.

The training and workshops will provide opportunities for the Shire to close the gap for those that are unable to connect to the internet, or are from a lower socio economic demographic or have limited technological numeracy to engage in a learning platform to close the gap and give everyone in the community access to online portals and e-resources.

The program will be participation focused, allowing those involved in the program to direct which part of the digital world they would like to gain an understanding of. This could include;

- Government Website – eg My Aged Care
- Social Media
- Entertainment
- Search engines

- Public and State Library e-resources.

Library users/workshop attendees will be offered training in the use of digital technology and internet resources. The iPads purchased through the grant will be the tools used to provide the training. iPads were chosen as they are cheaper, mobile, and more user friendly than computers and therefore may encourage participants to use an iPad at home and reduce long term digital exclusion.

AdvoCare will be given access to the iPads and library space as a support tool to assist seniors having difficulty navigating the My Age Care platform and this way provide training and reduce digital exclusion which is effecting senior' access to support services essential to ageing in place.

### *Financial Modelling*

The funds from the Technology and Digital Inclusion/Encouraging Promising Practice Grant will be used to purchase 5 iPads to facilitate small group and one on one training workshops. The shire will contribute \$950 in the way of Staff Training, Training Session Promotion and Administration in the development of educational programs and workshops.

### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.2 Understand and meet the needs of an ageing population
  - Outcome 2 Good health and community wellbeing
  - Objective 2.3 Become a hub of excellence in art, culture and community events
  - Outcome 11 Access to quality education and work education
  - Objective 11.1 Facilitate improved access to education and job opportunities for everyone
- Corporate Business Plan
  - Objective 1.2 Understand and meet the needs of an ageing population
  - Action 1.2.1 Provide a review of the Age-Friendly Community Plan (2025-2030)
  - Objective 2.3 Become a hub of excellence in art, culture and community events
  - Action 2.3.2 Facilitate development of local community events calendar
  - Objective 11.1 Facilitate improved access to education and job opportunities for everyone
  - Action 11.1.1 Advocate for more diverse range of learning and training opportunities to be provided in the Shire by TAFE, Registered Training Organisations and local community groups
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications

Policy F13 – Grant Acceptance Policy “The proposed expenditure is to be contained in the annual budget otherwise the expenditure is unbudgeted and therefore requires an absolute majority decision of Council incur”.

### Budget Implications

Should council endorse the officer's recommendations it is proposed that the 2021-2022 budget will reflect the income of \$5,000 provided by the State Library of WA for Technology and Digital Inclusion/Encouraging Promising Practices in (GL 1360070.67) and related expenditure (P111).

### Whole of Life Accounting - Nil

### Risk Management

The principles of risk management are met by ensuring that the proposed project aligns with Council's Strategic Community Plan and Corporate Business Plan.

### Voting Requirements – Absolute Majority

### **Council Decision Moved Cr Mahoney, Seconded Cr Rose**

***C.13/1221 That Council accepts \$5,000 (ex GST) unbudgeted income from the State Library of WA from the Technology and Digital Inclusion/Encouraging Promising Practices Grant in the 2021-2022 financial year and associated unbudgeted expenditure for the purchase of 5 IPADS.***

***Carried 8/0  
by Absolute Majority***

### **Receival of Minutes from Management Committees - Nil**

### **Urgent Business Approved by Decision - Nil**

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

### **Elected Members Questions With Notice**

#### Cr Pratico

1. The footpath in front of Greenbushes Primary School has lifted and the trees have broken the kerb on the. Can this be remedied?

*Response – Further inspections of this footpath have been carried out this week and this will determine whether repairs can be made or whether the footpath and kerbing needs to be programmed for full reconstruction.*

2. There is a house on Stanifer Street owned by the Department of Housing that is looking very unloved. Can we ask the Department to undertake the necessary repairs to make this house available to rent?

*Response – Yes we can with the request being made on the basis that there is currently a severe shortage of rental accommodation within our Shire.*

3. With six large capital projects on the go at once and all at some risk of going over budget is it possible for Council to reduce the scope of projects or the number of projects to fit the budget?

*Response – A reduction in the scope of works or specifications of individual projects can be considered for each project at the time of awarding a contract. It isn't always possible to reduce scope or specification and still deliver a project but this is considered on a project by project basis.*

4. The intersection of Steere Street and Roe Street has some cracks. As Steere Street is a main road should we inform Main Roads Western Australia of this current condition?

*Response – yes this can be reported.*

#### Cr Mahoney

1. Was the liquid waste disposal facility opened on the 13th December as per advice from last month's meeting as the Shire website states (at time of writing) it is still closed until further notice?

*Response – Opening of the liquid waste facility was dependant on sufficient capacity being available either by suitable evaporation occurring or approval from the Department of Water and Environment Regulation (DWER) to perform a one-off transfer from the facility to the landfill leachate pond. An estimated timeframe was provided to Council last month estimating the facility would be reopened this week however in the 3 weeks since evaporation rates have been less than anticipated and the approval from DWER hasn't been received. This has meant the facility has remained closed for disposal of septage waste however we have been able to reopen it for grease-trap waste due to the significantly smaller volumes of this waste that are received. A tentative timeframe for the facility being fully opened would be 2-3 weeks. This is based on evaporation estimates. If the DWER approval comes through before then the facility could be reopened at short notice.*

2. Has the Shire progressed to the external review for the long term planning to ensure the liquid waste facility remains open permanently? Can you provide expected timing on the outcome of this review?

*Response – A comprehensive internal analysis and review has been undertaken and the results of this will be presented to Council next month. Any measures will require a license amendment to be lodged with DWER and a recent meeting with DWER indicated the assessment timeframe would exceed 60 days with 90 days being more likely.*

3. Can you please provide the link on the website to the map of the grading schedule referred to at the prior month Council meeting as I cannot find it on the website?

*Response – The map was uploaded to the website today. It was delayed pending the preparation of some fact sheets to support the map but as completion of these fact sheets is taking longer than planned the map has been uploaded as a standalone document.*

4. If the 2 graders combined are budgeted for 1,600 hours of road grading per annum, and if an expected weekly use of 30 hours is reasonable (allowing for example for mobilisation), meaning that the 2 graders are used for a total of 53 weeks (1,600/30), can you advise for what other purpose the graders are used, as there are 49 weeks of possible use outside of road grading? (If weather prohibits use of the graders, and there is no other use of the graders, this implies at least 25 weeks per year of non-use due to weather alone).

*Response – In addition to maintenance hours the current budget contains an allocation of 460.5 hours of grader use in the construction program. There are factors that affect the hours that graders plant can be used. The biggest factor is rain and road conditions. Grading can't be done when it's raining or when rain has resulted in the road being too wet with adverse conditions like this being frequent during our winter. There is also downtime for repairs factored in for each grader.*

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

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

**Council Decision Moved Cr Bookless, Seconded Cr Rose  
C.14/1221 That Council goes behind closed doors to consider Item  
C.14/1221 at 7.11pm.**

**Carried 8/0**

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended Item C.14/1221 be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of these items are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

<b>ITEM NO.</b>	C.14/1221	<b>FILE REF.</b>	115.72
<b>SUBJECT</b>	RFT 01/2122 Bridgetown Railway Station Conservation and Renewal Project		
<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes		
<b>OFFICER</b>	Manager Development Services (Project Manager)		
<b>DATE OF REPORT</b>	8 December 2021		

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

**C.14/1221a That Council:**

- 1. Accept a Tender from BRC Building Solutions Pty Ltd for RFT 01/2122 – Bridgetown Railway Station Conservation and Renewal Project at a price of \$912,500.00 (EX-GST);**
- 2. Authorise the Chief Executive Officer to enter into a Contract with BRC Building Solutions Pty Ltd once the cost savings relating to items identified in Part 3 of this resolution is confirmed plus an allowance of 5% contingency;**
- 3. Delegate to the Chief Executive Officer to negotiate minor variations to the Contract and remove and/or amend the following scope of works to reduce the Contract price:**
  - Replace the proposed platform concrete retaining wall with a treated pine sleeper retaining wall system;**
  - Modify the proposed double brick and cavity fill building perimeter retaining wall with a Versaloc Block retaining wall system;**
  - Modify the stirrup concrete footing detail to remove the concrete surround to base of the stirrup;**
  - Modify the selection of pavers from “Urban Stone Elegant Ash” to “Promenade Charcoal Classic”; and**
  - Remove the requirement for the Builder to provide an underground power supply to the Premises from the Scope of Works.**
- 4. Fund the shortfall of \$240,000 for the project by transferring the following amounts from reserve:**
  - Land and Buildings Reserve (50%) - \$120,000**
  - Building Maintenance Reserve (25%) - \$60,000**
  - Strategic Projects Reserve 25%) - \$60,000**
- 5. Amends its 2021/22 budget by increasing the expenditure for Account 1350040 – 57BU (Heritage Building Renewals - Bridgetown Railway Station Restoration) from \$722,000 to \$961,328**

**Carried 8/0  
by Absolute Majority**

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

**C.14/1221b That Council come out from behind closed doors at 7.38pm**

**Carried 8/0**

At 7.38pm Council opened the doors to the meeting. It was noted that no members of the public returned to the meeting.

**Closure**

*The Presiding Member closed the meeting at 7.38pm*

### **List of Attachments**

Attachment	Item No.	Details
1	C.06/1221	Annual Report 2020/21
2	C.06/1221	Minutes of Audit Committee Meeting held 22 November 2021
3	C.09/1221	Rolling Action Sheet
4	C.10/1221	November 2021 Financial Activity Statements
5	C.10/1221	List of Accounts Paid in November 2021
6	C.11/1221	Existing Policy with Proposed Amendments shown as “track changes”
7	C.11/1221	Amended Policy with track changes accepted
8	C.13/1221	Letter from State Library of WA dated 14 July 2021

Minute Papers checked and authorised by T Clynch, CEO		21 December 2021
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# Annual Report & Annual Financial Report

for the year ending 30 June 2021

## *Our Vision*

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



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# PART 1 - OVERVIEW

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## ***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](mailto:btnshire@bridgetown.wa.gov.au)

Website: [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)

## ***Our Council and Organisational Structure***

### **Elected Members (Councillors)**

In 2020/21 the Council consisted of:

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



## 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 2020/21 a total of 12 Ordinary Council and 3 Special Council meetings were held.

## Council Concept Forums

Council Concept Forums are held on the 2<sup>nd</sup> Thursday each month excluding the months of January and December each year and the month of October every 2<sup>nd</sup> 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 4 March 2021. Four 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.

There were no Special Electors Meetings held for the Shire of Bridgetown-Greenbushes in 2020/21.

## Councillor Attendance at Council Meetings and Concept Forums

### Councillor Attendance at Meetings – 1 July 2020 to 30 June 2021

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
<b>Cr John Nicholas (Shire President)</b>	15	15	9	9	1	1
<b>Cr Barbara Johnson (Deputy President)</b>	15	14	9	8	1	1
<b>John Bookless</b>	15	15	9	9	1	1
<b>Julia Boyle</b>	15	14	9	9	1	1
<b>Joann Moore</b>	15	14	9	9	1	1
<b>Jenny Mountford</b>	15	13	9	9	1	1
<b>Tony Pratico</b>	15	14	9	9	1	1
<b>Peter Quinby</b>	15	15	9	9	1	1
<b>Alan Wilson</b>	15	15	9	7	1	1

## 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 2020/21 eight (8) Advisory Committees functioned, these being:

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

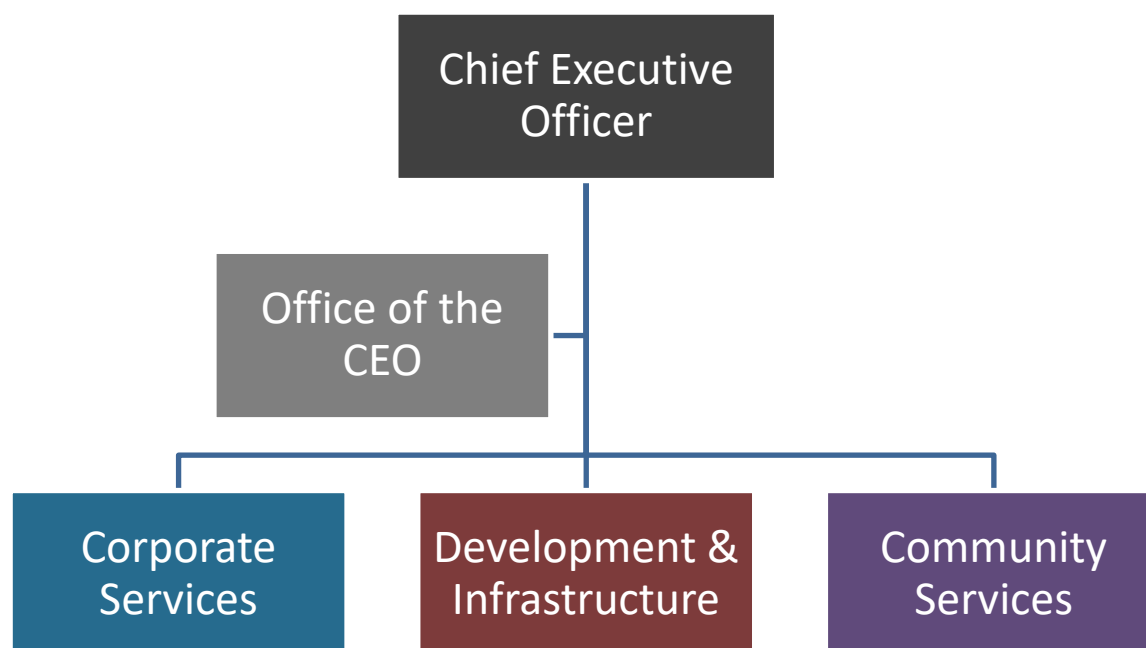
3. To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

### 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.

### Organisational Structure

The organisation structure for the Shire of Bridgetown-Greenbushes consists of four Departments or Divisions as illustrated below:



Under the organisational structure the staff in the 'Office of the CEO' report directly to the CEO. All other departments report to an Executive Manager, being:

- Executive Manager Corporate Services – Michelle Larkworthy

- Executive Manager Development & Infrastructure – Gilbert Arlandoo (note since 30 June 2021 Mr Arlandoo has left the employ of the Shire and at the time of writing the Annual Report the position was being advertised for recruitment)
- Executive Manager Community Services – Elizabeth Denniss



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

### CEO'S Office

Governance  
Councillor Liaison  
Agendas/Minutes  
Strategic Planning  
Human Resources  
Occupational Health and Safety  
Website  
Citizenship  
Local Government Elections  
Local Government Compliance  
Local Laws  
Cemetery Records & Administration  
Land Disposition  
Economic Development  
Ranger & Regulatory Services

### Corporate Services

Administration  
Annual Budgets  
Annual Financial Reports  
Corporate Business Plan  
Long Term Financial Plan  
Asset Management  
Debtors/Creditors  
Insurance  
Rates  
Payroll  
Records Management  
Customer Services  
Police Licensing  
Information Technology (IT)  
Shire Building Maintenance  
Cleaning of Shire Facilities  
Risk Management & Compliance

### Development & Infrastructure

Engineering  
Roads (Maintenance and Construction)  
Crossovers and Bridges  
Parks, Gardens and Reserves, Footpaths  
and Walk Trails  
Street Trees Maintenance  
Traffic Control  
Weed Management  
Parking Facilities  
Cemetery Maintenance  
Waste Management  
Plant and Machinery  
Traffic Counts  
Heavy Haulage Approvals  
Planning & Development Approvals  
Town Planning Schemes and  
Amendments  
Subdivisions  
Road Names  
Heritage  
Building Approvals  
Environmental Health  
Swimming Pool Approvals & Inspections

### Community Services

Community Development  
Service Agreements & Community  
Grants  
Seniors Issues  
Youth Issues  
Access & Inclusion  
Arts & Culture  
Library  
Integrated Leisure Centre  
Visitors Centre/Tourism  
Trails Development

## ***President's Report***

I take great pleasure in presenting the 2020/2021 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.

The Shire President for the whole of 2020/21 was John Nicholas. John decided in the lead up to the October 2021 local government elections that it was time for him to retire from his Councillor role. On behalf of the Council and community I thank John for his service to the community and leadership to our organization during his tenure as Shire President.

I also recognize the other Councillors that retired in October 2021 – Joann Moore and Alan Wilson, both of whom contributed greatly during their tenure on Council.

One of Council's most significant achievements in 2020/21 was the preparation of our new Strategic Community Plan and Corporate Business Plan. Assisted by the professionalism and enthusiasm of Lisa Lough from Catalyse we were able to engage with local community to identify the values and aspirations that it wishes its local government to meet. The process included a community scorecard survey which provided council with some honest and at times confronting feedback. Further feedback was obtained at a community sundowner. This feedback was invaluable in informing us what the community's wants and expectations are. I thank everyone that participated in the community consultation and I ask everyone to take the opportunity to obtain a copy of our new Corporate Business Plan in particular to see if your expectations have been met. The Corporate Business Plan can be viewed online on the Shire website or a printed copy can be obtained from the Shire administration office.

Covid-19 continued to impact our daily lives and I'm pleased to report that the Shire of Bridgetown-Greenbushes was able to deliver its services throughout 2020/21 other than when some specific services (i.e. Leisure Centre and Library) were required to cease under Statewide Government directions. The Shire administration office was able to remain open every working day and feedback I received from members of the public was appreciative that our office based services were able to continue. Our outside works and parks teams also continued to perform their essential services throughout the year. Council in its 2020/21 budget responded to the request of the State Government and had a nil percent rate increase. Council also rolled out a COVID-19 Community Response Plan which included financial benefits such as the waiving of interest on overdue rates and waiving of a number of fees.

In 2019/20 Council had initiated 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. The current McGowan State Government is very focused on job creation, particularly for recovery from Covid-19. We have been able to discuss with the State Government the intent of Talison Lithium P/L to grow jobs at its Greenbushes operations from 500 to 1,200 over the next 5 years. 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.

We have been fortunate to have received Drought Communities funding (\$1 million) and Local Roads and Community Infrastructure Program (LRCIP) funding from the Commonwealth Government (Rounds 1 and 2 = \$892,135), WA Recovery Plan funding from the Western Australian Government (\$842,027) and Lotterywest funding (\$536,148). This funding, together with Council funding has been directed to the following projects:

- Blackwood River Foreshore Park Redevelopment
- Bridgetown and Greenbushes Railway Stations Redevelopment
- Bridgetown Town Hall Revitalization
- Bridgetown Youth Precinct Development
- Greenbushes CBD Parking & Safety Enhancement

The Shire continues to be an active member of the Blackwood Alliance of Councils and the Shires of Donnybrook-Balingup, Manjimup and Nannup have now been formally joined by the Shire of Boyup Brook. The Alliance permits issues of a regional nature to be addressed by the contributing Shires. Projects such as the Warren Blackwood Bridle Trail and Local Tourism Association have been the major projects during this financial year and have been achieved through the cooperation and goodwill of the respective participating Councils.

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 2020/21. Similarly, I would like to express my appreciation to the Chief Executive Officer, Tim Clync and his senior management team of Michelle Larkworthy, Elizabeth Denniss and Gilbert Arlandoo. Their professionalism, dedicated and persistence to the delivery on action and projects and the day to day governance of the Shire ensure that we remain a well-respected, high performing local government organisation now and into the future. I would also like to extend my thanks to the entire staff of the Shire whose efforts throughout the year are greatly appreciated.



Cr John Bookless  
Shire President

## Chief Executive Officer's Report

Note this report is limited to reporting during the period from 1 July 2019 to 30 June 2020.

There were a number of events, issues and projects that occurred during 2019/20 and these are commented on below:

### COVID-19

COVID-19 was declared a pandemic by the World Health Organisation on 11<sup>th</sup> 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 were felt throughout 2020/21. As well as continuing to deliver essential services, the Shire of Bridgetown-Greenbushes worked with local businesses to ensure all necessary safety measures were in place, including contact registers.

In the lead up to adopting its 2020/21 budget Council considered its response to COVID-19 resolved amongst other things to:

- Formally acknowledge the impacts both economically and socially that COVID-19 is having on its community.
- Endorse a Community Response Plan and 2020/21 Budget Framework document.
- Foreshadowed in its (at that time) imminent review of its Long Term Financial Plan and Corporate Business Plan Council consider bringing forward capital projects that drive economic stimulus, job creation and community benefit.





The initiatives or components of the Community Response Plan and 2020/21 Budget Framework document were:

1. Zero rate increases for 2020/21. Note this doesn't factor in changes to GRV values occurring due to development of land. Note under the Long Term Financial Plan implementing a zero rate increase for 2020/21 will forego a forecast 4.1% rates increase.
2. Waive all penalty interest for late payment of current rates arrears from 1 April 2020 to 30 June 2020.
3. Encourage flexible payment plans for current rates arrears and future 2020/21 rates subject to such plan showing rates paid in full by 30 June 2021. No administration fees to be applied for duration of payment plans entered into from 1 April 2020 to 31 December 2020.
4. Reduce penalty interest charges from 1 July 2020 for late payment of 2020/21 rates (including ESL) and any other prior rates arrears, from 11% to 5.5%, subject to the ratepayer entering into an approved payment plan for full payment of rates by 30 June 2021. Note if no payment plan is entered into by 31 December 2020 then interest of 8% is to apply. Note the imposition of these penalty interest charges doesn't apply to those ratepayers that on application have been determined to meet the criteria within Council's COVID-19 Financial Hardship Policy.
5. No administration fees and reduce interest from 5.5% to 3% on the statutory 4 rate instalment option for payment of 2020/21 rates.
6. Where approved rates payment plans don't provide for full payment of outstanding rates by 30 June 2021 8% interest will be applicable from 1 July 2020.
7. Where a ratepayer is determined to meet the criteria within Council's COVID-19 Financial Hardship Policy no interest on rates arrears is to be applied.
8. Suspend debt recovery for unpaid rates not on instalments or approved payment plans until 31.12.20. Note this doesn't mean a write off of debt.
9. Zero increase to fees and charges for 2020/21.
10. Refund of 2019/20 alfresco dining fees from 1 April 2020 to 30 June 2020.
11. Waiving of 2020/21 alfresco dining fees.
12. Refund of annual health food premises surveillance fees for 2019/20 (note doesn't include event stallholders).
13. Waiving of annual health food premises surveillance fees for 2020/21 (note doesn't include event stallholders).
14. Waiving of visitor centre administration fee for cancelled accommodation bookings.
15. Refund of 50% of 2019/20 temporary caravan park (linked to events) licence fees as 2 of the 4 special events linked to this licence were cancelled due to COVID-19.
16. Waive lease fee for Leisure Centre health & fitness room from 1 April 2020 with assumption that use of fitness room will be able to recommence 1 October 2020.

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17. Extend existing Leisure Centre membership periods by the period of time the facility is unable to be accessed.
  18. Discount 2020/21 Visitor Centre Membership Fees by 50%.
  19. Waiving of fees for extension of planning approvals and building permits until 30 June 2021 in acknowledgement that construction times will likely be drawn out.
  20. Refund of unused fees/charges for sporting clubs (assumes no football or soccer in 2020/21 but cricket and harness racing will proceed).
  21. Where community grants, service agreements or other donations have been earmarked in 2019/20 budget for delivery of events subsequently cancelled due to COVID-19 the grant recipients are able to claim for cash expenses incurred in planning for the event up to the amount of the grant.
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In light of the economic climate caused by COVID-19 councillors agreed to a one-off 10% reduction in councillor allowances in 2020/21. Shire of Bridgetown-Greenbushes staff agreed to set aside wage increases for 2020/21 as provided for under relevant enterprise agreements and instead agreed to a wage freeze for one year.

### **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 Donnybrook-Balingup, Manjimup and Nannup. In 2020/21 the Shire of Boyup Brook joined on a 12 month trial.

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 500 to 1200 over the next 6 years.
- Talison Lithium has a residential operations workforce. Currently 88% 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 55% of the staff resides in the Shire of Bridgetown-Greenbushes.
- If the distribution of new employees were to remain consistent with current settlement patterns then over the 6 years we would expect around 495 of the additional 900 workers to reside in our Shire.

- 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 2020/21, guided by the Growth Strategy project planning for six projects was completed to enable construction to commence in either 2020/21 or 2021/22 and be completed in 2021/22. These projects, valued at \$3.3 million are:

- Bridgetown Civic Centre Restoration/Refurbishment (\$679,338 fully funded – Lotterywest, State Recovery Plan Funding and Shire loan);
- Bridgetown Railway Station refurbishment (\$722,000 fully funded – Drought Fund; Lotterywest, WA Government election commitment, Shire funds);
- Greenbushes Railway Station Relocation and Refurbishment (\$342,000 fully funded – WA Government election commitment; Lotterywest);
- Blackwood River Foreshore Park (\$941,947 Fully Funded – Drought Fund, State Recovery Plan Funding, Shire funds);
- Bridgetown Youth Precinct at Somme Park (\$650,021 fully funded - Federal Stimulus funding and Shire loan); and
- Greenbushes Town Centre Car Park (\$495,854 Fully Funded - Federal Stimulus funding; Talison Lithium P/L contribution

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 occur in 2021/22, 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 2020/21 works program:

### Road Construction/Renewal

- Winnejup Road (progressive reconstruction)
- Peninsula Road (reconstruction of section west of Corriedale Court)
- Ethel Street laneway – upgrade including drainage
- Steere & Stewart Streets – intersection improvements and additional parking bays
- Tweed Road (gravel resheeting)

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



### Drainage Works

- Peninsula Road near entrance gates to Bridgetown Showgrounds
- Claret Ash Drive

### Bridge Works

- Winnejup Road (2 bridges)
- Donnelly Mill Road
- McKelvie Road
- Catterick Road
- Slades Road
- Brockman Highway

### **Community Grants, Service Agreements and Other Donations**

In 2020/21 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 and \$5,000 support for the Rotary Club Blackwood Marathon event.

### **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. Council's reasons for reviewing local visitor information services were two-fold. One being to ensure that the functions and services of the visitor centre didn't conflict with those of the recently (at the time) established 'Southern Forests Blackwood Valley Tourism Association' (SFBVTA). The other reason was to arrest the declining financial performance of the existing visitor centre that is funded by the Shire (and thus the ratepayer).



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.

Funding was provided in Council's 2020/21 budget to engage a consultant to work with both groups and the Shire on preparing a business plan.

'Economic Transitions' was subsequently engaged by the Shire, commencing work on the business plan in January 2021. The process undertaken to develop the business case included semi-structured interviews with key stakeholders, a workshop with the BGBTA and Bridgetown CRC as well as a business/tourism industry survey were conducted. In addition the process also allowed for the following key steps to be taken:

- Development of a shared vision by the CRC and BGBTA with regard to the provision of services and the facility,
- Financial plan (5-year forecast) – operating and capital/maintenance, and the identification of any operating subsidy require by Council to make the outsourcing a viable option,
- Market research to provide a snapshot of community and business-based expectations with regard to service provision in terms of visitor information services and the gallery,
- SWOT Analysis, and
- Risk Assessment.

The high-level outcomes derived from the project resulted in the following:

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.

As at 30 June 2021 an implementation plan was to be prepared to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the Bridgetown CRC. This implementation will firm up the targeted transition dates, determine what work on the building is necessary for fit out and building repair as well as identifying possible technological improvements/initiatives to improve the visitor experience.

The business case suggests an implementation date of 1 January 2022 however this is a target date and will be refined in both the implementation plan and ongoing discussions with the CRC. In reality an implementation date of 1 July 2022 is considered more feasible.

#### Development Statistics

In 2020/21 the Shire of Bridgetown-Greenbushes issued a total of 234 building permits. This compares to the statistics for 2019/20, being 176 permits.

A total of 143 development (planning) approvals were issued (compared to 108 in 2019/20). This does not include scheme amendments, structure plans or subdivision applications.

The above statistics for building permit approvals and development (planning) approvals show a significant increase in development activity and associated workload for Development Services staff, showing an annual increase of 33% and 32% respectively.

#### 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 2021 Citizen of the Year Awards, more commonly known as the 'Australia Day Awards' were:
  - Citizen of the Year – Erica Duffett
  - Citizen of the Year – Youth (under 25 years) – Jessica Wright
  - Citizen of the Year – Senior (over 65 years) – Erica Gale
  - Active Citizenship – Group or Event – The Jubilee Singers
- Funding of \$52,819 towards the 2<sup>nd</sup> year operations of the Southern Forest Blackwood Valley Tourism Association.
- The Shire of Bridgetown-Greenbushes partnered with the Southern Forest Blackwood Valley Tourism Association and Shires of Manjimup, Nannup and Donnybrook-Balingup in a television advertising campaign for tourist promotion and participation in the SBS 'Trails Town' production.
- Construction of a wastewater dump point in the railway carpark in Bridgetown was completed.
- A review of wards and councillor representation was completed with the decision made to retain 9 councillor however the former 2 ward structure was discontinued with a no ward structure to be in place for the October 2021 council elections.
- There was a significant amount of legislation impacting the local government sector progressed in 2020/21 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.
- Construction of the Warren Blackwood Stock Route was completed. The Warren Blackwood Stock Route is a 320 km Bridle Trail based on the old droving routes used to take stock to fresh summer pasture along the coast from inland farms. The Warren Blackwood Stock Route is a signed trail that traverses the Shires of Manjimup, Bridgetown-Greenbushes and Nannup on land managed by these three shires, Donnelly and Blackwood Districts of DBCA as well as areas managed by Main Roads, Western Power and the Department of Water. The WBSR includes 8 campsites and 2 designated pick up points approximately every 40 km along the trail. Campsites include a shelter with bunks and picnic setting (or options for camping), horse yards, a water tank or access to water, a toilet and fire pit. The trail provides a unique

opportunity for horse riders to experience living history whilst enjoying the forests and valleys of the south west.

- 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.



#### **Appreciation**

I thank all staff for their efforts during 2020/21. The whole of the Shire staff is responsible for a diverse range of duties and handle them most effectively and efficiently.

Finally, in conclusion I would also like to express appreciation for the efforts of all the councillors in 2020/21 for their work on behalf of the community.

***Tim Clynch***  
***Chief Executive Officer***



# PART 2 – PLAN FOR THE FUTURE

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## ***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. A desktop review was conducted in 2018/19 and a full review in 2020/21.



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

Under the Integrated Planning and Reporting Framework and Guidelines, all local governments must develop their 10+ year Strategic Community Plan through a community

engagement process aimed at identifying long term community aspirations, visions and objectives.

In 2020/21 Council engaged with the community with two specific and focused initiatives with a total of 779 persons actively participating (noting there may be some duplication):

- Community Scorecard Survey – September 2020
- Community Sundowner/Workshop – November 2020

#### Community Scorecard

The Community Scorecard survey was open from 7 September-25 September 2020. Scorecard invitations were sent to all residential properties and local Post Office Boxes using Australia Post unaddressed mail. Supporting promotions included emails to 597 contacts and social media promotion via the Shire's Facebook page. 705 respondents participated, broken down into the following classifications:

- 649 local residents (non-Council affiliated)
- 138 local business representatives
- 157 community group representatives
- 27 out of area ratepayers
- 5 visitors
- 20 Council affiliated (Elected Members and employees)

The 705 respondents provided Council with honest and invaluable feedback on a range of issues. This feedback allowed the Council to:

- Support a review of the Strategic Community Plan (SCP)
- Assess performance against objectives and key performance indicators (KPIs) in the SCP
- Determine community priorities
- Benchmark performance

Respondents to the survey were able to rate and respond to a wide range of questions addressing areas such as Council's leadership, the Shire's vision, community consultation, customer service, service and facilities for different sectors in the community (families, youth, seniors, etc.), access to health and community services, community buildings, sport and recreation facilities and services, playgrounds, parks and reserves, animal management, safety and security, preservation and promotion of local history, managing responsible growth, local roads, footpaths, trails and cycleways, climate change response, waste services, natural disaster management, economic development, tourism and marketing and education/training. Respondents also rated the Shire as a place to live, place to own or operate a business and a place to visit. From the ratings provided by the respondents an index score out of 100 was determined for each specific area and this was able to be compared against other Councils (60+) that had participated in similar structured surveys.

An 'Overall Performance Index Score' was calculated. This is a combined measure of the Shire of Bridgetown-Greenbushes as a 'place to live' and as a 'governing organisation'. The Shire of Bridgetown-Greenbushes' Overall Performance Index Score was 66 out of 100, on par with the industry average for Western Australia.

The Community Scorecard Report was released for public information in November 2020. Furthermore in February 2021 was released a document titled 'Community Voices', being a copy of all the comments provided in the survey responses by participants. Again this feedback was frank and at times critical but that is the purpose of community engagement and consultation and the comments form a valuable informing tool that Council used in the development of the draft Strategic Community Plan.

#### Community Sundowner/Workshop

A group of 74 Shire residents joined consultant Lisa Lough in the Town Hall on Tuesday evening 10th November to hear about the outcomes and findings of the Scorecard Survey. The event was structured so that participants responded to a range of issues in groups and then reported back to the audience. This then allowed individuals to comment and provide input into the group feedback.



The Strategic Community Plan 2021-31 articulates a new 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.

Rather than an annual review of the current Corporate Business Plan in 2020/21 a new Corporate Business Plan was prepared in conjunction with the preparation of the new Strategic Community Plan.



The Strategic Community Plan contains 5 pillars, 16 outcomes and 39 objectives. The Corporate Business Plan contains 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.

## ***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 2021, showing how the specific actions within the Corporate Business Plan were implemented in 2020/21.

Major initiatives or actions that were either fully or substantially completed in 2020/21 include (note many of these are discussed in more detail elsewhere in this Annual Report):

- Review of the Strategic Community Plan incorporating extensive community engagement and consultation
- Preparation of a new Corporate Business Plan
- Advocacy to State and Commonwealth Government Ministers of the opportunities associated with the Talison Lithium mine expansion
- Commenced works for the Blackwood River Foreshore Project
- Progressed final design for the Bridgetown Town Hall, Bridgetown Railway Station and Greenbushes Railway Station projects
- Completion of the regional bridle trail
- Continuation of work on developing our asset management plans
- 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
- Installed a caravan dump point in Bridgetown
- Completed planning, including stakeholder consultation, for redevelopment of the skate park and surrounding youth precinct
- Redevelopment of the Bridgetown northern information bay upgrade
- Upgraded horse stalls at Bridgetown Sportsground
- Continued preparation of a Local Planning Strategy
- Continued to investigate and negotiate acquisition of land in Greenbushes commercial area to allow for upgrade of parking and rear laneway near roadhouse. Also completed the design of the proposed car park.

- 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
- 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
- Worked with our local government partners as a member of the Warren Blackwood Alliance of Councils
- Completed work on establishing a hierarchy of park maintenance and associated service levels for all parks and reserves
- Worked with DBCA and Water Corporation on the process for acquiring vesting of the Dumpling Gully waterbodies
- Implemented the recommendations of the Access and Inclusion Plan
- Maintain financial support of the community landcare service



Major initiatives or actions in the Corporate Business Plan proposed to be undertaken in 2021/22 include:

- Advocate to Government for more community infrastructure to support the implications of Talison Lithium's mine expansion project
- Revitalisation and development of the Bridgetown Youth Precinct
- Deliver the Blackwood River Foreshore Project
- Deliver the Bridgetown Town Hall Revitalization Project
- Deliver the Bridgetown Railway Station Restoration Project
- Commence planning for the Greenbushes Youth Precinct Upgrade 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
- Further investigate alternative water solutions for irrigation of Bridgetown Sportsground
- Advocate for the development of a youth centre
- Partner with Blackwood Youth Action to improve access to support services
- Proceed with the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre
- Continue to fund the Southern Forests Blackwood Valley Tourism Association
- Review and implementation of the local trails plan
- Continuation of work on developing our asset management plans
- Continuation of fair value requirements
- 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



- Continued preparation of a Local Planning Strategy
- Provide improvements to building and development application approvals processes
- Progressive acquisition of land adjacent to Geegelup Brook
- Facilitate the release of crown residential lots in Greenbushes by the State Government
- 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
- Provide car park lighting at the Bridgetown Leisure Centre
- Improve the access to public toilets at Bridgetown Sportsground
- Prepare a business plan for a Bridgetown Arts Centre and Gallery
- Advocate for improved telecommunications
- Carry out a feasibility into establishing a cemetery for small domestic pets
- Prepare a playground strategy
- 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
- Review policies and processes to improve business efficiencies and the customer experience
- Implement the new Events Procedure
- In partnership with neighbouring local governments prepare a sub-regional climate change strategy
- Review dog exercise areas including the need for fenced areas
- Prepare plans for depot workshop improvements
- Prepare a local public health plan
- 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 2020/21. 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'.

In February 2021 full condition data was collected for Council’s roads, drainage and footpath assets. This new data will be used to undertaken an assessment of remaining useful lives of the assets that will in turn ensure a higher level of confidence in 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 2018-2038. The consolidated plan is reviewed and updated annually to reflect changes in asset data held. The 2020/21-2034/35 Consolidated Asset Management Plan was presented to Council’s ordinary meeting held 27 May 2021 and was endorsed.



## ***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.

## ***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.

The next review of the Workforce Plan is scheduled for 2021/22.

# PART 3 – REGULATORY REQUIREMENTS

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## **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 2020 year was presented to the Audit Committee on 4 March 2021 and to Council's ordinary meeting held on 25 March 2021 meeting. Each year the Compliance Audit Return covers various categories and for the 2020 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 102 questions contained in the 2020 Compliance Audit Return it should be noted that compliance was achieved in all areas.

## **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. Council Policy F.21 – Risk Management
3. Risk Management Procedures Manual (operational document)
4. Business Continuity Plan supported by an ICT Business Continuity Plan (operational document)
5. Local Emergency Management Arrangements
6. 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.

In December 2017 Council adopted a 'Ratio Improvement Action Plan' that comprised the following:

- A full review of Council's asset depreciation expenditure is undertaken. Specifically, a review of each individual Council asset (at component level) of its condition, useful life, remaining useful life and residual value.
- An assessment as to whether the Shire is revenue short or expenditure long by undertaking a comparison of neighbouring and similar sized Shires in relation to the level of own source revenue (i.e. rates, fees and charges) compared to expenditure.
- Development of a policy to guide future Council decisions in relation to the allocation of funds to renewal works versus upgrade works.
- That various scenarios are modelled during the next review of Council's Long Term Financial Plan in relation to achieving minimum ratio benchmarks.

Items contained in the above plan are being progressed over several years Council and its Auditor acknowledging that improving the Operating Surplus Ratio to meet the Department's benchmark is unlikely in the short term to medium term but Council should demonstrate improvement towards achieving the benchmark through its integrated planning processes. Progressive reporting on the Ratio Improvement Action Plan occurs to the Audit Committee.

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.



## ***Complaints to the Ombudsman WA***

During 2020/21 no complaints regarding actions or operations of the Shire were made to the Ombudsman WA.

## ***Public Interest Disclosures***

A local government is required to appoint one of its officers to act as the Council's Public Interest Disclosures Officer under the *Public Interest Disclosures Act 2003*. The CEO has appointed the Executive Manager Community Services to fulfil this role. 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.

No disclosures were received in relation to the Shire of Bridgetown-Greenbushes during 2020/21.

## ***Freedom of Information Matters***

Council's Freedom of Information Statement is reviewed annually and was last reviewed by Council at its meeting held 29 April 2021. A copy of the Statement can be accessed via the Shire's website at [www.bridgetown.wa.gov.au/freedom-of-information-link](http://www.bridgetown.wa.gov.au/freedom-of-information-link).

