

**Council Minutes Index – 2 November 2023**

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## MINUTES

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

### **Opening of Meeting**

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

### **Acknowledgment of Country**

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

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

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

### **Attendance of Gallery**

B Bebbington, D Hocking and M Flemming.

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

### **Public Question Time**

#### **M Flemming**

#### **Question**

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

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

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

Question

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

*CEO Response – Friday 1 December.*

**B Bebbington**

Question

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

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

Question

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

*Manager Community Services – No.*

Question

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

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

Question

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

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

Question

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

*CEO Response - Yes they are.*

### Question

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

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

### Question

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

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

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

### Question

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

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

### **Petitions/Deputations/Presentations** - Nil

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

### **Applications for Leave of Absence** - Nil

## **Confirmation of Minutes**

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

Attachment 1 Minutes of Ordinary Council Meeting - 28 September 2023

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

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

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

***Carried 9/0***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Reports of Officers**

Reports of Officers have been divided into Departments as follows:

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

### **CEO's Office**

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

### **OFFICER RECOMMENDATION**

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

### **Summary/Purpose**

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

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

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

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

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

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

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

### Background

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

### THE MAIN CHANGES

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

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

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

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

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



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

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

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

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

#### ELECTED MEMBERS

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

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

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

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

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

#### CODE OF PRACTICE – WORKPLACE BEHAVIOUR

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

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

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

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

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

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

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

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

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

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

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

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

#### THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

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

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

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

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

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

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

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

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

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

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

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

#### PENALTIES

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

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

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

#### WHS offences and maximum penalties

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

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

## INSURANCE AND INDEMNITY ARRANGEMENTS

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

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

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

### Officer Comment

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

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

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

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

Implementation will occur immediately.

### Statutory Environment

*Work Health & Safety Act 2020*

Integrated Planning

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

Policy/Strategic Implications – Not applicable

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management

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

Health:

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

Financial Impact:

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

Reputational External:

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

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

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

Voting Requirements – Simple Majority

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

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

**Carried 9/0**

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

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

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

Attachment 2 Policy CR 3 - Community Engagement

Attachment 3 Policy CR 5 - Social Media

Attachment 4 Policy CR 6 – Logo

**OFFICER RECOMMENDATON**

*That Council:*

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

Summary/Purpose

For Council to consider:

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

### Background

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

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

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

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

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

### Officer Comment

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

### Statutory Environment

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

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

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

### Integrated Planning

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



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

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

Policy/Strategic Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

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

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

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

**Carried 9/0**

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

**Against:** Nil

Reason for amending the officer recommendation: Council Policy CR 3 - Community Engagement was removed from the officer recommendation as further information is to be provided in a subsequent report to Council.
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<b>ITEM NO.</b>	C.04/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Work Health and Safety Software Package		
<b>OFFICER</b>	Human Resources Officer		
<b>DATE OF REPORT</b>	26 October 2023		

**OFFICER RECOMMENDATION**

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

**Summary/Purpose**

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

### Background

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

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

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

*Reference ID: 90024446*

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

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

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

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

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

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

### *Offering*

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

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

#### *Pricing*

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

#### *Trial*

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

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

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

#### Officer Comment

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

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

#### Statutory Environment

*Work Health & Safety Act 2020*

#### Integrated Planning

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

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

#### Policy/Strategic Implications

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

#### Budget Implications

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

#### Whole of Life Accounting

The ongoing annual fee is \$4,788.

#### Risk Management

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

#### Voting Requirements – Simple Majority

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

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

**Carried 9/0**

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

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

Attachment 5      Draft Policy P 18 - Performance Management

#### **OFFICER RECOMMENDATION**

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

#### Summary/Purpose

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

#### Background

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

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

#### Officer Comment

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

#### Statutory Environment

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

#### Integrated Planning

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

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

#### Risk Management

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

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

The overall risk has been measured as High.

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

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

Voting Requirements – Simple Majority

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

***Carried 9/0***

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

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

**OFFICER RECOMMENDATION 1**

*That Council:*

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

**OFFICER RECOMMENDATION 2**

*That Council:*

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

### OFFICER RECOMMENDATION 3

That Council:

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

### OFFICER RECOMMENDATION 4

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

### OFFICER RECOMMENDATION 5

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

### OFFICER RECOMMENDATION 6

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

### Summary/Purpose

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

### Background

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

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

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

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

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

Council's current representative is Cr Christensen.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Officer Comment

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

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

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

#### Statutory Environment - Nil

#### Integrated Planning

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

Policy/Strategic Implications - Nil

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management

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

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

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

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

Voting Requirements – Simple Majority

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

**Carried 9/0**

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

**Council Decision Moved Cr Lansdell, Seconded Cr Mahoney  
C.06/1123a That application of clause 18.1 of the Standing Orders cease at  
6.29pm.**

**Carried 9/0**

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

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen  
C.06/1123b**

**1. That Council:**

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

**2. That Council:**

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

**3. That Council:**

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

**4. That:**

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

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

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

**Carried 9/0**

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

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

Attachment 6          Rolling Action Sheet – October 2023

**OFFICER RECOMMENDATION**

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

**Summary/Purpose**

The presentation of the Rolling Action Sheet allows Councillors to be aware of the status of previous resolutions/decisions that have not been finalised.

**Background**

The Rolling Action Sheet has been reviewed and forms an attachment to this agenda.

**Statutory Environment - Nil**

**Integrated Planning**

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

**Policy/Strategic Implications – Not Applicable**

**Budget Implications – Not Applicable**

**Whole of Life Accounting – Not Applicable**

**Risk Management**

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

**Voting Requirements – Simple Majority**

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

***Carried 9/0***

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

## Corporate Services

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

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

### OFFICER RECOMMENDATION

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

### Summary/Purpose

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

### Background

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

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

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

### Officer Comment

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

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

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

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

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

### Statutory Environment

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

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

### Integrated Planning

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

### Policy Implications

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

Budget Implications - Nil

Whole of Life Accounting – Not applicable

### Risk Management

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

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Christensen  
C.08/1123 That Council adopt the Fraud, Corruption & Misconduct Prevention Policy as presented in Attachment 7.**

**Carried 9/0**

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

<b>ITEM NO.</b>	C.09/1123	<b>FILE REF.</b>	131
<b>SUBJECT</b>	September 2023 Financial Activity Statements and List of Accounts Paid in September 2023		

<b>OFFICER</b>	Manager Finance
<b>DATE OF REPORT</b>	17 October 2023

Attachment 8            September 2023 Financial Activity Statements

Attachment 9            List of Accounts Paid in September 2023

**OFFICER RECOMMENDATION**

*That Council receive the:*

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

**Summary/Purpose**

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

**Background**

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the *Local Government Act 1995*;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

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

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

The information in a statement of financial activity is to be shown according to nature and type classification.

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

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



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

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

The list of accounts is to be:

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

### Statutory Environment

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

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

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

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

### Integrated Planning

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

### Policy Implications

FM 4 Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

### Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management

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

Voting Requirements – Simple Majority

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

**C.09/1123 That Council receive the:**

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

**Carried 9/0**

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

**Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.10/1123	<b>FILE REF.</b>	440
<b>SUBJECT</b>	Replacement of Shire Depot Facilities		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	18 October 2023		

Attachment 10 Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild

**OFFICER RECOMMENDATON**

*That Council:*

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;*
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and*
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.*

**Summary/Purpose**

This report recommends that Council endorse the proposed methodology as outlined in the report to replace the office building and sheds that were destroyed by fire in February 2022.

**Background**

In February 2022 a major bush fire destroyed the office building and two large sheds at the Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a Shire owned residential property in Gifford Road which is unsatisfactory and not fit for purpose. According to the employees, the premises is a possible physical and mental health danger to employees.

Due to delays in finalising the insurance payout (which occurred in November 2022) and staff shortages, the replacement of the facilities that were lost in the fire has unfortunately been delayed. To help get the project back on track, a Project Plan has been prepared that outlines key tasks and timeframes for delivery of the project. Following consultation with relevant Shire staff, a design brief has been prepared and included in a Request for Quotation (RFQ) document (refer Attachment 10). Part 2 of the RFQ (Specification) describes the facilities that would be required in a replacement office building as well as the replacement sheds.

#### Officer Comment

Prior to the loss of the former office building and sheds in February 2022, the facilities at the Shire Depot could best be described as "basic" and did not meet modern standards. It appears that the various sheds and structures at the Depot have evolved over a long period of time in an "ad-hoc" fashion with minimal overall planning of the site.

In addition to replacing facilities that were destroyed by the fire, it is proposed that the Shire include a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

The replacement of the old office building provides the opportunity for Council to provide a modern and functional administration office for the Depot that will meet the Shire's long term needs for the expected 50-60 year lifespan of the building. The design brief includes a requirement for additional office space in the new office building that would allow Technical Services staff to relocate to the Depot and free up space in the Shire's Administration building to accommodate future staffing requirements.