During 2020/21 year, the Shire received and processed one (1) FOI request.

## ***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 2020/21, 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).

During COVID-19 Shire staff worked closely with local service providers to ensure seniors and people with disabilities were able to access shopping and medication and other pharmacy products, delivered in a safe, non-contact manner, directly to their home.

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 2020/21 a number of achievements and initiatives were progressed or implemented, including:

### Access & Inclusion

- Completed the Accessible Events Checklist as part of the Event pack
- Reported unsafe nib near Police Station
- Reported unsafe cracks in pathways
- Reported unsafe pedestrian crossing across Hampton Street
- Investigating Volunteer Register software to support people in the community with basic home care services

- Recommendation endorsed by Council to review the access into the Visitor Centre
- Reformatted Access and Inclusion Plan to large print.
- Working to build partnership between service providers and Shire
- Attended Blackwood WACHS workshop regarding localized services.
- Reported the need for tactile installation at pedestrian crossings on Hampton Street
- Reported the need for high-vis paint at the intersection of Roe and Steere Street (guide dogs cannot discern the transition between road and path)
- Re-install ACROD bay close to entrance at Leisure centre
- Working with Advocacy WA on community information sessions and targeted workshops for people with disability
- Committee members on the working group implementation of a program of activities focused on recreational activities designed to attract disengaged sectors of the community including seniors and people with disability
- Hearing assistance system available at all community meetings/workshops

### Support for Seniors

- Annual Seniors Morning Tea in Greenbushes (June 2021)
- Planning of the review of the Age Friendly Community Plan including survey and community based consultation once the Strategic Community Plan is finalized.
- Organising individual information sessions by Community Home Care Bridgetown for seniors re: Home care Packages –
- Working to build partnership between service providers and Shire
- Attended Blackwood WACHS workshop regarding localized services.
- Committee members on the working group implementation of a program of activities focused on recreational activities designed to attract disengaged sectors of the community including seniors and people with disability
- Annual survey at morning tea

The DAIP continues to be implemented through the Access and Inclusion Committee, who work to bring to Councils attention, any issues regarding access and inclusion. The committee work to prioritize strategies based on community feedback and undertake audits and assessments of the physical environment to identify community need.

## ***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 2020/21.

## ***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 2020/21 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 2020/21 financial year the remuneration provided to the CEO of the Shire of Bridgetown-Greenbushes was:

• Salary (including any salary sacrifice arrangements)	\$189,996
• Compulsory Superannuation (9.5%)	\$ 18,050
• Employer Superannuation Contribution (3%)	\$ 5,700
• Private Professional Development	\$ 2,000
• Private Use of Vehicle	<u>\$ 8,000</u>
	\$223,746

For the 2020/21 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 2020/21 year, the amount the City paid in sitting fees to the standards panel was \$0.

### ***Elected Member (Councillor) Statistics***

#### **Councillor Allowances**

For the 2020/21 year the following councillor allowances were paid:

- Annual Attendance Fee for Council Members other than President - \$7,750
- Annual Attendance Fee for President - \$9,300

- Annual President's Allowance - \$7,750
- Annual Deputy President's Allowance - \$1,938
- Annual Information and Communications Technology Allowance - \$2,087

### **Councillor Gender Statistics**

In 2020/21 the gender balance of councillors was 5 male and 4 female.

### **Councillor Aged Demographics**

In 2020/21 the aged demographic of councillors was:

- 55-64 years – 1 councillor
- 64 years and older – 8 councillors

## ***Report on Elected Member (Councillor) Training 2020/21***

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/Profiles/bridgetown/Assets/ClientData/Document-Centre/Annual\\_Report/Elected\\_Member\\_Training\\_Report\\_2020-21.pdf](https://www.bridgetown.wa.gov.au/Profiles/bridgetown/Assets/ClientData/Document-Centre/Annual_Report/Elected_Member_Training_Report_2020-21.pdf)

The information contained in the register for the 2020/21 year is reprinted below:

<b>Elected Member</b>	<b>Description</b>	<b>Location</b>	<b>Date</b>
Cr Mountford	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020
	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
	Western Australian Local Government Association - Meeting Procedures	E Learning	31/08/2020
Cr Nicholas	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020
	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
Cr Quinby	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020

	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
	Western Australian Local Government Association - Meeting Procedures	E Learning	31/08/2020
	Western Australian Local Government Association - Serving on Council	E Learning	31/08/2020
Cr Moore	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020
	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
	Western Australian Local Government Association - Meeting Procedures	E Learning	31/08/2020
	Western Australian Local Government Association - Serving on Council	E Learning	31/08/2020
Cr Johnson	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020
	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
Cr Pratico	Western Australian Local Government Association Elected Member Essentials Training - Understanding Local Government	E Learning	31/07/2020
	Western Australian Local Government Association Elected Member Training on Conflicts of Interest	E Learning	20/08/2020
	Western Australian Local Government Association - Serving on Council	E Learning	31/08/2020
	Western Australian Local Government Association - Meeting Procedures	E Learning	31/08/2020

## ***Record Keeping Plan (State Records Act 2000)***

The Shire of Bridgetown-Greenbushes Record Keeping Plan approved by the State Records Commission in 2021 was prepared with its objectives to ensure:

- Compliance with Section 19 of the *State Records Act 2000*
- Best practice record keeping is conducted in accordance with State Records Commission Standards and Records Management Standard AS15489
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions
- Recorded information can be retrieved quickly, accurately and cheaply when required
- Protection and preservation of government records

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 and successive major reviews will be undertaken every five years. In between the major reviews or the Record Keeping Plan Council reviews all policies associated with the Plan on an annual basis.

The Shire conducts an ongoing Record Keeping Training Program which includes both existing and new employees. This program covers, amongst other things, the roles and responsibilities of employees with regards to compliance with the Shire’s Record Keeping Plan.

The Shire has an electronic record keeping system (Synergy Soft) which is used to record all incoming mail/documents.

Electronic record keeping programs are also used for recording of financial data, building approvals, planning approvals, property ownership & rating details, purchasing, cemetery registers and dog & cat ownership.



### **Record Keeping Statistics 2020/21**

Total Incoming Items Registered in Synergy	6,118
These items are registered as follows	
General Correspondence	1,366
Emails	2,192
Building Application	233
Building Correspondence	208
Customer Service Requests	1,383
Human Resource	375
Planning Applications	155
Planning Correspondence	72



Septic Applications	70
Septic Correspondence	64

<b>Total Outgoing Items Registered in Synergy</b>	<b>2,002</b>
These items are registered as follows	
General Correspondence	482
Emails	866
Building Correspondence	384
Human Resource	176
Planning Correspondence	12
Septic Correspondence	82

## Local Laws

The Shire of Bridgetown-Greenbushes has 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.

The above local laws can be viewed at:

<https://www.bridgetown.wa.gov.au/documents/local-laws>

Section 3.16 of the *Local Government Act 1995* (the Act) requires that a review of each local law occurs within a period of 8 years from the day a local law commenced or was last reviewed. The review is to determine whether the local law should be repealed, amended or retained in its current form.

Notwithstanding that a statutory review of all Council's local laws wasn't required in 2020 Council resolved in June 2020 that a review be undertaken in 2020/21. The review didn't occur in 2020/21 with the review report scheduled to be presented to the July 2021 Ordinary Council meeting.

No amendments to existing local laws were progressed in 2020/21.

## Policy Review/Development

The annual review of policies was presented to the November 2020 Council meeting. This resulted in 17 policies being amended and 1 revoked. Separate to the annual policy review 5 other policies were either adopted, reviewed or revoked in 2020/21:

Policy No.	Name of Policy	Date
I.15	Lawn Cemetery – Reservation of Grave Sites	Amended July 2020
M.7	Elected Members – Presentations on Retirement	Amended November 2020
M.35	Audio Recording of Meetings	Amended November 2020
M.37	Acknowledgment of Country	Amended November 2020
A.4	Facility Opening Hours to the Public	Amended November 2020
A.19	Supplementary Superannuation Contributions to Employees	Amended November 2020
A.25	Leisure Centre Discounted Membership for Employees	Amended November 2020
F.8	Facility Hire	Amended November 2020
F.13	Grant Acceptance	Amended November 2020
F.14	Buy Local Purchasing	Amended November 2020
F.15	Asset Management	Amended November 2020
F.18	Self Supporting Loans to Shire Community/Sporting Groups	Amended November 2020
F.19	Assets Financing and Borrowings	Amended November 2020
F.20	Library Exhibition	Amended November 2020
F.23	Project Management Framework	Amended November 2020
F.24	COVID-19 Financial Hardship	Amended November 2020
H.1	Handling of Asbestos Cement (AC) Building Products	Amended November 2020
O.8	Bridgetown-Greenbushes Visitor Centre Membership	Amended November 2020
H.2	Water Samples	Revoked November 2020
M.6	Meetings of Council	Amended December 2020
A.14	Light Fleet Vehicle Purchasing	Amended February 2021
M.12	Code of Conduct (Members and Staff)	Revoked April 2021
M.12	Code of Conduct to be observed by Council Members, Committee Members and Candidates	Adopted April 2021

## PART 4 – MEASURING OUR PERFORMANCE

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### ***APPENDIX 1: Report on 2020/21 Implementation of Actions Contained in Corporate Business Plan***

*Note the reporting is on the Corporate Business Plan that was applicable throughout 2020/21 and not the current Corporate Business Plan adopted by Council on 24 June 2021*

**Corporate Business Plan 2020/21 to 2023/24**  
**Annual Reporting for 2020/21 Year – Progressing of Actions**  
**1 July 2020 – 30 June 2021**

**Key Goal 1 – Our Economy will be Strong, Diverse and Resilient**

**Objectives:**

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

**1.2 A proactive approach to business development**

Strategy Ref.	Strategy	Action Ref.	Action	Is this Action Scheduled for 2020/21?	Comment
1.1.1	Encourage long term growth in the district in order to retain and enhance services	1.1.1.1	Maintain the currency of Council's growth strategy intended to drive population growth, create jobs and generate economic development	Yes	In 2019/20 a concise Growth Strategy was developed with the assistance of 'Cannings Purple'. Over the course of the last 2 years this has been adapted to inform a number of Government Ministers and senior staff of the opportunities associated with the Talison mine expansion.
		1.1.1.2	Lobby government for delivery of growth strategy projects : <ul style="list-style-type: none"> <li>• Greenbushes Light Industrial Area</li> <li>• Blackwood River Foreshore;</li> <li>• Greenbushes Recreation Precinct;</li> <li>• Bridgetown Youth Precinct;</li> <li>• Bridgetown Town Hall and Civic Centre Restoration;</li> <li>• Bridgetown &amp; Greenbushes Railway Stations Restoration;</li> <li>• Greenbushes CBD Parking &amp; Safety Enhancement Project;</li> <li>• Bridgetown CBD Water Restoration Project;</li> </ul>	Yes	In 2020/21 the Shire President and CEO directly engaged with a number of State Government Ministers and agencies and our Federal member for O'Connor to promote the benefits of the growth strategy. This lobbying was successful with direct (non-grant) funding being secured for the Blackwood River Foreshore, Bridgetown Civic Centre, Bridgetown Railway Station and Greenbushes Railway Station projects.  Business cases were prepared for the Blackwood River Foreshore, Bridgetown Town Hall and Civic Centre Restoration, Bridgetown & Greenbushes Railway Stations Restoration, Bridgetown Youth Precinct and

					Greenbushes CBD Parking & Safety Enhancement projects.
1.1.2	Develop and implement strategic plans and actions that attract economic development	1.1.2.1	Review visitor centre/information service delivery including management model and location	Yes	<p>As at 1 July 2020 formal discussions had been held with Bridgetown CRC and BGBTA on possible management/outsourcing of service delivery. The BGBTA declined opportunity to consider taking over management of visitor centre but did express an interest in managing the jigsaw gallery. The Bridgetown CRC did express interest in taking on management of visitor centre. It was intended in 2020/21 to select a suitable consultant to prepare a business case for outsourcing of VC management.</p> <p>In December 2020 expressions of interest were sought from two pre-selected consultants for the development of a business case to outsource the management of the Bridgetown Visitor Centre and the Brierley Jigsaw Gallery considering 2 scenarios:</p> <ul style="list-style-type: none"> <li>• <i>Scenario 1</i> – the Bridgetown CRC to manage both the Visitor Centre and the Brierley Jigsaw Gallery,</li> <li>• <i>Scenario 2</i> – the Bridgetown CRC to manage the Visitor Centre and the BGBTA to manage the Brierley Gallery.</li> </ul> <p>Economic Transitions submitted a proposal and was subsequently engaged by the Shire commencing work on the development of a business case in January 2021. The high-level outcomes of the completed business case were:</p> <p>5. 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.</p>

					<p>6. 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.</p> <p>7. Awareness that there is a need to enhance the visibility of and signage for the Visitor Centre to ensure maximum footfall and visitation.</p> <p>8. That the operating subsidy required by Council to outsource service delivery is significantly less than the cost of Shire maintaining the Visitor Centre.</p> <p>Council, at its April 2021 meeting endorsed the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre. Council also resolved to:</p> <ul style="list-style-type: none"> <li>• Develop an implementation plan to facilitate the relocation of the CRC to the current Visitor Centre building</li> <li>• Prepare a brief and scope for required building refurbishments to the current Visitor Centre building in partnership with the Bridgetown Community Resource Centre</li> <li>• Develop a 3 year Memorandum of Understanding with the Bridgetown Community Centre to formalize the terms of agreement, outlining service delivery key performance indications, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments</li> </ul>
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					<ul style="list-style-type: none"> <li>• Commence engagement with the Historical Society regarding the removal of the existing museum items in the Visitor Centre building</li> <li>• Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their relocation from the current Visitor Centre building to the current Community Resource Centre building.</li> </ul> <p>In May and June 2021 actions were taken in implementing the April 2021 Council resolution. A specific handover date of the VC management to the CRC hasn't been set but is assumed at this stage to be 1 July 2022.</p>
		1.1.2.2	Engage the community on meeting the requirements to achieve RV friendly town/s status for both Bridgetown and Greenbushes	Yes	<p>Greenbushes - the Greenbushes Sportsground Precinct Redevelopment Project is one of the key projects identified in the Growth Strategy (1.1.1.1) – which includes upgrading the existing free camping area and surrounds. A conceptual redevelopment plan and report was released for community consultation with the Greenbushes community in January 2020 with the outcomes of that consultation leading to the finalisation of concept planning. Due to the prioritisation of other Growth Strategy projects the development of more refined conceptual plans and ultimately detailed design plans has been deferred. The concept plan doesn't propose the installation of a dump point as the costs of pumping out a tank are considered prohibitive for Council to fund. The absence of a dump point will prevent Greenbushes from being designated a RV Friendly Town.</p> <p>Bridgetown – Installation of a dump point was completed in 2020/21. RV Friendly Status cannot be obtained without provision of 24 hour free camping.</p>

					Consultation on the other 'RV Friendly' requirements can begin. This will commence with conversations with the Bridgetown Caravan Park owners to ascertain their views on the impact of 24 hour free camping on their business.
		1.1.2.3	Install a septage dump point facility in Bridgetown	Yes	Installation of the dump point was completed in December 2020 with new directional signage on Hampton Street, Steere Street and Spencer Street installed in February 2021.
		1.1.2.4	Contribute to the Busselton Margaret River Regional Airport Marketing Fund to assist in the attraction and retention of airlines to service the "East Coast to South west" route	Yes	Completed for 2020/21 financial year; ongoing for next 3 years.
1.1.3	Plan for expansion of the commercial area	1.1.3.1	Ensure the local planning strategy allows for growth of commercial development	Yes	Preparation of the Local Planning Strategy (LPS) progressed in 2020/21 with completion of the bushfire hazard strategy and appointment of a consultant to assist in completing the LPS. The completion of the LPS will be a priority in 2021/22. The LPS will address commercial development opportunities.
1.1.4	Develop industrial and light industrial areas	1.1.4.1	Growth Strategy Project: Investigate site selection and development costs for LIA in North Greenbushes	Yes	Development of LIA in Greenbushes is identified in the Growth Strategy. The issue was raised at a meeting in February 2021 with the Minister for Regional Development. Talison Lithium Pty Ltd has recently indicated it will be investigating possible rezoning of its own land in North Greenbushes noting that will have to follow a statutory process including community consultation.
		1.1.4.2	Prepare funding plan for development of Bridgetown LIA	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2023/24.
1.1.5	Pursue improvements to infrastructure and services, including utilities	1.1.5.1	Lobby State Government to progress additional infill sewerage in Bridgetown	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.



		1.1.5.2	Lobby State Government to review onsite wastewater disposal density restrictions for non-sewered residential land	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22 but in any case it hasn't been progressed as Government lobbying has been focussed on securing funding for implementation of the growth strategy.
1.1.6	Work with key partners (business and government) to improve telecommunications within the Shire	1.1.6.1	Work with regional partners (Local and State Governments) to seek greater investment in telecommunications within the Region	Yes	<p>The Warren Blackwood Sub-Regional Growth Plan includes an action calling for construction of phone towers as identified with emergency services requirements and major arterial roads identified as a priority.</p> <p>For many years Shire staff has worked with the South West Development Commission (SWDC) to identify mobile blackspots so that if funding opportunities became available we would have proposals to put forward. In 2020 SWDC advised that the Catterick locality had been shortlisted for further consideration so more information was supplied to support an application.</p> <p>On 6 May 2021, the Australian Government, announced that further Commonwealth funding will be allocated towards 'place-based' telecommunications infrastructure projects under the Regional Connectivity Program.</p> <p>On 10 June 2021, the Government announced that a further 51 meritorious Round 1 projects had been funded under the program. Included in these 51 projects is the installation of a Telstra 4G macro cell base station in Catterick.</p>
1.1.7	Improve tourist facilities	1.1.7.1	Upgrade northern information bay at Bridgetown	Yes	Upgrade completed September 2020.
		1.1.7.2	Investigate establishment of a free Wi-Fi hotspot location/s	Yes	Preliminary research completed. Assessment of 7 LGA's who deliver free Wi-Fi was undertaken. The

					matter was going to be presented to a Concept Forum for informal workshopping however councillors, in workshopping the review of the Corporate Business Plan stated that provision of free Wi-Fi wasn't a priority therefore no further action was progressed in 2020/21.
		1.1.7.3	Prepare a design and funding plan for a stage at Memorial Park	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22
		1.1.7.4	Install water bottle refill stations (Bridgetown)	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22
1.1.8	Develop trails – culinary, art, walk, mountain bike, canoe and bridle	1.1.8.1	Complete the Warren Blackwood Stock Route	Yes	This project was completed in 2020/21 and the stock route is operational. With savings in other components of the project additional furniture at the campsites was installed.
		1.1.8.2	Implement trail development identified in the Growth Strategy Project - Blackwood River Foreshore Park Redevelopment Project (refer Action 2.1.4.1)	Yes	As at 30 June 2021 the project was approximately 65% complete with upgrade of the Blackwood River Trail almost complete and the upgrade of the Old Rectory Trail approximately 60% complete. The gazebo on the Old Rectory Trail was constructed. Further works will include the installation of the boardwalk on the Old Rectory Trail, stone pitching around the river canoe launching steps and installation of park furniture along the Old Rectory Trail.  Project completion is expected by October 2021.
1.1.9	Support tourism activities that focus on events, adventure, agriculture, food, heritage and the natural environment	1.1.9.1	Fund the Southern Forest Blackwood Valley Tourism Association	Yes	Completed for 2020/21 financial year; ongoing for next 2 years. Towards the end of 2020/21, via the Warren Blackwood Alliance of Councils, the financial model and structure of the SFBVTA was being reviewed noting that this may change the funding model for the Association. Further consideration will occur in 2021/22.
		1.1.9.2	Provide a proportion of Visitor Centre membership fees to the BGBTA to enable it to progress business and tourism initiatives	Yes	This action occurs in January annually, based on the VC memberships at 31 December with payment made in January.

1.1.10	Deliver or support a range of events where a demonstrable community benefit can be shown	1.1.10.1	Implement Events Procedure	Yes	A draft Events Procedure was prepared in 2020/21. The new procedure will require all events (on Shire owned reserves and facilities) to be formally applied for and assessed by the members of the internal Development Infrastructure Group (DIG), comprising staff from the Development & Infrastructure division. This is because of the planning, building, traffic management, infrastructure and health implications associated with planning and delivering community events. The procedure has been 'road tested' by organizers of the Tour of the Blackwood cycle event (Rotary) and also with BYA for the Skate Comp event held earlier this year in the Shire's Bridgetown Skate Park. Feedback from both users was positive and the procedure was well received as a good planning tool to assist in event planning. Finalization of the new Events Procedure is expected in July/August 2021.
1.2.1	Embrace a "can do" approach to development	1.2.1.1	Develop a new Local Planning Scheme	No	Preparation of the Local Planning Scheme is dependent upon completion of the new Local Planning Strategy which is scheduled for completion in 2021/22.
		1.2.1.2	Develop a policy to clarify and simplify compliance to bush fire guidelines for minor levels of development	Yes	At its August 2020 meeting Council adopted the Bushfire Management Plan (Strategic Bushfire Hazard Level Assessment) as an informing document to the proposed Local Planning Strategy. The objectives of the BHL Assessment were: <ol style="list-style-type: none"> <li>1. To examine those areas which were identified for development in the earlier draft of the Local Planning Strategy, to determine their suitability for development;</li> <li>2. To identify areas that require a more detailed analysis before any development / subdivision occurs;</li> <li>3. To identify any bushfire management issues and any spatial impact of such issues which should be</li> </ol>

					<p>considered in the preparation of a structure plan; and</p> <p>4. To document how the recommendations of the BHL assessment can be implemented in relevant planning stages.</p> <p>Detailed site inspections assessing existing conditions, vegetation classification and slope (at the time) were used to formulate the findings and recommendations, including assessment against the acceptable solutions Bushfire Protection Criteria from the Guidelines for Planning in Bushfire Prone Areas.</p>
1.2.2	Design and implement business retention strategies and initiatives for support of existing and potential new businesses	1.2.2.1	Develop a Shire of Bridgetown-Greenbushes Economic Development Strategy	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2022/23.
1.2.3	Communicate and engage with the business community		No Action stipulated (operational task)		Although not identified as a strategic task the Shire's communications during the COVID-19 pandemic had a significant focus on local business support.
1.2.4	Ensure the Shire's procurement policies support local business and local employment	1.2.4.1	Identify opportunities and mechanisms for establishment of local supplier panels	Yes	In 2020/21 internal procedures were developed for creation of local supplier panels noting that no panels are yet to be established. A new position of 'Risk and Compliance Officer' is currently being created and this area will be a task of that officer.

## Key Goal 2 – Our Natural Environment is Valued, conserved and Enjoyed

### Objectives:

- 2.1 Value, protect and enhance our natural environment
- 2.2 Enhanced parklands, reserves and gardens
- 2.3 Effectively utilised natural resources
- 2.4 An informed community on land management and sustainable living
- 2.5 Effectively managed waste services
- 2.6 Development is sympathetic to the landscape

Strategy Ref.	Strategy	Action Ref.	Action	Is this Action Scheduled for 2019/20?	Comment
2.1.1	Support and promote sound environmental management practices	2.1.1.1	Prepare stormwater management plans for Bridgetown and Greenbushes	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2024/25 onwards.
2.1.2	Support local and regional environmental initiatives	2.1.2.1	No Action stipulated (operational task)		
2.1.3	Identify opportunities for protecting and enhancing the health of the Blackwood River and tributaries	2.1.3.1	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project  Develop concept plans and preliminary costings: Geegelup Brook	Yes	Progressing this project was deferred in 2020/21 due to the workload and commitments in delivering the other (shovel-ready) Growth Strategy projects.  Land acquisition of several properties adjacent to Geegelup Brook progressed in 2020/21 and are due to be finalized in 2021/22.  In late 2020/21 discussions occurred at the May and June Concept Forums about the consultation methods to be used in preparing the concept and design plans for the project with an intent to hold a community design workshop later in 2021 once land acquisitions were more progressed.

		2.1.3.2	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project  Develop detailed design plans, costings and funding model: Geegelup Brook	No	Refer comments for Action 2.1.3.1 above.
2.1.4	Consider opportunities for greater recreational and commercial use of the Blackwood River	2.1.4.1	Implement the Growth Strategy Project - Blackwood River Park Foreshore Redevelopment	Yes	Refer comments for Action 1.1.8.2
2.1.5	Improve public access to natural waterways	2.1.5.1	Improve public access to kayak ramp at Blackwood River – Growth Strategy Project Blackwood River Foreshore Park Redevelopment Project (Refer 2.1.4.2)	Yes	Refer comments for Action 1.1.8.2
2.1.6	Recognise and respond to the impacts of climate change	2.1.6.1	Prepare a climate change strategy	Yes	<p>In 2019/20 there had been initiatives in advance of preparing a climate change strategy, including the development of a ‘local environmental issues’ document by Council’s Sustainability Advisory Committee and preliminary investigations into progressing development of a local climate change strategy. In June 2020 there was discussion between the Warren Blackwood Alliance of Councils (WBAC) local governments about preparing a sub-regional climate change strategy.</p> <p>In early 2021 the WBAC 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 functions of the CCIRG are to develop a draft sub-regional climate</p>

					<p>change impact policy for consideration of the WBAC; to provide recommendations to WBAC on practical and achievable climate change mitigation and adaption strategies for incorporation into strategic plans applicable to the organisation; to provide recommendations to member LGO's on practical and achievable climate change mitigation and adaption strategies applicable to the LGO's for future consideration in strategic planning processes; and any other function as endorsed by the WBAC</p> <p>As at 30 June 2021 the CCIRG had met on 3 occasions.</p>
2.2.1	Prepare and implement strategies for development and maintenance of parklands and reserves	2.2.1.1	Establish service levels to align with hierarchy of public open spaces	Yes	<p>At the June 2020 Concept Forum councillors workshoped the hierarchical classifications and the setting of hierarchies for each park and reserve. This information fed into the next phase, being the identification of specific service levels for each hierarchy. A second workshop session was held at the September 2020 Concept Forum to finalise the Levels of Service.</p> <p>The next step was for Shire staff to plan, implement and control technical service levels to influence the community service levels including the allocation of resources to service activities that the organisation undertakes to best achieve the desired service levels in this document and any other essential activities. These will be linked to the asset management plan and the annual budgets covering operations and maintenance.</p> <p>At the March 2021 Concept Forum councillors made some adjustments to hierarchy and frequency of some service level tasks. The final service levels were presented to the April 2021 Concept Forum with confirmation that the staff resources to meet the new</p>

					service levels would increase by 0.4FTE (gardener). This additional costs will be included in the 2021/22 budget with the CEO to undertake, in 2021/22, an assessment of how best to resource the service levels (i.e. staff vs contractors).
		2.2.1.2	Prepare a public open space renewal and improvement strategy	Yes	This action has always been linked to 2.2.1.1. Now that service levels have been established the public open space renewal and improvement strategy can be progressed.
2.2.2	Manage the Shire's parks on a waterwise basis	2.2.2.1	Develop a waterwise action plan	Yes	In November 2020 Council endorsed a Waterwise Council Action Plan 2020 and resolved to enter into a Waterwise Council Memorandum of Understanding with the Water Corporation and Department of Water and Environmental Regulation.
2.2.3	Prepare and implement management or conservation plans for bushland reserves	2.2.3.1	Work with Bridgetown-Greenbushes Community Landcare to prepare management or conservation plans for high environmental value reserves	No	This action isn't scheduled for implementation in the Corporate Business Plan until 2021/22.
2.2.4	Develop the Dumpling Gully waterbodies at Greenbushes	2.2.4.1	Acquire vesting of the Dumpling Gully waterbodies from the Water Corporation	Yes	<p>This action forms part of the Greenbushes Sportsground Precinct Improvement Plan which has been identified as a key project in the Growth Strategy (1.1.1.1).</p> <p>The process to de-vest the water bodies from State Forest is convoluted and requires consent from Water Corporation and DBCA and the determination of any related conditions. Further meetings with those agencies are to be scheduled in 2021/22.</p> <p>This action also links to actions 1.1.2.2, 2.2.4.2, 2.2.4.3, 3.2.4.1, 3.2.4.2.</p>
		2.2.4.2	Progress Growth Strategy Project – Greenbushes Recreation Precinct	Yes	A business case was prepared for this project which will assist in future funding applications.



			Develop concept plans and preliminary costings (sportsground and tourism precinct)		<p>The Greenbushes Sportsground Precinct Redevelopment Project is one of the key projects identified in the Growth Strategy (1.1.1.1) – which includes upgrading the existing free camping area and redevelopment of the water bodies for recreation and sportsground irrigation. A broad brush redevelopment plan and report was released for community consultation with the Greenbushes Community in January 2020 with the outcomes of that consultation presented to Council in 2020/21.</p> <p>It is intended to progress the project in 2021/22 by preparing a more detailed concept plan and conduct further community engagement and assuming support is received, to proceed to detailed design plans and preparation of cost estimates. Once costings are known a project funding plan can be prepared identifying the amount of external funding needed to progress the project.</p> <p>The process for the Shire to obtain vesting of the waterbodies (Dumpling Gully) will run concurrently to the above.</p>
		2.2.4.3	<p>Progress Growth Strategy Project – Greenbushes Recreation Precinct</p> <p>Develop detailed plans, costings and funding model (sportsground and tourism precinct)</p>	Yes	Refer comments for Action 2.2.4.2 above.
2.2.5	Develop and maintain playgrounds that cater for a range of age groups and activities	2.2.5.1	Prepare a conceptual design plan and preliminary cost estimates for development of the public open space area in the Highland Estate	Yes	Although the Corporate Business Plan identified this Action for completion in 2020/21 there weren't any funds budgeted for the preparation of design plans. Concept design options had been presented to the March 2020 Concept Forum where Councillors assessed all design options but due to cost were not

					prepared to support any. Staff were requested to liaise with the playground consultant seeking preparation of a concept plan showing what can be developed to a maximum cost of \$125,000 including gazebo, pathways, retaining walls and landscaping. It was agreed that a BBQ was not required at a neighbourhood park/playground as most users will be within walking distance of home. Due to a focus on growth strategy projects and associated funding opportunities the development of a revised plan for Highland POS wasn't budgeted in 2020/21 so this Action wasn't progressed.
		2.2.5.2	Incorporate the conceptual design plan and preliminary cost estimate for the Highland POS into the POS Improvement and Renewal Strategy (Refer Action 2.2.1.2)	Yes	Refer comments for Action 2.2.5.1 above.
		2.2.5.3	Consult with surrounding residents to determine the future development of public open space at Four Seasons Estate	Yes	Due to a focus on growth strategy projects and associated funding opportunities the community engagement on the future of the Four Seasons Estate POS hasn't been progressed. It was also determined that the review of Parks and Gardens Service Levels should be completed before this Action is progressed. With that occurring in 2020/21 the consultation with Four Seasons Estate residents will occur in 2021/22.
2.3.1	Explore and implement renewable energy options for Shire buildings	2.3.1.1	Develop an implementation plan to progress the Shire's Energy Business Case	Yes	A business plan was completed in 2020/21 with the contents and recommendations therein fed into the recent review of the Corporate Business Plan, specifically a multi-year funding plan to implement the recommendations.
2.3.2	New Shire buildings to incorporate environmentally sustainable design principles	2.3.2.1	No specific actions identified		

2.4.1	Improve provision and distribution of land management information		No Action stipulated (operational task)		
2.4.2	Encourage the community to have sustainable lifestyles and inform the community on ways to use our environment sustainably		No specific actions identified		
2.5.1	Identify long term waste disposal and recycle options for the Shire	2.5.1.1	Participate in the development of the South West Regional Waste Strategy	Yes	<p>The CEO is the Shire's representative on the Steering Committee of the South West Waste Group.</p> <p>Since 2010, the Group, which comprises 11 of the 12 Councils in the South West, has sought opportunities to leverage regional economies of scale to improve collective waste management. Work completed to this date has resulted in formation of the Bunbury Harvey Regional Council, commencement and operation of a composting enterprise, viability testing of regional landfill, and establishing strong regional representation within the waste industry.</p> <p>A 'Regional Options Paper and Strategic Recommendations' (Regional Options Paper) was presented to Council in June 2021.</p> <p>The recommendations in the paper identify the major diversion technologies available in the South West, discusses how Councils could achieve economies of scale in processing, and guides ongoing work that will help determine suitable waste disposal outcomes for the region.</p> <p>The recommendations of the Regional Options Paper set the ongoing direction for the project. Part of this</p>

					<p>direction involves specific milestones. By the end of Financial Year 2021/22, Councils can expect to see:</p> <ul style="list-style-type: none"> <li>• An operational audit of municipal waste facilities throughout the region;</li> <li>• Scenario modelling using costs and emissions of alternative disposal processes;</li> <li>• A regular meeting of senior waste operations staff from Group participants;</li> <li>• A scoped 'Expression of Interest' process for landfill diversion technologies; and</li> <li>• Data protocols allowing information comparisons across the region.</li> </ul> <p>Maintaining project momentum towards determining a suitable regional waste disposal response will allow Councils to coordinate local decisions with regional outcomes. Participation in the Group will result in a more united procurement approach, up-to-date information and greater negotiating power in sub-regional negotiations to attain economies of scale. Financial benefits from participation should be achieved as operational matters are shared and discussed between members.</p> <p>The overarching goals of the ongoing project are to:</p> <ul style="list-style-type: none"> <li>• Identify how South West Councils can transition from owning and operating landfills in an economically, environmentally and socially responsible way.</li> <li>• Identify and act on opportunities to leverage regional and sub-regional economies of scale.</li> </ul>
		2.5.1.2	Prepare a development plan for the waste site	Yes	This Action wasn't progressed in 2020/21 as it was intended to wait until a suitable period had elapsed since commencement of the Container Depot Scheme receiving depot at the waste site as the suitability or

					otherwise of this facility could impact on other uses of the existing shed and surrounds. As at 30 June 2021 it has been deemed that the use of approximately half of the shed as a CDS receiving depot has proven suitable and no changes to set out are envisaged. Accordingly preparation of the development plan for the waste site will proceed in 2021/22.
		2.5.1.3	Investigate (desktop) the financial cost and feasibility of establishing an organic waste service	No	This action isn't scheduled for implementation in the Corporate Business Plan until 2021/22.
2.5.2	Implement waste reduction and recycling initiatives	2.5.2.1	Liaise with contractor for delivery of state government container deposit scheme	Yes	Hastie Waste, the State Government appointed contractor for our district, was approached to consider locating the Bridgetown CDS return facility at the Bridgetown Waste Disposal Site. Hastie Waste agreed to the proposal and pays the Shire a fee to use a portion of one of the sheds at the site. A MOU was set up between the Shire and Hastie Waste setting out the terms and conditions of this use.
2.6.1	Planning processes allow for a diverse range of land and development opportunities		No Action stipulated (operational task)		

### Key Goal 3 – Our Built Environment is Maintained, Protected and Enhanced

#### Objectives:

- 3.1 Maintained townsite heritage and character
- 3.2 Outdoor spaces, places and buildings fit for purpose
- 3.3 Maintain an appropriate standard of transport networks, roads and pathways

Strategy Ref.	Strategy	Action Ref.	Action	Is this Action Scheduled for 2019/20?	Comment
3.1.1	Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities	3.1.1.1	Finalize land tenure of the Bridgetown Railway Station building	Yes	In 2019/20 an application was submitted for transfer of the railway station from the railway reserve into a new reserve vested in the Shire of Bridgetown-Greenbushes. This application was approved in 2020/21 and the land is now vested in the Shire.
		3.1.1.2	Finalize detailed designs, costings and approval for restoration of Bridgetown Railway Station building	Yes	Plans and specifications were prepared for the restoration of the building for community group office space. In late 2020/21 councillors agreed to change the future purpose of the restored building to gallery space and this requires some changes to plans and specifications. A heritage architect has been engaged to complete that task, assist in future tender evaluation and contract administration with the appointed builder (builder expected to be appointed August/September 2021).
		3.1.1.3	Implement the Growth Strategy Project - Bridgetown & Greenbushes Railway Restorations (Bridgetown)	Yes	Bridgetown Railway Station – refer comments for Action 3.1.1.2.  Greenbushes Railway Station – this building is intended to be relocated to the Greenbushes Discovery Centre and fitted out as a new module at that facility. As at 30 June 2021 plans for the project were complete and all engineering assessments completed. Procurement for

					appointing a transporter/builder for the project is expected to occur in July/August 2021.
		3.1.1.4	Implement the Growth Strategy Project - Bridgetown & Greenbushes Railway Restorations (Greenbushes)	Yes	Refer comments for Actions 3.1.1.2 and 3.1.1.3 above.
3.1.2	Ensure town centres achieve a high standard of appearance and amenity	3.1.2.1	Implement the heritage photograph rubbish bin project in Bridgetown and Greenbushes	Yes	Funding for 4 new bins was contained in the 2020/21 budget but is proposed to be carried forward to 2021/22 budget. A "railway" theme is being contemplated for 2 bins in Bridgetown, one for the Town Square and the other near the railway station, once refurbished. The other 2 bins are proposed for Greenbushes and Grow Greenbushes have been invited to suggest appropriate photographs and themes for those bins.
		3.1.2.2	Landscape the western side of the railway car park	Yes	After trying to get approval to landscape for several years Arc Infrastructure approved the establishment of a strip of landscaping within the operational rail corridor. Planting is to occur in 2021/22.
3.1.3	Work with community to identify and implement projects that promote the unique heritage and history of each town	3.1.3.1	Offer the existing archives shed to the Bridgetown Historical Society	Yes	A new archive facility was developed at the Shire Depot in 2019 and the process for transferring archives from the existing storage facility to this new facility commenced. Rather than simply transport all archives "as-is" all archives are being assessed for the need to be retained before being relocated. This process was completed in June 2021 and a meeting with the Bridgetown Historical Society has been scheduled for July to determine if shelving is to be retained or moved prior to its occupation of the shed.
3.2.1	Community spaces and buildings accommodate a wide range of interests and activities	3.2.1.1	Implement the Growth Strategy Project – Bridgetown Youth Precinct –  Finalize detailed design plans and costings	Yes	As at 30 June 2021 all planning was complete and a Request for Tender had been initiated. Construction will occur in 2021/22.

		3.2.1.2	Implement the Growth Strategy Project – Bridgetown Youth Precinct	Yes	Refer comments for Action 3.2.1.1 above.
		3.2.1.3	Review car parking and requirements at the Bridgetown Leisure Centre	Yes	Due to other priorities (i.e. growth strategy projects) this matter wasn't progressed in 2021/22.
		3.2.1.4	Review dog exercise areas including the need for fenced areas	Yes	This Action wasn't progressed in 2020/21 but will occur in 2021/22 with community input to be sought in two stages: <ul style="list-style-type: none"> <li>• Stage 1 – seek community feedback on suitability of existing dog exercise areas and invite suggestions for new dog exercise areas; and</li> <li>• Stage 2 – after assessment of community feedback from Stage 1 Council to identify any draft changes to existing dog exercise areas, including possible new areas, and seek community feedback.</li> </ul>
		3.2.1.5	Conduct an electrical capacity assessment of Bridgetown Sportsground Precinct	Yes	The assessment was completed in 2020/21 and concluded that subject to some minor electrical works at the Shire Depot there exists sufficient capacity in the precinct.
		3.2.1.6	Develop an equipment and infrastructure maintenance/capital plan for the Aquatics Complex	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2024/25 onwards.
		3.2.1.7	Implement the equipment and infrastructure maintenance/capital plan for the Aquatics Complex	Yes	The identified work was completed in 2020/21.
		3.2.1.8	Upgrade horse stalls at Bridgetown Sportsground	No	The horse stall upgrade project was completed in 2020/21 with the works staged over 3 years using funds from the Shire, Bridgetown Harness Racing Club and racing industry grant funding.