The following options for delivery of the replacement facilities have been considered and assessed:

#### Option 1 – Separate Contracts for Design and Construction

The approach that is used for the majority of Local Government construction projects is for design to be undertaken separate from construction. This allows the Local Government to have greater involvement in the design process and helps to ensure that the design is fit for purpose and meets the needs of the community.

The design process is normally undertaken in two stages i.e.

#### Stage 1 – Concept Plan

In response to the design brief, the consultant will prepare draft concept or schematic plans that will include a site plan, floor plan, elevations, perspective or artist impression drawings and cost estimates. The Local Government will then review and make any required changes to the draft concept plans before proceeding to the next stage.

#### Stage 2 – Detailed Design and Documentation

Once the concept plans have been approved by the Local Government, the consultant will then prepare detailed plans and specifications in sufficient detail to enable tenders for construction to be invited.

### Option 2 – Design and Construct Contract

In certain circumstances a Design and Construct contract may be more suitable than the traditional approach of separate contracts for design and construction. It is best suited to projects with complex design or where the final design documentation cannot be completed prior to commencing construction.

For design and construct projects the Principal will usually engage a design consultant to prepare a concept design. The contractor will then use the concept design as a base to develop and complete the design.

The main benefit of design and construct contracts is that it provides a more streamlined approach to project delivery as it allows the project to commence before the design has been completed.

The main disadvantage of this approach is that there is limited ability for the Principal to be involved in the design following the design brief's development.

Although Option 2 may provide a time saving of 1-2 months for delivery of the project, given that the new facilities will serve the Shire for the next 50-60 years, Option 1 has been chosen and will allow greater input and control over the design.

The current status of the project is that quotations for design have been invited with the closing date for receipt of quotations being 10 November 2023.

Draft concept plans and cost estimates are scheduled to be received by 8 December 2023. Subject to the adoption of the draft concept plans at the Council meeting to be held on 14 December 2023, detailed design and documentation would follow soon after with construction likely to commence in May/June 2024.

In terms of funding for the project, the insurance payment of \$633,176 is included in the Shire's 2023-24 Budget. Given the need to replace the old sub-standard office with a new office building that meets modern work health and safety standards, there is likely to be a shortfall in funding for the project. A cost estimate for the replacement office and shed buildings will be available on completion of the concept plans and allow Council to consider funding and staging options should there be a shortfall.

### Statutory Environment

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

### Integrated Planning

- Strategic Community Plan
  - Outcome 16 An engaged and effective workforce
  - Objective 16.1 Attract, train, develop and retain an effective workforce.
- Corporate Business Plan

Outcome 16                      An engaged and effective workforce

- Long Term Financial Plan  
Other than the funds allocated in the Shire’s 2023-24 Budget from the insurance payout, there are no other additional funds allocated for the replacement of the Depot facilities lost in the fire.
  
- Asset Management Plans  
The replacement office building and sheds will need to be included in the Shire’s Asset Management Plans with provision for annual and long-term maintenance.
  
- Workforce Plan  
Although not specifically included in the Shire’s Workforce Plan 2018-2022, the replacement office building at the Depot will provide suitable long term accommodation for the Shire’s outside workforce.
  
- Other Integrated Planning – Not applicable

Policy/Strategic Implications

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

Budget Implications

A capital budget allocation of \$633,176 has been provided in the Shire’s 2023-24 Budget for the replacement of Depot facilities destroyed in the fire.

Whole of Life Accounting

Unknown until quotes are received.

Risk Management

There is significant risk to the Shire to “do nothing” and continue with the current arrangement of the outside workforce operating from a residential dwelling that does not meet Work Health and Safety standards and is not fit for purpose. This risk has been assessed as High.

The proposal outlined in this report to prepare plans for replacement of the facilities would allow Council to work towards mitigating this risk.

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

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

Voting Requirements - Simple Majority

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

**C.10/1123 That Council:**

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;**
  
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and**
  
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.**

**Carried 9/0**

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

<b>ITEM NO.</b>	C.11/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	Greenbushes Place Making		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	25 October 2023		

Attachment 11      Grow Greenbushes Presentation

**OFFICER RECOMMENDATION:**

*That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m<sup>2</sup>) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;*

- *Outdoor table-tennis table;*
- *Mural on Greenbushes Town Hall water tank;*
- *Landscaping including native plants for screening, grass trees, native creepers as ground covers;*
- *Limestone retaining wall;*
- *Wooden bench under the tree;*
- *Stepping stones to bench from table tennis area;*
- *Crushed rock sand around table tennis area; and*

- Complete any Shire approvals required (retaining wall building permit if over ½ metre).