3.2.2	Social and recreation programs make the most of existing built facilities		No Action stipulated (operational task)		
3.2.3	Bridgetown Sportsground is the base for oval sports in the Shire	3.2.3.1	Develop a plan identifying solutions to improve the water quality and capacity of water sources that supply the Bridgetown Sportsground	No	Laboratory testing of the water quality at the dam on Gifford Road was undertaken and showed that there are significant issues with salinity and other quality issues. Input from the Sustainability Advisory Committee has been sought to identify a range of potential solutions. One solution is to reduce the reliance on the dam on Gifford Road and harvest more water drainage from the Sportsground Precinct. Further investigations into this option are proceeding.
		3.2.3.2	Implement the plan to improve the water quality and capacity of water sources that supply the Bridgetown Sportsground	No	Completion of Action 3.2.3.1 is required before this matter can be progressed.
3.2.4	Greenbushes Sportsground is the base for rectangular sports in the Shire	3.2.4.1	Acquire an irrigation source for Greenbushes Sportsground	Yes	Finalisation of this Action is dependent upon completion of Action 2.2.4.1 (vesting of Dumpling Gully water bodies). The process to de-vest the water bodies from State Forest is convoluted and requires consent from Water Corporation and DBCA and the determination of any related conditions. Further meetings with those agencies are to be scheduled in 2021/22.
		3.2.4.2	Progress Growth Strategy Project – Greenbushes Recreation Precinct (Refer Actions 2.2.4.2 and 2.2.4.3)	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.  Completion of Action 3.2.4.1 is necessary before this Action can be progressed.
3.2.5	Provide and maintain a range of facilities that cater for the community's needs	3.2.5.1	Implement Growth Strategy Project – Bridgetown Town Hall and Civic Centre Revitalisation	Yes	A significant amount of work occurred in 2020/21 planning for this project including finalisation of concept and detailed design plans. Specific issues addressed were: <ul style="list-style-type: none"> <li>• Ceiling treatments to factor in acoustic requirements and heritage fabric</li> </ul>

					<ul style="list-style-type: none"> <li>• Air-conditioning and heating</li> <li>• Kitchen upgrade</li> <li>• Window treatments</li> <li>• Interior design</li> <li>• Technical assessment of audio and visual technology options</li> </ul> <p>The project is expected to proceed to tender in August 2021 with work to commence in September/October 2021.</p>
3.2.6	Develop new facilities that provide for the identifiable needs of the community	3.2.6.1	Implement Growth Strategy (Refer Action 1.1.1.2)	Yes	Refer comments for Action 1.1.1.2
3.3.1	A well maintained local and regional transport network		No Action stipulated (operational task)		
3.3.2	Maximise funding opportunities to improve road safety		No Action stipulated (operational task)		
3.3.3	Provide and maintain a safe and efficient pedestrian transport system		No Action stipulated (operational task)		
3.3.4	Ensure suitable access to road building materials		No Action stipulated (operational task)		

## Key Goal 4 – A Community that is Friendly and Welcoming

### Objectives:

- 4.1 A cohesive community with a sense of pride
- 4.2 Programs and facilities that encourage community resilience
- 4.3 Appropriate community led local transport systems
- 4.4 Promoting volunteerism
- 4.5 High levels of responsiveness to emergencies and emergency recovery
- 4.6 Fire prepared communities
- 4.7 A safe area

Strategy Ref.	Strategy	Action Ref.	Action	Is this Action Scheduled for 2019/20?	Comment
4.1.1	Deliver and support a wide range of community activities, events and associated infrastructure	4.1.1.1	Review Council's Public Art Strategy	Yes	This action wasn't progressed in 2020/21 as discussions with councillors when developing the new Communications and Engagement Strategy was that Council's role in the development of public art would be better articulated in one of the proposed 'Service Delivery Statements' to be developed in 2021/22.
		4.1.1.2	Implement Council's Art Strategy	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.
		4.1.1.3	Fund community grants, service agreements and donations to a maximum value of \$160,000 per annum	Yes	Completed for the 2020/21 budget. Advertising for the 2020/21 community grants/service agreements process occurred with all applications being considered by a Council working group on 25 May 2021. Presentation of working group recommendations occurred to the June 2021 Council meeting and will be fed into the 2021/22 budget
		4.1.1.4	Investigate suitability and viability of establishing a pet/small animal cemetery	Yes	The Council Study Tour in June 2021 included a visit to Corrigin to view its dog cemetery and to discuss relevant issues with the Shire of Corrigin. Further

					investigations, including possible site location will occur in 2021/22.
4.1.2	Deliver programs that encourage community interaction and participation		No Action stipulated (operational task)		
4.2.1	Encourage events, activities, programs and services relevant to, and accessible for local youth		No Action stipulated (operational task)		
4.2.2	Increase the awareness and acceptance of diversity and needs in local youth		No Action stipulated (operational task)		
4.2.3	Support relevant (local or outreach) support services and programs		No Action stipulated (operational task)		
4.2.4	Support educational and employment transitional programs		No specific actions identified		
4.2.5	Support initiatives that develop confidence, self-esteem and resilience		No specific actions identified		
4.2.6	Increase the number of aged care housing facilities	4.2.6.1	Ensure the Local Planning Scheme recognises the trends and opportunities associated with smaller/mixed housing developments	Yes	The LPS is expected to be completed in 2021/22 and will address housing varieties.
4.2.7	Explore the potential and feasibility of volunteer network/social enterprise models to assist seniors with home maintenance	4.2.7.1	Explore the viability with CRC's of compiling a service provider database for seniors and people with a disability	Yes	Discussions have been held with the Greenbushes CRC and the South West Development Commission regarding the Shire acquiring specific software developed for maintaining this type of database. These discussions will continue in 2021/22.
4.2.8	Establish a central source of information dissemination and promotion of local seniors services and home bound residents	4.2.8.1	Identify suitable agencies or providers to be central source of information	Yes	Ongoing discussions have been, and will continue to be held with Community Home Care and Silver Chain on this issue.

4.2.9	Improve services and facilities for seniors and people with a disability	4.2.9.1	Implement the recommendations of the Access and Inclusion Plan	Yes	<p>The following matters were progressed in 2020/21:</p> <ul style="list-style-type: none"> <li>• Annual Seniors Morning Tea in Greenbushes (June 2021).</li> <li>• Annual morning tea in Bridgetown (October 2020) – delayed from 2019/20 due to Covid</li> <li>• Reported various footpath hazards.</li> <li>• Investigating Volunteer Register software</li> <li>• Reviewed the access into the Visitor Centre.</li> <li>• Reformatted Access and Inclusion Plan to large print.</li> <li>• Planning of the review of the Age Friendly Community Plan including survey and community based consultation once the Strategic Community Plan is finalized.</li> <li>• Organising individual information sessions by Community Home Care Bridgetown for seniors re: Home Care Packages.</li> <li>• Working to build partnership between service providers and Shire.</li> <li>• Attended Blackwood WACHS workshop regarding localized services.</li> <li>• Committee members on the working group established for implementation of a program of activities focused on recreational activities designed to attract disengaged sectors of the community including seniors and people with disability.</li> </ul>
4.2.10	Maintain and enhance community services, including education and health		No specific actions identified		
4.3.1	Investigate improvements to local transport systems		No specific actions identified		
4.3.2	Seek to link volunteer transport service timetables	4.3.2.1	No specific actions identified		

	with commercial transport providers				
4.4.1	Acknowledge volunteers and the contribution they make to our community	4.4.1.1	Review format of annual Volunteer Function	Yes	The Volunteers Function was held on 19 May 2021 and a review (debrief) was held with councillors at the June Concept Forum. Councillors agreed to continue with the current format but identified several initiatives to increase attendance and participation.
4.4.2	Promote to the community, both individually and at the community level, the importance and benefits of volunteering		No Action stipulated (operational task)		
4.5.1	Monitor risk management and emergency management profiles, procedures and preparedness	4.5.1.1	No Action stipulated (operational task)		
4.5.2	Prepare and implement flood mitigation/management strategies	4.5.2.1	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project (Refer Actions 2.1.3.1 and 2.1.3.2)	Yes	Refer comments for Action 2.1.3.1
4.5.3	Improved mobile phone communications	4.5.3.1	Work with regional partners (Local and State Governments) to seek greater investment in mobile phone towers within the Region	Yes	Refer comments for Action 1.1.6.1.
4.6.1	Reduce bush fire hazards	4.6.1.1	Participate in the Mitigation Activity Fund program for the purpose of conducting mitigation activities on Shire controlled land	Yes	The Shire was successful in receiving \$154,940 in mitigation funding in 2020/21. The majority of funded works were progressed by 30.6.21. Additional funds are allocated annually by Council for its own mitigation program and were expended.
4.6.2	Support community education and information		No Action stipulated (operational task)		

	programs in relation to fire protection				
4.6.3	Develop policies and strategies concerning fire management on private properties		No Action stipulated (operational task)		
4.6.4	Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements	4.6.4.1	Provide funding for the repair/replacement of non ESL fire fighting equipment	Yes	An allocation of \$4,000 was included in the 2020/21 Budget.
4.7.1	A functional and safe Hampton Street	4.7.1.1	Continue to monitor changes in use patterns, behaviour and the perception of safety, to determine the need or otherwise of further options including the possibility of reactivating planning for a heavy haulage deviation or bypass road	Yes	No specific actions have been required since 1.7.20 as a bypass hasn't been raised as a significant issue by the community.
		4.7.1.2	Determine position on lowering of speed limit on Hampton Street	Yes	In October 2020 a permanent reduction of the speed limit to 40km/h through Bridgetown, Balingup, Donnybrook and Boyanup was approved following a successful review headed by a Technical Working Group. The Shire President and CEO were the Shire of Bridgetown-Greenbushes representatives on the Technical Working Group.
		4.7.1.3	Advocate to Main Roads Western Australia to conduct a safety audit of the Hampton Street precinct	Yes	This was raised with MRWA (South West) at a meeting of the Technical Group (refer comments for Action 4.7.1.2 above) as part of discussions about the 40km/h speed trial. No agreement was obtained from MRWA on the matter.
4.7.2	Improve parking and pedestrian accessibility in town centres	4.7.2.1	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project (Refer Actions 2.1.3.1 and 2.1.3.2)	Yes	Land acquisitions are progressing.

			Acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking		
		4.7.2.2	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project (Refer Actions 2.1.3.1 and 2.1.3.2)  Prepare a design plan for completion of car park area behind shops adjacent to Geegelup Brook	Yes	Refer comments for Action 2.1.3.1.
		4.7.2.3	Progress Growth Strategy Project – Greenbushes CBD Parking & Safety Enhancement: Facilitate acquisition of land behind Greenbushes commercial businesses to upgrade parking and laneway	No	Agreement was reached with the owners of 3 lots for the Shire to excise the rear portions of these lots for creating a separate lot for the car park. A subdivision application is being prepared. Land acquisition is to be funded by Talison as part of the Greenbushes CBD Parking & Safety Enhancement Project in the Growth Strategy.  This Project is one of the key projects identified in the Growth Strategy (Action 1.1.1.1).
		4.7.2.4	Review directional signage to car parking	Yes	This action was linked to the dump point project. New signage directing persons to the dump point (and car park) included a review of existing signage locations and the need for more advanced warning signage. New signage was erected in February 2021.
		4.7.2.5	Progress Growth Strategy Project – Bridgetown CBD Water Restoration Project (Refer Actions 2.1.3.1 and 2.1.3.2)  Prepare detailed design plans for construction of the car parking area behind shops adjacent to Geegelup Brook	Yes	Refer comments for Action 2.1.3.1.



		4.7.2.6	Progress Growth Strategy Project – Greenbushes CBD Parking & Safety Enhancement :  Develop detailed design plans, costings and funding model to upgrade/seal car park and adjacent laneway behind Greenbushes commercial businesses	No	Design plans have been completed (funded by Talison Lithium).
		4.7.2.7	Review parking designs in Civic Centre Car Park and adjacent area of Steere Street	Yes	A report was presented to the June 2021 Council meeting including a final design of the proposed changes to parking and footpath nibs at the Civic Centre car park, Steere Street and Stewart Street. Council endorsed the design for implementation in 2021/22.
4.7.3	Develop and implement crime prevention strategies	4.7.3.1	Implement the CCTV Plan for Bridgetown CBD	Yes	Council endorsed the Redfish Technologies CCTV System design for Bridgetown CBD area and other identified Shire owned facilities at the December 2019 meeting. Since then no grant funding opportunities have arisen noting that the Australian Government, towards the end of June 2021, announced a funding program that could be used for CCTV. As at 30 June 2021 Shire staff were investigating submitting a funding application.

## Key Goal 5 – Our Leadership will be Visionary, Collaborative and Accountable

### Objectives:

- 5.1 Our community actively participates in civic life
- 5.2 We maintain high standards of governance, accountability and transparency
- 5.3 We operate within the Integrated Planning Framework
- 5.4 We participate in regional collaboration
- 5.5 We are strong advocates for our community

Strategy Ref.	Strategy	Action Ref.	Action	Is this Action Scheduled for 2019/20?	Comment
5.1.1	The community is involved in local decision making	5.1.1.1	Major projects to include where appropriate a specific community engagement component	Yes	This action stipulates community engagement for major projects. All the current Growth Strategy projects have already been through community engagement processes and no new major projects were developed in 2020/21.
5.1.2	People are provided opportunities to develop strong leadership skills		No specific actions identified		
5.1.3	Monitor, maintain and enhance the way we communicate with the community	5.1.3.1	Develop a Communications Plan	Yes	In April 2021 Council endorsed its new Communications & Engagement Strategy. The Strategy was prepared in response to feedback from the community in the “scorecard” survey undertaken to inform preparation of a new Strategic Community Plan. This feedback called for improvements in how the Shire engages, shares information and communicates. The need to communicate and engage with the community is two-fold: <ul style="list-style-type: none"> <li>1. Ensuring residents are aware of the specific projects and undertakings of the organisation.</li> </ul>

					<p>2. Ensuring residents are aware of the processes associated with implementation of specific projects and operational matters of the organisation.</p> <p>The Strategy will guide Council, councillors and staff in ensuring the desired outcomes with regard to communications and engagement are resourced and delivered.</p>
5.1.4	People receive Shire information, services and opportunities according to their needs	5.1.4.1	Implement a Communications Plan	Yes	Although the Communications & Engagement Strategy formally commences on 1 July 2021 (due to budget implications) some of the initiatives were able to be commenced in 2020/21 including video messaging, increased social media presence, minimum 3 news stories per week published on social media and Shire website and upgraded Shire noticeboards on Hampton Street.
5.1.5	Support groups that deliver programs, activities and services for the benefit of the community		No Action stipulated (operational task)		
5.2.1	Councillors provide strong and ethical leadership	5.2.1.1	Undertake an in-house councillor induction program for new councillors after Council elections	No	This Action is scheduled to coincide with Council elections and no elections were held in 2020/21.
		5.2.1.2	Provide training opportunities for councillors, both legislative (compulsory) and optional	Yes	2019 legislative amendments require all newly elected councillors to complete a new training course, Council Member Essentials, within the first 12 months. The definition of newly elected councillors includes councillors returned at the 2019 elections even though they have previously served in the office of councillor. All councillors elected in 2019 and some of the other councillors completed the units in the Council Member Essentials Program.

		5.2.1.3	Conduct a bi-annual study tour to other councils	Yes	The Council Study Tour was held on 21-22 June 2021 and included visits to Corrigan, Northam, Wundowie, Beverley and Narrogin.
		5.2.1.4	Review the Code of Conduct	Yes	<p>In February 2021 Council appointed the CEO as an Authorised Person, for the purposes of receiving complaints and complaint withdrawals in accordance with cl.11(3) of the Local Government (Model Code of Conduct) Regulations 2021. Council also approved the Complaint Form to be used by complainants.</p> <p>In April 2021 Council revoked its existing (at the time) Code of Conduct (Members and Staff) and in its place adopted a new Shire of Bridgetown-Greenbushes Code of Conduct to be observed by Council Members, Committee Members and Candidates.</p> <p>The CEO subsequently prepared a Code of Conduct for Employees.</p>
		5.2.1.5	Determine method of conducting ordinary and special council elections	Yes	Council, at its January 2021 meeting resolved that the 2021 local government elections would be held as a postal election with the Electoral Commissioner to be responsible for the conduct of the election.
5.2.2	Staff work in an ethical manner	5.2.2.1	Achieve full compliance in annual Compliance Audit Return	Yes	The annual compliance return for 2020 was presented to Council in March 2021. After completing the responses to the 102 questions contained in the 2020 Compliance Audit Return it should be noted that compliance was achieved for all of those questions.
5.2.3	Ensure organisational capability	5.2.3.1	Implement organisation wide compliance calendar	Yes	A compliance calendar has been prepared and was a useful reference tool in 2021/22. With the long term vacancy in the HR/Governance Coordinator position the day to day management of the calendar was compromised. In May 2021 the HR/Governance Coordinator position was removed from the organisational structure with HR being allocated to the Executive Assistant and a new position of Risk and

					Compliance Officer created, the latter which will have carriage of the Compliance Calendar. The recruitment process for this position was occurring as at 30 June 2021.
		5.2.3.2	Review the Records Management Plan	Yes	Review commenced in 2019/20 and completed in August 2020 with endorsement by the State Records Office obtained shortly after.
		5.2.3.3	Undertake review of systems for risk management, internal controls and legislative risk as required under Audit Regulation 17	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2022/23. The Audit Regulation 17 Review was last completed and presented to Council in June 2020.
		5.2.3.4	Implement recommendations of 2020 Audit Regulation 17 Review	Yes	Progress reporting on implementation of the recommendations from the 2020 review is presented to the quarterly meetings of the Audit Committee.
		5.2.3.5	Review the Business Continuity Plan as identified in the 2014 Audit Regulation No, 17 review	Yes	A desktop review was undertaken in March 2020 and led to identification of a deficiency in the Plan, being that it didn't sufficiently cater for business continuity in the event of a pandemic. In 2020/21 consultation occurred with Local Government Insurance Services and other local governments with revisions to the Plan currently being prepared.
		5.2.3.6	Implement 2019 Workforce Plan	Yes	Since Council acceptance of the Workforce Plan in February 2019 implementation has been occurring. Council requires the CEO to submit bi-annual reports to the Concept Forum summarising/updating the implementation of the various recommendations contained in that Plan. The CEO provided such a report to the November 2020 Concept Forum with the next report scheduled for July 2021.
		5.2.3.7	Prepare plans for depot workshop improvements	Yes	Scoping of the project has been deferred as a new mechanic has commenced work and input from him is to be sought once a suitable period has elapsed in his using of the workshop.
		5.2.3.8	Implement plans for depot workshop improvements	No	Refer comments Action 5.2.3.7 above.

		5.2.3.9	Prepare a local public health plan	Yes	Preparation of a local public health plan commenced but wasn't progressed due to the lengthy absence of a full-time Environmental Health Officer. With a replacement to commence in July 2021 preparation of this Plan is to progress in 2021/22.
		5.2.3.10	Staff have access to agreed training and professional development opportunities and pathways	Yes	Following the annual performance reviews process a training plan was compiled identifying all training needs raised in individual performance reviews.
		5.2.3.11	Review lease and legal agreements and develop appropriate registers	Yes	Existing registers are progressively being reviewed for contemporising.
		5.2.3.12	Investigate the cost benefits of outsourcing selected functions	Yes	In 2020/21 a review of parks and gardens service levels was completed. The next step in the process, to occur in 2021/22, is to assess and compare the costs of conducting specific services (mowing, spraying) as internal (Shire staff) work or external (contractor) work.
		5.2.3.13	Investigate options for conversion of agendas and other information for councillors and staff from hard copy format to digital format	Yes	In 2020/21 7 of 9 councillors and 3 of 4 staff received their agendas in electronic format only.
		5.2.3.14	Engage professional project management expertise to assist in delivery of shovel ready GS projects	Yes	In September 2020 it was decided to appoint the recently commenced Manager Development Services (Leigh Guthridge) to take on the project management role as he had significant experience in project management at other local governments. A Project Management Team was also established. The funds set aside in the budget for project management were used to engage specific technical consultants such as architects, acoustic engineers, mechanical engineers, theatre arts consultants, etc.
		5.2.3.15	Conduct triennial Financial Management Systems Review	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.
		5.2.3.16	Implement the recommendations of the 2019 Financial Management Systems Review	Yes	Progress reporting on implementation of the recommendations from the 2019 review is presented to the quarterly meetings of the Audit Committee.

		5.2.3.17	Establish generator back up at admin office to ensure business continuity during power outages	Yes	Generator has been purchased and will be installed as part of the Civic Centre redevelopment project. The electrical capacity review for the Civic Centre project has included an assessment of the requirements to accommodate the proposed generator.
5.2.4	Maintain a strong customer focus	5.2.4.1	Review the Customer Service Charter	Yes	The Customer Service Charter was reviewed with Council endorsement of the revised Charter occurring at the June 2021 Council meeting.
5.2.5	Regularly review community engagement strategies and policies	5.2.5.1	Conduct community satisfaction and feedback surveys on a bi-annual basis	Yes	<p>The Community Scorecard survey was open from 7 September-25 September 2020. Scorecard invitations were sent to all residential properties and local Post Office Boxes using Australia Post unaddressed mail. Supporting promotions included emails to 597 contacts and social media promotion via the Shire's Facebook page. 705 respondents participated, broken down into the following classifications:</p> <ul style="list-style-type: none"> <li>• 649 local residents (non-Council affiliated)</li> <li>• 138 local business representatives</li> <li>• 157 community group representatives</li> <li>• 27 out of area ratepayers</li> <li>• 5 visitors</li> <li>• 20 Council affiliated (Elected Members and employees)</li> </ul> <p>The 705 respondents provided Council with honest and invaluable feedback on a range of issues. This feedback allowed the Council to:</p> <ul style="list-style-type: none"> <li>• Support a review of the Strategic Community Plan (SCP)</li> <li>• Assess performance against objectives and key performance indicators (KPIs) in the SCP</li> <li>• Determine community priorities</li> <li>• Benchmark performance</li> </ul>

					<p>Respondents to the survey were able to rate and respond to a wide range of questions addressing areas such as Council's leadership, the Shire's vision, community consultation, customer service, service and facilities for different sectors in the community (families, youth, seniors, etc.), access to health and community services, community buildings, sport and recreation facilities and services, playgrounds, parks and reserves, animal management, safety and security, preservation and promotion of local history, managing responsible growth, local roads, footpaths, trails and cycleways, climate change response, waste services, natural disaster management, economic development, tourism and marketing and education/training. Respondents also rated the Shire as a place to live, place to own or operate a business and a place to visit. From the ratings provided by the respondents an index score out of 100 was determined for each specific area and this was able to be compared against other Councils (60+) that had participated in similar structured surveys.</p> <p>An 'Overall Performance Index Score' was calculated. This is a combined measure of the Shire of Bridgetown-Greenbushes as a 'place to live' and as a 'governing organisation'. The Shire of Bridgetown-Greenbushes' Overall Performance Index Score was 66 out of 100, on par with the industry average for Western Australia.</p>
5.2.6	Ensure the future financial sustainability of the Organisation	5.2.6.1	Review the rating structure	Yes	A report is scheduled for presentation to the September 2021 Concept Forum (after completion of 2021/22 budget) as a follow up to budget discussions that occurred in early concept forums.
		5.2.6.2	Assess level of fees and charges to apply cost recovery principle where appropriate	Yes	In its COVID-19 Response Plan Council resolved to freeze rates and charges in the 2020/21 budget.



					At its May 2021 meeting Council adopted its 2021/22 Schedule of Fees and Charges. Typically fees and charges are to increase by 3% in 2021/22.
		5.2.6.3	Implement the Council endorsed action plan designed to achieve compliance to financial ratios	Yes	This action is ongoing with progress reports provided to the quarterly Audit Committee meetings.
5.2.7	Council's policies and local laws are responsive to community needs	5.2.7.1	Annually review policies	Yes	Completed. The annual review of policies was presented to Council in November 2020.
		5.2.7.2	Conduct statutory reviews of all Local Laws to Local Government Act	No	The statutory review of Local laws was advertised for community comment. Some submissions were received and as at 30 June 2021 these were being assessed with a report to Council to be presented in either July or August 2021.
5.2.8	Ensure all legislative responsibilities and requirements are met	5.2.8.1	Implement GRV and UV revaluations	Yes	Completed.
5.3.1	Implement the Shire's Integrated Planning Review Cycle	5.3.1.1	Annually review the Corporate Business Plan	Yes	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.  A new Corporate Business Plan was prepared following the completion of the new Strategic Community Plan. The new CBP was endorsed by Council in June 2020.
		5.3.1.2	In-house review of Strategic Community Plan once every 4 years	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2022/23.
		5.3.1.3	Facilitated (externally assisted) review of Strategic Community Plan once every 4 years	Yes	Catalyse was engaged to assist the Shire in preparing a new Strategic Community Plan and Corporate Business

					Plan, including the scorecard survey referenced in the comments for Action 5.2.5.1.  The new SCP was endorsed by Council in June 2020.
		5.3.1.4	Annual review of Long Term Financial Plan	Yes	At the December 2020 Council meeting the Long Term Financial Plan 2021/22 to 2035/36 was adopted.
		5.3.1.5	Annual review of capital works plans	Yes	Annual review of the 10 Year Strategic Works Plan and the 5 Year Building Maintenance/Capital Plan occurred with the outcomes for Year 1 in each Plan informing the 2021/22 budget.
		5.3.1.6	Annual review of Fleet/Plant Replacement Plan	Yes	Annual review of the Plant Replacement Plan was presented to May 2021 Concept Plan with contents informing the Long Term Financial Plan. The Fleet Replacement Plan was internally reviewed with no changes to disposal schedules and this document also informs the Long Term Financial Plan.
		5.3.1.7	Desktop review of Workforce Plan	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2023/24.
		5.3.1.8	Comprehensive review of Workforce Plan (following full review of SCP)	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.
		5.3.1.9	Review Sport and Recreation Strategic Plan	No	This Action isn't scheduled by the Corporate Business Plan for implementation until 2021/22.
		5.3.1.10	Review Aged Community Plan	Yes	The review was deferred until 2021/22 as the Access and Inclusion Committee are waiting the outcomes of the new Strategic Community Plan to assess the issues that might need to be investigated for seniors and avoid too many community consultations at one time.
		5.3.1.11	Review Access and Inclusion Plan	Yes	A new Disability Access and Inclusion Plan was adopted by Council in June 2019 which was earlier than estimated when determining the actions under the Corporate Business Plan.
		5.3.1.12	Review of Leisure Centre Business Plan	Yes	A Bridgetown Leisure Centre Service Review was completed with findings presented to councillors at the October 2020 Concept Forum. This review

					<p>implemented some significant changes to health and fitness programming.</p> <p>The review of this business plan is done bi-annually. As at 30 June 2021 the review was still in progress and is scheduled to be completed in July.</p>
		5.3.1.13	Annually review Asset Management Plans	Yes	Annual review of individual asset management plans by class occurred. Presentation of a new consolidated asset management plan to Council occurred in May 2021.
		5.3.1.14	Develop a business software systems Strategy	Yes	Preliminary discussions were held with the Shire's IT support company with follow up discussions held with the Shire's software provider. Advice received is that the development of such business software systems is ongoing and will progressively occur over several years. Due to funding implications this matter was addressed in the recent review of the Corporate Business Plan with a revised Action to be developed.
		5.3.1.15	Develop a Parkland Assets Replacement Plan	Yes	This Plan wasn't progressed in 2020/21 pending completion of the review of Parks and Gardens Service Levels.
5.3.2	Apply best practice asset management principles	5.3.2.1	Review and maintain asset management plans for all relevant asset classes	Yes	Annual review of individual asset management plans by class occurred. Presentation of a new consolidated asset management plan to Council occurred in May 2021.
5.3.3	Establish and review service levels	5.3.3.1	Prepare or review service levels of at least one service per annum	Yes	Service levels for parks and gardens and cleaning of public toilets were reviewed in 2020/21.
5.4.1	Monitor opportunities for shared services in co-operation with regional partners		No Action stipulated (operational task)		
5.4.2	Participate in local government collaborative groups	5.4.2.1	Maintain membership of the Warren Blackwood Alliance of Councils	Yes	Ongoing.

5.4.3	Monitor potential initiatives in local government reform	5.4.3.1	Council's position is that it is a sustainable local government and can remain an autonomous local government authority however in the event of local government reform Council's 2009 vision for a "Blackwood Valley Shire" is to be promoted	Yes	No specific actions undertaken. There wasn't a specific need to address this issue in 2020/21
5.5.1	Lobby and advocate to represent the community's needs	5.5.1.1	Implement the findings of the Age Friendly Community Plan, Access and Inclusion Plan and other Shire of Bridgetown-Greenbushes integrated planning strategies	Yes	Ongoing.

## PART 5 – FINANCIALS

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### ***APPENDIX 2: Annual Financial Report and Independent Audit Report***

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**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 2021**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire of Bridgetown-Greenbushes for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Shire of Bridgetown-Greenbushes at 30 June 2021 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 22<sup>nd</sup> day of November 2021



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Chief Executive Officer

Tim Clynch  

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Name of Chief Executive Officer

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Rates	24(a)	4,676,825	4,672,388	4,664,443
Operating grants, subsidies and contributions	2(a)	2,746,723	2,097,704	2,605,244
Fees and charges	2(a)	1,640,802	1,535,718	1,610,232
Interest earnings	2(a)	65,703	83,027	146,279
Other revenue	2(a)	308,946	151,594	205,420
		<b>9,438,999</b>	<b>8,540,431</b>	<b>9,231,618</b>
<b>Expenses</b>				
Employee costs		(4,495,620)	(4,722,949)	(4,440,083)
Materials and contracts		(2,276,897)	(3,292,024)	(2,153,621)
Utility charges		(287,808)	(303,741)	(312,436)
Depreciation on non-current assets	11(d)	(3,665,114)	(3,752,464)	(3,570,493)
Interest expenses	2(b)	(68,730)	(68,819)	(73,489)
Insurance expenses		(272,225)	(264,564)	(260,051)
Other expenditure	2(b)	(337,242)	(391,150)	(296,263)
		<b>(11,403,636)</b>	<b>(12,795,711)</b>	<b>(11,106,436)</b>
		<b>(1,964,637)</b>	<b>(4,255,280)</b>	<b>(1,874,818)</b>
Non-operating grants, subsidies and contributions	2(a)	1,997,059	4,997,052	803,436
Profit on asset disposals	11(a)	21,022	8,100	0
(Loss) on asset disposals	11(a)	(15,167)	(15,240)	(165,684)
Fair value adjustments to financial assets at fair value through profit or loss		2,586	0	1,153
		<b>2,005,500</b>	<b>4,989,912</b>	<b>638,905</b>
<b>Net result for the period</b>		<b>40,863</b>	<b>734,632</b>	<b>(1,235,913)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	13	0	0	464,356
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>464,356</b>
<b>Total comprehensive income for the period</b>		<b>40,863</b>	<b>734,632</b>	<b>(771,557)</b>

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



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Governance		16,474	369	1,525
General purpose funding		6,727,893	5,669,993	6,678,041
Law, order, public safety		584,229	590,120	628,189
Health		100	7,130	7,658
Education and welfare		553	5,859	830
Housing		22,144	24,045	18,645
Community amenities		1,065,475	1,036,956	1,072,395
Recreation and culture		354,789	727,444	274,715
Transport		175,510	179,715	175,812
Economic services		164,843	153,874	142,092
Other property and services		326,989	144,926	231,716
		<b>9,438,999</b>	<b>8,540,431</b>	<b>9,231,618</b>
<b>Expenses</b>				
Governance		(1,030,819)	(1,153,838)	(975,062)
General purpose funding		(112,929)	(123,657)	(115,601)
Law, order, public safety		(1,109,595)	(1,198,592)	(1,189,997)
Health		(91,733)	(163,837)	(112,570)
Education and welfare		(172,124)	(195,474)	(191,325)
Housing		(22,632)	(21,939)	(19,524)
Community amenities		(1,676,452)	(1,831,169)	(1,651,807)
Recreation and culture		(2,524,605)	(3,107,158)	(2,423,449)
Transport		(3,646,367)	(4,035,383)	(3,518,304)
Economic services		(705,323)	(808,393)	(708,294)
Other property and services		(242,327)	(87,452)	(127,014)
		<b>(11,334,906)</b>	<b>(12,726,892)</b>	<b>(11,032,947)</b>
<b>Finance Costs</b>				
	2(b)			
General purpose funding		(6)	(100)	0
Community amenities		(8,404)	(8,428)	(12,871)
Recreation and culture		(58,957)	(58,940)	(60,014)
Other property and services		(1,363)	(1,351)	(604)
		<b>(68,730)</b>	<b>(68,819)</b>	<b>(73,489)</b>
		<b>(1,964,637)</b>	<b>(4,255,280)</b>	<b>(1,874,818)</b>
Non-operating grants, subsidies and contributions	2(a)	1,997,059	4,997,052	803,436
Profit on disposal of assets	11(a)	21,022	8,100	0
(Loss) on disposal of assets	11(a)	(15,167)	(15,240)	(165,684)
Fair value adjustments to financial assets at fair value through profit or loss		2,586	0	1,153
		<b>2,005,500</b>	<b>4,989,912</b>	<b>638,905</b>
<b>Net result for the period</b>		<b>40,863</b>	<b>734,632</b>	<b>(1,235,913)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	13	0	0	464,356
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>464,356</b>
<b>Total comprehensive income for the period</b>		<b>40,863</b>	<b>734,632</b>	<b>(771,557)</b>

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2021**

	NOTE	2021 \$	2020 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	9,065,586	7,344,203
Trade and other receivables	6	415,131	438,869
Other financial assets	5(a)	0	8,976
Inventories	7	37,765	12,406
Contract assets	2(a)	86,610	57,858
Other assets	8	765	0
<b>TOTAL CURRENT ASSETS</b>		<b>9,605,857</b>	<b>7,862,312</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	168,263	164,521
Other financial assets	5(b)	73,807	71,221
Property, plant and equipment	9	33,057,212	33,269,396
Infrastructure	10	167,064,912	167,613,835
Right-of-use assets	12(a)	102,224	135,483
<b>TOTAL NON-CURRENT ASSETS</b>		<b>200,466,418</b>	<b>201,254,456</b>
<b>TOTAL ASSETS</b>		<b>210,072,275</b>	<b>209,116,768</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	14	932,704	702,296
Other liabilities	15	1,793,512	1,081,528
Lease liabilities	16(a)	40,354	37,927
Borrowings	17(a)	181,402	260,735
Employee related provisions	18	762,519	806,444
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,710,491</b>	<b>2,888,930</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	16(a)	63,792	97,724
Borrowings	17(a)	1,680,729	1,549,631
Employee related provisions	18	53,711	57,794
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,798,232</b>	<b>1,705,149</b>
<b>TOTAL LIABILITIES</b>		<b>5,508,723</b>	<b>4,594,079</b>
<b>NET ASSETS</b>		<b>204,563,552</b>	<b>204,522,689</b>
<b>EQUITY</b>			
Retained surplus		113,808,659	113,047,268
Reserves - cash backed	4	3,569,848	4,290,376
Revaluation surplus	13	87,185,045	87,185,045
<b>TOTAL EQUITY</b>		<b>204,563,552</b>	<b>204,522,689</b>

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 2021**

		<b>RESERVES</b>			
	<b>NOTE</b>	<b>RETAINED SURPLUS</b>	<b>CASH BACKED</b>	<b>REVALUATION SURPLUS</b>	<b>TOTAL EQUITY</b>
		\$	\$	\$	\$
<b>Balance as at 1 July 2019</b>		<b>115,181,011</b>	<b>3,392,546</b>	<b>86,720,689</b>	<b>205,294,246</b>
Comprehensive income					
Net result for the period		(1,235,913)	0	0	(1,235,913)
Other comprehensive income	13	0	0	464,356	464,356
Total comprehensive income		(1,235,913)	0	464,356	(771,557)
Transfers from reserves	4	682,818	(682,818)	0	0
Transfers to reserves	4	(1,580,648)	1,580,648	0	0
<b>Balance as at 30 June 2020</b>		<b>113,047,268</b>	<b>4,290,376</b>	<b>87,185,045</b>	<b>204,522,689</b>
Comprehensive income					
Net result for the period		40,863	0	0	40,863
Total comprehensive income		40,863	0	0	40,863
Transfers from reserves	4	1,674,328	(1,674,328)	0	0
Transfers to reserves	4	(953,800)	953,800	0	0
<b>Balance as at 30 June 2021</b>		<b>113,808,659</b>	<b>3,569,848</b>	<b>87,185,045</b>	<b>204,563,552</b>

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 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		4,698,401	4,662,388	4,627,255
Operating grants, subsidies and contributions		2,641,529	1,956,141	3,218,936
Fees and charges		1,658,066	1,565,718	1,599,002
Interest received		65,704	83,027	146,279
Goods and services tax received		514,126	428,150	381,230
Other revenue		217,363	151,594	209,464
		9,795,189	8,847,018	10,182,166
<b>Payments</b>				
Employee costs		(4,649,730)	(4,732,949)	(4,468,909)
Materials and contracts		(1,970,666)	(3,288,424)	(2,353,005)
Utility charges		(279,714)	(303,741)	(313,678)
Interest expenses		(68,737)	(68,819)	(73,489)
Insurance paid		(272,225)	(264,564)	(260,051)
Goods and services tax paid		(504,152)	(425,150)	(382,623)
Other expenditure		(335,980)	(389,990)	(298,572)
		(8,081,204)	(9,473,637)	(8,150,327)
<b>Net cash provided by (used in) operating activities</b>	19	1,713,985	(626,619)	2,031,839
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	9(a)	(1,041,013)	(3,780,518)	(701,148)
Payments for construction of infrastructure	10(a)	(2,046,195)	(3,835,439)	(1,153,363)
Non-operating grants, subsidies and contributions		2,843,831	4,144,527	803,436
Proceeds from financial assets at amortised cost - self supporting loans	17(b)	8,976	8,976	8,651
Proceeds from sale of property, plant & equipment	11(a)	228,725	314,760	50,409
<b>Net cash provided by (used in) investment activities</b>		(5,676)	(3,147,694)	(992,015)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	17(b)	(260,735)	(260,734)	(253,216)
Payments for principal portion of lease liabilities	16(b)	(38,691)	(37,933)	(13,166)
Proceeds from new borrowings	17(b)	312,500	312,500	0
<b>Net cash provided by (used in) financing activities</b>		13,074	13,833	(266,382)
<b>Net increase (decrease) in cash held</b>		1,721,383	(3,760,480)	773,442
Cash at beginning of year		7,344,203	7,344,203	6,570,761
<b>Cash and cash equivalents at the end of the year</b>	19	9,065,586	3,583,723	7,344,203

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 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year - surplus/(deficit)	25 (b)	2,238,420	2,187,365	1,620,428
		2,238,420	2,187,365	1,620,428
<b>Revenue from operating activities (excluding rates)</b>				
Governance		16,474	369	1,525
General purpose funding		2,051,068	997,605	2,013,598
Law, order, public safety		584,229	593,120	628,189
Health		100	7,130	7,658
Education and welfare		553	5,859	830
Housing		22,144	24,045	18,645
Community amenities		1,066,457	1,039,556	1,072,395
Recreation and culture		354,789	727,944	274,715
Transport		195,550	181,715	175,812
Economic services		164,843	153,874	142,092
Other property and services		329,575	144,926	232,869
		4,785,782	3,876,143	4,568,328
<b>Expenditure from operating activities</b>				
Governance		(1,032,364)	(1,157,838)	(977,456)
General purpose funding		(112,935)	(123,757)	(115,601)
Law, order, public safety		(1,110,031)	(1,201,782)	(1,190,041)
Health		(91,733)	(163,837)	(112,570)
Education and welfare		(172,124)	(195,474)	(191,325)
Housing		(22,632)	(21,939)	(19,524)
Community amenities		(1,684,856)	(1,839,597)	(1,664,678)
Recreation and culture		(2,584,563)	(3,166,098)	(2,642,868)
Transport		(3,658,552)	(4,043,433)	(3,522,145)
Economic services		(705,323)	(808,393)	(708,294)
Other property and services		(243,690)	(88,803)	(127,618)
		(11,418,803)	(12,810,951)	(11,272,120)
Non-cash amounts excluded from operating activities	25(a)	2,569,819	2,680,398	4,813,568
<b>Amount attributable to operating activities</b>		(1,824,782)	(4,067,045)	(269,796)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	2(a)	1,997,059	4,997,052	803,436
Proceeds from disposal of assets	11(a)	228,725	314,760	50,409
Proceeds from financial assets at amortised cost - self supporting loans	17(b)	8,976	8,976	8,651
Purchase of property, plant and equipment	9(a)	(1,041,013)	(3,780,518)	(701,148)
Purchase and construction of infrastructure	10(a)	(2,046,195)	(3,835,439)	(1,153,363)
		(852,448)	(2,295,169)	(992,015)
<b>Amount attributable to investing activities</b>		(852,448)	(2,295,169)	(992,015)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	17(b)	(260,735)	(260,734)	(253,216)
Proceeds from borrowings	17(c)	312,500	312,500	0
Payments for principal portion of lease liabilities	16(b)	(38,691)	(37,933)	(13,166)
Transfers to reserves (restricted assets)	4	(953,800)	(541,529)	(1,580,648)
Transfers from reserves (restricted assets)	4	1,674,328	2,217,522	682,818
<b>Amount attributable to financing activities</b>		733,602	1,689,826	(1,164,212)
<b>Surplus/(deficit) before imposition of general rates</b>		(1,943,628)	(4,672,388)	(2,426,023)
<b>Total amount raised from general rates</b>	24(a)	4,676,825	4,672,388	4,664,443
<b>Surplus/(deficit) after imposition of general rates</b>	25(b)	<b>2,733,197</b>	<b>0</b>	<b>2,238,420</b>

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

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## **1. BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 27 to these financial statements.