#### Summary/Purpose

This recommendation seeks to support the community-driven and funded proposal to activate a small area in Thomson Park between the basketball court and the Old Court House fence. This area has not been included in the shire redevelopment of the Youth Precinct and was going to get covered in mulch.

#### Background

Grow Greenbushes was established as Greenbushes Ratepayers and Residents Association with the objective to improve amenities and services in Greenbushes, conduct consultation between residents and businesses (including Talison) and to advocate on behalf of Greenbushes community.

Grow Greenbushes representatives presented a placemaking proposal at the September Council Meeting. The proposal was well received by Councillors. As Thomson Park is a Council managed park developments funded by community members required a formal approval from Council.

#### Officer Comment

Placemaking is a multi-faceted approach to the planning, design, and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that improve urban vitality and promote people's health, happiness, and well-being. Placemaking strengthens the connection between people and the places they share and refers to a collaborative process by which community can shape their public realm to maximize shared value.

The intention of this placemaking proposal is to activate and beautify the otherwise unused space on the south side of the newly constructed ¼ basketball court by landscaping the surrounding area and installing an outdoor table tennis table (pictured in Attachment 11), seating and a public art installation.

The public art project involves a child friendly, community-based activity in which a professional local artist will work with the primary school students to design the artwork for the water tank and the students will then assist in painting the tank. Planting in the area, in line with the plan, will also include the primary school students and community members.

The table tennis table is a 700kg steel structured welded one-piece unit with a fixed net and equipment holder. The table includes an industrial standard, UV rated surface treatment and is manufactured to International Table Tennis Federation table specifications. The surface is suitable for a community-based art project and comes with a 5-year structural and a 2-year surface treatment warranty. Maintenance is minimal with a 6 monthly clean and the cost of the surface treatment if damaged is currently \$500 to \$800.

The aim of this proposal is to activate the space by encouraging physical activity, attract people of all ages in the community to enjoy the space and create an inclusive area for social networking. Grow Greenbushes have agreed to manage the bats and balls, and participants are able to bring their own equipment.

Grow Greenbushes have worked hard to raise the \$16,000 funds to cover the costs of the project with additional funds offered by the CWA Greenbushes Bells if required.

Council will be required to maintain the table and the area, cover insurance on new assets/infrastructure and include on the asset register, however the area is relatively small 220m<sup>2</sup> and given that council already maintain the park and Youth Precinct the impost on the parks and gardens work schedule would be minimal.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families
  - Outcome 2 Good Health and community wellbeing.
  - Objective 2.2 Provide quality sport, leisure and recreation services.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans
  - New and upgraded infrastructure will be included as Shire assets in Council's Property Infrastructure Asset Management Plan once the development is complete.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

#### Policy Implications - Nil

#### Budget Implications - Nil

#### Whole of Life Accounting

The ongoing costs associated with the maintenance of the area and the table tennis table are minimal given the size of the location, the materials being used in the landscaping (natives – no lawn) and the manufacturing standard and surface treatment of the table tennis table. If/when the table requires resurfacing it is completed using a similar treatment to that used for treating/respraying cars and costs between \$500 and \$800 currently.

#### Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Reputation - External.

Reputational – External reputation may be impacted if the proposal is not supported by Council given the small size of the area being affected by the proposal, the minimal ongoing maintenance and asset management costs to Council and the amount of funds raised by Grow Greenbushes to achieve their placemaking proposal. This overall risk has been measured as Low.



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

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

Voting Requirements –Simple Majority

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

**C.11/1123 That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m<sup>2</sup>) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;**

- **Outdoor table-tennis table;**
- **Mural on Greenbushes Town Hall water tank;**
- **Landscaping including native plants for screening, grass trees, native creepers as ground covers;**
- **Limestone retaining wall;**
- **Wooden bench under the tree;**
- **Stepping stones to bench from table tennis area;**
- **Crushed rock sand around table tennis area; and**
- **Complete any Shire approvals required (retaining wall building permit if over ½ metre).**

**Carried 9/0**

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

<b>ITEM NO.</b>	C.12/1123	<b>FILE REF.</b>	904.1
<b>SUBJECT</b>	Budget Amendment Bridgetown Leisure Centre Aquatics Training Budget		
<b>OFFICER</b>	Manager Community Services		

<b>DATE OF REPORT</b>	26 October 2023
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### OFFICER RECOMMENDATION

That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.