### **INITIAL APPLICATION OF ACCOUNTING STANDARDS**

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

### **INITIAL APPLICATION OF ACCOUNTING STANDARDS (Continued)**

These were:

- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

### **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*

It is not expected these standards will have an impact on the financial report.

### **CRITICAL ACCOUNTING 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:

- Employee expenses
- Other financial assets
- Property, Plant and Equipment
- Infrastructure
- Right-of-use assets
- Lease liabilities
- Borrowing liabilities
- Provisions

## 2. REVENUE AND EXPENSES

### (a) Revenue

#### Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

#### Operating grants, subsidies and contributions

General purpose funding  
 Law, order, public safety  
 Education and welfare  
 Recreation and culture  
 Transport  
 Economic services

#### Non-operating grants, subsidies and contributions

Law, order, public safety  
 Community amenities  
 Recreation and culture  
 Transport

#### Total grants, subsidies and contributions

#### Fees and charges

Governance  
 General purpose funding  
 Law, order, public safety  
 Health  
 Education and welfare  
 Housing  
 Community amenities  
 Recreation and culture  
 Transport  
 Economic services  
 Other property and services

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
General purpose funding	1,915,016	878,580	1,810,480
Law, order, public safety	544,201	540,770	594,201
Education and welfare	0	5,000	0
Recreation and culture	89,001	469,339	38,421
Transport	163,505	164,015	162,142
Economic services	35,000	40,000	0
	<b>2,746,723</b>	<b>2,097,704</b>	<b>2,605,244</b>
Non-operating grants, subsidies and contributions			
Law, order, public safety	33,309	613,944	0
Community amenities	0	11,364	0
Recreation and culture	538,870	2,603,458	121,434
Transport	1,424,880	1,768,286	682,002
	<b>1,997,059</b>	<b>4,997,052</b>	<b>803,436</b>
Total grants, subsidies and contributions	<b>4,743,782</b>	<b>7,094,756</b>	<b>3,408,680</b>
Fees and charges			
Governance	115	269	74
General purpose funding	70,600	26,250	53,661
Law, order, public safety	39,709	32,350	30,200
Health	100	7,130	7,658
Education and welfare	10	9	10
Housing	21,376	22,960	17,969
Community amenities	1,062,452	1,035,956	1,069,091
Recreation and culture	244,610	228,820	219,172
Transport	5,017	5,500	6,323
Economic services	129,446	113,474	141,521
Other property and services	67,367	63,000	64,553
	<b>1,640,802</b>	<b>1,535,718</b>	<b>1,610,232</b>

There were no changes to the amounts of fees or charges detailed in the original budget.

### SIGNIFICANT ACCOUNTING POLICIES

#### Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

#### Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.



## 2. REVENUE AND EXPENSES (Continued)

### (a) Revenue (Continued)

#### Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Operating grants, subsidies and contributions	668,203	2,097,704	632,622
Fees and charges	1,493,581	1,426,638	1,494,552
Other revenue	252,045	61,457	90,086
Non-operating grants, subsidies and contributions	1,997,059	4,997,052	803,436
	<b>4,410,888</b>	<b>8,582,851</b>	<b>3,020,696</b>

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

Revenue from contracts with customers included as a contract liability at the start of the period	245,847	239,181	133,588
Revenue from contracts with customers recognised during the year	2,167,982	3,346,618	2,083,672
Revenue from transfers intended for acquiring or constructing recognisable non financial assets held as a liability at the start of the period	835,681	1,080,648	266,901
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year	1,161,378	3,916,404	536,535
	<b>4,410,888</b>	<b>8,582,851</b>	<b>3,020,696</b>

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	276,064		260,088
Contract assets	86,610		57,858
Contract liabilities from contracts with customers	(111,059)		(245,847)
Financial assets held from transfers for recognisable financial assets	1,682,453		835,681
Grant liabilities from transfers for recognisable non financial assets	(1,682,453)		(835,681)

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

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expend Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

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

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

## 2. REVENUE AND EXPENSES (Continued)

### (a) Revenue (Continued)

#### Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
General rates	4,676,825	4,672,388	4,664,443
Statutory permits and licences	134,720	99,830	106,202
Fines	12,501	9,250	9,478
	<u>4,824,046</u>	<u>4,781,468</u>	<u>4,780,123</u>

#### Other revenue

Reimbursements and recoveries	56,901	90,137	115,334
Other	252,045	61,457	90,086
	<u>308,946</u>	<u>151,594</u>	<u>205,420</u>

#### Interest earnings

Financial assets at amortised cost - self supporting loans	251	252	577
Interest on reserve funds	12,854	25,000	42,713
Rates instalment and penalty interest (refer Note 24(c))	31,528	27,775	45,043
Other interest earnings	21,070	30,000	57,946
	<u>65,703</u>	<u>83,027</u>	<u>146,279</u>

### SIGNIFICANT ACCOUNTING POLICIES

#### Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset 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).

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

### (b) Expenses

#### Auditors remuneration

	Note	2021 Actual	2021 Budget	2020 Actual
		\$	\$	\$
Audit of the Annual Financial Report		23,750	22,750	22,750
Other services		1,960	5,000	1,400
		<u>25,710</u>	<u>27,750</u>	<u>24,150</u>

#### Interest expenses (finance costs)

Borrowings	17(b)	64,581	64,588	72,075
Other		6	100	0
Lease liabilities	16(b)	4,143	4,131	1,414
		<u>68,730</u>	<u>68,819</u>	<u>73,489</u>

#### Other expenditure

Elected Member expenses		103,065	125,619	114,894
Community grants and service agreements		129,431	160,000	156,861
Sundry expenses		104,746	105,531	24,508
		<u>337,242</u>	<u>391,150</u>	<u>296,263</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**REVENUE RECOGNITION POLICY**

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:

<b>Revenue Category</b>	<b>Nature of goods and services</b>	<b>When obligations typically satisfied</b>	<b>Payment terms</b>	<b>Returns/Refunds/Warranties</b>	<b>Determination of transaction price</b>	<b>Allocating transaction price</b>	<b>Measuring obligations for returns</b>	<b>Timing of revenue recognition</b>
Rates	General rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	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	Set by mutual agreement with customer or when cash is received. Dependant upon arrangement	Based on the progress of works to match performance obligations or on receipt of funds. Dependant upon arrangement	Returns limited to repayment of transactional price 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	Set by mutual agreement with customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transactional price	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	Adopted by council annually, set by state legislation, or limited by legislation to the cost of provision, or set by mutual agreement with customers. Dependant upon fee	Based on timing of provision of associated goods or service	Returns limited to repayment of transactional price for non provision of service or faulty goods in accordance with Council policy or State Legislation	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	Adopted by council annually, set by state legislation, or limited by legislation to the cost of provision, or set by mutual agreement with customers. Dependant upon fee	Based on timing of provision of associated goods or service	Returns limited to repayment of transactional price for non provision of service or faulty goods in accordance with Council policy or State Legislation	Output method based on provision of service or completion of works

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. CASH AND CASH EQUIVALENTS**

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		9,065,586	7,344,203
<b>Total cash and cash equivalents</b>		<b>9,065,586</b>	<b>7,344,203</b>
<b>Restrictions</b>			
The following classes of 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		5,538,938	4,433,807
		<b>5,538,938</b>	<b>4,433,807</b>
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash backed	4	3,171,092	3,208,848
Retentions, works/hire bonds and deposits	14	175,578	143,431
Contract liabilities from contracts with customers	15	111,059	245,847
Grants for transfers for recognisable non financial assets	15	1,682,453	835,681
Unspent grants, subsidies and contributions	4	86,256	0
Unspent loans	4 & 17(d)	312,500	0
<b>Total restricted assets</b>		<b>5,538,938</b>	<b>4,433,807</b>

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

**Restricted assets**

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed 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.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

4. RESERVES - CASH BACKED	2021	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual
	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing
	Balance	to	(from)	Balance	Balance	to	(from)	Balance	Balance	to	(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave Reserve	185,080	843	0	185,923	185,080	1,442	0	186,522	182,136	2,944	0	185,080
(b) Plant Reserve	681,975	284,879	(479,704)	487,150	681,975	288,471	(685,500)	284,946	424,561	257,414	0	681,975
(c) Land and Building Reserve	574,343	110,632	0	684,975	574,343	4,473	(23,417)	555,399	714,400	34,353	(174,410)	574,343
(d) Bushfire Reserve	18,284	10,083	0	28,367	18,284	10,142	(7,500)	20,926	10,739	10,045	(2,500)	18,284
(e) Maranup Road Maintenance Reserve	5,341	24	0	5,365	5,341	42	0	5,383	5,256	85	0	5,341
(f) Subdivision Reserve	250,238	8,127	(24,286)	234,079	250,238	11,949	(24,286)	237,901	390,331	12,106	(152,199)	250,238
(g) Sanitation Reserve	100,131	456	0	100,587	100,131	780	(50,000)	50,911	65,647	34,484	0	100,131
(h) Recreation Centre Floor and Solar Reserve	203,391	10,926	0	214,317	203,391	11,584	0	214,975	190,315	13,076	0	203,391
(i) Refuse Site Post Closure Reserve	227,558	5,933	0	233,491	227,558	6,772	(43,000)	191,330	219,017	8,541	0	227,558
(j) Drainage Reserve	61,023	10,278	(3,550)	67,751	61,023	10,475	(8,850)	62,648	21,084	39,939	0	61,023
(k) Community Bus Replacement Reserve	56,189	5,255	0	61,444	56,189	5,438	0	61,627	50,374	5,815	0	56,189
(l) SBS Tower and Infrastructure Replacement Reserve	32,100	146	0	32,246	32,100	250	0	32,350	31,589	511	0	32,100
(m) Playground Equipment Reserve	34,126	6,250	0	40,376	34,126	4,116	0	38,242	30,497	3,629	0	34,126
(n) Swimming Pool Reserve	4,500	21	0	4,521	4,500	35	0	4,535	4,429	71	0	4,500
(o) Car Park Reserve	963	4	0	967	963	8	0	971	948	15	0	963
(p) ROMANS Reserve	0	0	0	0	0	0	0	0	4,721	8	(4,729)	0
(q) Building Maintenance Reserve	225,833	1,028	(7,262)	219,599	225,833	1,759	0	227,592	145,768	93,665	(13,600)	225,833
(r) Strategic Projects Reserve	135,970	10,462	0	146,432	135,970	11,059	(64,481)	82,548	98,934	41,536	(4,500)	135,970
(s) Matched Grants Reserve	51,697	10,234	(7,022)	54,909	51,697	10,403	(12,000)	50,100	38,293	20,528	(7,124)	51,697
(t) Aged Care Infrastructure Reserve	56,928	259	0	57,187	56,928	443	0	57,371	56,022	906	0	56,928
(u) Equipment Reserve	6,107	28	0	6,135	6,107	48	0	6,155	6,010	97	0	6,107
(v) Assets and GRV Valuation Reserve	99,253	32,452	(56,500)	75,205	99,253	32,773	(80,000)	52,026	57,656	41,597	0	99,253
(w) Bridgetown Leisure Centre Reserve	60,724	276	(20,000)	41,000	60,724	473	(20,000)	41,197	117,894	1,130	(58,300)	60,724
(x) Trails Reserve	26,630	5,121	0	31,751	26,630	5,207	0	31,837	21,286	5,344	0	26,630
(y) Light Fleet Vehicle Reserve	91,150	117,491	(81,612)	127,029	91,150	113,230	(117,840)	86,540	64,021	93,603	(66,474)	91,150
(aa) Prepaid Rates Reserve	0	0	0	0	0	0	0	0	30,097	53	(30,150)	0
(ab) Blackspot Works Reserve	20,194	10,092	0	30,286	20,194	10,157	0	30,351	10,032	10,162	0	20,194
(ac) Unspent Grants and Loans Reserve	1,080,648	312,500	(994,392)	398,756	1,080,648	0	(1,080,648)	0	400,489	848,991	(168,832)	1,080,648
	4,290,376	953,800	(1,674,328)	3,569,848	4,290,376	541,529	(2,217,522)	2,614,383	3,392,546	1,580,648	(682,818)	4,290,376

#### **4. RESERVES - CASH BACKED (Continued)**

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:

<b>Name of Reserve</b>	<b>Anticipate</b>	<b>Purpose of the reserve</b>
(a) Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b) Plant Reserve	Ongoing	To be used for the purchase of major plant.
(c) Land and Building Reserve	Ongoing	To be used for the future acquisition of land and buildings.
(d) Bushfire Reserve	Ongoing	To be used for the purchase of district fire fighting equipment, buildings and fire fighting plant.
(e) 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.
(f) 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.
(g) Sanitation Reserve	Ongoing	To be used for the provision of waste management services and waste facilities.
(h) Recreation Centre Floor and Solar Reserve	Ongoing	To be used to fund future timber floor and solar equipment replacements at the Bridgetown Leisure Centre.
(i) Refuse Site Post Closure Reserve	Ongoing	To be used to rehabilitate the Shire's refuse sites.
(j) Drainage Reserve	Ongoing	To be used for drainage upgrade works.
(k) Community Bus Replacement Reserve	Ongoing	To be used to purchase a replacement community bus.
(l) SBS Tower and Infrastructure Replacement Reserve	Ongoing	To be used for replacement of the SBS tower and associated infrastructure.
(m) Playground Equipment Reserve	Ongoing	To be used for replacement of playground equipment.
(n) Swimming Pool Reserve	2021/22	To be used for studies on the pool for life expectancy and upgrades required to enable its future usage.
(o) Car Park Reserve	Ongoing	To hold contributions for funding car park construction.
(p) ROMANS Reserve	2019/20	To be used to fund the take-up of roads condition information into ROMANS.
(q) Building Maintenance Reserve	Ongoing	To be used to fund capital improvements to 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 new initiatives 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.
(aa) Prepaid Rates Reserve	2019/20	To ensure funding is available in 2019/20 to offset the derecognition of prepaid rates as revenue due to the introduction of Accounting Standard AASB1058.
(ab) Blackspot Works Reserve	Ongoing	To provide a funding mechanism for Blackspot Grant projects that require a matched funding component.
(ac) Unspent Grants and Loans Reserve	Ongoing	To be used for the recording of unspent grant and loan funds.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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**5. OTHER FINANCIAL ASSETS**

**(a) Current assets**

Financial assets at amortised cost

	2021	2020
	\$	\$
	0	8,976
	0	8,976

**Other financial assets at amortised cost**

Self supporting loans

	0	8,976
	0	8,976

**(b) Non-current assets**

Financial assets at fair value through profit and loss

	73,807	71,221
	73,807	71,221

**Financial assets at fair value through profit and loss**

Units in Local Government House Trust

	73,807	71,221
	73,807	71,221

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 17(b) as self supporting loans.

**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.

**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 26.

## 6. TRADE AND OTHER RECEIVABLES

	2021	2020
	\$	\$
<b>Current</b>		
Rates receivable	136,951	166,687
Trade and other receivables	276,064	260,088
GST receivable	1,047	6,469
Accrued interest on investments	1,069	5,624
Accrued interest on self supporting loans	0	1
	415,131	438,869
<b>Non-current</b>		
Pensioner's rates and ESL deferred	168,263	164,521
	168,263	164,521

### 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 goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### 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 26.

#### Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore 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.



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**7. INVENTORIES**

**Current**

Fuel and materials

	2021	2020
	\$	\$
	37,765	12,406
	37,765	12,406
	12,406	20,857
Inventories expensed during the year	(112,150)	(173,913)
Additions to inventory	137,509	165,462
<b>Balance at end of year</b>	37,765	12,406

The following movements in inventories occurred during the year:

**Balance at beginning of year**

Inventories expensed during the year

Additions to inventory

**Balance at end of year**

**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  
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**8. OTHER ASSETS**

**Other assets - current**

Prepayments

	2021	2020
	\$	\$
	765	0
	<u>765</u>	<u>0</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.

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## 9. 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.

	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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2019</b>	5,251,581	127,551	23,060,318	28,439,450	140,680	4,722,592	17,265	0	33,319,987
Additions	133,909	0	383,413	517,322	36,431	134,451	3,800	9,144	701,148
(Disposals)	0	0	(158,305)	(158,305)	(1,100)	(56,688)	0	0	(216,093)
Revaluation increments / (decrements) transferred to revaluation surplus	199,010	12,381	252,965	464,356	0	0	0	0	464,356
Depreciation (expense)	0	(9,932)	(502,032)	(511,964)	(18,766)	(423,993)	0	0	(954,723)
Transfers	0	0	(28,014)	(28,014)	0	0	(17,265)	0	(45,279)
<b>Balance at 30 June 2020</b>	5,584,500	130,000	23,008,345	28,722,845	157,245	4,376,362	3,800	9,144	33,269,396
<b>Comprises:</b>									
Gross balance amount at 30 June 2020	5,584,500	130,000	23,008,345	28,722,845	176,011	4,798,912	3,800	9,144	33,710,712
Accumulated depreciation at 30 June 2020	0	0	0	0	(18,766)	(422,550)	0	0	(441,316)
<b>Balance at 30 June 2020</b>	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 (expense)	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
<b>Balance at 30 June 2021</b>	5,648,386	139,113	22,557,616	28,345,115	146,617	4,529,355	36,125	0	33,057,212
<b>Comprises:</b>									
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)
<b>Balance at 30 June 2021</b>	5,648,386	139,113	22,557,616	28,345,115	146,617	4,529,355	36,125	0	33,057,212

## 9. 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
<b>(i) Fair Value</b>					
<b>Land and buildings</b>					
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

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy.

Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

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**10. 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.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - parks & ovals	Infrastructure - bridges	Infrastructure - other	Works in progress - roads	Works in progress - drainage	Works in progress - other infrastructure	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2019</b>	147,692,824	2,232,418	4,729,880	2,584,765	6,850,782	4,877,185	40,095	2,200	7,480	169,017,629
Additions	1,036,957	0	27,632	35,248	0	24,065	0	2,428	27,033	1,153,363
Depreciation (expense)	(1,967,885)	(63,570)	(92,245)	(149,258)	(178,596)	(150,882)	0	0	0	(2,602,436)
Transfers	40,095	0	0	0	0	45,279	(40,095)	0	0	45,279
<b>Balance at 30 June 2020</b>	146,801,991	2,168,848	4,665,267	2,470,755	6,672,186	4,795,647	0	4,628	34,513	167,613,835
<b>Comprises:</b>										
Gross balance at 30 June 2020	191,053,842	3,086,535	7,407,225	4,263,400	10,669,359	5,687,084	0	4,628	34,513	222,206,586
Accumulated depreciation at 30 June 2020	(44,251,851)	(917,687)	(2,741,958)	(1,792,645)	(3,997,173)	(891,437)	0	0	0	(54,592,751)
<b>Balance at 30 June 2020</b>	146,801,991	2,168,848	4,665,267	2,470,755	6,672,186	4,795,647	0	4,628	34,513	167,613,835
Additions	722,597	0	17,099	30,460	673,219	13,278	0	12,735	576,807	2,046,195
Depreciation (expense)	(1,957,193)	(63,570)	(92,590)	(150,864)	(178,596)	(152,305)	0	0	0	(2,595,118)
Transfers	0	0	0	0	0	16,881	0	0	(16,881)	0
<b>Balance at 30 June 2021</b>	145,567,395	2,105,278	4,589,776	2,350,351	7,166,809	4,673,501	0	17,363	594,439	167,064,912
<b>Comprises:</b>										
Gross balance at 30 June 2021	191,776,438	3,086,535	7,424,324	4,293,860	11,342,578	5,717,243	0	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	0	(57,187,868)
<b>Balance at 30 June 2021</b>	145,567,395	2,105,278	4,589,776	2,350,351	7,166,809	4,673,501	0	17,363	594,439	167,064,912

SHIRE OF BRIDGETOWN-GREENBUSHES  
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10. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
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 & 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

## **11. FIXED ASSETS**

### **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 between mandatory revaluation dates**

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 initial recognition and the next revaluation 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 anniversary date in accordance with the mandatory measurement framework.

### **AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**

#### **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.

### **AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY (Continued)**

#### **Revaluation (Continued)**

At the end of each period the valuation 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.

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.

#### **Land under roads from 1 July 2019**

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

#### **Vested improvements from 1 July 2019**

The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right-of-use assets).

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11. FIXED ASSETS

(a) Disposals of Assets

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Budget Net Book Value	2021 Budget Sale Proceeds	2021 Budget Profit	2021 Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - specialised	0	0	0	0	0	0	0	0	158,305	0	0	(158,305)
Furniture and equipment	0	0	0	0	0	0	0	0	1,100	0	0	(1,100)
Plant and equipment	222,870	228,725	21,022	(15,167)	321,900	314,760	8,100	(15,240)	56,688	50,409	0	(6,279)
	222,870	228,725	21,022	(15,167)	321,900	314,760	8,100	(15,240)	216,093	50,409	0	(165,684)

(b) 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.

	2021	2020
	\$	\$
Plant and equipment	4,233	0
Infrastructure - roads	73,180	57,527
Infrastructure - parks & ovals	3,180	3,180
	80,593	60,707

(c) Temporarily Idle 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.

	2021	2020
	\$	\$
Buildings - specialised	108,567	116,901
Plant and equipment	12,826	10,779
	121,393	127,680



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**11. FIXED ASSETS**

**(d) Depreciation**

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Buildings - non-specialised	6,876	6,605	9,932
Buildings - specialised	510,666	510,936	502,032
Furniture and equipment	23,244	19,427	18,766
Plant and equipment	489,541	570,994	423,993
Infrastructure - roads	1,957,193	1,964,296	1,967,885
Infrastructure - footpaths	63,570	63,570	63,570
Infrastructure - drainage	92,590	93,024	92,245
Infrastructure - parks & ovals	150,864	149,258	149,258
Infrastructure - bridges	178,596	178,596	178,596
Infrastructure - other	152,305	156,087	150,882
Right-of-use assets - plant and equipment	4,566	4,568	3,790
Right-of-use assets - furniture and equipment	35,103	35,103	9,544
	<b>3,665,114</b>	<b>3,752,464</b>	<b>3,570,493</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, 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 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	Asset Class	Useful life
<b>Buildings</b>	30 to 120 Years	<b>Infrastructure - Parks and ovals</b>	15 to 50 Years
<b>Furniture and equipment</b>	4 to 15 Years	<b>Infrastructure - Footpaths</b>	40 to 50 Years
<b>Plant and equipment</b>	3 to 25 Years	<b>Infrastructure - Drainage</b>	80 Years
<b>Infrastructure - Roads</b>		<b>Infrastructure - Other</b>	
Formation	Not depreciated	Car parks pavement	60 Years
Sub base	90 to 240 Years	Car parks seal	25 Years
Base	40 to 80 Years	Street furniture	15 Years
Surface	30 to 50 Years	Bus shelters	15 Years
Kerbing	50 Years	Reservoirs and dams	50 Years
Subsoil drain	100 Years	Swimming pool infrastructure	50 Years
Stormwater culvert	50 to 80 Years	All other infrastructure	15 to 50 Years
<b>Infrastructure - Bridges</b>			
Road bridges	80 Years		
Pedestrian bridges	50 Years		

## **11. FIXED ASSETS (Continued)**

### **(d) Depreciation (Continued)**

#### **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **Depreciation on revaluation**

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

(a) 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

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

## 12. LEASES

### (a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Right-of-use assets - plant and equipment \$	Right-of-use assets - furniture and equipment \$	Right-of-use assets Total
<b>Balance at 1 July 2019</b>	9,132	0	9,132
Additions	0	139,685	139,685
Depreciation (expense)	(3,790)	(9,544)	(13,334)
<b>Balance at 30 June 2020</b>	5,342	130,141	135,483
Additions	7,186	0	7,186
Gains/(losses) from sale and leaseback transactions	(776)	0	(776)
Depreciation (expense)	(4,566)	(35,103)	(39,669)
<b>Balance at 30 June 2021</b>	7,186	95,038	102,224

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

	2021 Actual \$	2020 Actual \$
Depreciation expense on lease liabilities	(39,669)	(13,334)
Interest expense on lease liabilities	(4,143)	(1,414)
Gains/(losses) from sale and leaseback transactions	(776)	0
<b>Total amount recognised in the statement of comprehensive income</b>	(44,588)	(14,748)
<b>Cash outflow from leases</b>		
Lease principal repayments	(38,691)	(13,166)
Lease interest payments	(4,143)	(1,414)
<b>Total cash outflow from leases</b>	(42,834)	(14,580)

The Shire has not revalued the right of use assets relating to leased 'plant and equipment' and 'furniture and equipment' as the difference between the fair value and carrying amount is immaterial

### 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 remaining 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.

Leases for right-of-use assets are secured over the asset being leased.

## 12. LEASES (Continued)

### (a) Right-of-Use Assets (Continued)

#### **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **Right-of-use assets - valuation**

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 11 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 shortest. 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.

## 12. LEASES (Continued)

### (b) 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.

	2021 Actual \$	2021 Budget \$	2020 Actual \$
Less than 1 year	20,170	22,080	22,080
1 to 2 years	6,570	6,570	16,320
2 to 3 years	3,850	3,850	2,720
3 to 4 years	3,850	3,850	0
4 to 5 years	3,850	3,850	0
> 5 years	0	0	0
	38,290	40,200	41,120

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.

### 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 Entity applies AASB 15 to allocate the consideration under the contract to each component.

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**13. REVALUATION SURPLUS**

	<b>2021 Opening Balance</b>	<b>2021 Closing Balance</b>	<b>2020 Opening Balance</b>	<b>2020 Revaluation Increment</b>	<b>Total Movement on Revaluation</b>	<b>2020 Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Land and buildings	18,402,091	18,402,091	17,937,735	464,356	464,356	18,402,091
Furniture and equipment	112,984	112,984	112,984	0	0	112,984
Plant and equipment	313,272	313,272	313,272	0	0	313,272
Infrastructure - roads	63,326,586	63,326,586	63,326,586	0	0	63,326,586
Infrastructure - footpaths	1,166,620	1,166,620	1,166,620	0	0	1,166,620
Infrastructure - drainage	2,556,333	2,556,333	2,556,333	0	0	2,556,333
Infrastructure - parks & ovals	760,959	760,959	760,959	0	0	760,959
Infrastructure - bridges	73,684	73,684	73,684	0	0	73,684
Infrastructure - other	472,516	472,516	472,516	0	0	472,516
	<b>87,185,045</b>	<b>87,185,045</b>	<b>86,720,689</b>	<b>464,356</b>	<b>464,356</b>	<b>87,185,045</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**14. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors  
 Prepaid rates  
 Accrued salaries and wages  
 Retentions, works/hire bonds and deposits  
 Accrued interest on long term borrowings

	2021	2020
	\$	\$
	684,318	374,734
	72,581	76,999
	0	106,898
	175,578	143,431
	227	234
	932,704	702,296

**SIGNIFICANT ACCOUNTING POLICIES**

**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 normally paid within 30 days of recognition

**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**  
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**15. OTHER LIABILITIES**

**Current**

Contract liabilities  
 Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

2021	2020
\$	\$
111,059	245,847
1,682,453	835,681
<b>1,793,512</b>	<b>1,081,528</b>

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

Contract liabilities	Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
\$	\$
111,059	1,682,453
<b>111,059</b>	<b>1,682,453</b>

**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.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity**

Grant liabilities represent the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.



SHIRE OF BRIDGETOWN-GREENBUSHES  
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 FOR THE YEAR ENDED 30 JUNE 2021

16. LEASE LIABILITIES

(a) Lease Liabilities	2021	2020
	\$	\$
Current	40,354	37,927
Non-current	63,792	97,724
	104,146	135,651

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2021					30 June 2021				30 June 2020				
					Actual Lease Principal	Actual New Leases	Actual Lease Repayments	Actual Lease Outstanding	Actual Lease Repayments	Budget Lease Principal	Budget Lease Repayments	Budget Lease Outstanding	Budget Lease Repayments	Actual Lease Principal	Actual New Leases	Actual Lease Repayments	Actual Lease Outstanding	Actual Lease Repayments
					1 July 2020					1 July 2020				1 July 2019				
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>																		
Gym Equipment	003	Macquarie Bank Ltd	3.45%	48 mths	95,161	0	(24,211)	70,950	(2,780)	95,161	(24,211)	70,950	(2,780)	0	101,116	(5,955)	95,161	(810)
<b>Other property and services</b>																		
2015 Toyota Landcruiser	001	Custom Service Leasing	1.11%	24 mths	5,322	0	(5,322)	0	(48)	5,327	(4,564)	763	(36)	9,132	0	(3,810)	5,322	(68)
2015 Toyota Landcruiser	001.1	Custom Service Leasing	0.60%	15 mths	0	7,186	0	7,186	0	0	0	0	0	0	0	0	0	0
Photocopiers and Printers	002	Maia Financial Pty Ltd	4.45%	48 mths	35,168	0	(9,158)	26,010	(1,315)	35,168	(9,158)	26,010	(1,315)	0	38,569	(3,401)	35,168	(536)
					135,651	7,186	(38,691)	104,146	(4,143)	135,656	(37,933)	97,723	(4,131)	9,132	139,685	(13,166)	135,651	(1,414)

SHIRE OF BRIDGETOWN-GREENBUSHES  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

17. INFORMATION ON BORROWINGS

(a) Borrowings

	2021	2020
	\$	\$
Current	181,402	260,735
Non-current	1,680,729	1,549,631
	1,862,131	1,810,366

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	30 June 2021					30 June 2021					30 June 2020			
				Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual
				Principal	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal	Principal Repayments	Interest Repayments	Principal Outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>																	
Landfill Site (Track Loader)	108	WATC*	4.13%	50,302	0	(24,637)	(1,821)	25,665	50,302	0	(24,637)	(1,826)	25,665	73,952	(23,650)	(2,807)	50,302
Landfill Site New Cell	113	WATC*	2.28%	104,585	0	(104,585)	(1,786)	0	104,585	0	(104,585)	(1,792)	0	206,825	(102,240)	(4,130)	104,585
Liquid and Inert Waste Sites	114	WATC*	2.73%	73,943	0	(23,983)	(1,852)	49,960	73,943	0	(23,982)	(1,856)	49,961	97,284	(23,341)	(2,494)	73,943
Landfill Cell Extension	115	WATC*	1.61%	80,636	0	(19,677)	(1,214)	60,959	80,636	0	(19,677)	(1,219)	60,959	100,000	(19,364)	(1,527)	80,636
Liquid Waste Facility	116	WATC*	1.96%	90,855	0	(9,325)	(1,732)	81,530	90,855	0	(9,325)	(1,735)	81,530	100,000	(9,145)	(1,913)	90,855
<b>Recreation and culture</b>																	
Bridgetown Swimming Pool	112	WATC*	4.04%	1,401,069	0	(69,552)	(55,900)	1,331,517	1,401,069	0	(69,552)	(55,908)	1,331,517	1,467,894	(66,825)	(58,627)	1,401,069
Youth Precinct Redevelopment	117	WATC*	1.49%	0	189,500	0	(15)	189,500	0	189,500	0	0	189,500	0	0	0	0
Bridgetown Civic Centre Revitalisation	118	WATC*	1.49%	0	123,000	0	(10)	123,000	0	123,000	0	0	123,000	0	0	0	0
				1,801,390	312,500	(251,759)	(64,330)	1,862,131	1,801,390	312,500	(251,758)	(64,336)	1,862,132	2,045,955	(244,565)	(71,498)	1,801,390
<b>Self Supporting Loans</b>																	
<b>Recreation and culture</b>																	
Bridgetown Bowling Club	110	WATC*	3.73%	8,976	0	(8,976)	(251)	0	8,976	0	(8,976)	(252)	0	17,627	(8,651)	(577)	8,976
				8,976	0	(8,976)	(251)	0	8,976	0	(8,976)	(252)	0	17,627	(8,651)	(577)	8,976
				1,810,366	312,500	(260,735)	(64,581)	1,862,131	1,810,366	312,500	(260,734)	(64,588)	1,862,132	2,063,582	(253,216)	(72,075)	1,810,366

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 5 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

SHIRE OF BRIDGETOWN-GREENBUSHES  
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17. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2020/21

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2021 Actual	2021 Budget	2021 Actual	2021 Budget		
Youth Precinct Redevelopment	WATC*	Debenture	10	1.49%	\$ 189,500	\$ 189,500	\$ 0	\$ (189,500)	\$ 22,318	\$ 189,500
Bridgetown Civic Centre Revitalisation	WATC*	Debenture	10	1.49%	\$ 123,000	\$ 123,000	\$ 0	\$ (123,000)	\$ 14,486	\$ 123,000
* WA Treasury Corporation					\$ 312,500	\$ 312,500	\$ 0	\$ (312,500)	\$ 36,804	\$ 312,500

(d) Unspent Borrowings

Particulars	Date Borrowed	Unspent Balance 1 July 2020	Borrowed During Year	Expended During Year	Unspent Balance 30 June 2021
Youth Precinct Redevelopment	29/06/2021	\$ 0	\$ 189,500	\$ 0	\$ 189,500
Bridgetown Civic Centre Revitalisation	29/06/2021	\$ 0	\$ 123,000	\$ 0	\$ 123,000
* WA Treasury Corporation		\$ 0	\$ 312,500	\$ 0	\$ 312,500

(e) Undrawn Borrowing Facilities  
 Credit Standby Arrangements

	2021	2020
Bank overdraft limit	\$ 0	\$ 0
Bank overdraft at balance date	\$ 0	\$ 0
Credit card limit	\$ 10,000	\$ 5,000
Credit card balance at balance date	\$ (2,308)	\$ 0
<b>Total amount of credit unused</b>	\$ 7,692	\$ 5,000
<b>Loan facilities</b>		
Loan facilities - current	\$ 181,402	\$ 260,735
Loan facilities - non-current	\$ 1,680,729	\$ 1,549,631
Lease liabilities - current	\$ 40,354	\$ 37,927
Lease liabilities - non-current	\$ 63,792	\$ 97,724
<b>Total facilities in use at balance date</b>	\$ 1,966,277	\$ 1,946,017
<b>Unused loan facilities at balance date</b>	\$ 312,500	NIL

## 17. INFORMATION ON BORROWINGS (Continued)

### SIGNIFICANT ACCOUNTING POLICIES

#### Financial liabilities

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

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

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.

#### 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.

#### Risk

Information regarding exposure to risk can be found at Note 26.

## 18. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
<b>Opening balance at 1 July 2020</b>			
Current provisions	319,060	487,384	806,444
Non-current provisions	0	57,794	57,794
	<u>319,060</u>	<u>545,178</u>	<u>864,238</u>
Additional provision	320,816	61,964	382,780
Amounts used	(323,585)	(116,288)	(439,873)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate and probability factors	1,016	8,069	9,085
<b>Balance at 30 June 2021</b>	<u>317,307</u>	<u>498,923</u>	<u>816,230</u>
<b>Comprises</b>			
Current	317,307	445,212	762,519
Non-current	0	53,711	53,711
	<u>317,307</u>	<u>498,923</u>	<u>816,230</u>

	2021	2020
<b>Amounts are expected to be settled on the following basis:</b>		
Less than 12 months after the reporting date	\$ 318,446	\$ 293,584
More than 12 months from reporting date	490,584	563,454
Expected reimbursements from other WA local governments	7,200	7,200
	<u>816,230</u>	<u>864,238</u>

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees.

Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

### SIGNIFICANT ACCOUNTING POLICIES

#### Employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as 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.

## **18. EMPLOYEE RELATED PROVISIONS (Continued)**

### **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

#### **Other long-term employee benefits**

Long-term employee benefits 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.