### Summary/Purpose

This recommendation seeks to increase the current training budget to cover the annual training costs associated with qualifying and re-qualifying staff to meet the legislative requirements under the *Health (Aquatic Facilities) Regulations 2007* Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

### Background

Each year prior to the Aquatic Centre opening, lifeguards and pool operators need to be replaced, trained or requalified. This costs between \$5,200 and \$6,500 per year.

The lifeguard requalification for 3 of the aquatics staff and 1 pool operator course has already been covered by the current budget.

### Officer Comment

The remaining qualification/requalification courses for aquatics staff, including lifeguards and pool operators, is a legislative requirement that must be adhered to if the pool is going to open. The expenditure exceeding the current budget is due to the following training and accommodation costs;

• Lifeguard Course Accommodation Lifeguard 1	\$455
• Lifeguard Course Accommodation Lifeguard 2	\$455
• Pool Operator Course Part-time	\$955
• Pool Operator Course Accommodation Part-time	\$682
• Pool Operator Course Accommodation Full-time	\$682
• First Aid Course Lifeguards (x3)	\$465
• First Aid Course Pool Operators (x3)	\$465
	<u>\$4,159</u>

### Statutory Environment

*Health (Aquatic Facilities) Regulations 2007* Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families
  - Outcome 2 Good Health and community wellbeing
  - Objective 2.2 Provide quality sport, leisure and recreation services
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

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

Policy Implications - Nil

Budget Implications

Should Council endorse the officer recommendation, the 2023/24 budget will reflect the unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6483.

Whole of Life Accounting - Nil

Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Compliance, Reputation and Financial.

Compliance - The compliant training of aquatic officers is a legislative requirement. Should Council not increase the expenditure the required training will not occur, and the Aquatics Facility will not open. The overall risk has been measured as Extreme.

Compliance - Work Health and Safety legislation requires the provision of appropriate training for staff to enable the performance of required duties and increases the liability to staff and management. The overall risk is High.

Service Interruption – Non-compliance will result in termination of services with for the pool season or until suitably qualified staff can be hired to fill all number of roles needed to open the aquatics facility. The overall risk has been measured as High.

Reputational – Closing the facility for an unknow amount of time, possibly the entire season would incur sustained public embarrassment, and would require immediate and ongoing social media response and monitoring. This overall risk has been measured as High.

Financial – The loss of income associated with the aquatics facility not opening would be mitigated by the reduced expenditure associated with the ongoing costs of running the facility. The overall risk has been measured as Low.

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

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

Voting Requirements - Absolute Majority

**6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(b) is authorised in advance by resolution\*

\* *Absolute majority required.*

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

***C.12/1123 That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.***

***Carried by Absolute Majority 9/0***

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

**Against:** Nil

<b>ITEM NO.</b>	C.13/1123	<b>FILE REF.</b>	
<b>SUBJECT</b>	RoadWise Council Invitation		
<b>PROPONENT</b>	WA Local Government Association		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	27 October 2023		

**OFFICER RECOMMENDATION**

*That Council accept the WA Local Government Association's invitation to register as a RoadWise Council.*

**Summary/Purpose**

Council has been asked to consider the invitation from WALGA to register as a RoadWise Council to demonstrate leadership in improving road safety outcomes for our community.

**Background**

Correspondence has been received from WA Local Government Association (WALGA) inviting the Shire of Bridgetown-Greenbushes to sign up to a new initiative and register as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting local governments in working towards delivering best practice road safety. The Framework considers the elements which determine the level of safety of the road transport system within the context of local governments.

To register, local governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

The benefits for local governments that register as a RoadWise Council include:

- Use of the RoadWise logo;
- Priority access to WALGA's road safety services and products;
- Exclusive quarterly meetings and support from a Road Safety Advisor;
- Priority access to participate in WALGA's road safety policy development, training;
- Professional development forums and knowledge-sharing workshops offered by WALGA;
- Access to incentives and sponsored programs; and
- Participation in the new RoadWise Recognised initiative.

The RoadWise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions. RoadWise Recognised will assist the Shire with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

#### Officer Comment

Road authorities owe all road users a duty of care and must do what is reasonable to be aware of deficiencies in the road transport system, to assess and prioritise them, and to have a system for remedying them. Becoming a RoadWise Council will not only demonstrate commitment to road safety but also provide access to valuable resources that will ultimately help enable practical works to improve road safety.

#### Statutory Environment

*Local Government Act 1995*

*Work Health and Safety Act 2020*

#### Integrated Planning

- Strategic Community Plan
  - Outcome 9 Safe, affordable and efficient movement of people and vehicles.
  - Objective 9.1 Improve road safety and connectivity.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Not applicable

**Budget Implications**

There are no budget implications to register as a RoadWise Council.

**Whole of Life Accounting** - Not applicable

**Risk Management**

The risk area identified according to the Shires risk management policy is “Reputational External”.

**Reputational External:**

Road safety is a significant community concern and not signing up to the free initiative would be seen as a lack of commitment in that area. Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

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

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

**Voting Requirements** – Simple Majority

**Council Decision** *Moved Cr Pratico, Seconded Cr Lansdell*  
***C.13/1123 That Council accept the WA Local Government Association’s invitation to register as a RoadWise Council.***

***Carried 9/0***

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



**Receival of Minutes from Management Committees**

Nil

**Urgent Business Approved by Decision** - Nil

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

**Elected Members Questions With Notice** - Nil

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

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

Cr Boyle vacated the meeting at 6.43pm.

**Council Decision** *Moved Cr Mahoney, Seconded Cr Christensen*  
**C.14/1123** *That Council go behind closed doors at 6.45pm to consider items*  
**C.14/1123 and C.15/1123.**

***Carried 8/0***

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

**Against:** Nil

Cr Boyle returned to the meeting at 6.46pm.

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

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

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

<b>ITEM NO.</b>	C.14/1123	<b>FILE REF.</b>	TEN 511.75
<b>SUBJECT</b>	RFT 04–22/23 Construction of Wandillup Bush Fire Station		

<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes
<b>OFFICER</b>	Project Officer
<b>DATE OF REPORT</b>	25 October 2023

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

**C.14/1123a That Council;**

- 1. For tender RFT 04-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$687,794.40 (exclusive of GST) for the construction of Wandillup Bush Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Wandillup Bush Fire Station.**

**Carried 9/0**

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

In accordance with Section 5.23(2) of the *Local Government Act 1995* the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

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

<b>ITEM NO.</b>	C.15/1123	<b>FILE REF.</b>	TEN 511.76
<b>SUBJECT</b>	RFT 05-22/23 Construction of Greenbushes Fire Station		
<b>OFFICER</b>	Project Officer		
<b>DATE OF REPORT</b>	25 October 2023		

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

**C.15/1123 That Council;**

- 1. For tender RFT 05-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$574,958.50 (exclusive of GST) for the construction of Greenbushes Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Greenbushes Fire Station.**



**Carried 9/0**

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

**Council Decision Moved Cr Lansdell, Seconded Cr Fletcher  
C.15/1123a That Council come out from behind closed doors at 6.51pm.**

**Carried 9/0**

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

At 6.51pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

### **Closure**

*The Presiding Member closed the meeting at 6.51pm.*

### **List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.01/1123	Minutes of Ordinary Council Meeting - 28 September 2023
2	C.03/1123	Policy CR 3 - Community Engagement
3	C.03/1123	Policy CR 5 - Social Media
4	C.03/1123	Policy CR 6 – Logo
5	C.05/1123	Draft Policy P 18 - Performance Management
6	C.07/1123	Rolling Action Sheet – October 2023
7	C.08/1123	Draft Policy RM 2 – Fraud, Corruption & Misconduct Prevention
8	C.09/1123	September 2023 Financial Activity Statements
9	C.09/1123	List of Accounts Paid in September 2023
10	C.10/1123	Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild
11	C.11/1123	Grow Greenbushes Presentation
12	C.14/1123 C.15/1123	DFES notification of funding approval
13	C.14/1123	Wandillup Bush Fire Station - cost breakdown
14	C.15/1123	Greenbushes Bush Fire Station - cost breakdown

Minutes Papers prepared and  
recommended by L Taramoeroa,  
Executive Assistant

6 November 2023

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Minutes Papers authorised by  
N Gibbs, CEO

6 November 2023

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As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 2 November 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 30 November 2023.

..... 30 November 2023



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## MINUTES

For an Ordinary Meeting of Council held in Council Chambers on Thursday 28 September 2023, commencing at 5.30pm.

### **Opening of Meeting**

*The Presiding Member opened the meeting at 5.30pm.*

### **Acknowledgment of Country**

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

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

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Temporary Chief Executive Officer - M Larkworthy, Director Corporate Services - E Matthews, Executive Assistant - S Alexander, Manager Infrastructure & Works - M Richards, Manager Community Services

### **Attendance of Gallery**

B Longbottom, I Lachmund, S Fraser-Butler, R Redman, L Roberts, D Hocking.