#### **Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## 19. NOTES TO THE STATEMENT OF CASH FLOWS

### 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:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Cash and cash equivalents	9,065,586	3,583,723	7,344,203
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	40,863	734,632	(1,235,913)
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(2,586)	0	(1,153)
Depreciation on non-current assets	3,665,114	3,752,464	3,570,493
(Profit)/loss on asset disposals	(5,855)	7,140	165,684
Loss from sale and leaseback transactions	776	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	19,996	60,001	(117,608)
(Increase)/decrease in other assets	(765)	0	560
(Increase)/decrease in inventories	(25,359)	(8,000)	8,451
(Increase)/decrease in contract assets	(28,752)	49,559	(57,858)
Increase/(decrease) in payables	230,408	12,760	(131,514)
Increase/(decrease) in employee provisions	(48,008)	(10,000)	(46,906)
Increase/(decrease) in other liabilities	711,984	(1,080,648)	681,039
Non-operating grants, subsidies and contributions	(2,843,831)	(4,144,527)	(803,436)
Net cash from operating activities	1,713,985	(626,619)	2,031,839

**20. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	2021	2020
	\$	\$
Governance	17,312	19,024
General purpose funding	8,778	8,745
Law, order, public safety	3,911,681	4,075,988
Health	1,230	1,750
Education and welfare	663,630	680,839
Housing	699,840	697,094
Community amenities	6,323,885	6,474,704
Recreation and culture	26,847,641	26,747,022
Transport	155,779,761	156,593,958
Economic services	918,262	979,451
Other property and services	14,523,366	12,408,496
Unallocated	376,889	429,697
	<u>210,072,275</u>	<u>209,116,768</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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**21. CAPITAL COMMITMENTS**

**Capital Expenditure Commitments**

Contracted for:

Land

- Purchase of Pt Lot 84 Forrest St, Bridgetown

Buildings

- Hester Brook Satellite Brigade

- Hester Brook Bushfire Brigade

- Kangaroo Gully Bushfire Brigade

- Bridgetown Leisure Centre

- Blackwood River Park public conveniences

- Bridgetown Railway Station

- Shire Administration Office

- Greenbushes Bushfire Brigade

- Wandillup Bushfire Brigade

- Greenbushes Hall

Plant and equipment

- Truck purchase

- Multi tyre roller purchases

Infrastructure - Parks, Gardens & Reserves

- Blackwood River foreshore

- Hampton Street noticeboard

- Somme Creek fitness trail

Infrastructure - Other

- Bridgetown Information bay

- Septage dump point

Payable:

- not later than one year

	2021	2020
	\$	\$
- Purchase of Pt Lot 84 Forrest St, Bridgetown	0	47,856
- Hester Brook Satellite Brigade	12,153	0
- Hester Brook Bushfire Brigade	4,286	0
- Kangaroo Gully Bushfire Brigade	3,427	0
- Bridgetown Leisure Centre	10,831	0
- Blackwood River Park public conveniences	6,625	0
- Bridgetown Railway Station	48,000	0
- Shire Administration Office	25,515	0
- Greenbushes Bushfire Brigade	0	1,818
- Wandillup Bushfire Brigade	0	1,455
- Greenbushes Hall	0	1,538
- Truck purchase	0	139,330
- Multi tyre roller purchases	0	262,260
- Blackwood River foreshore	320,711	0
- Hampton Street noticeboard	2,000	0
- Somme Creek fitness trail	8,182	0
- Bridgetown Information bay	2,000	24,738
- Septage dump point	0	17,367
	443,730	496,362
- not later than one year	443,730	496,362

## 22. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
<b>Shire President</b>			
President's annual allowance	7,750	7,750	5,949
Meeting attendance fees	9,300	9,300	9,801
Annual allowance for ICT expenses	1,878	1,878	2,087
	18,928	18,928	17,837
<b>Deputy Shire President</b>			
Deputy President's annual allowance	1,938	1,938	1,487
Meeting attendance fees	7,750	7,750	6,018
Annual allowance for ICT expenses	1,878	1,878	1,459
	11,566	11,566	8,964
<b>Councillor 3</b>			
Meeting attendance fees	7,750	7,750	8,611
Annual allowance for ICT expenses	1,878	1,878	2,087
	9,628	9,628	10,698
<b>Councillor 4</b>			
Meeting attendance fees	7,750	7,750	8,611
Annual allowance for ICT expenses	1,878	1,878	2,087
	9,628	9,628	10,698
<b>Councillor 5</b>			
Meeting attendance fees	7,750	7,750	8,611
Annual allowance for ICT expenses	1,878	1,878	2,087
	9,628	9,628	10,698
<b>Councillor 6</b>			
Meeting attendance fees	7,750	7,750	6,018
Annual allowance for ICT expenses	1,878	1,878	1,459
	9,628	9,628	7,477
<b>Councillor 7</b>			
Meeting attendance fees	7,750	7,750	9,143
President's allowance	0	0	2,662
Annual allowance for ICT expenses	1,878	1,878	2,087
	9,628	9,628	13,892
<b>Councillor 8</b>			
Meeting attendance fees	7,750	7,750	6,018
Annual allowance for ICT expenses	1,878	1,878	1,459
	9,628	9,628	7,477
<b>Councillor 9</b>			
Meeting attendance fees	7,750	7,750	8,611
Deputy President's allowance	0	0	666
Annual allowance for ICT expenses	1,878	1,878	2,087
	9,628	9,628	11,364
<b>Retired Councillor 1</b>			
Meeting attendance fees	0	0	2,593
Annual allowance for ICT expenses	0	0	628
	0	0	3,221
<b>Retired Councillor 2</b>			
Meeting attendance fees	0	0	2,593
Annual allowance for ICT expenses	0	0	628
	0	0	3,221
<b>Various Councillors</b>			
Travel expenses reimbursed	0	1,000	0
	0	1,000	0
	97,890	98,890	105,547

**22. ELECTED MEMBERS REMUNERATION (Continued)**

Fees, expenses and allowances to be paid or reimbursed to elected council members.

	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>2020 Actual</b>
	\$	\$	\$
President's allowance	7,750	7,750	8,611
Deputy President's allowance	1,938	1,938	2,153
Meeting attendance fees	71,300	71,300	76,628
Annual allowance for ICT expenses	16,902	16,902	18,155
Travel expenses reimbursed	0	1,000	0
	<b>97,890</b>	<b>98,890</b>	<b>105,547</b>

## 23. RELATED PARTY TRANSACTIONS

### Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2021 Actual	2020 Actual
	\$	\$
Short-term employee benefits	588,404	549,450
Post-employment benefits	63,149	60,017
Other long-term benefits	59,457	58,157
	711,010	667,624

#### *Short-term employee benefits*

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 22.

#### *Post-employment benefits*

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

#### *Other long-term benefits*

These amounts represent long service benefits accruing during the year.

### 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 guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2021 Actual	2020 Actual
	\$	\$
Sale of goods and services	29,775	21,202

### 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 elected 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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24. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2020/21 Actual Rateable Value \$	2020/21 Actual Rate Revenue \$	2020/21 Actual Interim Rates \$	2020/21 Actual Back Rates \$	2020/21 Actual Total Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Interim Rate \$	2020/21 Budget Back Rate \$	2020/21 Budget Total Revenue \$	2019/20 Actual Total Revenue \$
<b>Differential general rate / general rate</b>												
<b>Gross rental valuations</b>												
Shire	0.087045	1,760	28,233,720	2,457,604	11,278	937	2,469,819	2,457,604	10,000	1,000	2,468,604	2,424,043
<b>Unimproved valuations</b>												
Shire Rural	0.006220	480	186,915,000	1,162,611	(373)	625	1,162,863	1,162,611	0	0	1,162,611	1,162,377
Mining	0.071478	12	994,855	71,110	1,923	0	73,033	71,110	0	0	71,110	72,458
<b>Sub-Total</b>		2,252	216,143,575	3,691,325	12,828	1,562	3,705,715	3,691,325	10,000	1,000	3,702,325	3,658,878
<b>Minimum payment</b>	<b>Minimum \$</b>											
<b>Gross rental valuations</b>												
Shire	942.00	720	3,830,749	678,240	2,725	783	681,748	678,240	0	0	678,240	709,326
<b>Unimproved valuations</b>												
Shire Rural	1,168.00	253	33,962,000	295,504	(2,262)	(1,354)	291,888	295,504	0	0	295,504	290,769
Mining	523.00	11	31,574	5,753	1,109	46	6,908	5,753	0	0	5,753	6,860
<b>Sub-Total</b>		984	37,824,323	979,497	1,572	(525)	980,544	979,497	0	0	979,497	1,006,955
		3,236	253,967,898	4,670,822	14,400	1,037	4,686,259	4,670,822	10,000	1,000	4,681,822	4,665,833
Discounts/concessions (Note 24(b))							(9,434)				(9,434)	(1,390)
<b>Total amount raised from general rate</b>							<u>4,676,825</u>				<u>4,672,388</u>	<u>4,664,443</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period.

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  
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24. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

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 9 October 2020:

- \$600 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	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$
Landfill Site Maintenance (WARR Act Rate)	Concession	100%		14,773	15,895	16,575
UV Rural rate	Concession	10%		1,412	1,412	1,390
UV Rural rate	Concession		Various	8,022	8,022	0
Hall Hire	Waiver		Various	1,852	3,500	1,636
Rates	Write-Off		Various	114	100	60
Sundry Debtors	Write-Off		Various	74	0	323
				26,247	28,929	19,984

## 24. 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
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.
UV Rural rate	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.
Hall Hire	Community groups/organisations	Support Community groups/organisations	Council considers that support of these groups affords an overall benefit to the community.

## 24. RATING INFORMATION (Continued)

### (c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates (no payment plan) Interest Rates	Unpaid Rates (payment plan with full payment of rates by 30/06/2021) Interest Rates
		\$	%	%	%
<b>Option One</b>					
Single full payment	9/10/2020	0	0.00%	8.00%	5.50%
<b>Option Two</b>					
First instalment	9/10/2020	0	3.00%	8.00%	5.50%
Second instalment	9/12/2020	0	3.00%	8.00%	5.50%
Third instalment	9/02/2021	0	3.00%	8.00%	5.50%
Fourth instalment	9/04/2021	0	3.00%	8.00%	5.50%

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.

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Interest on unpaid rates	22,921	18,775	28,518
Interest on instalment plan	8,607	9,000	16,525
Charges on instalment plan	0	0	23,525
	31,528	27,775	68,568



## 25. RATE SETTING STATEMENT INFORMATION

		2020/21 Budget	2019/20
	Note	(30 June 2021) Carried Forward	(30 June 2020) Carried Forward
		\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>			
<p>The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.</p>			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	11(a)	(21,022)	(8,100)
Less: Movement in liabilities associated with restricted cash		(1,079,805)	(1,079,206)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(2,586)	0
Movement in pensioner deferred rates (non-current)		(3,742)	0
Movement in employee benefit provisions (non-current)		(4,083)	0
Add: Loss from sale and leaseback transactions	12(a)	776	0
Add: Loss on disposal of assets	11(a)	15,167	15,240
Add: Depreciation on non-current assets	11(d)	3,665,114	3,752,464
<b>Non cash amounts excluded from operating activities</b>		<b>2,569,819</b>	<b>2,680,398</b>
<b>(b) Surplus/(deficit) after imposition of general rates</b>			
<p>The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.</p>			
<b>Adjustments to net current assets</b>			
Less: Reserves - cash backed	4	(3,569,848)	(2,614,383)
Less: Financial assets at amortised cost - self supporting loans	5(a)	0	0
Add: Current liabilities not expected to be cleared at end of year			(8,976)
- Current portion of borrowings	17(a)	181,402	186,040
- Current portion of contract liability held in reserve		0	0
- Current portion of lease liabilities	16(a)	40,354	35,374
- Employee benefit provisions		185,923	186,522
<b>Total adjustments to net current assets</b>		<b>(3,162,169)</b>	<b>(2,206,447)</b>
<b>Net current assets used in the Rate Setting Statement</b>			
Total current assets		9,605,857	3,979,090
Less: Total current liabilities		(3,710,491)	(1,772,643)
Less: Total adjustments to net current assets		(3,162,169)	(2,206,447)
<b>Net current assets used in the Rate Setting Statement</b>		<b>2,733,197</b>	<b>0</b>
			2,238,420

## 26. 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
<b>Market risk - interest rate</b>	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
<b>Credit risk</b>	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
<b>Liquidity risk</b>	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 and 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
	%	\$	\$	\$	\$
<b>2021</b>					
Cash and cash equivalents	0.12%	9,065,586	7,572,821	1,490,815	1,950
<b>2020</b>					
Cash and cash equivalents	0.70%	7,344,203	2,652,395	4,689,858	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.

	2021	2020
	\$	\$
Impact of a 1% movement in interest rates on profit and loss	90,656	73,442

\* Holding all other variables constant

## 26. FINANCIAL RISK MANAGEMENT (Continued)

### (a) Interest rate risk (Continued)

#### **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 17(b).

### (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 also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage 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 24 months before 1 July 2020 or 1 July 2021 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. There are no material receivables that have been subject to a re-negotiation of repayment terms.

No expected credit loss was forecast on 30 June 2020 and 30 June 2021 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.

## 26. FINANCIAL RISK MANAGEMENT (Continued)

### (b) Credit risk (Continued)

The loss allowance as at 30 June 2021 and 30 June 2020 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
<b>30 June 2021</b>					
Trade 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
<b>30 June 2020</b>					
Trade receivables					
Expected credit loss	0.24%	0.22%	0.00%	18.82%	
Gross carrying amount	254,740	1,831	0	3,517	260,088
Loss allowance	615	4	0	662	1,281

The loss allowances calculated as at 30 June 2021 and 30 June 2020 are immaterial and were not recognised in the accounts.

#### **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.

## 26. 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
	\$	\$	\$	\$	\$
<b>2021</b>					
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	1,793,513	0	0	1,793,513	1,793,512
Lease liabilities	43,235	65,668	0	108,903	104,146
	3,012,924	814,400	1,331,096	5,158,420	4,692,493
<b>2020</b>					
Payables	702,296	0	0	702,296	702,296
Borrowings	325,332	686,909	1,298,842	2,311,083	1,810,366
Contract liabilities	1,081,528	0	0	1,081,528	1,081,528
Lease liabilities	42,058	102,454	0	144,512	135,651
	2,151,214	789,363	1,298,842	4,239,419	3,729,841

## 27. 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:

	1 July 2020	Amounts Received	Amounts Paid	30 June 2021
	\$	\$	\$	\$
Visitor Centre Accommodation Bookings	24,724	106,052	(117,424)	13,352
Other Visitor Centre Commission Sales	76	2,087	(2,004)	159
South West Coach Lines - Ticket Sales	102	1,272	(1,374)	0
TransWA - Ticket Sales	149	7,175	(6,804)	520
Overcharge TransWA Ticket	21	0	0	21
Accommodation Payment Returned	231	0	0	231
Cemetery Fees	703	0	0	703
	26,006	116,586	(127,606)	14,986

## 28. CONTINGENT LIABILITIES

There were no known contingent liabilities as at 30 June 2021.

## 29. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no events occurring after the reporting date that impact on the financial statements.

## 30. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality

The adoption of these standards had no material impact on the financial report.

## **31. 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) 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.

## 31. OTHER SIGNIFICANT ACCOUNTING POLICIES (Continued)

### h) Fair value hierarchy (continued)

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.

### i) 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 regulatory 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.



## **32. ACTIVITIES/PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<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>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To provide services to help ensure a safer community.</p>	<p>Supervision of various by-laws, fire prevention, emergency services and animal control.</p>
<p><b>HEALTH</b></p> <p>To provide an operational framework for good community health.</p>	<p>Food quality, pest control, and support the operation of child health clinics.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>To support disadvantaged persons, the elderly, children and youth.</p>	<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>
<p><b>HOUSING</b></p> <p>Help ensure adequate housing.</p>	<p>Maintenance of staff and rental housing.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>Provide services required by the community.</p>	<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>
<p><b>RECREATION AND CULTURE</b></p> <p>To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	<p>Maintenance of halls, the leisure centre and various reserves; operation of library, heritage facilities and cultural activities.</p>
<p><b>TRANSPORT</b></p> <p>To provide effective and efficient transport services to the community.</p>	<p>Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and parking control.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>To help promote the Shire and improve its economic wellbeing.</p>	<p>The regulation and provision of tourism, area promotion, economic development, building control, (agricultural) noxious weeds management and water standpipes.</p>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**33. FINANCIAL RATIOS**

	2021 Actual	2020 Actual	2019 Actual
Current ratio	2.62	2.32	2.19
Asset consumption ratio	0.77	0.75	0.76
Asset renewal funding ratio	1.07	1.18	1.15
Asset sustainability ratio	0.60	0.30	0.71
Debt service cover ratio	4.83	4.72	3.74
Operating surplus ratio	(0.30)	(0.31)	(0.35)
Own source revenue coverage ratio	0.57	0.58	0.57

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



# Auditor General

## INDEPENDENT AUDITOR'S REPORT 2021 Shire of Bridgetown-Greenbushes

To the Councillors of the Shire of Bridgetown-Greenbushes

### Report on the audit of the annual financial report

#### Opinion

I have audited the financial report of the Shire of Bridgetown-Greenbushes (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, 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
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Bridgetown-Greenbushes:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 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 section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for 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 and 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 responsibility 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](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### **Report on other legal and regulatory requirements**

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate a significant adverse trend in the financial position of the Shire:
  - a) The Asset Sustainability Ratio as reported in Note 33 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard of 0.8 for the last three financial years; and
  - b) The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below the DLGSCI standard of zero for the past three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

### **Other information**

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

### **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 2021 included 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 described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



Jordan Langford-Smith  
Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
23 November 2021



Minutes of the meeting of the Audit Committee held in the CEO's office on Monday, 22 November 2021.

The CEO opened the meeting at 12:55pm.

**Attendance, Apologies and Leave of Absence**

- |               |  |
|---------------|--|
| Councillors   | - J Bookless   |
|               | - S Mahoney  |
|               | - P Quinby   |
|               | - 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, Moore Australia (via remote link)                 |

**Election of Presiding Member and Deputy Presiding Member**

**Election of Presiding Member**

In accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995, the CEO called for nominations for the position of Presiding Member. A nomination was received for Cr Mahoney. Cr Mahoney accepted the nomination. With no further nominations being received the CEO declared Cr Mahoney elected as Presiding Member.

**Election of Deputy Presiding Member**

The CEO called for nominations for the position of Deputy Presiding Member. A nomination was received for Cr Bookless. Cr Bookless accepted the nomination. With no further nominations being received the CEO declared Cr Bookless elected as Deputy Presiding Member.

Cr Mahoney assumed the Chair.

**AC.01/1121 Confirmation of Previous Minutes**

*A motion is required to confirm the Minutes of the Meeting held 23 September 2021 as a true and correct record (Attachment 1).*

**Committee Decision**

***Moved Cr Bookless, Seconded Cr Quinby***

***AC.01/1121 That the Minutes of the Meeting held 23 September 2021 are confirmed as a true and correct record.***

***Carried 4/0***

### **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**

<b>ITEM NO.</b>	AC.02/1121	<b>FILE REF.</b>	224
<b>SUBJECT</b>	2020/21 Annual Financial Statements and Independent Auditor's Report 2020/21		
<b>PROPONENT</b>	Office of the Auditor General & Moore Australia		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	18 November 2021		

Attachment 2 – 2020/21 Annual Financial Statements

Attachment 3 – 2021 Audit Concluding Memorandum (Confidential and under separate cover)

Attachment 4 – Operating Performance Trend by Nature or Type

Attachment 5 – Financial Health Indicator

#### **OFFICER RECOMMENDATION**

*The Audit Committee notes the Audit Concluding Memorandum that will form the basis of the Independent Auditor's Report for the 2020/21 financial year.*

#### **OFFICER RECOMMENDATION**

*That the Audit Committee recommends that Council accept the 2020/21 Annual Financial Statements (that will include the Independent Audit Report).*

#### **OFFICER RECOMMENDATION**

*That the Audit Committee recommends that Council note the Auditor's report will include a 'significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years'.*

#### **Summary/Purpose**

The draft Annual Financial Statements for the financial year ending 30 June 2021 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 of Bridgetown-Greenbushes is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the 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 2021. Moore Australia have completed their audit and issued an Audit Concluding Memorandum (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 2020/21 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.

The Memorandum notes the following matter to be reported in accordance with Regulation 10(3) of the Local Government (*Audit*) Regulations 1996:

"There is a significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years."

In summary the Memorandum does not identify any matters or issues that are to be raised in relation to audit differences, internal controls relevant to audit or other key matters.

## **Financial Ratios**

As at 1 July 2013 the then Department of Local Government and Communities (the Department) mandated seven financial ratios to be included in the local governments annual financial statements.

According to the Department these financial ratios were designed to provide users of annual financial reports with a clearer interpretation of the performance and financial results of a local government and a comparison of trends over a number of years.



Graphs indicating Council's operating performance trend by Nature or Type are included as Attachment 4 to the Agenda. The aim of the graphs is to provide further information on how Council's operating performance is influenced by the various income and expenditure categories.

The Department has released a Financial Health Indicator calculator that enables local governments to review changes to the local government's financial position over a period of time. Attachment 5 shows the results of Council's financial position using this calculator for the past eight financial years, noting that ratios input into the calculator have been adjusted for the prepayment of Financial Assistance Grants. It should be noted that the 2016 asset sustainability ratio included the major renewal project of the Bridgetown Swimming Pool resulting in a very positive ratio for that year.

It is predicted the Shire's financial health indicator score for 2020/21 will remain the same as in 2019/20 being 67. The 2019/20 score was above both the state average score of 61 and the regional average score of 57.

Section 7.12A(4) of the Local Government Act 1995 requires that a local government must:

*“(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

*(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.”*

Section 7.12A(5) further requires that:

*“Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.”*

As the audit report is to include a significant adverse trend in the financial position of the Shire in relation to the Asset Sustainability and Operating Surplus Ratios, a report in accordance with Section 7.12A(4) will be presented to the Audit Committee in January 2022.

### Statutory Environment

Section 6.4 and 7.12 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 – Not applicable

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.

1:24pm – Ms Meagher and Mr Godwin retired from the meeting.

**Committee Decision** *Moved Cr Bookless, Seconded Cr Rose  
AC.02/1121 The Audit Committee notes the Audit Concluding Memorandum that  
will form the basis of the Independent Auditor’s Report for the 2020/21 financial  
year. Carried 4/0*

**Committee Recommendation** *Moved Cr Quinby, Seconded Cr Rose  
AC.02/1121a That the Audit Committee recommends that Council accept the  
2020/21 Annual Financial Statements (that will include the Independent Audit  
Report). Carried 4/0*

**Committee Recommendation** *Moved Cr Rose, Seconded Cr Bookless  
AC.02/1121b That the Audit Committee recommends that Council note the  
Auditor’s report will include a ‘significant adverse trend in the financial position  
of the Shire as the Asset Sustainability Ratio and Operating Surplus Ratio have  
been below the industry benchmark and OAG threshold for the past 3 years’.  
Carried 4/0*

<b>ITEM NO.</b>	AC.03/1121	<b>FILE REF.</b>	224
<b>SUBJECT</b>	Progressive Reporting – Local Government (Audit) Regulations - Regulation 17 Review 2020		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	18 November 2021		

Attachment 6      November 2021 - Audit Regulation 17 Review (Risk Dashboard Report)

**OFFICER RECOMMENDATION**

*That the Audit Committee note the contents of the November 2021 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 6) 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 was undertaken by senior management in November 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 Quinby  
AC.03/1121 That the Audit Committee note the contents of the November 2021 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in June 2020.  
Carried 4/0*

<b>ITEM NO.</b>	AC.04/1121	<b>FILE REF.</b>	224
<b>SUBJECT</b>	Progressive Reporting – 2019 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	18 November 2021		

Attachment 7      November 2021 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

**OFFICER RECOMMENDATION**

*That the Audit Committee note the contents of the November 2021 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.*

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 identified in the 2019 review of these systems and procedures is presented for the Audit Committee's review (Attachment 7).

### Background

In accordance with Regulation 5(2)(c) a review of the Shire's financial systems and procedures was undertaken by the Executive Leadership Team. The CEO's report on this review was presented to the Audit Committee on 13 June 2019 with the following recommendations from the Committee being endorsed by Council at its ordinary meeting held on 27 June 2019:

*"That Council:*

- 1. Receive the May 2019 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopt the 14 recommendations contained in the report.*
- 2. A report on the progress of implementing the recommendations be provided quarterly to the Audit Committee."*

### Officer Comment

While the review found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation, a number of minor items were identified as opportunities for improvement.

A review of the actions contained in the 2019 report has been undertaken in accordance with Council's recommendation and an updated progress report is presented for the Audit Committee's consideration.

### 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 – Not Applicable

Budget Implications – Not applicable

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 Bookless, Seconded Cr Rose  
AC.04/1121 That the Audit Committee note the contents of the November 2021 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.***


***Carried 4/0***

**Closure**

The Presiding Member closed the meeting at 1:50pm.

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	AC.01/1121	Minutes of the Meeting Held 23 September 2021
2	AC.02/1121	2020/21 Annual Financial Statements
3	AC.02/1121	2021 Audit Concluding Memorandum (Confidential and under separate cover)
4	AC.02/1121	Operating Performance Trend by Nature or Type
5	AC.02/1121	Financial Health Indicator
6	AC.03/1121	November 2021 - Audit Regulation 17 Review (Risk Dashboard Report)
7	AC.04/1121	November 2021 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

Minutes checked and authorised by CEO T Clynch		22.11.21
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# ROLLING ACTION SHEET

## ROLLING ACTION SHEET

### November 2021 (encompassing Council Resolutions up to Council Meeting held October 2021)

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.14/0310 Preliminary Report – Plantation Exclusion Zones	That Council:  1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality.  2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area.  3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised.  4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation	L Guthridge	1. Noted.  2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.  3. Noted.  4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called	<b>December 2021</b> A report has been included in Council agenda for a review of the Plantation Applications Policy	✓



	<p>with FESA, and in accordance with the Planning for Bush Fire Protection document.</p> <p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> <li>c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy.</li> </ul> <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>	<p>for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).  <b>November 2018</b>  New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion.  <b>December 2018</b>  CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p><b>January 2019</b>  Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019.  No progress made of Plantation Applications Policy Review.  <b>February 2019</b>  Bushfire Hazard Level Assessment feedback</p>		
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		<p>sent to consultant for finalising document.  Research commenced for Plantation Applications Policy Review.</p> <p><b>March 2019</b>  Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019.  Research commenced for Plantation Applications Policy Review.</p> <p><b>April 2019</b>  Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES.  Further research into Plantation Applications Policy review not progressed.</p> <p><b>July 2019</b>  Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES.  Further research into Plantation Applications Policy review not progressed.</p> <p><b>August 2019</b>  BHL to be presented to Council in November 2019.</p> <p><b>September 2019</b>  Draft BHL referred to DPLH and DFES for preliminary feedback, before being presented to Council.</p> <p><b>October 2019</b>  Preliminary response received from DFES on draft BH. Pending feedback from DPLH.</p> <p><b>November 2019</b>  Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>December 2019</b>  Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>		
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		<p><b>January 2020</b> Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>February 2020</b> Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>March 2020</b> Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>April 2020</b> Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p><b>May 2020</b> Preliminary response received from DFES on draft BHL. Contact with DPLH made in May 2020 for pending feedback. Meeting to be scheduled shortly.</p> <p><b>June 2020</b> Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment.</p> <p><b>July 2020</b> Meeting with DPLH scheduled held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment. Councillor Briefing to be held on 23 July 2020 regarding draft Bushfire Hazard Level Assessment and other bushfire issues.</p> <p><b>August 2020</b> Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption.</p> <p><b>September 2020</b> Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning</p>		
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		<p>Strategy progressing. Plantation Applications Policy still to be reviewed.</p> <p><b>October 2020</b> Plantation Applications Policy still to be reviewed.</p> <p><b>April 2021</b> All aspects of the resolution have been completed excepting review of Plantations Policy – a report will be submitted to the May Council meeting on this review.</p> <p><b>June 2021</b> It had been the intention to present a report on the review of Town Planning Scheme Policies, including the Plantation Policy to the June Council meeting however further work and internal discussion is required before that report can be completed. It is intended to present the report to the July Council meeting.</p> <p><b>July 2021</b> At the time of reviewing the Rolling Action Sheet a report on the review of Town Planning Scheme Policies, including the Plantation Policy was being prepared for inclusion in the Council agenda.</p> <p><b>August 2021</b> The report on planning policies presented to the July Council meeting identified a need to review the current ‘Plantation Applications’ Policy and this will be progressed.</p> <p><b>October 2021</b> Criteria for locating of plantations will be included in the new Local Planning Strategy currently being prepared. This criteria may include separation distances from townsites or rural-residential developed land. Once the Local Planning Strategy has been endorsed preparation of a new Plantations Policy, referencing the criteria contained in</p>		
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			<p>the Local Planning Strategy can commence. A draft Local Planning Strategy is expected to be presented to Council by June 2022.</p> <p><b>November 2021</b> No progress since last report.</p>	
<p>C.03/1116 RV Friendly Towns</p>	<p>That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.</p>	<p>T Clynych</p>	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site</p>	<p><b>December 2021</b> A meeting has been held with the owners of the Bridgetown Caravan Park. The need for and benefits of free camping bays in Bridgetown have been acknowledged by the owners but they have requested a short period of time to provide a formal response. This response is expected by the end of the month.</p>

		<p>confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p> <p><b>November 2018</b> Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p><b>February 2019</b> Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p><b>March 2019</b> Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>April 2019</b> An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p> <p><b>June 2019</b> At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p><b>October 2019</b> The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced. The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p>		
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		<p><b>November 2019</b> Application for sewer connection for dump point in railway car park has been submitted to Water Corporation.</p> <p><b>February 2020</b> Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p><b>May 2020</b> Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p><b>January 2021</b> Preparation of a scope of works for consultants to progress the conceptual design of the Greenbushes Sportsground and Tourism Precinct project is being prepared in house for review by ELT and issue in February 2021. The Bridgetown dump point has been installed and is now operational. Directional street signage has been ordered and awaiting supply.</p> <p><b>February 2021</b> Directional signage to dump point, electric vehicle recharge station, caravan parking, etc. installed.</p> <p><b>March 2021</b></p>		
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			<p>A Camping Strategy is to be prepared and will address the RV Friendly Towns requirements.</p> <p><b>September 2021</b> Discussions were held with councillors at the September Concept Forum and it is intended to prepare a report to the October Council meeting on the provision of limited free overnight caravan parking in the railway car park. The report will also address any other existing constraints to achieving either RV Friendly Town or RV Destination status for Bridgetown and Greenbushes.</p> <p><b>October 2021</b> The meeting with the owners of the Bridgetown Caravan Park didn't occur as proposed so the report will be presented to the November Council meeting.</p> <p><b>November 2021</b> The owners of the Bridgetown Caravan Park have informally advised that they are not opposed to a trial period offering 24 hour RV/Caravan Parking in the Town Square. This is being followed up with a formal letter of acknowledgement this month.</p>	
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 Clynych	<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</p>	<p><b>December 2021</b> No progress since last update</p>



		<p>(September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b> DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p><b>October 2019</b> The process to transfer the land from State Forest is progressing.</p> <p><b>March 2020</b> The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently</p>		
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		<p>received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p><b>May 2020</b> A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p> <p><b>July 2020</b> A meeting with DBCA is being arranged for August.</p> <p><b>August 2020</b> A meeting was held with DBCA to discuss a number of matters including the dumping gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p><b>September 2020</b> A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p><b>June 2021</b> A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p><b>July 2021</b> Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of</p>		
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			the Dumping Gully dams. <b>November 2021</b> No progress since last update	
C.08/0917 Preparation of Shire of Bridgetown- Greenbushes Local Planning Strategy and Local Planning Scheme No 6	That Council: 1. Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed. 2. Notes the appointment of Lush Fire & Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes. 3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9. 4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4. 5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the	L Guthridge	1. Noted. 2. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018). 3. Noted. 4. Noted. 5. Correspondence sent to WAPC on 26 October 2017. Response received. 6. Noted. To be actioned. <b>November 2018</b> Liaison with Shire's planning consultant and DPLH staff continuing. <b>December 2018</b> Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff. <b>January 2019</b>	<b>December 2021</b> No progress since last update

	<p>Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <ul style="list-style-type: none"> <li>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</li> <li>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</li> </ul> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <ul style="list-style-type: none"> <li>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</li> <li>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to: <ul style="list-style-type: none"> <li>(i) the local government of each district that adjoins the local government district;</li> </ul> </li> </ul>		<p>Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p><b>February 2019</b> Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>March 2019</b> Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>April 2019</b> Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>May 2019</b> Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p><b>June 2019</b> Further liaison with planning consultant continuing.</p> <p><b>July 2019</b> Further liaison with planning consultant and DPLH continuing.</p> <p><b>August 2019</b> Further liaison with planning consultant required.</p> <p><b>September 2019</b> Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p><b>October 2019</b></p>		
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	<p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>	<p>Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>November 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>December 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>January 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>February 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>March 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>April 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>May 2020</b> Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback</p> <p><b>June 2020</b> Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p>		
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		<p><b>July 2020</b> Meeting with DLPH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing.</p> <p><b>August 2020</b> Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.</p> <p><b>September 2020</b> Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing.</p> <p><b>January 2021</b> Geoff Lush from Lush Fire and Planning Consultants have been appointed to assess (and provide an estimate for same) for what work is required to progress and complete the Local Planning Strategy. Once an estimate is received it will be determined if the Shire appoints Lush Fire and Planning in line with budget constraints.</p> <p><b>February 2021</b> No progress since last update</p> <p><b>March 2021</b> A consultant has been engaged to assist with completion of the Local Planning Strategy.</p> <p><b>May 2021</b> The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p><b>June 2021</b> A meeting was held last week with the Department of Planning to discuss various</p>		
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			<p>matters being addressed in the Local Planning Strategy. Note there has been a restructure of the South West Office of the Department of Planning and the main purpose of the meeting was to update the new Manager. The Shire's consultant is continuing to work on the document.</p> <p><b>July 2021</b> The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p><b>August 2021</b> Ongoing discussions and direction being given to consultant. Discussion with Department of Planning also occurring on regular basis.</p> <p><b>September 2021</b> A meeting was held with the planning consultant and staff of DPLH to discuss pressing issues being addressed in the LPS. Good direction was received at that meeting.</p> <p><b>October 2021</b> Staff continue to work with consultant on addressing relevant issues for inclusion in Local Planning Strategy.</p> <p><b>November 2021</b> Local Planning Strategy still being prepared.</p>		
C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Amend its 2018/19 budget to include \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook.</li> <li>2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification</li> </ol>	T Clynh	<p><b>June 2019</b> Consulting engineer still to be engaged.</p> <p><b>August 2019</b> The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p><b>September 2019</b></p>	<b>December 2021</b> Community Design Workshop held 6.12.21. A project brief is to be prepared and presented to Council in January.	√

	<p>Project, including channel widening, public access and revegetation.</p> <p>3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure.</p>		<p>The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p><b>October 2019</b> A request for quote has been prepared and has been sent to three selected landscape architects.</p> <p><b>February 2020</b> A meeting with interested consultants is being scheduled.</p> <p><b>March 2020</b> Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p> <p><b>April 2020</b> Consultant selected to prepare scope of works.</p> <p><b>May 2020</b> Scope of works completed. Next step is to seek quotes/proposals from consultants (landscape designers/engineers) for the project.</p> <p><b>January 2021</b> The Development Infrastructure Group (internal) has reviewed the draft scope/tender documents and they are now waiting review by ELT (expected to occur in</p>		
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			<p>February).</p> <p><b>May 2021</b> A proposal for a community design exercise is currently being developed for presentation to Council.</p> <p><b>October 2021</b> Planning for the proposed community design workshop is progressing with a date in mid to late November to be set for the workshop. Once the date and scope of the workshop is set invites can be sent out to the community.</p> <p><b>November 2021</b> Community Design Workshop to be held on 6.12.21</p>		
C.04/0320 Order to Take Measures to Prevent Straying Stock	<p>1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road.</p> <p>2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.</p>	T Clynych	<p><b>April 2020</b> Order has been withdrawn. Work yet to be commenced on cattle grids position/policy.</p> <p><b>August 2020</b> An audit of gates and cattle grids within road reserves is currently being undertaken in order to inform preparation of a draft policy</p> <p><b>November 2021</b> Due to other priorities the auditing of gates and grids has been deferred. This information is necessary to inform development of a policy position.</p>	<b>December 2021</b> Refer report in December Council agenda.	√
C.06/0321 Consideration of Recommendation from Annual General Meeting of Electors – Peninsula Road Speed Limit	That Council direct the CEO to submit a request Main Roads Western Australia to consider a reduction of the speed limit on Peninsula Road between Hampton Street and Maslin Reserve.	G Arlandoo	<p><b>April 2021</b> The request to Main Roads Western Australia is currently being actioned with the first action to be the obtaining of up to date traffic count information in order to inform the request.</p> <p><b>June 2021</b> Traffic data currently being processed.</p> <p><b>July 2021</b> Application made to Main Roads WA.</p> <p><b>August 2021</b> Awaiting determination of application by Main Roads Western Australia</p>	<b>December 2021</b> No progress since last update	

			<p><b>October 2021</b> Still awaiting response from Main Roads Western Australia</p> <p><b>November 2021</b> Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.</p>	
C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking &amp; Safety Enhancement Project as per Attachment 6.</li> <li>2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking &amp; Safety Enhancement Project</li> <li>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.</li> <li>4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking &amp; Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</li> <li>5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking &amp; Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</li> </ol>	T Clynh	<p><b>April 2021</b> 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><b>May 2021</b> Awaiting endorsement of the subdivision application by land owners.</p> <p><b>August 2021</b> Surveyor appointed to lodge subdivision application</p> <p><b>September 2021</b> 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><b>October 2021</b> Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission.</p> <p><b>November 2021</b> Still awaiting approval of the subdivision application by Western Australian Planning</p>	<p><b>December 2021</b> 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>

			Commission		
C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery.</li> <li>2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC).</li> <li>3. Direct the CEO to <ol style="list-style-type: none"> <li>a. Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building.</li> <li>b. Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement.</li> <li>c. Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building</li> <li>d. Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre</li> </ol> </li> </ol>	E Denniss	<p><b>May 2021</b> A preliminary implementation approach has been prepared and will be implemented in late May.</p> <p><b>June 2021</b> Implementation plan completed; letters issued to all stakeholders advising of Council decision and inviting them to meet with CEO and EMCS.</p> <p><b>July 2021</b> Review of all internal procedures currently progressing to facilitate service delivery transition. Design of interior layout and building modifications currently in progress (CRC managed). Two news article prepared and run on website. Preliminary meetings with all stakeholders conducted. These will continue throughout the financial year moving towards relevant relocation requirements.</p> <p><b>August 2021</b> Regular discussions and meetings being held with Bridgetown CRC.</p> <p><b>September 2021</b> A further meeting was held with Bridgetown CRC representatives in mid-September where progress on building plans and cost estimates were discussed.</p> <p><b>October 2021</b> A floor plan and estimated costings for fit out of the building has been completed. A briefing will be provided to the November Concept Forum.</p> <p><b>November 2021</b> Discussion occurred at the November Concept Forum. This was predominantly</p>	<p><b>December 2021</b> As there is a notice of motion in the December Council agenda relating to this matter no work has occurred to progress the matter since the last meeting.</p>	

	building.		centred on the draft plans for upgrade and fitout of the visitor centre building to accommodate both CRC and visitor information services. Councillors provided some feedback to take back to the CRC and which will inform future reports to Council.	
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><b>June 2021</b> This action is linked to Resolution C.08/0421 Visitor Information Services &amp; Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p><b>September 2021</b> Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p><b>October 2021</b> The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p><b>November 2021</b> 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><b>December 2021</b> No progress since last report</p>
C.11/0521a Speed Limit – Stanifer St & Maranup Ford Rd	<p>That Council direct the Chief Executive Officer to submit a request to Main Roads Western Australia seeking:</p> <ol style="list-style-type: none"> <li>1. A reduction in the existing 80 kph speed zone on Stanifer St to 60 kph.</li> <li>2. Removal of the existing 80 kph zone on Maranup Ford Rd extending 1.6 km from Stanifer St and the creation of a two new speed zones as follows:</li> </ol> <p>A. 60 kph speed zone on Maranup ford Rd extending 1.90 km from Stanifer St.</p>	G Arlandoo	<p><b>June 2021</b> Shire Officers yet to obtain up-to-date traffic count information in order to inform the request to MRWA in determining the speed zones applicable to the areas under consideration.</p> <p><b>July 2021</b> Application made to Main Roads WA.</p> <p><b>August 2021</b> Awaiting determination of application by Main Roads Western Australia</p> <p><b>October 2021</b> Still awaiting response from Main Roads Western Australia</p>	<p><b>December 2021</b> Main Roads have advised that the speed limit change on Stanifer St has been approved. Signage changes should already have taken place although this hasn't been confirmed by Shire officers. No further news on the Maranup Ford review.</p>