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

#### **B Bebbington**

##### **Question**

In relation to the traffic on Stanifer Street, whilst Main Roads do set all speed limits on public roads within the state, is it not correct that the Shire still has control of restricted access vehicles and road trains, and has input in limiting time such as school bus speed curfew, daylight hours, etc.?

*Response – Main Roads WA (MRWA) is responsible for administering Restricted Access Vehicles (RAVs) on all public roads in Western Australia. Roads (or sections of roads) on the RAV network sometimes have conditions of use specifying such things as maximum permitted speed and school curfew times. Some local government roads on the network also carry a condition requiring operators to obtain written support from the local government acknowledging the operator's use of the road. To a limited extent, this condition provides the local*

government with an opportunity to come to an agreement on the operator's use of the road. Stanifer Street is on the RAV network but is not subject to operator conditions. If a need for conditions were identified, the Shire could approach MRWA and request certain conditions be imposed. MRWA would require evidence to support such a request and as the regulator, MRWA would determine the outcome.

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.2(3) of the Standing Orders Local Law, Comments on Agenda Items by Parties with an Interest and Questions on Agenda Items by Elected Members would be brought forward.

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

B Longbottom – C.11/0923 Installation of planter boxes along the Stanifer Street footpath

*Spoke against the officer recommendation.*

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

Return to Order of Business in Agenda.

The Manager Infrastructure & Works vacated the meeting at 5.47pm.

### **Public Question Time**

#### **I Lachmund**

My question is regarding the future of the water body situated behind the old historic football club. I understand the land was to be transferred to the Shire to be used in the future as an RV recreation area. Has the transfer happened and who will use the water? We have noticed there is a big pump in the water body and we would like to know if the Shire has approved use of the water.

*Manger Community Services Response – The Shire has been in negotiations with the Water Corporation for a number of years trying to get the parcel of land transferred to the Shire. It is my understanding that the previous CEO hadn't received a response since he last wrote to them. The land in question forms part of a recreation development plan, with the water possibly being used for watering the back oval, which is going to be part of the development. The land is still in the possession of the Water Corporation*

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

*Irma Lachmund and Shannon Fraser-Butler, on behalf of Grow Greenbushes, presented a concept for the activation of the area south of the Greenbushes skate park.*

*The Temporary CEO requested that Grow Greenbushes provide a formal submission to the Shire, following which a report will be presented to Council for consideration.*

**Applications for Leave of Absence - Nil**

**Confirmation of Minutes**

C.01/0923 Ordinary Council Meeting held 31 August 2023

*That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.*

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

**C.01/0923 That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

**Announcements by the Presiding Member Without Discussion**

*The Presiding Member congratulated Cr Pratico on being awarded a Merit Award in the 2023 WALGA Local Government Honours Program and acknowledged his significant contribution to the community during his 20 years of service.*

**Notification of Disclosure of Interest - Nil**

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

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

**C.02/0923 Community Group Banner Development and Funding Allocation**

*Submitted by Cr Mountford*

**Motion**

*That Council:*

1. *Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;*
  - a. *The Blues at Bridgetown*
  - b. *Blackwood Marathon*
  - c. *Festival of Country Gardens*
  - d. *Winter Festival*
  - e. *Heritage Week*
2. *Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)*

3. *Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

#### Summary/Purpose

To develop five sets of banners in collaboration with five community groups to be used at the northern entry to town to support and promote the events.

#### Background

The banner poles at the north entry to Bridgetown have a potentially significant part to play in the first impression visitors receive as they arrive to town. They have long been left underutilised and over the past 12 months steps have been taken to enliven their use in providing a meaningful place making statement.

The Cultural Inclusion Advisory Committee spearheaded the use of the banner poles with the creation of the NAIDOC Week banners incorporating the use of local Elder, Sandra Hill's iconic works, installed for the second time in July this year. In October 2022, holiday season banners were created by a group of local artists to be used from December 1 to January 31. Welcome to Bridgetown banners are currently being developed for use when event banners are not in place.

At the November 2022 Council meeting (C.11/1122) the Banner policy (CS 4) was adopted. This Policy was first brought to the concept forum in October 2022 in response to several enquiries received from community groups, after the installation of the NAIDOC Week banners, regarding the possibility of installing their own banners to promote celebrations/events.