	B. 80 kph speed zone on Maranup Ford Rd from the end of the above 60 kph zone to the intersection of Huitson Rd.		<b>November 2021</b> Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.	
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct	That Council: 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.	G Arlandoo	<b>August 2021</b> Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program. <b>October 2021</b> Some preliminary works for car parking on Stewart Street have recently commenced. <b>November 2021</b> The works will occur as part of the 2021/22 road construction program.	<b>December 2021</b> No progress since last report
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 Clynh	<b>July 2021</b> Contact made with DPLH to determine process to reactivate the land exchange <b>August 2021</b> New subdivision application being prepared. <b>October 2021</b> Awaiting endorsement of the subdivision application form by the affected land owner.	<b>December 2021</b> No progress since last report
C.02/0721 Review of Local Laws	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.  2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.  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	T Clynh	<b>September 2021</b> This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda <b>October 2021</b> Report on Pest Plants Repeal Local Law presented to September Council meeting.	<b>December 2021</b> Pest Plants Repeal Local Law currently being advertised

	<p>presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> <li>(i) Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>(ii) Cats Local Law</li> <li>(iii) Fencing Local Law</li> <li>(iv) Health Local Law</li> <li>(v) Standing Orders Local Law</li> </ul> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> <li>(i) Bush Fire Brigades Local Law</li> <li>(ii) Cemeteries Local Law</li> <li>(iii) Dogs Local Law</li> <li>(iv) Parking &amp; Parking Facilities Local Law</li> </ul> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.06/0721 Rating Status of Lot 600 (185) Hampton Street, Bridgetown (Bridgetown Repertory Club)</p>	<ul style="list-style-type: none"> <li>1. Acknowledge that clarity is required for definitions contained within Section 6.26(2) of the Local Government Act regarding the rateability of land and this has potential to raise implications for other ratepayer groups.</li> <li>2. In order to correctly apply Section 6.26 of</li> </ul>	<p>T Clynych</p>		<p><b>December 2021</b> No progress since last report</p>	

	<p>the Local Government Act and according to best practice note that additional research is to be undertaken to clarify key definitions contained in Section 6.26(2) of the Local Government Act to inform the development of a policy to aid in future decision making.</p> <p>3. Maintain the status quo for the 2021/22 rating year in relation to the rateable status of Lot 600 (185) Hampton Street, Bridgetown.</p> <p>4. Directs the CEO to investigate and present to Council a draft policy on the application of Section 6.26(2) of the Local Government Act and the granting of rate concessions for rateable properties owned by community/sporting groups.</p>				
C.09/0821 School Kiss and Drop Areas	<p>That Council approve:</p> <p>1. The designation of eight (8) existing ordinary parking bays on Roe St adjacent to the St Brigid's Primary School Library as a bus zone as per Attachment 8.</p> <p>2. The designation of the existing bus zones on Roe St adjacent to St Brigid's Primary School as ordinary parking bays with no parking on school days during the times of 8am to 9am and 2:30pm and 3:30pm (Attachment 9).</p> <p>3. The designation of eight (8) existing ordinary parking bays on Roe St to the south of the Bridgetown Primary School as no parking on school days during the times of 8am to 9am and 2:30pm and 3:30pm (Attachment 8).</p>	S Alexander	<p><b>September 2021</b> Signs have been ordered.</p> <p><b>October 2021</b> Signs have been erected. Line marking still to occur.</p>	<p><b>December 2021</b> The Kiss &amp; Drop Zones have been operational since the start of term 4. Minimum required line marking was done at the same time the signs were erected. Some additional line marking not able to be done in-house will be undertaken by a contractor with other line marking work to minimise mobilisation cost. This final line marking does not impact the outcome of the resolution so this item should be considered complete.</p>	√
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	<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>	T Clynh	<p><b>September 2021</b> Offer and Acceptance being prepared</p> <p><b>November 2021</b> No progress since last update</p>	<p><b>December 2021</b> No progress since last update</p>	

<p>C.11/0821 RFT 03/2021 Bridgetown Youth Precinct Renewal Tender</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Accept a Tender from Environmental Industries Pty Ltd for RFT 03/2021 – Bridgetown Youth Precinct Renewal Project at a price of \$884,422.10 (EX-GST);</li> <li>2. Authorise the Chief Executive Officer to enter into a Contract with Environmental Industries Pty Ltd once the negotiated value of the Contract is within the revised Budget amount inclusive of the revised capital works, 5% contingency and Quality Control / Contract Administration costs;</li> <li>3. Delegate to the Chief Executive Officer to negotiate minor variations to the Contract and remove the following scope of works to reduce the Contract price: <ul style="list-style-type: none"> <li>• New prefabricated unisex toilet facility and associated demolition of the old toilet facility;</li> <li>• Parkour;</li> <li>• Elements of hard landscaping inclusive of picnic table, log seating and rubbish bin enclosures;</li> <li>• Concrete Driveway replacement;</li> <li>• Option Item 3 – Additional Turf on western side of the Youth Precinct; and</li> <li>• Irrigation allowance.</li> </ul> </li> <li>4. Transfer an additional \$35,000 for the Bridgetown Youth Precinct Renewal Project from the Strategic Projects Reserve to Account 1349140 – Growth Strategy Project – Bridgetown Youth Precinct; and</li> <li>5. Note the value of Youth in our community and the significant consultation undertaken in developing the original scope of this project and</li> </ol>	<p>L Guthridge</p>	<p><b>September 2021</b> Minor variations to contract agreed with by Environmental Industries Pty Ltd, draft contract submitted for signing.</p> <p><b>October 2021</b> Contract signed. Works to commence late October. Discussion of potential LRCI projects to be held with councillors in November.</p> <p><b>November 2021</b> Construction works at youth precinct in progress. Councillor workshop to be held on 23.11.21 will include preliminary consideration of potential projects to be funded under LRCIP Phase 3.</p>	<p><b>December 2021</b> Construction works proceeding on schedule.</p>	
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	consider funding any withdrawn elements as a “Stage 2” development, possibly funded by Phase 3 of the Local Roads & Community Infrastructure Fund (LRCIP).				
C.03/0921 Pest Plant Repeal Local Law 2021	That Council give local public notice of its intention to make the Pest Plants Repeal Local Law 2021 and also give notice of this intention to the relevant Ministers responsible for Agriculture and Local Government. The purpose of the Pest Plants Repeal Local Law 2021 is to repeal an obsolete local law and the effect is to revoke the provisions contained in it, which have now been superseded by State legislation.	T Clynh	<b>October 2021</b> Local public notice yet to commence. <b>November 2021</b> Public Notice given. Submission period closes 5.1.22	<b>November 2021</b> Public Notice given. Submission period closes 5.1.22	
C.07/0921 Proposed New Local Planning Policy – Exemptions from Development Approval	That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to; <ol style="list-style-type: none"> <li>1. Remove paragraph 3.3 clause (b);</li> <li>2. From clause (c), remove the words “In the case where a building envelope does not apply” and renumber this clause (b).</li> </ol>	A Hayat	<b>October 2021</b> Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21. <b>November 2021</b> Submission period has been extended to 29.11.21	<b>December 2021</b> Report will be presented to January 2022 Council meeting	
C.08/0921 Aquatics Complex Season	That Council: <ol style="list-style-type: none"> <li>1. Note the results of the recent community survey on aquatics complex seasonal dates and confirm to make no change to the existing seasonal dates of 1 November to 31 March.</li> <li>2. Direct the CEO to assess other feedback received from survey respondents and report back no later than February 2022 on options to change the 2022/23 aquatics complex season to extend the seasonal dates including estimated costs. At such time as receiving that report the Council is to determine the community engagement and consultation process to allow community input into such a</li> </ol>	S Ellis	<b>November 2021</b> The Executive Leadership Team and Manager of Recreation & Culture met to identify a range of alternative seasonal opening options. These will be financially modelled to ensure an accurate understanding of operating expenditure required to operate the facility on each proposed option. This is anticipated to be completed during December and community consultation to commence in December and run through until February prior to an Council report being prepared to advise of options, costs and community preference to inform	<b>December 2021</b> Nothing to update since last month	

	decision.		the budget preparation process and future aquatics complex season opening hours.		
C.09/0921 Review and Reprint of Trails Booklets	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendations from its Trails Development Advisory Committee to: <ol style="list-style-type: none"> <li>i. Proceed with the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet.</li> <li>ii. Proceed with the review, redesign and printing of the Bridgetown Art Trail booklet to include the Greenbushes Art Trail and all new pieces that have been installed since the first edition (2018).</li> <li>iii. Proceed with the review, redesign and printing of the Somme Creek Fitness Trail pamphlet.</li> <li>iv. Proceed with conducting a flora and fauna survey for the proposed Geegelup Mountain Bike Trail Network.</li> </ol> </li> <li>2. Note the estimated costs of implementing the projects identified in Part 1 are \$22,890, made up of \$12,085 (Bridgetown Heritage Walk Trail including additional signage), \$5,570 (Bridgetown Art Trail booklet), \$3,000 (Somme Creek Fitness Trail pamphlet) and \$2,235 (flora and fauna survey).</li> <li>3. Note and accept the funding of \$6,000 from the Heritage Council of Western Australia's Heritage Grants Program 2020/21 to meet approximately one-half of the costs of the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet.</li> <li>4. Transfer the sum of \$2,500 from the Trails Reserve.</li> <li>5. Note that in approving Part 1-4 the budget</li> </ol>	M Richards	<p><b>November 2021</b></p> <p>Awaiting input from Bridgetown Historical Society for heritage trail booklet. Compiling content for art trail booklet.</p>		

	amendment increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$14,743 to \$23,243.				
C.19/1021 Waiver of Stallholder Fees for Proposed Farmers Markets	That Council: <ol style="list-style-type: none"> <li>1. Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders fee (Thoroughfares &amp; Public Places Local Law) with the exception of stall holders requiring access to electricity.</li> <li>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.</li> <li>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.</li> </ol>	E Denniss	<b>November 2021</b> Advertising of new fee occurred 17 November 2021.	<b>December 2021</b> The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.	
C.20/1021 Introduction of New Fee – Bridgetown Leisure Centre	That Council: <ol style="list-style-type: none"> <li>1. Endorse the introduction of a new fee for the hire of lanes in the Learn to Swim Pool at the Bridgetown Leisure Centre of \$7.50 per lane and give public notice of the establishment of this fee in accordance with Section 6.19 of the Local Government Act.</li> <li>2. Endorse the intention to outsource the delivery of swimming classes under the development of a Memorandum of Understanding Agreement with the suppliers of the service. The CEO is</li> </ol>	S Ellis	<b>November 2021</b> Advertising of new fee occurred 17 November 2021. Draft MOU prepared and provided to suppliers of the swimming classes for consideration.	<b>December 2021</b> MOU signed by both parties	√

	authorised to enter into a Memorandum of Understanding that clearly details roles and responsibilities of both parties to the Agreement including, but not being limited to: insurance, fees and how payments are made, qualifications of service providers, and length of term of the Agreement.				
C.13/1121 Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum	That Council defer consideration of this proposal pending investigation of the purchase of the Kordic site and it's suitability for a museum and report back to January 2022 Ordinary Council Meeting.	T Clynch		<b>December 2021</b> Nothing to report at this stage	
C.03/1121 Petition – Speeding Motorists on Nelson Street	<ol style="list-style-type: none"> <li>1. That Council receives the petition.</li> <li>2. That Council seek a review by Main Roads Western Australia of the speed limit in Nelson Street and other means to limit the speed of motorists using Nelson Street, including but not limited to speed signage and flashing warning lights.</li> <li>3. That the local Member for Warren Blackwood Jane Kelsbie, MLA be requested to assist in seeking the review of speed limit by Main Roads Western Australia.</li> </ol>	S Alexander		<b>December 2021</b> Resolution has been actioned with petition and correspondence sent to MRWA and MLA Jane Kelsbie	√
C.16/1121b Youth Services Advisory Committee	<ol style="list-style-type: none"> <li>1. That the CEO advertise for nominations from interested persons to fill the representative positions on the Youth Services Advisory Committee for the justice, health, disability, arts and culture, community and sport and recreation sectors/focus areas.</li> <li>2. That the CEO engage with Blackwood Youth Action, Bridgetown Police and local schools seeking nominations for those specific representative positions on the Youth Services Advisory Committee.</li> <li>3. That a report be presented back to the January 2022 Council meeting for consideration of any nominations and endorsement of Committee representatives.</li> </ol>	M Richards		<b>December 2021</b> Advertising for nominations to the sector/focus area positions occurred in the December edition of the Bridgetown Star.	

C.16/1121c Youth Services Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised.	T Clynych		<b>December 2021</b> Workforce Plan preparation yet to commence	
C.17/1121b Bridgetown- Greenbushes Cultural Inclusion Advisory Committee	<ol style="list-style-type: none"> <li>1. That the CEO advertise for nominations from interested persons to fill the representative positions on the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee.</li> <li>2. That the CEO engage with the Bridgetown Historical Society seeking its nomination for the specific representative position on the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee.</li> <li>3. That a report be presented back to the January 2022 Council meeting for consideration of any nominations and endorsement of Committee representatives.</li> </ol>	E Denniss		<b>December 2021</b> Advertising for nominations to the Committee positions occurred in the December edition of the Bridgetown Star.	
C.17/1121c Bridgetown- Greenbushes Cultural Inclusion Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Cultural Inclusion Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions.			<b>December 2021</b> Workforce Plan preparation yet to commence	



## SHIRE OF BRIDGETOWN-GREENBUSHES

### MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Detailed account schedules will be provided with financial reports to be presented at the following Council meetings:**

**October 2021**

**February 2022 (Budget Review)**

**April 2022**

**July 2022**

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 30 November 2021**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
<b>Operating Revenues</b>					
Governance	1,169	594	999	405	68.18%
General Purpose Funding - Rates	4,987,868	4,947,308	4,969,773	22,465	0.45%
General Purpose Funding - Other	839,891	413,574	435,660	22,086	5.34%
Law, Order and Public Safety	1,175,827	114,722	119,920	5,198	4.53%
Health	14,100	8,240	8,936	696	8.45%
Education and Welfare	5,710	242	355	113	46.77%
Housing	34,580	14,320	9,163	(5,157)	(36.01%)
Community Amenities	1,111,418	998,686	1,041,195	42,509	4.26%
Recreation and Culture	2,758,258	114,979	131,002	16,023	13.94%
Transport	3,517,260	296,457	297,099	642	0.22%
Economic Services	249,429	46,943	50,070	3,127	6.66%
Other Property and Services	186,551	68,871	84,184	15,313	22.23%
Total Operating Revenue	14,882,061	7,024,936	7,148,356	123,420	
<b>Operating Expenses</b>					
Governance	(1,235,956)	(464,867)	(424,242)	40,625	8.74%
General Purpose Funding	(123,588)	(42,969)	(46,493)	(3,524)	(8.20%)
Law, Order and Public Safety	(1,160,888)	(451,114)	(376,565)	74,549	16.53%
Health	(158,989)	(55,890)	(60,114)	(4,224)	(7.56%)
Education and Welfare	(213,915)	(60,982)	(57,344)	3,638	5.96%
Housing	(34,580)	(24,307)	(21,319)	2,988	12.29%
Community Amenities	(1,939,807)	(757,384)	(679,768)	77,616	10.25%
Recreation and Culture	(3,300,951)	(1,375,228)	(948,606)	426,622	31.02%
Transport	(3,855,081)	(1,597,952)	(1,634,592)	(36,640)	(2.29%)
Economic Services	(733,826)	(274,947)	(255,847)	19,100	6.95%
Other Property and Services	(150,388)	(28,405)	(161,531)	(133,126)	(468.67%)
Total Operating Expenditure	(12,907,969)	(5,134,045)	(4,666,420)	467,625	
<b>Funding Balance Adjustments</b>					
Add back Depreciation	3,618,588	1,490,071	1,490,071	0	
Adjust (Profit)/Loss on Asset Disposal	6,400	0	3,181	3,181	
Less Grants Recognised in Prior Year	0	0	0	0	
Adjust Provisions and Accruals	0	0	157	157	
<b>Net Cash from Operations</b>	<b>5,599,080</b>	<b>3,380,962</b>	<b>3,975,345</b>	<b>594,383</b>	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	114,300	4,000	8,047	4,047	
Total Capital Revenues	114,300	4,000	8,047	4,047	
<b>Capital Expenses</b>					
Land and Buildings	(2,894,058)	(697,103)	(137,534)	559,569	80.27%
Infrastructure - Roads	(2,721,411)	(997,344)	(102,215)	895,129	89.75%
Infrastructure - Footpaths	(5,000)	0	0	0	
Infrastructure - Drainage	(114,153)	(44,030)	(5,209)	38,821	88.17%
Infrastructure - Parks and Ovals	(1,292,574)	(758,946)	(67,677)	691,269	91.08%
Infrastructure - Bridges	(390,000)	0	0	0	
Infrastructure - Other	(565,414)	(83,800)	(4,871)	78,929	94.19%
Plant and Equipment	(709,659)	(89,306)	(62,325)	26,981	30.21%

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 30 November 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Capital Expenses (Continued)</b>						
Furniture and Equipment		(34,247)	(9,000)	<b>(7,047)</b>	1,953	21.70%
Total Capital Expenditure	9	(8,726,516)	(2,679,529)	<b>(386,878)</b>	2,292,651	
<b>Net Cash from Capital Activities</b>		<b>(8,612,216)</b>	<b>(2,675,529)</b>	<b>(378,831)</b>	<b>2,296,698</b>	
<b>Financing</b>						
Transfer from Reserves	7	1,069,568	324,136	<b>324,136</b>	0	
Repayment of Debentures	10	(181,402)	0	<b>0</b>	0	
Principal of Lease payments	10	(44,595)	(20,009)	<b>(20,009)</b>	0	
Transfer to Reserves	7	(554,492)	(2,681)	<b>(2,681)</b>	0	
<b>Net Cash from Financing Activities</b>		<b>289,079</b>	<b>301,446</b>	<b>301,446</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,724,057)</b>	<b>1,006,879</b>	<b>3,897,960</b>	<b>2,891,081</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,679,657</b>	<b>2,679,657</b>	<b>2,733,197</b>	<b>53,540</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(44,400)</b>	<b>3,686,536</b>	<b>6,631,157</b>	<b>2,944,621</b>	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Operating Revenues</b>						
Rates	11	4,891,268	4,891,268	<b>4,894,254</b>	2,986	0.06%
Operating Grants, Subsidies and Contributions		1,882,078	668,497	<b>693,405</b>	24,908	3.73%
Grants, Subsidies and Contributions for the Development of Assets		6,124,101	129,680	<b>133,049</b>	3,369	2.60%
Fees and Charges		1,681,860	1,242,136	<b>1,321,683</b>	79,547	6.40%
Interest Earnings		63,800	29,370	<b>23,994</b>	(5,376)	(18.30%)
Other Revenue		237,254	63,985	<b>81,477</b>	17,492	27.34%
Profit on Disposal of Assets	8	1,700	0	<b>494</b>	494	
<b>Total Operating Revenue</b>		<b>14,882,061</b>	<b>7,024,936</b>	<b>7,148,356</b>	<b>123,420</b>	
<b>Operating Expenses</b>						
Employee Costs		(5,128,734)	(1,858,393)	<b>(1,913,440)</b>	(55,047)	(2.96%)
Materials and Contracts		(3,169,164)	(1,281,288)	<b>(791,007)</b>	490,281	38.26%
Utility Charges		(299,580)	(102,614)	<b>(84,031)</b>	18,583	18.11%
Depreciation on Non-Current Assets		(3,618,588)	(1,507,661)	<b>(1,490,071)</b>	17,590	1.17%
Interest Expenses		(65,139)	(1,230)	<b>(1,144)</b>	87	7.03%
Insurance Expenses		(288,224)	(288,182)	<b>(288,363)</b>	(181)	(0.06%)
Other Expenditure		(330,440)	(94,677)	<b>(94,689)</b>	(12)	(0.01%)
Loss on Disposal of Assets	8	(8,100)	0	<b>(3,676)</b>	(3,676)	
<b>Total Operating Expenditure</b>		<b>(12,907,969)</b>	<b>(5,134,045)</b>	<b>(4,666,420)</b>	<b>467,625</b>	
<b>Funding Balance Adjustments</b>						
Add back Depreciation		3,618,588	1,490,071	<b>1,490,071</b>	0	
Adjust (Profit)/Loss on Asset Disposal	8	6,400	0	<b>3,181</b>	3,181	
Less Grants Recognised in Prior Year		0	0	<b>0</b>	0	
Adjust Provisions and Accruals		0	0	<b>157</b>	157	
<b>Net Cash from Operations</b>		<b>5,599,080</b>	<b>3,380,962</b>	<b>3,975,345</b>	<b>594,383</b>	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8	114,300	4,000	<b>8,047</b>	4,047	
<b>Total Capital Revenues</b>		<b>114,300</b>	<b>4,000</b>	<b>8,047</b>	<b>4,047</b>	
<b>Capital Expenses</b>						
Land and Buildings		(2,894,058)	(697,103)	<b>(137,534)</b>	559,569	80.27%
Infrastructure - Roads		(2,721,411)	(997,344)	<b>(102,215)</b>	895,129	89.75%
Infrastructure - Footpaths		(5,000)	0	<b>0</b>	0	
Infrastructure - Drainage		(114,153)	(44,030)	<b>(5,209)</b>	38,821	88.17%
Infrastructure - Parks and Ovals		(1,292,574)	(758,946)	<b>(67,677)</b>	691,269	91.08%
Infrastructure - Bridges		(390,000)	0	<b>0</b>	0	
Infrastructure - Other		(565,414)	(83,800)	<b>(4,871)</b>	78,929	94.19%
Plant and Equipment		(709,659)	(89,306)	<b>(62,325)</b>	26,981	30.21%
Furniture and Equipment		(34,247)	(9,000)	<b>(7,047)</b>	1,953	21.70%
<b>Total Capital Expenditure</b>	9	<b>(8,726,516)</b>	<b>(2,679,529)</b>	<b>(386,878)</b>	<b>2,292,651</b>	
<b>Net Cash from Capital Activities</b>		<b>(8,612,216)</b>	<b>(2,675,529)</b>	<b>(378,831)</b>	<b>2,296,698</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Financing</b>						
Transfer from Reserves	7	1,069,568	324,136	<b>324,136</b>	0	
Repayment of Debentures	10	(181,402)	0	<b>0</b>	0	
Principal of Lease payments	10	(44,595)	(20,009)	<b>(20,009)</b>	0	
Transfer to Reserves	7	(554,492)	(2,681)	<b>(2,681)</b>	0	
<b>Net Cash from Financing Activities</b>		<b>289,079</b>	301,446	<b>301,446</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,724,057)</b>	1,006,879	<b>3,897,960</b>	<b>2,891,081</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,679,657</b>	2,679,657	<b>2,733,197</b>	<b>53,540</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(44,400)</b>	3,686,536	<b>6,631,157</b>	<b>2,944,621</b>	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 30 November 2021**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
Governance						
Members of Council	850	480	944	464	96.59%	
Other Governance	319	114	55	(59)	(51.44%)	
General Purpose Funding - Rates						
Rates	4,987,868	4,947,308	4,969,773	22,465	0.45%	
Other General Purpose Funding	839,891	413,574	435,660	22,086	5.34%	▲
Law, Order and Public Safety						
Fire Prevention	1,128,377	93,026	94,137	1,111	1.19%	
Animal Control	23,750	15,281	20,235	4,954	32.42%	▲
Other Law, Order and Public Safety	23,700	6,415	5,548	(867)	(13.52%)	
Health						
Prev Services - Inspection and Admin	14,100	8,240	8,936	696	8.45%	
Education and Welfare						
Other Education	710	242	355	113	46.77%	
Aged and Disabled - Other	5,000	0	0	0		
Housing						
Staff Housing	34,580	14,320	9,163	(5,157)	(36.01%)	▼
Community Amenities						
Sanitation - General Refuse	1,028,424	969,191	985,462	16,271	1.68%	
Sanitation - Other	100	0	440	440		
Sewerage	15,080	6,280	4,956	(1,324)	(21.08%)	▼
Urban Stormwater Drainage	11,364	0	0	0		
Town Planning and Regional Develop	34,700	14,160	36,533	22,373	158.00%	▲
Other Community Amenities	21,750	9,055	13,804	4,749	52.45%	▲
Recreation and Culture						
Public Halls and Civic Centres	439,657	3,008	6,029	3,021	100.44%	▲
Other Recreation and Sport	1,324,022	104,460	115,477	11,017	10.55%	▲
Libraries	10,150	6,490	8,404	1,914	29.50%	▲
Heritage	983,029	321	1,091	770	239.83%	
Other Culture	1,400	700	0	(700)	(100.00%)	
Transport						
Streets and Road Construction	2,830,264	120,000	120,000	0	0.00%	
Streets and Road Maintenance	190,992	176,437	177,099	662	0.38%	
Parking Facilities	495,904	20	0	(20)	(100.00%)	
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	168,673	22,661	19,412	(3,249)	(14.34%)	▼
Building Control	47,021	21,061	27,413	6,352	30.16%	▲
Economic Development	5,285	94	88	(6)	(6.18%)	
Other Economic Services	28,450	3,127	3,156	29	0.94%	
Other Property and Services						
Private Works	68,100	22,964	26,373	3,409	14.84%	▲
Plant Operation Costs	30,000	15,415	14,033	(1,382)	(8.96%)	
Salaries and Wages	20,000	5,000	14,362	9,362	187.24%	▲
Works Activity Department	0	0	0	0		
Corporate Services Department	4,000	4,000	9,034	5,034	125.85%	▲
Admin and Finance Activity Units	250	100	200	100	100.32%	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 30 November 2021**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Revenues (Continued)</b>						
Planning and Environment Department	44,855	11,213	<b>10,173</b>	(1,040)	(9.28%)	
Chief Executive Office Department	0	0	<b>0</b>	0		
Community Services Department	0	0	<b>0</b>	0		
Unclassified	19,346	10,179	<b>10,009</b>	(170)	(1.67%)	
Total Operating Revenue	<b>14,882,061</b>	<b>7,024,936</b>	<b>7,148,356</b>	<b>123,420</b>		
<b>Operating Expenses</b>						
Governance						
Members of Council	(397,095)	(152,466)	<b>(152,201)</b>	265	0.17%	
Other Governance	(838,861)	(312,401)	<b>(272,041)</b>	40,360	12.92%	▲
General Purpose Funding						
Rates	(122,889)	(42,839)	<b>(46,341)</b>	(3,502)	(8.17%)	▼
Other General Purpose Funding	(699)	(130)	<b>(152)</b>	(22)	(16.85%)	
Law, Order and Public Safety						
Fire Prevention	(1,029,638)	(397,760)	<b>(343,650)</b>	54,110	13.60%	▲
Animal Control	(69,649)	(26,794)	<b>(11,168)</b>	15,626	58.32%	▲
Other Law, Order and Public Safety	(61,601)	(26,560)	<b>(21,748)</b>	4,812	18.12%	▲
Health						
Maternal and Infant Health	(3,500)	0	<b>0</b>	0		
Prev Services - Inspection and Admin	(144,627)	(50,810)	<b>(55,084)</b>	(4,274)	(8.41%)	▼
Preventative Services - Pest Control	0	0	<b>0</b>	0		
Preventative Services - Other	(10,862)	(5,080)	<b>(5,030)</b>	50	0.98%	
Education and Welfare						
Other Education	(29,269)	(13,282)	<b>(9,533)</b>	3,749	28.22%	▲
Care of Families and Children	(87,092)	(26,465)	<b>(26,959)</b>	(494)	(1.87%)	
Aged and Disabled - Other	(75,176)	(13,465)	<b>(13,147)</b>	318	2.36%	
Other Welfare	(22,378)	(7,770)	<b>(7,705)</b>	65	0.84%	
Housing						
Staff Housing	(34,580)	(24,307)	<b>(21,319)</b>	2,988	12.29%	▲
Community Amenities						
Sanitation - General Refuse	(964,331)	(405,663)	<b>(356,334)</b>	49,329	12.16%	▲
Sanitation - Other	(54,532)	(17,540)	<b>(16,520)</b>	1,020	5.82%	▲
Sewerage	(51,708)	(28,130)	<b>(15,784)</b>	12,346	43.89%	▲
Urban Stormwater Drainage	(233,322)	(94,928)	<b>(80,589)</b>	14,339	15.10%	▲
Protection of Environment	(69,969)	(6,465)	<b>(6,929)</b>	(464)	(7.18%)	
Town Planning and Regional Develop	(304,251)	(107,070)	<b>(111,392)</b>	(4,322)	(4.04%)	
Other Community Amenities	(261,694)	(97,588)	<b>(92,220)</b>	5,368	5.50%	▲
Recreation and Culture						
Public Halls and Civic Centres	(141,148)	(61,519)	<b>(54,366)</b>	7,153	11.63%	▲
Swimming Areas and Beaches	(16,484)	(6,265)	<b>(3,185)</b>	3,080	49.17%	▲
Other Recreation and Sport	(2,252,758)	(826,512)	<b>(690,410)</b>	136,102	16.47%	▲
Television and Radio Re-Broadcasting	(9,108)	(7,222)	<b>(1,575)</b>	5,647	78.19%	▲
Libraries	(438,720)	(200,908)	<b>(171,315)</b>	29,593	14.73%	▲
Heritage	(394,810)	(253,427)	<b>(21,591)</b>	231,836	91.48%	▲
Other Culture	(47,923)	(19,375)	<b>(6,164)</b>	13,211	68.19%	▲
Transport						
Streets and Road Maintenance	(3,827,897)	(1,592,902)	<b>(1,631,374)</b>	(38,472)	(2.42%)	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 30 November 2021**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
<b>Operating Expenses (Continued)</b>						
	(21,409)	(3,800)	<b>(1,516)</b>	2,284	60.10%	▲
	(4,775)	(1,250)	<b>(1,701)</b>	(451)	(36.11%)	
	(1,000)	0	<b>0</b>	0		
<b>Economic Services</b>						
	(393,144)	(143,491)	<b>(128,555)</b>	14,936	10.41%	▲
	(186,359)	(69,865)	<b>(71,087)</b>	(1,222)	(1.75%)	
	(124,843)	(56,901)	<b>(53,729)</b>	3,172	5.57%	▲
	(29,480)	(4,690)	<b>(2,475)</b>	2,215	47.23%	▲
<b>Other Property and Services</b>						
	(66,684)	(28,498)	<b>(29,165)</b>	(667)	(2.34%)	
	0	7,437	<b>(31,685)</b>	(39,122)	(526.04%)	▼
	0	3,768	<b>4,055</b>	287	7.62%	
	0	(4,952)	<b>(27,302)</b>	(22,350)	(451.32%)	▼
	0	(829)	<b>6,519</b>	7,348	886.31%	▲
	0	(38,910)	<b>(41,194)</b>	(2,284)	(5.87%)	
	(20,000)	11,600	<b>(9,498)</b>	(21,098)	(181.88%)	▼
	(4,000)	(752)	<b>(858)</b>	(106)	(14.08%)	
	0	28,395	<b>8,170</b>	(20,225)	(71.23%)	▼
	0	8,009	<b>(22,588)</b>	(30,597)	(382.04%)	▼
	0	0	<b>0</b>	0		
	(42,719)	(14,058)	<b>(1,565)</b>	12,493	88.87%	▲
	0	2,870	<b>(15,285)</b>	(18,155)	(632.59%)	▼
	(16,985)	(2,485)	<b>(1,136)</b>	1,349	54.30%	▲
	<b>(12,907,969)</b>	<b>(5,134,045)</b>	<b>(4,666,420)</b>	<b>467,625</b>		
<b>Funding Balance Adjustments</b>						
	3,618,588	1,490,071	<b>1,490,071</b>	0		
8	6,400	0	<b>3,181</b>	3,181		
	0	0	<b>0</b>	0		
	0	0	<b>157</b>	157		
	<b>5,599,080</b>	<b>3,380,962</b>	<b>3,975,345</b>	<b>594,383</b>		
<b>Net Cash from Operations</b>						
<b>Capital Revenues</b>						
8						
	6,200	0	<b>0</b>	0		
	1,000	1,000	<b>4,747</b>	3,747	374.69%	▲
	15,100	0	<b>0</b>	0		
	3,000	3,000	<b>3,300</b>	300	10.00%	
	89,000	0	<b>0</b>	0		
	<b>114,300</b>	<b>4,000</b>	<b>8,047</b>	<b>4,047</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 30 November 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Capital Expenses</b>							
Governance							
Other Governance		(218,351)	(70,000)	(39,601)	30,399	43.43%	▲
Law, Order and Public Safety							
Fire Prevention		(632,339)	(44,273)	(33,921)	10,352	23.38%	▲
Community Amenities							
Sanitation - General Refuse		(66,000)	(16,000)	(15,817)	183	1.15%	
Urban Stormwater Drainage		(114,153)	(44,030)	(5,209)	38,821	88.17%	▲
Town Planning & Regional Develop		(26,000)	0	0	0		
Other Community Amenities		(10,000)	(10,000)	(8,655)	1,345	13.45%	▲
Recreation and Culture							
Public Halls and Civic Centres		(784,338)	0	0	0		
Other Recreation and Sport		(1,749,570)	(895,630)	(134,483)	761,147	84.98%	▲
Library		(10,000)	0	0	0		
Heritage		(732,000)	(481,332)	(20,050)	461,282	95.83%	▲
Transport							
Streets and Road Construction		(3,140,091)	(1,021,024)	(117,671)	903,353	88.48%	▲
Road Plant Purchases		(515,000)	(25,000)	0	25,000	100.00%	▲
Parking Facilities		(499,854)	(68,240)	(4,871)	63,369	92.86%	▲
Economic Services							
Tourism and Area Promotion		(201,320)	(2,000)	(2,976)	(976)	(48.81%)	
Other Property and Services							
Unclassified		(27,500)	(2,000)	(3,624)	(1,624)	(81.20%)	▼
Total Capital Expenditure	9	(8,726,516)	(2,679,529)	(386,878)	2,292,651		
<b>Net Cash from Capital Activities</b>		<b>(8,612,216)</b>	<b>(2,675,529)</b>	<b>(378,831)</b>	<b>2,296,698</b>		
Proceeds from New Debentures	10	0	0	0	0		
Transfer from Reserves	7	1,069,568	324,136	324,136	0		
Repayment of Debentures	10	(181,402)	0	0	0		
Principal of Lease payments	10	(44,595)	(20,009)	(20,009)	0		
Transfer to Reserves	7	(554,492)	(2,681)	(2,681)	0		
<b>Net Cash from Financing Activities</b>		<b>289,079</b>	<b>301,446</b>	<b>301,446</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,724,057)</b>	<b>1,006,879</b>	<b>3,897,960</b>	<b>2,891,081</b>		
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,679,657</b>	<b>2,679,657</b>	<b>2,733,197</b>	<b>53,540</b>		
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(44,400)</b>	<b>3,686,536</b>	<b>6,631,157</b>	<b>2,944,621</b>		

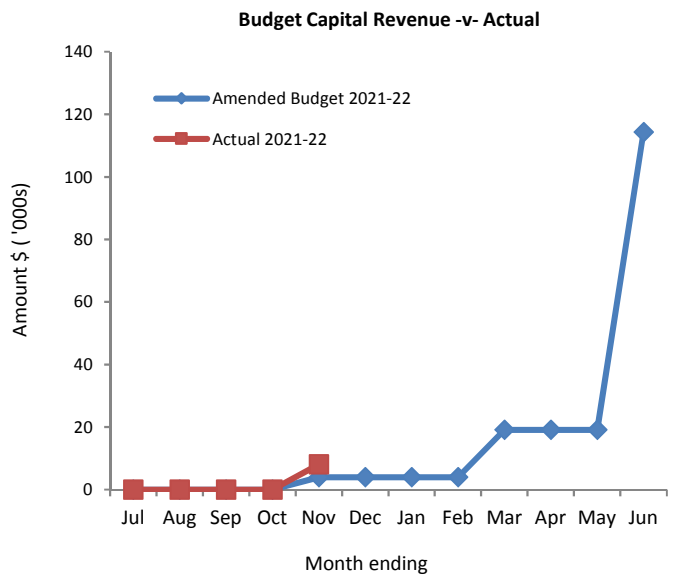
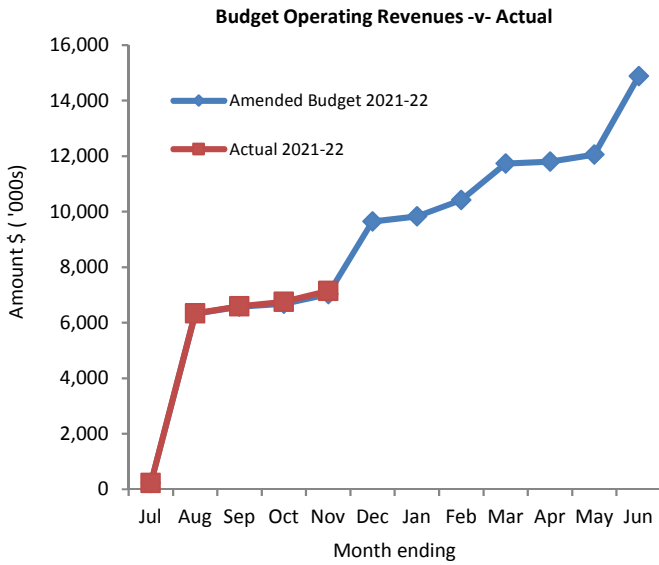
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted

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

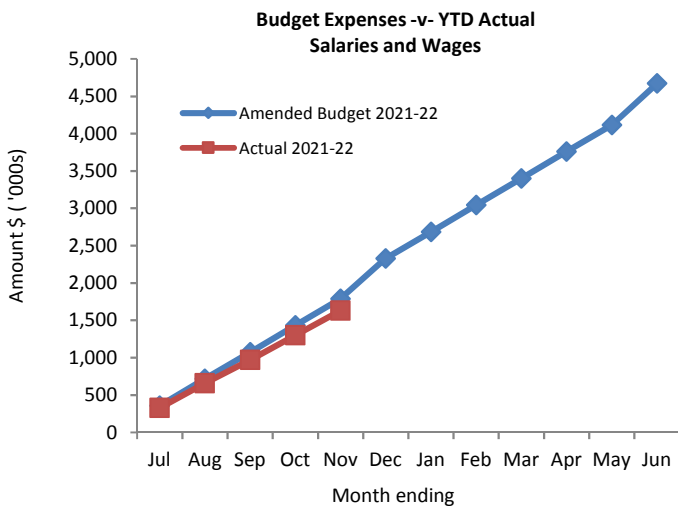
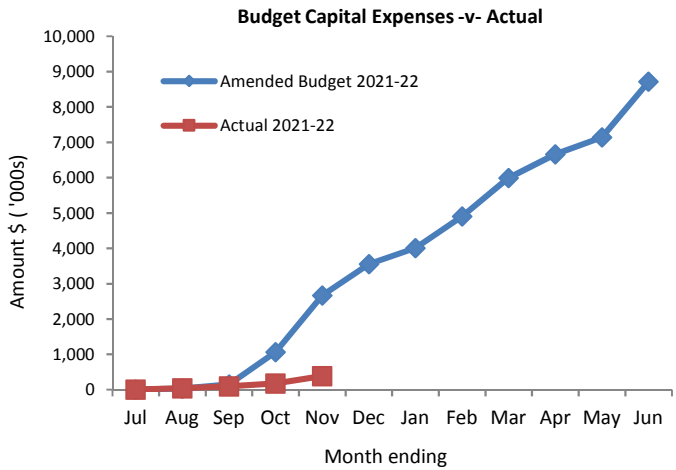
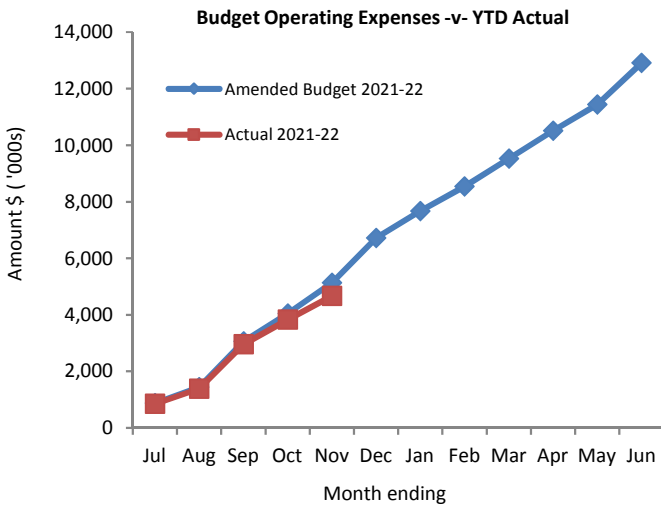
**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity**

**Revenues**



**Expenditure**

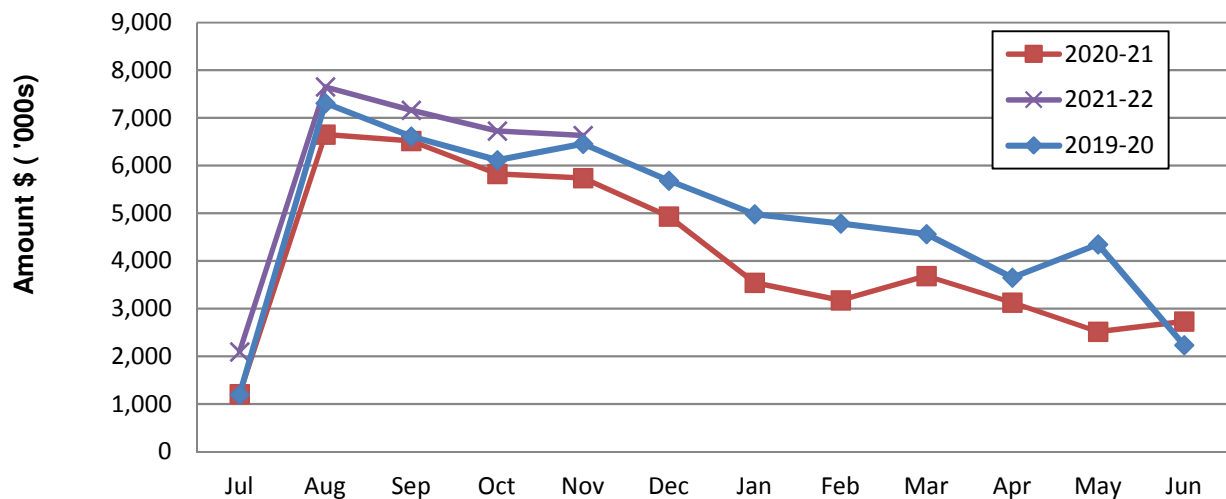


**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Nov 2021	Last Period	Est Actual 30 June 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	5	8,582,127	7,917,666	5,495,738
Cash Restricted	5	3,248,393	3,570,152	3,569,848
Receivables - Rates	6	1,369,419	1,833,155	136,951
Receivables - Sundry Debtors	6	203,028	110,921	210,113
Receivables - Other		228,545	298,097	155,442
Inventories		38,789	40,780	37,765
		13,670,300	13,770,770	9,605,857
<b>Less: Current Liabilities</b>				
Payables		(3,440,103)	(3,206,420)	(2,947,973)
Provisions		(738,475)	(738,475)	(762,519)
		(4,178,578)	(3,944,895)	(3,710,492)
Less: Cash Reserves	7	(3,248,393)	(3,570,152)	(3,569,848)
Less: Loans - Clubs/Institutions		0	0	0
Add: Current Leave Provision Cash Backed		186,080	185,941	185,923
Add: Current Loan Liability		201,748	202,226	221,757
<b>Net Current Funding Position</b>		<b>6,631,157</b>	<b>6,643,889</b>	<b>2,733,197</b>

**Note 3 - Net Current Asset Position**





**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>Operating Revenues</b>					
General Purpose Funding - Rates					
Other General Purpose Funding	22,086	5.34%	▲	Permanent	Rate enquiry fees greater than estimated.
Law, Order and Public Safety					
Animal Control	4,954	32.42%	▲	Timing	Dog, cat registrations and fines greater than estimated at this time.
Housing					
Staff Housing	(5,157)	(36.01%)	▼	Permanent	Rental income received on staff housing less than estimated due to
Community Amenities					
Sewerage	(1,324)	(21.08%)	▼	Timing	Income received for waste disposal fees less than estimated at this time.
Town Planning and Regional Develop	22,373	158.00%	▲	Permanent	Income for planning applications greater than estimated.
Other Community Amenities	4,749	52.45%	▲	Permanent	Income for Cemetery fees greater than estimated.
Recreation and Culture					
Public Halls and Civic Centres	3,021	100.44%	▲	Permanent	Income for Greenbushes hall hire greater than estimated.
Other Recreation and Sport	11,017	10.55%	▲	Timing	Income for Bridgetown Leisure Centre gym, pool and court hire greater than estimated at this time.
Libraries	1,914	29.50%	▲	Permanent	Extra traineeship incentive received.
Economic Services					
Tourism and Area Promotion	(3,249)	(14.34%)	▼	Timing	Visitor Centre commissions, memberships and counter sales less than estimated at this time.
Building Control	6,352	30.16%	▲	Timing	Income received for building licence approvals greater than estimated at this time.
Other Property and Services					
Private Works	3,409	14.84%	▲	Timing	Police licencing commission greater than estimated at this time.
Salaries and Wages	9,362	187.24%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Corporate Services Department	5,034	125.85%	▲	Permanent	Extra traineeship incentive received.
<b>Operating Expenses</b>					
Governance					
Other Governance	40,360	12.92%	▲	Timing/ Allocations	Wage allocation to this program less than estimated due to staff vacancies and timing of leave \$24,723. Balance relates to purchase of office supplies \$3,927, non-recurrent projects \$6,362 and refreshments less than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
General Purpose Funding Rates	(3,502)	(8.17%)	▼	Timing/ Allocations	Bank fees \$1,701 greater than estimated at this time. Wage allocation to this program greater than estimated due to timing of staff leave.
Law, Order and Public Safety Fire Prevention	54,110	13.60%	▲	Timing/ Allocations	Various DFES expenditure items \$31,123 and Mitigation programs \$20,662 less than estimated at this time. Balance relate to wage allocation to this program less than estimated due to staff leave.
Animal Control	15,626	58.32%	▲	Allocations	Wage allocation to this program less than estimated due to staff leave.
Other Law, Order and Public Safety	4,812	18.12%	▲	Allocations	Various SES expenditure \$2,575 less than estimated at this time. Balance relates to wage allocation to this program less than estimated due to staff leave.
Health Prev Services - Inspection and Admin	(4,274)	(8.41%)	▼	Timing	Wage allocations to this program greater than estimated due to timing of staff leave.
Education and Welfare Other Education	3,749	28.22%	▲	Timing	Expenditure for Bridgetown CRC building operations and maintenance less than estimated at this time.
Housing Staff Housing	2,988	12.29%	▲	Timing	Expenditure on staff housing less than estimated at this time.
Community Amenities Sanitation - General Refuse	49,329	12.16%	▲	Timing	Non-recurrent project \$30,000 less than estimated at this time. Balance relates to various expenditure items at the Bridgetown refuse site less than estimated.
Sanitation - Other	1,020	5.82%	▲	Allocations	Wage allocations to this program less than estimated due to staff leave.
Sewerage	12,346	43.89%	▲	Timing	Non-recurrent project for rehabilitation of Greenbushes liquid waste site not yet commenced.
Urban Stormwater Drainage	14,339	15.10%	▲	Timing	Drainage maintenance works less than estimated at this time.
Other Community Amenities	5,368	5.50%	▲	Timing	Community bus expenditure \$4,019 less than estimated at this time. Balance relates to expenditure on Cemeteries less than estimated.
Recreation and Culture Public Halls and Civic Centres	7,153	11.63%	▲	Timing	Expenditure on public halls building operations and maintenance less than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Swimming Areas and Beaches	3,080	49.17%	▲	Timing	Building operations and maintenance of Greenbushes swimming pool less than estimated at this time.
Other Recreation and Sport	136,102	16.47%	▲	Timing	Parks & gardens grounds maintenance \$76,683, non-recurrent projects \$19,639 and various building operations and maintenance \$26,602 less than estimated at his time. Balance relates to other minor expenditure.
Television and Radio Re-Broadcasting	5,647	78.19%	▲	Timing	Expenditure on non-recurrent project \$4,100 less than estimated at this time. Balance relates to SBS tower building operating less than estimated.
Libraries	29,593	14.73%	▲	Timing	Non-recurrent projects \$21,204 and various expenditure at the Library less than estimated at this time.
Heritage	231,836	91.48%	▲	Timing	Greenbushes railway station project \$227,235 less than estimated at this time. Balance relates to Heritage building operations and maintenance less than estimated.
Other Culture	13,211	68.19%	▲	Timing	Non-recurrent projects \$10,000 and Summer film festival expenditure less than estimated at this time.
Transport					
Parking Facilities	2,284	60.10%	▲	Allocations	Wage allocation to this program less than estimated due to staff leave.
Economic Services					
Tourism and Area Promotion	14,936	10.41%	▲	Timing	Non-recurrent projects \$13,293 less than estimated at this time. Balance relates to various Visitor Centre expenditure less than estimated.
Economic Development	3,172	5.57%	▲	Timing	Non-recurrent project less than estimated at this time.
Other Economic Services	2,215	47.23%	▲	Timing	Water consumption for stand pipes \$1,171 and expenditure on maintenance less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(39,122)	(526.04%)	▼	Timing	Variance due to timing of leave being taken.
Works Activity Unit	(22,350)	(451.32%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Fleet Activity Unit	7,348	886.31%	▲	Timing	Variance due to timing of leave being taken.
Salaries and Wages	(21,098)	(181.88%)	▼	Timing	Workers compensation wages greater than estimated, offset by increased income.
Chief Executive Office Department	(20,225)	(71.23%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Building Assets Department	(30,597)	(382.04%)	▼	Timing	Variance due to termination payment and staff vacancy. Overhead rate to be reviewed.
Development Services Department	12,493	88.87%	▲	Timing	Variance due to timing of leave being taken.
Community Services Department	(18,155)	(632.59%)	▼	Timing	Variance due to timing of staff training and leave being taken.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Unclassified	1,349	54.30%	▲	Timing	CEO donations less than estimated at this time.
<b>Capital Revenues</b>					
Community Amenities					
Sanitation - General Refuse	3,747	374.69%	▲	Permanent	Sale of vehicle greater than estimated.
<b>Capital Expenses</b>					
Governance					
Other Governance	30,399	43.43%	▲	Timing	Shire administration building renewals less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	10,352	23.38%	▲	Timing/ Permanent	Various bushfire building renewals works \$8,404 not yet commenced and some savings made.
Community Amenities					
Urban Stormwater Drainage	38,821	88.17%	▲	Timing	Nelson Street and Claret Ash Rise drainage jobs not yet commenced. Some saving made on Lockley Street job.
Other Community Amenities	1,345	13.45%	▲	Timing	Blackwood River Park toilets less than estimated at this time.
Recreation and Culture					
Other Recreation and Sport	761,147	84.98%	▲	Timing	Various building renewal works less than estimated at this time. Please refer to note 9 for more details.
Heritage	461,282	95.83%	▲	Timing	Bridgetown Railway Station expenditure less than estimated at this time.
Transport					
Streets and Road Construction	903,353	88.48%	▲	Timing	Various road construction jobs \$895,129 less than estimated at this time, please refer to note 9 for more details. Balance relates to Shire depot works less than estimated.
Road Plant Purchases	25,000	100.00%	▲	Timing	Purchase of various equipment items not yet purchased.
Parking Facilities	63,369	92.86%	▲	Timing	Greenbushes CBD parking project less than estimated at this time.
Other Property and Services					
Unclassified	(1,624)	(81.20%)	▼	Timing	Land purchases greater than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 4: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
79004	Purchase of land	C.10/0821	Capital Expenses			(2,000)	(2,000)
Reserve 103	Land and Building Reserve	C.10/0821	Reserve Transfer		2,000		0
16IN	Bridgetown Youth Precinct	C.11/0821	Capital Expenses			(35,000)	(35,000)
Reserve 126	Strategic projects Reserve	C.11/0821	Reserve Transfer		35,000		0
BK06	Winnejup Road Blackspot	C.06/0921	Capital Expenses			(511,000)	(511,000)
38153	Blackspot grant	C.06/0921	Operating Revenue		340,667		(170,333)
FP30	Steere Street footpath	C.06/0921	Capital Expenses		32,760		(137,573)
FP05	Nelson Street footpath	C.06/0921	Capital Expenses		80,610		(56,963)
FP38	Allnut Street footpath	C.06/0921	Capital Expenses		14,040		(42,923)
KB01	Kerbing	C.06/0921	Capital Expenses		4,000		(38,923)
Reserve 135	Blackspot Reserve	C.06/0921	Reserve Transfer		38,923		0
31RA	Local Community Trails	C.09/0921	Operating Expenses			(8,500)	(8,500)
34423	Heritage Council	C.09/0921	Operating Revenue		6,000		(2,500)
Reserve 132	Trails Reserve	C.09/0921	Reserve Transfer		2,500		0
09EQ	Catterick Bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(8,452)
10EQ	Maranup bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(16,904)
60170	Bushfire non-recurrent projects grant	C.16/1021	Operating Revenue		16,904		0
31292	Community bus	C.18/1021	Operating Expenses			(2,500)	(2,500)
39BU	Greenbushes Golf Club	C.11/1121	Capital Expenses			(35,000)	(37,500)
20BU	Greenbushes hall	C.11/1121	Capital Expenses		400,000		362,500
19BU	Greenbushes Old Court house	C.11/1121	Capital Expenses		160,000		522,500
23BU	Bridgetown Trotting Club	C.11/1121	Capital Expenses			(58,000)	464,500
07BU	Shire Administration Building	C.11/1121	Capital Expenses			(26,000)	438,500
60BU	Bridgetown Library	C.11/1121	Capital Expenses			(10,000)	428,500
16BU	Bridgetown Leisure Centre	C.11/1121	Capital Expenses			(9,000)	419,500

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 4: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Permanent Changes (Continued)</b>						
54BU	Greenbushes Cricket Club	C.11/1121	Capital Expenses			(7,000)	412,500
PJ59	BLC furniture & equipment	C.11/1121	Operating Expenses			(5,500)	407,000
PJ112	Bridgetown Visitor Centre - building condition assessment	C.11/1121	Operating Expenses			(2,500)	404,500
32433	Public Halls Federal grant	C.11/1121	Operating Revenue			(252,500)	152,000
35363	Heritage grants	C.11/1121	Operating Revenue			(80,000)	72,000
34423	Other Recreation & Sports grants	C.11/1121	Operating Revenue			(67,500)	4,500
Reserve 125	Building Maintenance Reserve	C.11/1121	Reserve Transfer			(4,500)	0
08IU	Memorial Park - playground equipment	C.15/1121	Capital Expenses			(44,400)	(44,400)
				<b>0</b>	<b>1,133,404</b>	<b>(1,177,804)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 5: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash Deposits</b>								
Municipal Bank Account	Nil	969,534				969,534	Westpac	At Call
Municipal Funds On Call	0.05%	450,332				450,332	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			31,423		31,423	Westpac	At Call
Cash On Hand	Nil	1,850				1,850	N/A	On Hand
<b>Term Deposits</b>								
<b>(b) Municipal Funds</b>								
Municipal Funds	0.20%	200,000				200,000	Westpac	01-Dec-21
Municipal Funds	0.27%	500,000				500,000	NAB	07-Dec-21
Municipal Funds	0.10%	501,316				501,316	NAB	11-Dec-21
Municipal Funds	0.27%	400,266				400,266	NAB	13-Dec-21
Municipal Funds	0.27%	501,698				501,698	NAB	13-Dec-21
Municipal Funds	0.27%	500,000				500,000	NAB	20-Dec-21
Municipal Funds	0.26%	500,000				500,000	NAB	28-Dec-21
Municipal Funds	0.26%	500,345				500,345	NAB	30-Dec-21
Municipal Funds	0.27%	500,345				500,345	NAB	04-Jan-22
Municipal Funds	0.27%	500,000				500,000	NAB	06-Jan-22
Municipal Funds	0.26%	500,703				500,703	NAB	10-Jan-22
Municipal Funds	0.33%	401,701				401,701	NAB	14-Feb-22
Municipal Funds	0.34%	402,006				402,006	NAB	22-Feb-22
Municipal Funds	0.34%	500,153				500,153	NAB	28-Feb-22
Municipal Funds	0.34%	251,545				251,545	NAB	28-Feb-22
Municipal Funds	0.35%	500,333				500,333	NAB	28-Feb-22
Reserve Funds	0.34%		3,248,393			3,248,393	NAB	28-Feb-22
<b>Total</b>		<b>8,582,127</b>	<b>3,248,393</b>	<b>32,378</b>	<b>0</b>	<b>11,862,898</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 6: RECEIVABLES**

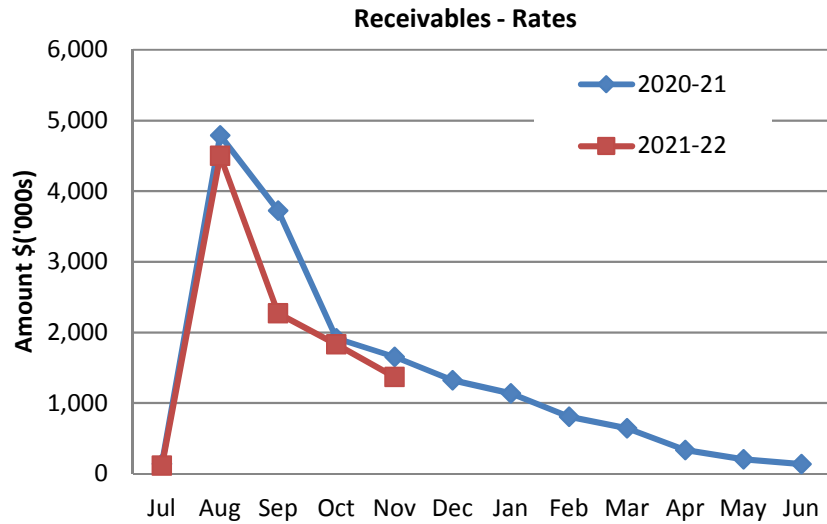
**Receivables - Rates**

Opening Arrears Previous Years  
 Levied this year  
 Less Collections to date  
 Equals Current Outstanding

	YTD 30 Nov 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	136,951	166,687
Levied this year	4,894,924	4,686,259
Less Collections to date	(3,662,456)	(4,715,991)
<b>Equals Current Outstanding</b>	<b>1,369,419</b>	<b>136,955</b>
<b>Net Rates Collectable</b>	<b>1,369,419</b>	<b>136,955</b>
% Collected	72.79%	97.18%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

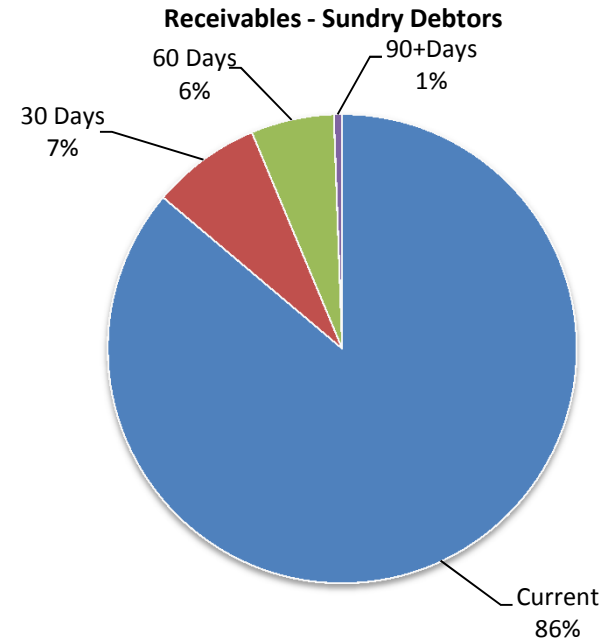
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	174,923	15,313	11,623	1,169

**Total Sundry Debtor Receivables Outstanding**

**203,028**

Amounts shown above include GST (where applicable)





**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 7: CASH BACKED RESERVE**

2021-22										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	185,923	881	157	0		0		186,804	186,080
102	Plant Reserve	487,150	2,309	412	293,000		(441,000)		341,459	487,561
103	Land and Building Reserve	684,975	3,245	581	0		(2,000)		686,220	685,555
104	Bush Fire Reserve	28,367	134	24	10,000		0		38,501	28,391
105	Maranup Ford Road Maintenance Reserve	5,365	25	5	0		0		5,390	5,370
106	Subdivision Reserve	234,079	1,109	198	10,000		(9,351)		235,837	234,277
107	Sanitation Reserve	100,587	476	85	48,992		(53,306)		96,749	100,672
109	Recreation Centre Floor and Solar Reserve	214,317	1,015	181	10,000		0		225,332	214,498
112	Refuse Site Post Closure Reserve	233,491	1,106	197	5,000		(43,000)		196,597	233,688
113	Drainage Reserve	67,751	321	57	0		0		68,072	67,808
114	Community Bus Reserve	61,444	291	52	5,000		0		66,735	61,496
115	SBS Tower and Infrastructure Reserve	32,246	153	27	0		(4,350)		28,049	32,273
118	Playground Equipment Reserve	40,376	191	34	6,000		0		46,567	40,410
119	Swimming Pool Reserve	4,521	0	4	0		(4,521)		(0)	4,525
121	Car Park Reserve	968	5	1	0		0		973	968
125	Building Maintenance Reserve	219,599	1,040	186	4,500		0		225,139	219,785
126	Strategic Projects Reserve	146,432	694	124	10,000		(35,000)		122,126	146,555
127	Matched Grants Reserve	54,909	260	46	10,000		(4,978)		60,191	54,955
128	Aged Care Infrastructure Reserve	57,187	271	48	0		0		57,458	57,236
129	Equipment Reserve	6,135	29	5	0		0		6,164	6,140
130	Assets and GRV Valuation Reserve	75,205	356	64	22,000		0		97,561	75,268
131	Bridgetown Leisure Centre Reserve	41,000	194	35	0		(33,234)	(8,234)	7,960	32,801
132	Trails Reserve	31,751	150	27	5,000		(2,500)		34,401	31,778
133	Light Fleet Vehicle Reserve	127,029	602	107	90,000		(54,905)	(3,402)	162,726	123,735
135	Blackspot Reserve	30,286	143	26	10,000		(38,923)		1,506	30,312
201	Unspent Grants & Loans Reserve	398,756	0		0		(342,500)	(312,500)	56,256	86,256
		<b>3,569,848</b>	<b>15,000</b>	<b>2,681</b>	<b>539,492</b>	<b>0</b>	<b>(1,069,568)</b>	<b>(324,136)</b>	<b>3,054,772</b>	<b>3,248,393</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 8: CAPITAL DISPOSALS**

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			<b>Plant and Equipment</b>				
			P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0	0
4,253	4,747	494	P2180 1985 Yale Forklift (landfill site)	6,500	1,000	(5,500)	5,994
			P3010 2018 Nissan Xtrail (MDS)	14,400	15,100	700	(700)
3,813	3,300	(513)	P2205 2011 Ferris ride on mower (P&G)	5,600	3,000	(2,600)	2,087
			P2006 2008 Caterpillar grader	80,000	80,000	0	0
1,581	0	(1,581)	P2111 2013 Tennant footpath sweeper	8,000	9,000	1,000	(1,000)
1,581	0	(1,581)	CCTV Cameras- Shire building	0	0	0	0
			CCTV Cameras - Memorial park	0	0	0	0
<b>11,228</b>	<b>8,047</b>	<b>(3,181)</b>		<b>120,700</b>	<b>114,300</b>	<b>(6,400)</b>	<b>6,381</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	YTD 30 Nov 2021				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Other Governance</b>						
Shire Administration Building	07BU	149,554	70,000	39,601	(30,399)	Works continuing
		<b>149,554</b>	<b>70,000</b>	<b>39,601</b>	<b>(30,399)</b>	
<b>Fire Prevention</b>						
Hester Brook Satellite Station	03BN	16,254	16,254	15,293	(961)	
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Hester Brook Bushfire Station	11BN	3,805	3,805	0	(3,805)	Purchase order raised
Kangaroo Gully Bushfire Station	12BN	3,908	3,908	0	(3,908)	Purchase order raised
Hester Brook Bushfire Station	30BU	6,363	0	270	270	
		<b>560,230</b>	<b>23,967</b>	<b>15,563</b>	<b>(8,404)</b>	
<b>Other Community Amenities</b>						
Blackwood River park toilets	04BU	10,000	10,000	8,655	(1,345)	Works continuing
		<b>10,000</b>	<b>10,000</b>	<b>8,655</b>	<b>(1,345)</b>	
<b>Public Halls and Civic Centres</b>						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	0	0	0	
Greenbushes Office (Old Road board Office)	21BU	105,000	0	0	0	
		<b>784,338</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Tennis Club	06BU	84,948	28,316	13,160	(15,156)	Works continuing
Bridgetown Leisure Centre Renewals	16BU	46,830	37,830	20,294	(17,536)	Works continuing
Bridgetown Trotting Club facilities	23BU	58,000	0	0	0	
Greenbushes Golf Club	39BU	170,000	0	0	0	
Greenbushes Cricket Club	54BU	7,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	4,978	4,978	0	(4,978)	Works not yet commenced
Bridgetown Trotting Club Change Rooms	58BU	30,000	15,000	232	(14,768)	Works continuing
		<b>401,756</b>	<b>86,124</b>	<b>33,685</b>	<b>(52,439)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Libraries</b>						
Bridgetown Library	60BU	10,000	0	0	0	
		<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Heritage</b>						
Bridgetown Railway Goods Shed	15BU	10,000	0	0	0	
Bridgetown Railway Station restoration	57BU	722,000	481,332	20,050	(461,282)	Preliminary planning and tender done
		<b>732,000</b>	<b>481,332</b>	<b>20,050</b>	<b>(461,282)</b>	
<b>Tourism and Area Promotion</b>						
Bridgetown Visitor Centre	59BU	195,000	0	900	900	
		<b>195,000</b>	<b>0</b>	<b>900</b>	<b>900</b>	
<b>Streets and Road Construction</b>						
Shire Depot	08BU	23,680	23,680	15,456	(8,224)	Works continuing
		<b>23,680</b>	<b>23,680</b>	<b>15,456</b>	<b>(8,224)</b>	
<b>Unclassified</b>						
Geegelup Brook Land	1790040	27,500	2,000	3,624	1,624	Land purchases continuing
		<b>27,500</b>	<b>2,000</b>	<b>3,624</b>	<b>1,624</b>	
<b>Land and Buildings Total</b>		<b>2,894,058</b>	<b>697,103</b>	<b>137,534</b>	<b>(559,569)</b>	
<b>Roads</b>						
<b>Streets and Road Construction</b>						
Winnejump Road Regional Road Group 21/22	RR25	382,500	191,248	20,077	(171,171)	Job continuing
Brockman Highway	RS03	1,168,482	130,165	400	(129,765)	Preliminary planning undertaken
Kerbing	KB01	4,000	1,127	1,127	0	
Turner Road	BK05	409,650	0	0	0	
Winnejump Road	BK06	511,000	511,000	74,638	(436,362)	Job continuing
Ethel Street	RC49	12,151	12,151	0	(12,151)	
Improvements Steere Street intersection	RC52	22,500	0	0	0	
Emergency works	RC53	30,000	21,000	5,972	(15,028)	Job continuing
Glentulloch Road reseal	RC54	22,325	22,325	0	(22,325)	Job not yet commenced

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Streets and Road Construction (Continued)</b>						
Hester Cascades Road	RC55	35,475	0	0	0	
Polina Road resheet	RC56	108,328	108,328	0	(108,328)	Job not yet commenced
Visitor Centre on-street parking	RC57	15,000	0	0	0	
		<b>2,721,411</b>	<b>997,344</b>	<b>102,215</b>	<b>(895,129)</b>	
<b>Roads Total</b>		<b>2,721,411</b>	<b>997,344</b>	<b>102,215</b>	<b>(895,129)</b>	
<b>Footpaths</b>						
<b>Streets and Road Construction</b>						
Footpaths accessibility access	FP28	5,000	0	0	0	
		<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Drainage</b>						
<b>Urban Stormwater Drainage</b>						
Nelson Street	DR16	22,171	22,171	0	(22,171)	Job not yet commenced
Four Season Estate	DR24	11,364	0	0	0	
Lockley Avenue (Memorial Park Drainage)	DR25	10,301	10,301	5,209	(5,092)	Job completed, some savings made
Claret Ash Rise	DR31	11,558	11,558	0	(11,558)	Job not yet commenced
Dairy Lane	DR38	28,902	0	0	0	
Layman Street	DR39	29,857	0	0	0	
		<b>114,153</b>	<b>44,030</b>	<b>5,209</b>	<b>(38,821)</b>	
<b>Drainage Total</b>		<b>114,153</b>	<b>44,030</b>	<b>5,209</b>	<b>(38,821)</b>	
<b>Parks and Ovals</b>						
<b>Other Recreation and Sport</b>						
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park	08IU	44,400	0	0	0	
Bridgetown Youth Precinct Growth Strategy	16IN	685,021	433,346	582	(432,764)	Preliminary planning undertaken
Blackwood River Park Foreshore Development	17IN	388,787	259,190	32,210	(226,980)	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Parks and Ovals (Continued)</i></b>						
<b>Other Recreation and Sport (Continued)</b>						
Lighting improvements to facility parking area	19IN	24,354	24,354	7,368	(16,986)	Job continuing
Bridgetown Tennis Club Growth Strategy	20IN	30,053	30,053	8,680	(21,373)	Job continuing
Bridgetown Sportsground stairway to toilets	21IN	25,000	0	0	0	
Greenbushes Skate ramp	22IN	15,000	0	0	0	
Somme Park (Fitness Trail Equipment)	05IU	10,003	10,003	16,761	6,758	Job completed
		<b>1,286,254</b>	<b>756,946</b>	<b>65,601</b>	<b>(691,345)</b>	
<b>Tourism and Area Promotion</b>						
Bridgetown Information Bays	11IN	6,320	2,000	2,076	76	
		<b>6,320</b>	<b>2,000</b>	<b>2,076</b>	<b>76</b>	
<b>Parks and Ovals Total</b>		<b>1,292,574</b>	<b>758,946</b>	<b>67,677</b>	<b>(691,269)</b>	
<b><i>Bridges</i></b>						
<b>Streets and Road Construction</b>						
Fletchers Road Bridge 3329A	BR16	10,000	0	0	0	
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
Catterick Road bridge 3703A	BR25	20,000	0	0	0	
Greenbushes-Boyup Brook Road Bridge 3701	BR27	141,000	0	0	0	
		<b>390,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Bridges Total</b>		<b>390,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><i>Infrastructure Other</i></b>						
<b>Sanitation - General Refuse</b>						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Leisure Centre	18IN	15,560	15,560	0	(15,560)	Job not yet commenced
		<b>15,560</b>	<b>15,560</b>	<b>0</b>	<b>(15,560)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Infrastructure Other (Continuing)</b>						
<b>Parking Facilities</b>						
Greenbushes CBD Parking	CP05	499,854	68,240	4,871	(63,369)	Preliminary planning
		<b>499,854</b>	<b>68,240</b>	<b>4,871</b>	<b>(63,369)</b>	
<b>Infrastructure Other Total</b>		<b>565,414</b>	<b>83,800</b>	<b>4,871</b>	<b>(78,929)</b>	
<b>Plant and Equipment</b>						
<b>Other Governance</b>						
Generator - Shire Admin	07EQ	43,550	0	0	0	
		<b>43,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fire Prevention</b>						
Catterick Bushfire Brigade - solar power	09EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Maranup Bushfire Brigade - solar power	10EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	50,205	3,402	3,402	(0)	
		<b>72,109</b>	<b>20,306</b>	<b>18,358</b>	<b>(1,948)</b>	
<b>Community Amenities</b>						
Forklift	PL19	16,000	16,000	15,817	(183)	Purchase complete, some savings made
		<b>16,000</b>	<b>16,000</b>	<b>15,817</b>	<b>(183)</b>	
<b>Town Planning and Regional Development</b>						
Manager of Planning vehicle	1305640	26,000	0	0	0	
		<b>26,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	28,000	28,000	28,150	150	Purchase complete
		<b>37,000</b>	<b>28,000</b>	<b>28,150</b>	<b>150</b>	
<b>Road Plant Purchases</b>						
Road grader	PL09	380,000	0	0	0	
Footpath sweeper	PL06	110,000	0	0	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment (Continuing)</b>						
<b>Road Plant Purchases (Continuing)</b>						
Sundry Equipment	1403740	25,000	25,000	0	(25,000)	Purchases not yet commenced
		<b>515,000</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	
<b>Plant and Equipment Total</b>		<b>709,659</b>	<b>89,306</b>	<b>62,325</b>	<b>(26,981)</b>	
<b>Furniture and Equipment</b>						
<b>Other Governance</b>						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		<b>25,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Leisure Centre computer server	08FE	9,000	9,000	7,047	(1,953)	Purchase completed, some savings made
		<b>9,000</b>	<b>9,000</b>	<b>7,047</b>	<b>(1,953)</b>	
<b>Furniture and Equipment Total</b>		<b>34,247</b>	<b>9,000</b>	<b>7,047</b>	<b>(1,953)</b>	
<b>Capital Expenditure Total</b>		<b>8,726,516</b>	<b>2,679,529</b>	<b>386,878</b>	<b>(2,292,651)</b>	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 10: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>								
Loan 108 Landfill Plant	25,665			25,665	25,665	0		798
Loan 114 Liquid & Inert Waste Sites	49,960			24,642	49,960	25,319		1,197
Loan 115 Landfill Cell Extension	60,959			19,994	60,959	40,965		901
Loan 116 Liquid Waste Facility	81,529			9,509	81,529	72,020		1,552
<b>Recreation and Culture</b>								
Loan 112 Bridgetown Swimming Pool	1,331,517			72,390	1,331,517	1,259,127		53,069
Loan 117 Youth Precinct Redevelopment	189,500			17,708	189,500	171,792		2,761
Loan 118 Bridgetown Civic Centre revitalisation	123,000			11,494	123,000	111,506		1,792
	<b>1,862,131</b>	<b>0</b>	<b>0</b>	<b>181,402</b>	<b>1,862,131</b>	<b>1,680,729</b>	<b>0</b>	<b>62,070</b>

(b) New Debentures

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2022.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 10: INFORMATION ON BORROWINGS**

(c) Lease Liabilities

Particulars	Principal 1/07/2021	New Loans Actual	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>								
003 Gym Equipment	70,950		12,739	25,045	58,211	45,905	919	1,946
<b>Other Property and Services</b>								
001 CESM Vehicle	764	5,725	2,389	5,529	4,100	960	16	45
002 Photocopies and printers	26,010		4,881	9,565	21,129	16,445	431	908
004 EHO Vehicle	0		0	4,456	0	11,690	0	70
	<b>97,724</b>	<b>5,725</b>	<b>20,009</b>	<b>44,595</b>	<b>83,440</b>	<b>75,000</b>	<b>1,366</b>	<b>2,969</b>

(d) New Leases

Particulars	New Leases Term	New Leases Budget	New Leases Actual
		\$	\$
<b>Other Property and Services</b>			
001.1 CESM Vehicle	15 months	5,725	5725
004 EHO Vehicle	36 months	16,146	0
		<b>21,871</b>	<b>5,725</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 11: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV Shire	0.090527	1,791	28,735,216	2,601,313	7,566	1,226	2,610,105	2,601,313	10,000	1,000	2,612,313
UV Shire Rural	0.006469	467	184,439,000	1,193,136	1,922		1,195,059	1,193,136			1,193,136
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.072868	16	1,046,965	76,290	1,370		77,660	76,290			76,290
<b>Sub-Totals</b>		2,274	214,221,181	3,870,740	10,859	1,226	3,882,824	3,870,739	10,000	1,000	3,881,739
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Shire	980.00	692	3,750,078	678,160			678,160	678,160			678,160
UV Shire Rural	1,215.00	267	35,227,420	324,405	2,919		327,324	324,405			324,405
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	517.00	15	33,990	7,755	(1,139)		6,616	7,755			7,755
<b>Sub-Totals</b>		974	39,011,488	1,010,320	1,779	0	1,012,099	1,010,320	0	0	1,010,320
<b>Rates Paid in Advance</b>							4,894,924				4,892,059
<b>Amount from General Rates</b>							0				0
Discounts/concessions							4,894,924				4,892,059
<b>Totals</b>							(670)				(791)
							<b>4,894,254</b>				<b>4,891,268</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-21	Amount Received	Amount Paid	Closing Balance 30-Nov-21
	\$	\$	\$	\$
Accommodation - Visitor Centre	13,352	48,516	(31,437)	30,430
South West Coach Lines	0	585	(585)	0
Other Visitor Centre	159	211	(298)	72
TransWA	520	3,698	(3,297)	920
Frank Draper Cemetery Fees	703			703
<b>Unclaimed Monies</b>				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
	<b>14,986</b>	<b>53,009</b>	<b>(35,617)</b>	<b>32,378</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD15721.1	02/11/2021	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - NOVEMBER	75.90
DD15749.1	02/11/2021	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS - NOVEMBER	143.59
DD15714.1	03/11/2021	AWARE SUPER	PAYROLL DEDUCTIONS	15,499.30
DD15714.2	03/11/2021	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	220.16
DD15714.3	03/11/2021	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15714.4	03/11/2021	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15714.5	03/11/2021	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15714.6	03/11/2021	UNISUPER	PAYROLL DEDUCTIONS	597.02
DD15714.7	03/11/2021	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	149.19
DD15714.8	03/11/2021	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	685.47
DD15714.9	03/11/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	249.34
DD15714.10	03/11/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15714.11	03/11/2021	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	268.74
DD15714.12	03/11/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	270.71
DD15714.13	03/11/2021	COLONIAL FIRST STATE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	239.83
DD15714.14	03/11/2021	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	279.94
DD15714.15	03/11/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	485.16
DD15714.16	03/11/2021	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD15714.17	03/11/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	273.21
DD15714.18	03/11/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	147.44
DD15714.19	03/11/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	483.96
DD15714.20	03/11/2021	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	114.28
DD15714.21	03/11/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	144.49
DD15747.1	17/11/2021	AWARE SUPER	PAYROLL DEDUCTIONS	15,928.99
DD15747.2	17/11/2021	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	220.16
DD15747.3	17/11/2021	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15747.4	17/11/2021	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	291.69
DD15747.5	17/11/2021	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15747.6	17/11/2021	UNISUPER	PAYROLL DEDUCTIONS	597.02

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
DD15747.7	17/11/2021	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	149.19
DD15747.8	17/11/2021	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	656.46
DD15747.9	17/11/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD15747.10	17/11/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15747.11	17/11/2021	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	268.74
DD15747.12	17/11/2021	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	923.80
DD15747.13	17/11/2021	COLONIAL FIRST STATE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	255.83
DD15747.14	17/11/2021	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	279.94
DD15747.15	17/11/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	462.68
DD15747.16	17/11/2021	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD15747.17	17/11/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	274.57
DD15747.18	17/11/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	148.55
DD15747.19	17/11/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	481.45
DD15747.20	17/11/2021	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	124.13
DD15747.21	17/11/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	158.32
B/S	01/11/2021	WESTPAC BANK	MERCHANT FEES	998.58
B/S	01/11/2021	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	418.17
B/S	03/11/2021	WESTPAC BANK	TOTAL WAGES FOR 21.10.2021 - 03.11.2021	121,492.27
B/S	17/11/2021	WESTPAC BANK	TOTAL WAGES FOR 04.11.2021 - 17.11.2021	128,780.35
B/S	30/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	COUNCIL BAR STOCK	54.99
B/S	06/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	4 X POLICE CLEARANCES	150.00
B/S	11/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	MAGAZINE RACK TO DISPLAY CORPORATE BUSINESS PLANS	299.61
B/S	18/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	REGISTRATION TO ANNUAL LG PRO STATE CONFERENCE	1,230.00
B/S	18/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	FOOD FOR SPECIAL COUNCIL MEETING 18/10/2021	50.87
B/S	19/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	LUNCH FOR DEPARTING STAFF MEMBER	24.00
B/S	20/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	HIRE OF MEETING ROOM FOR MEETING	50.00
B/S	01/11/2021	WESTPAC CORPORATE CREDIT CARD CEO	LUNCH FOR CEO & EMCS FOR MEETING	29.95
B/S	02/11/2021	WESTPAC CORPORATE CREDIT CARD CEO	PARKING FEES FOR EMCS WHILST ATTENDING MEETING	16.20
B/S	02/11/2021	WESTPAC CORPORATE CREDIT CARD CEO	PARKING FEES FOR CEO WHILST ATTENDING MEETING	28.35
B/S	02/11/2021	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	02/11/2021	WESTPAC CORPORATE CREDIT CARD	MONTHLY CARD FEE	10.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b>BPAY</b>				
11120211	01/11/2021	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF 4 X SPOT TRACKERS FOR OCTOBER	155.00
11120212	01/11/2021	TELSTRA	TELEPHONE & INTERNET CHARGES	1,156.00
18112021	18/11/2021	TELSTRA	TELEPHONE & INTERNET CHARGES	2,834.72
261120211	26/11/2021	MAGSHOP	ANNUAL SUBSCRIPTION TO BETTER HOMES & GARDENS MAGAZINE	74.99
261120212	26/11/2021	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF 4 X SPOT TRACKERS FOR NOVEMBER	155.00
<b>ELECTRONIC PAYMENTS</b>				
EFT33584	04/11/2021	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT33585	04/11/2021	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT33586	11/11/2021	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BRIDGETOWN LEISURE CENTRE - OCTOBER	780.49
EFT33587	11/11/2021	ALBANY VISITOR CENTRE	ACCOMMODATION TO ATTEND THE TRAILS & RECREATION CONFERENCE	912.00
EFT33588	11/11/2021	A & L PRINTERS	BUSINESS CARDS FOR VARIOUS EMPLOYEES	304.00
EFT33589	11/11/2021	AMITY SIGNS	3 X SIGNS WITH FITTINGS FOR SCHOOL ZONE	160.27
EFT33590	11/11/2021	AQUATIC SERVICES WA PTY LTD	SERVICING OF BRIDGETOWN SWIMMING POOL	1,276.00
EFT33591	11/11/2021	AUSTRALIA POST	POSTAGE FOR THE MONTH OF OCTOBER	1,649.23
EFT33592	11/11/2021	AUSQ TRAINING	GROUP REACCREDITATION FOR BASIC WORKSITE TRAFFIC MANAGEMENT	1,152.00
EFT33593	11/11/2021	AWARD CONTRACTING	UNDERGROUND SERVICES LOCATE & ELECTRONIC SKETCH AT RIVER PARK	1,848.00
EFT33594	11/11/2021	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR OCTOBER	1,716.00
EFT33595	11/11/2021	BATTERY ALL TYPES	VICTRON ENERGY BLUE SMART BATTERY CHARGER FOR SES LANDCRUISER	233.10
EFT33596	11/11/2021	BKS REFRIGERATION & AIRCONDITIONING	REPLACE DISPOSABLE FILTERS TO LIBRARY'S FUJITSU AC UNIT	220.00
EFT33597	11/11/2021	BLACKWOOD FRESH	REFRESHMENTS FOR SEPTEMBER COUNCIL MEETING & OFFICE GROCERIES	94.25
EFT33598	11/11/2021	BLACKWOOD PROPERTY MAINTENANCE	VARIOUS MINOR BUILDING MAINTENANCE WORKS	335.00
EFT33599	11/11/2021	BLACKWOOD PLUMBING AND GAS	REPAIR ROOF LEAKS AT BLC & OTHER MINOR BUILDING MAINTENANCE WORKS	2,563.00
EFT33600	11/11/2021	BLISS FOR DESIGN	SERVICE HONDA TRANSFER PUMP, RETICULATION FITTINGS & MINOR ITEMS	302.31
EFT33601	11/11/2021	BOOKEASY AUSTRALIA PTY LTD	ANNUAL PAYMENT GATEWAY FEES FOR 01/06/2021 - 31/05/2022	495.00
EFT33602	11/11/2021	BRIDGETOWN MEDICAL CENTRE	PRE-PLACEMENT MEDICAL	135.00
EFT33603	11/11/2021	BRIDGETOWN TIMBER SALES	TOOLS & EQUIPMENT FOR BUILDING MAINTENANCE OFFICER	134.73
EFT33604	11/11/2021	BRIDGETOWN LAWN TENNIS CLUB	COMMUNITY STALL BOND REFUND	50.00
EFT33605	11/11/2021	BRIDGETOWN DESIGN & PRINT	CONTRIBUTION TOWARDS BRIDGETOWN-GREENBUSHES PROMOTIONAL FLYER	737.00
EFT33606	11/11/2021	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS PLANTS FOR PARKS & GARDENS, ROSE SHIELD & WHEELBARROW	660.64
EFT33607	11/11/2021	BRIDGETOWN TYRES	NEW TYRE FOR PARKS & GARDENS TIPTRUCK	330.00

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EFT33608	11/11/2021	BUNBURY HARVEY REGIONAL COUNCIL	RECYCLING OF USED MATTRESSES FROM WASTE FACILITY - SEPTEMBER	294.69
EFT33609	11/11/2021	CANNINGS PURPLE	2021/22 GOVERNMENT RELATIONS ADVISORY SERVICE - OCTOBER	5,280.00
EFT33610	11/11/2021	CAVI PAINTING	BTN TOWN HALL PROJECT - PROVIDE ADVICE ON PAINTING SYSTEMS	530.00
EFT33611	11/11/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	464.94
EFT33612	11/11/2021	CITY AND REGIONAL FUELS	BULK FUEL FOR DEPOT FOR MONTH OF OCTOBER	11,673.54
EFT33613	11/11/2021	CJD EQUIPMENT PTY LTD	REPAIR FAN FAULT ON VOLVO ROAD GRADER & VARIOUS PARTS	1,961.56
EFT33614	11/11/2021	COATES CIVIL CONSULTING PTY LTD	ENGINEERING ASSESSMENT OF DAMAGED RIVERWALK PATHS AFTER FLOODING	2,120.80
EFT33615	11/11/2021	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF NOVEMBER	529.03
EFT33616	11/11/2021	DAVMECH	SERVICE AND REPAIRS TO CATERPILLAR BACKHOE	8,091.62
EFT33617	11/11/2021	DISCOVERY EDUCATIONAL PTY LTD	PERSONALISED STORYTIME STICKERS FOR LIBRARY	77.75
EFT33618	11/11/2021	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS FOR MARANUP BFB	1,340.00
EFT33619	11/11/2021	SHANE ELLIS	REIMBURSEMENT OF WORKING WITH CHILDREN'S CHECK	87.00
EFT33620	11/11/2021	GABRIEL EVANS	REIMBURSEMENT FOR POLICE CLEARANCE OBTAINED	57.00
EFT33621	11/11/2021	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR OCTOBER	164.00
EFT33622	11/11/2021	LGRCEU	PAYROLL DEDUCTIONS	184.50
EFT33623	11/11/2021	FISHERS TYRE CENTRE	2 X REPLACEMENT BATTERIES AND WHEEL BALANCE & ALIGNMENT	620.00
EFT33624	11/11/2021	FORKWEST	HIRE OF FORKLIFT FOR WASTE FACILITY	312.62
EFT33625	11/11/2021	RENEA LYNDLE GLUCK	REIMBURSEMENT OF WORKING WITH CHILDREN'S CHECK	87.00
EFT33626	11/11/2021	GRACE RECORDS MANAGEMENT PTY LTD	DESTRUCTION OF SHIRE RECORDS	827.75
EFT33627	11/11/2021	GREENBUSHES MASONIC LODGE	GREENBUSHES HALL HIRE BOND REFUND	200.00
EFT33628	11/11/2021	HANSEN'S HOT BREAD SHOP	CATERING FOR BWTM & TC REACCREDITATION TRAINING	120.00
EFT33629	11/11/2021	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED IT SERVICES - OCTOBER	2,222.00
EFT33630	11/11/2021	H C JONES & CO	INSTALL CONCRETE VALVE BOX AND RESET PAVERS AT SWIMMING POOL	205.00
EFT33631	11/11/2021	HEATLEY SALES PTY LTD	VARIOUS PPE SUPPLIES FOR WORKS CREW	232.01
EFT33632	11/11/2021	STEPHEN HERON	WHERE YA GOIN'? BOOK FOR LIBRARY	15.90
EFT33633	11/11/2021	HILLVIEW ELECTRICAL SERVICE	RCD TESTING OF SHIRE BUILDINGS AND FACILITIES	3,300.00
EFT33634	11/11/2021	H.W. & ASSOCIATES	PREPARE COST ESTIMATE FOR PROPOSED BTN RAILWAY STATION PROJECT	2,200.00
EFT33635	11/11/2021	ILLION TENDERLINK	MANAGE TENDER PROCESS FOR BTN RAILWAY STATION PROJECT	181.50
EFT33636	11/11/2021	INSTANT WINDSCREENS	WINDSCREEN REPAIRS FOR SKID STEERE LOADER	780.00
EFT33637	11/11/2021	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - NOVEMBER	130.90
EFT33638	11/11/2021	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS DRUM FOR SWIMMING POOL	3,223.00



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EFT33639	11/11/2021	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFÉ	741.36
EFT33640	11/11/2021	KESTRAL COMPUTING	ANNUAL PHOENIX LICENCE & SUPPORT FEES FOR BLC	7,608.21
EFT33641	11/11/2021	LANDGATE	LAND VALUATION ENQUIRY CHARGES	432.53
EFT33642	11/11/2021	LAWRENCE TSHUMA ARCHITECT	ARCHITECTURAL DRAWINGS FOR BRIDGETOWN VISITOR CENTRE	900.00
EFT33643	11/11/2021	MANJIMUP MITRE 10 & RETRAVISION	65" TLC 4K SMART ANDROID TV FOR DFES	950.00
EFT33644	11/11/2021	MARKETFORCE	MONTHLY SHIRE ADVERTISEMENTS	849.63
EFT33645	11/11/2021	J.L & G.F MAY	3 X DIGGING OF GRAVES	2,277.00
EFT33646	11/11/2021	METAL ARTWORK CREATIONS	GOLD ALUMINIUM NAME PLATE PLAQUES FOR 2021 ELECTED MEMBERS	75.90
EFT33647	11/11/2021	MOORE AUSTRALIA	SUPPLY OF LONG TERM FINANCIAL PLAN TEMPLATE/SOFTWARE	3,300.00
EFT33648	11/11/2021	NJ MECHANICAL	FIT NEW 12V SPRAYER PUMP, BOOMLESS NOZZLES & HOSES TO FORD RANGER	1,311.20
EFT33649	11/11/2021	NORM HART SETTLEMENTS	SETTLEMENT COSTS FOR BRIDGETOWN REPERTORY CLUB - LAND EXCHANGE	510.84
EFT33650	11/11/2021	OFFICEWORKS LTD	BROTHER WIRELESS A3 MFC PRINTER FOR BFB BUS & 2 X OFFICE CHAIRS	1,236.90
EFT33651	11/11/2021	QUALITY SHOP	PRINTING OF 3000 TAX INVOICES/RECEIPTS & 1500 DL WINDOW ENVELOPES	734.00
EFT33652	11/11/2021	RED CROSS - BRIDGETOWN UNIT	HALL HIRE BOND REFUND	200.00
EFT33653	11/11/2021	REEF TO RANGE GROUP PTY LTD	REPLACE EXISTING DAMAGED DOORS AND INSTALL NEW DOORS AT BLC	924.00
EFT33654	11/11/2021	REPCO	MINOR PARTS	181.77
EFT33655	11/11/2021	RICHFEEDS AND RURAL SUPPLIERS	UNIFORMS & PPE FOR CLEANERS, 3 X 20L GLYSOPHATES & MINOR ITEMS	2,848.70
EFT33656	11/11/2021	SCAVENGER SUPPLIES PTY LTD	12 X PAIRS DURAMAXX FIRE GOGGLES	462.00
EFT33657	11/11/2021	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - OCTOBER	581.82
EFT33658	11/11/2021	SHIRE BGB - STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR OCTOBER	216.00
EFT33659	11/11/2021	SIGMA POOL & SPA SUPPLIES	SWIMMING POOL CHEMICALS & EQUIPMENT	2,100.67
EFT33660	11/11/2021	KIMBERLEY SMITH	SHIRES CONTRIBUTION TOWARDS CROSSOVER	371.88
EFT33661	11/11/2021	SOUTHERN LOCK & SECURITY	VARIOUS KEYS, LOCKS & PADLOCKS KEYED TO SHIRE SYSTEMS	764.86
EFT33662	11/11/2021	SOUTH WEST ISUZU	VARIOUS PARTS FOR FLEET SERVICING	1,451.88
EFT33663	11/11/2021	SOUTH WEST OIL SUPPLIES	208LT MOBILFLUID 424 FOR SERVICING OF VOLVO ROAD GRADER	984.50
EFT33664	11/11/2021	SPIRITED THINKING PTY LTD	SPECIALIST ADVICE FOR BTN TOWN HALL PROJECT	5,503.30
EFT33665	11/11/2021	STEWART & HEATON CLOTHING CO PTY	9 X WABFB FR GOLD JACKETS FOR DFES PPE	1,594.20
EFT33666	11/11/2021	STEPHEN CARRICK ARCHITECTS	ARCHITECTURAL SERVICES FOR BTN RAILWAY STATION - CLAIM 1	17,050.00
EFT33667	11/11/2021	SYNERGY	ELECTRICITY CHARGES	12,688.38
EFT33668	11/11/2021	THE STABLES IGA	SUPPLIES FOR EMPLOYEE FAREWELL BBQ	73.35
EFT33669	11/11/2021	THE DESIGN WARD INTERIOR DESIGN	INTERIOR DESIGN SERVICES FOR BTN TOWN HALL PROJECT	3,168.00

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EFT33670	11/11/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	104.80
EFT33671	11/11/2021	WARREN ELECTRICAL SERVICE	LABOUR TO REPLACE FLOW SWITCH TO HOLDING DAM PUMP	247.50
EFT33672	11/11/2021	WINC AUSTRALIA PTY LTD	OFFICE STATIONERY & BULK CLEANING SUPPLIES	1,768.46
EFT33673	11/11/2021	WOODLANDS DISTRIBUTORS PTY LTD	6 X CARTONS OF DEGRADABLE DOG WASTE BAGS	759.00
EFT33674	18/11/2021	DEPT OF MINES, REGS & SAFETY	BSL'S COLLECTED FOR OCTOBER	2,337.20
EFT33675	18/11/2021	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT33676	18/11/2021	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 4	23,858.82
EFT33677	18/11/2021	RAS MACHIN LICENSED SURVEYOR	SURVEY & FEES FOR LAND EXCHANGE BETWEEN BRIDGETOWN HOTEL & SHIRE	3,624.00
EFT33678	18/11/2021	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT33679	19/11/2021	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2021	55,386.00
EFT33687	25/11/2021	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT33688	25/11/2021	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33689	25/11/2021	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33690	25/11/2021	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33691	25/11/2021	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT33692	25/11/2021	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33693	25/11/2021	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33694	25/11/2021	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33695	25/11/2021	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33696	25/11/2021	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	129.69
EFT33697	25/11/2021	AMITY SIGNS	VARIOUS STREET & WARNING SIGNS	704.00
EFT33698	25/11/2021	PETER ANICICH	GREENBUSHES HALL HIRE BOND REFUND	200.00
EFT33699	25/11/2021	ARTREF PTY LTD	7 X INK CARTRIDGES FOR PLOTTER & HP 727 PRINTHEAD	1,365.89
EFT33700	25/11/2021	AUSTRALIAN PRECISION AG LABORATORY	3 X SOIL ANALYSIS SAMPLES AT BRIDGETOWN SPORTSGROUND	349.80
EFT33701	25/11/2021	DONNA BAKER	REIMBURSEMENT FOR FUEL PURCHASED	40.05
EFT33702	25/11/2021	BART SOLUTIONS	ANNUAL FEE FOR 3 X BART DIRECT SMS NUMBERS	450.00
EFT33703	25/11/2021	COLIN GRAHAM BELL	RATES REFUND	251.75
EFT33704	25/11/2021	BLACKWOOD RURAL SERVICES	CHAIN SAW REPAIRS	487.00
EFT33705	25/11/2021	BLACKWOOD FRESH	REFRESHMENTS FOR MEETING	9.47
EFT33706	25/11/2021	BLACKWOOD PROPERTY MAINTENANCE	PRESSURE CLEAN FLOORS OF PUBLIC CONVENIENCES & MEMORIAL GATEHOUSE	975.00
EFT33707	25/11/2021	BLACKWOOD PLUMBING AND GAS	UNBLOCK TOWN SQUARE DUMP POINT	66.00

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EFT33708	25/11/2021	BLISS FOR DESIGN	VARIOUS MINOR PARTS & EQUIPMENT	312.23
EFT33709	25/11/2021	JOHN CARTER BOOKLESS	REFUND OF COUNCIL NOMINATION FEE FOR 2021 LOCAL GOVERNMENT	80.00
EFT33710	25/11/2021	JULIA ANN BOYLE	REFUND OF COUNCIL NOMINATION FEE FOR 2021 LOCAL GOVERNMENT	80.00
EFT33711	25/11/2021	BRIDGETOWN MUFFLER & TOWBAR	TRUCK BATTERIES, TERMINAL CONNECTORS, HOLDER & PROTECTOR SPRAY	801.00
EFT33712	25/11/2021	BRIDGETOWN CRC INC	PRINTING OF 300 COPIES OF SHIRE CONNECT NEWSLETTER NOVEMBER ISSUE	156.20
EFT33713	25/11/2021	BRIDGETOWN BULLDOZING PTY LTD	PUSH UP GRAVEL AT KARAFILIS PIT	5,720.00
EFT33714	25/11/2021	BRIDGETOWN GLASS SERVICE	SUPPLY & INSTALL NEW ALUMINIUM SLIDING DOORS AT BLC	9,067.85
EFT33715	25/11/2021	BRIDGETOWN GOLF CLUB	2021/2022 SERVICE AGREEMENT	1,250.00
EFT33716	25/11/2021	BRIDGETOWN MITRE 10 & RETRAVISION	2 X 7KG TOP WASHING MACHINES FOR DFES & VARIOUS MINOR ITEMS	2,190.55
EFT33717	25/11/2021	BRIDGETOWN PAINT SALES	PAINTING SUPPLIES FOR 144 HAMPTON STREET UNIT	667.90
EFT33718	25/11/2021	BRIDGETOWN NEWSAGENCY	STATIONERY FOR DFES, 10 BOXES A4 PAPER & MONTHLY NEWSPAPER CHARGES	896.57
EFT33719	25/11/2021	BRIDGETOWN TYRES	12V BOSCH BATTERY AND WHEEL ROTATE & ALIGNMENT FOR RANGERS UTE	383.00
EFT33720	25/11/2021	CONSTRUCTION TRAINING FUND	BCITF LEVIES COLLECTED FOR OCTOBER	828.58
EFT33721	25/11/2021	CAPE DRILLING SERVICES	DRILLING FOR BORE AT BTOWN TENNIS CLUB	6,798.00
EFT33722	25/11/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	232.47
EFT33723	25/11/2021	CIVIL & STRUCTURAL ENGINEERS	STRUCTURAL ENGINEERING SERVICES FOR BRIDGETOWN RAILWAY STATION	6,836.50
EFT33724	25/11/2021	CLEANAWAY PTY LTD	WASTE SERVICES FOR OCTOBER & ANNUAL HARDWASTE VERGE COLLECTION	53,276.09
EFT33725	25/11/2021	DAVMECH	SERVICE, MANIFOLD REPLACEMENT & MULBOARD ADJUSTMENT FOR GRADER	14,789.79
EFT33726	25/11/2021	DOMESTIC MAINTENANCE SW	PAINT RAMP, FENCE & BENCH AT TOWN HALL & GUTTER CLEANING OF BFB'S	2,810.00
EFT33727	25/11/2021	PATRICK DUNNE	REIMBURSEMENT OF POLICE CLEARANCE	57.60
EFT33728	25/11/2021	LGRCEU	PAYROLL DEDUCTIONS	205.00
EFT33729	25/11/2021	GARAGE DOORS SOUTH WEST	ANNUAL ROLLER DOOR SERVICING FOR SHIRE BUILDINGS & FACILITIES	2,225.00
EFT33730	25/11/2021	JULIE ANNE HAMILTON	RATES REFUND	753.53
EFT33731	25/11/2021	HARMONIC ENTERPRISES PTY LTD	2021/22 PC & MONITOR REPLACEMENTS AND UPS FOR BLC	16,481.30
EFT33732	25/11/2021	H C JONES & CO	LEACH DRAIN AT RIVER PARK AND TOILET & SEPTICS AT HESTER BROOK BFB	13,185.00
EFT33733	25/11/2021	HERSEYS SAFETY	WORKS CREW PPE, SCAVENGER BROOMS, GYMPIE HAMMER & MINOR ITEMS	1,051.70
EFT33734	25/11/2021	HILLVIEW ELECTRICAL SERVICE	REPLACE FAULTY LIGHTING AT LIBRARY & ELECTRICAL WORKS AT HESTER BFB	1,680.80
EFT33735	25/11/2021	ILLION TENDERLINK	PROCUREMENT OF RFQ 2021-1374 FOR GREENBUSHES RAILWAY STATION	181.50
EFT33736	25/11/2021	INTERFIRE AGENCIES PTY LTD	18 X WHITE HELMETS WITH CLIP ON FACE SHIELD & STICKERS FOR DFES	4,057.27
EFT33737	25/11/2021	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER - OCT	179.87
EFT33738	25/11/2021	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFÉ	438.69

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EFT33739	25/11/2021	FREDRICK CAMPBELL KERR	REFUND OF STANDPIPE BOND	100.00
EFT33740	25/11/2021	KEYBROOK UTILITY SERVICES	ASBESTOS REMOVAL IN TOILETS AREAS AT BRIDGETOWN TENNIS CLUB	4,950.00
EFT33741	25/11/2021	LANDGATE	LAND VALUATION ENQUIRY CHARGES	2,405.00
EFT33742	25/11/2021	TRACY LANSDELL	REFUND OF COUNCIL NOMINATION FEE FOR 2021 LOCAL GOVERNMENT	80.00
EFT33743	25/11/2021	LOTEX FILTER CLEANING SERVICE	VARIOUS PARTS FOR FLEET SERVICING	350.08
EFT33744	25/11/2021	SEAN MICHAEL MAHONEY	REFUND OF COUNCIL NOMINATION FEE FOR 2021 LOCAL GOVERNMENT	80.00
EFT33745	25/11/2021	MANJIMUP MONOGRAMS	3 X PANTS & 3 X SHIRTS PLUS EMBROIDERY FOR SHIRE RANGER	449.10
EFT33746	25/11/2021	MARKET CREATIONS AGENCY PTY LTD	LANDING PAGE MODULE FOR SHIRE WEBSITE	1,155.00
EFT33747	25/11/2021	MCLEODS	2021 ANNUAL AUDIT FEES	176.00
EFT33748	25/11/2021	MUIRS MANJIMUP	120,000 KM SERVICE FOR NISSAN XTRAIL	682.66
EFT33749	25/11/2021	OFFICEWORKS LTD	LAMINATION OF A1 POSTER	12.50
EFT33750	25/11/2021	PRIORITY 1 FIRE & SAFETY	SCBA REFRESHER TRAINING FOR THE BLC AQUATIC STAFF VIA ZOOM	550.00
EFT33751	25/11/2021	QUALITY SHOP	4 X CASH RECEIPT BOOKS FOR WASTE FACILITY	15.96
EFT33752	25/11/2021	NIGEL ROBERTS	RATES REFUND	431.26
EFT33753	25/11/2021	EILEEN AMANDA ROSE	REFUND OF COUNCIL NOMINATION FEE FOR 2021 LOCAL GOVERNMENT	80.00
EFT33754	25/11/2021	SCAVENGER SUPPLIES PTY LTD	40 X WILDFIRE GLOVES & MONTHLY SERVICE TO FIRE INDICATOR PANEL	1,763.30
EFT33755	25/11/2021	SCHWEPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFÉ	394.47
EFT33756	25/11/2021	SHIRE BGB - STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR NOVEMBER	216.00
EFT33757	25/11/2021	SHIRE OF MANJIMUP	2021-22 ASBESTOS TIPPING FEES - OCTOBER	277.55
EFT33758	25/11/2021	SOUTHERN LOCK & SECURITY	VARIOUS KEYS, LOCKS & PADLOCKS KEYED TO SHIRE SYSTEMS	1,357.11
EFT33759	25/11/2021	SOUTH WEST ISUZU	PARTS FOR FLEET SERVICING	319.39
EFT33760	25/11/2021	SPECTUR LTD	ANNUAL FEE FOR WASTE FACILITY CAMERAS NOVEMBER 2021 - OCTOBER 2022	554.40
EFT33761	25/11/2021	SPRAYMOW SERVICES	BROADLEAF WEED CONTROL SPRAYING OF SHIRE OVALS & PARKS	2,293.50
EFT33762	25/11/2021	SPRINT EXPRESS	FREIGHT CHARGES	31.90
EFT33763	25/11/2021	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIMS	701.55
EFT33764	25/11/2021	STATEWIDE CLEANING SUPPLIES PTY LTD	4 ROLLS OF 1200 X GYM MAXX PACK WIPES FOR 24 HOUR GYM	196.90
EFT33765	25/11/2021	SUPACHOOK CARVERY	CATERING	60.00
EFT33766	25/11/2021	SYNERGY	ELECTRICITY CHARGES	4,961.05
EFT33767	25/11/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	11.46
EFT33768	25/11/2021	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY - NOVEMBER	159.50
EFT33769	25/11/2021	ALEXA TUNMER	REIMBURSEMENT FOR MEALS PURCHASED WHILST ATTENDING CONFERENCE	121.76

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT33770	25/11/2021	WILLIAM ARTHUR WATKINS	RATES REFUND	667.73
EFT33771	25/11/2021	WESTRAC PTY LTD	PARTS FOR FLEET SERVICING	208.87
EFT33772	25/11/2021	WALGA	REGISTRATION TO GREAT SOUTHERN WASTE SUMMIT	250.00
EFT33773	25/11/2021	WINC AUSTRALIA PTY LTD	DELL T340 SERVER, STATIONERY SUPPLIES & CLEANING SUPPLIES	6,464.99
<b>DIRECT DEBITS - LICENSING</b>				
27291	01/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/11/2021	2,150.40
27292	02/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/11/2021	3,477.80
27293	03/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/11/2021	1,024.25
27294	04/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/11/2021	4,903.20
27295	05/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/11/2021	2,521.40
27296	08/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/11/2021	1,423.95
27297	09/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/11/2021	2,340.85
27298	10/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/11/2021	5,342.90
27299	11/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/11/2021	3,924.95
27300	12/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/11/2021	5,038.60
27301	15/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/11/2021	5,078.05
27302	16/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/11/2021	3,642.75
27303	17/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/11/2021	2,500.85
27304	18/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/11/2021	4,938.15
27305	19/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/11/2021	4,703.65
27306	22/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/11/2021	11,267.90
27307	23/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/11/2021	2,228.35
27308	24/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/11/2021	7,545.05
27309	25/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/11/2021	2,223.75
27310	26/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/11/2021	5,600.10
27311	29/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/11/2021	2,451.65
27312	30/11/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/11/2021	1,938.25
<b>CHEQUES</b>				
300150	04/11/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	PETTY CASH RECOUP FOR SHIRE	500.00
300151	11/11/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR OCTOBER	1,163.46
300152	11/11/2021	WATER CORPORATION	WATER CHARGES	248.80

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN NOVEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
300153	25/11/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR NOVEMBER & SHIRE COMMISSIONS RETAINED	1,233.24
300154	29/11/2021	BGBTA	21/22 RATES INCENTIVE PRIZE - COMMUNITY CASH VOUCHERS	600.00
				<b>812,689.83</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
200026	24/11/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED FOR OCTOBER	1,344.51
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT33680	24/11/2021	BGBTA	CONSIGNMENT STOCK SOLD FOR OCTOBER	18.00
EFT33681	24/11/2021	SUZANNE FRANKEN	ACCOMMODATION REFUND LESS CANCELLATION FEE FOR IT9583965	248.00
EFT33682	24/11/2021	DEON KOK	ACCOMMODATION REFUND LESS CANCELLATION FEE FOR IT9216580	34.00
EFT33683	24/11/2021	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR OCTOBER	552.47
EFT33684	24/11/2021	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR OCTOBER	102.85
EFT33685	24/11/2021	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR OCTOBER 2021	17.19
EFT33686	24/11/2021	PAULINE WELTON	ACCOMMODATION REFUND LESS CANCELLATION FEE FOR IT9702242	113.00
V300206	08/11/2021	WESTPAC BANK	TOTAL ACCOMMODATION FOR THE MONTH OF OCTOBER	7,607.53
				<b>10,037.55</b>

This schedule of accounts paid for the Municipal Fund totalling \$812,689.83 and for the Trust Fund totalling \$10,037.55 which was submitted to each member of the Council on 16th December 2021 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 30/11/2021 is \$382,834.41



CHIEF EXECUTIVE OFFICER

16 December 2021

<b>POLICY NO.</b>	TP.6
<b>POLICY SUBJECT</b>	Plantation Applications Policy
<b>ADOPTION DATE</b>	28 June 2007
<b>REVIEW DATE</b>	24 November 2016 (C.09/1116)
<b>LAST REVIEW DATE</b>	26 November 2020 (C.05/1120)

### 1. Introduction

This policy sets out the minimum standards and requirements for applications to establish plantations under the Shire of Bridgetown-Greenbushes Town Planning Schemes. Also set out are the standard conditions that will be considered by Council in their assessment of plantation applications.

### 2. What is a Plantation?

Town Planning Scheme No. 4 uses the land use term of 'afforestation' to classify plantations with the definition used being:

means the planting and husbanding of commercial value trees - other than fruit and nut trees, vines and nursery trees up to two years old - and occupying an area greater than 400 square metres on any one lot.

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The above definition covers the establishment of shelter belts and woodlots meaning applications for those forms of afforestation are to be assessed under the same policy as larger plantations.

### 3. Code of Practice for Timber Plantations in WA

The Code sets out goals and guidelines for specific areas, including management plans, plantation location, planning and design, plantation roads, weed and pest control, stream protection, drainage, harvesting, fire prevention and control, research and development, safety and investment.

Sustainable plantations depend upon careful and responsible management. It is essential that plantation practice is compatible with a range of environmental values and responsible land management. The Code is intended to complement related Acts, regulations, management plans, other codes of practice, local government planning schemes and State and national statements that relate directly or indirectly to plantations.

Some of the standard conditions set out below in this Policy have been extracted from the Code therefore their compliance should be an acceptable practice from the industry.

### 4. Limitations on Location of Plantations

Plantations are not permitted on any land within the Bridgetown townsite as per Town Planning Scheme No. 3.

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Outside of the Bridgetown townsite Town Planning Scheme No. 4 controls the siting of plantations with the use generally permitted in the rural zones under this Scheme. Notwithstanding plantations are an 'AA' use in the four rural zones under Town Planning Scheme No. 4 where a plantation is proposed for establishment in proximity to a rural-residential area the Council may not approve the application if it presents a

greater risk of fire to the nearby rural-residential area. Alternatively Council may impose additional fire management or plantation management conditions in order to reduce the risks to those nearby areas.

#### 43. Applications – Minimum Requirements

All plantation applications require Council Planning Approval under the requirements of the Town Planning Schemes.

Plantations should be developed according to a plantation management plan, prepared specifically for the purpose.

A Plantation Management Plan will contain sections for different aspects of plantation management, including a:

- plantation establishment plan
- plantation tending plan
- fire management plan

The detail required to be stipulated in these plans is contained in Attachment 1 to this policy statement. Note that this attachment is a direct extract from the Code of Practice and therefore should be acceptable to the industry.

NOTE: Three separate plans are not necessarily required. The information required can be incorporated into one singular plantation management plan.

#### 54. Timber Harvesting Plan

The Code of Practice suggests that a timber harvesting plan be submitted at the application stage as part of the plantation management plan.

Council is prepared to defer the requirement to submit a timber harvesting plan until the year preceding the first year of harvesting.

#### 65. Standard Conditions

The following conditions will be considered by Council at the application assessment stage for all plantation applications:

- (1) Compliance to Council's Firebreak and Fuel Hazard Reduction Notice.~~Firebreak Order~~
- (2) Planting to be in accordance with submitted plan, unless specifically otherwise stated.
- (3) That where evidence of noxious weeds exist, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in WA.
- (4) All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an



abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network. This condition will only be imposed if deemed necessary after inspection.

- (5) Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.
- (6) Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.
- (7) Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impacts on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment.
- (8) All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points and plantation exits.
- (9) Council is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
- (10) Second rotation to commence in the first planting season post harvest otherwise a new Planning Approval will be required.
- (11) Should a second rotation not occur or a new approval not be sought after such a rotation all logging residue is to be removed from the site within six months post harvest.

(12) Council's Firebreak and Fuel Hazard Reduction Notice, contains specific requirements for 'harvested plantations' and full compliance to these is necessary.

(11)(13) A non-planted buffer of minimum 50 metres to any habitable building within the plantation property or 100 metres to a habitable building on an adjacent property. The land within this buffer area is to be managed to control fire risk from the plantation area to the habitable building. Where a plantation covers multiple properties the whole of the plantation will be considered as the plantation property.

Advice Note: The applicant is advised that pursuant to the Local Government Act, Council will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

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Advice Note: The applicant is advised that a new approval is to be sought for any additional rotations or any change in species.

Advice Note: Any change in the area proposed for planting will be the subject of a separate planning approval.

| 76. Conclusion

The above conditions will not be automatically imposed on all plantation applications. Rather they will be considered for imposition during the application assessment process including site inspection.

## Attachment 1

### Matters to be Addressed in Plans

A plantation management plan is prepared to provide the relevant information in respect of the way in which plantations are developed and managed and, to demonstrate the means by which the principles of environmental care and objectives of silviculture and protection are achieved.

The application is to include a written assessment on the presence of priority and threatened flora and fauna species together with priority and threatened ecological communities. The application is to include information on how these species and communities will be managed.

The components of a plantation management plan will be prepared in advance of the operation and available before operations commence.

Maps and descriptions should detail the following information:

### Land Information

- Area
- Locality plan and access roads
- Natural features:
  - Streams, rivers, lakes, ponds, swamps, drains, etc.
  - Principal soil types
  - Areas of native vegetation with high natural integrity
  - Areas of remnant vegetation with low natural integrity
  - Significant landscape, cultural and heritage values
- Improvements
  - Buildings
  - Roads, bridges, creek crossings
  - Fences, gates, powerlines, dams
  - Water or gas pipelines

These features should be included for a distance of 50 metres on adjoining properties

### Plantation Establishment Plan

- Areas of native vegetation, including paddock trees to be cleared (first rotation)
- Management of logging residue (second rotation)
- Control of vermin and declared weeds
- Areas to be planted, compartment sizes
- Species to be planted and source of seedlings
- Direction of planting lines in relation to contours and natural drainage
- Description of soil preparation methods
- Description of weed control methods, including rate of herbicides application and buffer zones
- Planting techniques
- Access roads and firebreaks

### Plantation Tending Plan

- Grazing strategy
- Pruning and thinning schedule
- Fertilising schedule
- Weed management
- Monitoring and contingencies for pests and diseases
- Road and break maintenance

### Fire Management Plan

- Property details:
  - Contact names and telephone numbers
  - Names and telephone numbers of adjacent landholders
  - Names and addresses of local fire agencies
  - Locality plans showing access roads, firebreaks, water points, etc.
- Fire Prevention details:
  - Method of road, track and firebreak maintenance
  - Specific measures to protect powerlines and gas pipelines
  - Firefighting equipment register for locality and details of cooperative arrangements.
  - Identification of water points and approximate capacities of each water source
  - Direction indicators of water points, road signs and other features.
  - Measures to protect services such as power lines
  - Fuel reduction program if applicable. This may include controlled grazing, ploughed or slashed strips, mechanical mulching, weed control and/or prescribed burning.
- ➔ • When preparing a Fire Management Plan regard is to be paid to the contents of the 'Guidelines for Plantation Fire Protection' prepared by the Government of Western Australia.

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  - Specific measures to protect powerlines and gas pipelines
  - Firefighting equipment register for locality and details of cooperative arrangements
  - Identification of water points and approximate capacities of each water source
  - Direction indicators of water points, road signs and other features
  - Measures to protect services such as power lines
  - Fuel reduction program if applicable. This may include controlled grazing, ploughed or slashed strips, mechanical mulching, weed control and/or prescribed burning
- When preparing a Fire Management Plan regard is to be paid to the contents of the 'Guidelines for Plantation Fire Protection' prepared by the Government of Western Australia.

14 July 2021

Ms Megan Richards  
Manager Community Development  
Bridgetown Greenbushes

mrichards@bridgetown.wa.gov.au

Dear Megan

I am pleased to advise you that your application for Technology & Digital Inclusion 2021-2022 funding of \$5,000 has been successful.

We are pleased that you have taken the opportunity to apply for this grant and wish you all the best with your project.

To receive your grant funding please invoice the State Library of Western Australia for the above amount quoting the attached Purchase Order Number. Please note that tax invoices do not include GST and should be emailed to Janet Deegan via the details listed below.

If you have any questions or require any further information, please contact Janet Deegan on 9427 3162 or email [janet.deegan@slwa.wa.gov.au](mailto:janet.deegan@slwa.wa.gov.au)

Yours sincerely



Margaret Allen  
CEO and State Librarian