The policy outlines the use of banners including;

1. Council's banner messaging should have priority over other community groups and events wishing to install banners at the same time
2. Community groups, NFP and volunteer run events may make bookings to display banners for a maximum of 2 weeks provided it doesn't clash with Council needs
3. Bookings for banner installation can be made up to a year in advance
4. Where times are contested officers will attempt to fairly rotate between different groups each year
5. Council do not wish to place restrictions on banner content provided there is no commercial, political, defamatory or offensive messaging
6. There should be a subsidised fee for installation - (50% of installation and removal costs – no waiving)
7. The Shire will develop its own Welcome banners to be installed when banner poles are not being used for other events/celebrations.

#### Officer Comment

The community/not for profit groups who facilitate our significant events throughout the year have great demands on their budgets. The likelihood of them being able to set aside \$2,000 for the development of banners would be difficult to achieve. By funding these banners Council will be providing an extremely valuable promotional



tool for these events while at the same time acknowledging the economic and social contribution these festivals and events make to our community.

The Banner Policy does include a fee for installing a set of banners on behalf of all community groups (current fee of \$195) and this would remain in place for all community groups requiring the Shire to install banners.

If Council approve the recommendations, it may also want to consider whether this opportunity is offered just this once, assessed on an as needs basis, or included as an annual allocation for community groups wanting to promote other local events, during the next budget development process.

### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 2 good Health and community wellbeing
  - Objective 2.3 become a hub of excellence in art, culture and community events
  
- Corporate Business Plan- Nil
- Long Term Financial Plan- Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

#### Budget Implications

As the expenditure associated with developing banners for community groups/other organisation is unbudgeted, Council will need to approve the unbudgeted expenditure (\$10,000) associated with developing 5 sets of banners if recommendation 2 is to be supported.

#### Whole of Life Accounting

Due diligence has been undertaken to ensure the highest quality product/cost associated with the banner design, print, and product to extend the life of the banners and reduce the cost of replacement.

#### Risk Management

Mitigating risk is achieved through community group consultation and collaboration to ensure that the final banner sets meet the needs and design requirements of the community groups involved, the community groups understand their responsibility associated with the banners including storage, and timely delivery for installation and the financial impost of installation (\$195/installation), mitigating the risk of misunderstanding or an unwanted outcome.

#### Voting Requirements – Absolute Majority

##### **6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure — (b) is authorised in advance by resolution\*

\* *Absolute majority required.*

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

**C.02/0923 That Council:**

- 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;**
  - a. The Blues at Bridgetown**
  - b. Blackwood Marathon**
  - c. Festival of Country Gardens**
  - d. Winter Festival**
  - e. Heritage Week**
- 2. Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)**
- 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.**

**Carried by Absolute Majority 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

**Reports of Officers**

Reports of Officers have been divided into Departments as follows:

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

**CEO's Office**

<b>ITEM NO.</b>	<b>C.03/0923</b>	<b>FILE REF.</b>	
<b>SUBJECT</b>	Proposed Date Change of October Ordinary Council Meeting and Calling of a Special Meeting of Council		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 September 2023		

**OFFICER RECOMMENDATION**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
  - i. swearing-in newly elected Councillors**
  - ii. electing and swearing-in of Shire President**
  - iii. electing and swearing-in of Deputy President**
  - iv. allocation of seating arrangements for the 2023/25 term of office**
  - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

For Council to consider changing the date of the ordinary meeting scheduled for Thursday 26 October and to call a special meeting of council following the 2023 Local Government Ordinary Election.

### Officer Comment

It is recommended that Council change the date of the ordinary council meeting in October to the following week, in order to allow for the newly elected Councillors to receive an induction from the CEO, which will include information on council meeting processes. As the month of November contains five Thursdays, shifting the date of the October meeting back a week will still allow for a two-week break between the proposed new date of 2 November, the November Concept Forum (this will need to be moved back a week to 16 November) and the Ordinary Council Meeting scheduled for Thursday 30 November.

A special meeting is proposed for the Tuesday following the 2023 Local Government Ordinary Election to swear in the newly elected councillors, elect the Shire President & Deputy, determine seating arrangements, and consider community and elected member representatives on internal advisory committees and external committees and organisations.

### Statutory Environment

#### *Local Government Act 1995*

#### **s 5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1 /3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

#### *Local Government (Administration) Regulations 1996*

#### **r 12. Publication of meeting details**

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made

### Integrated Planning

➤ Strategic Community Plan

Outcome 14 effective governance and financial management

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

Policy/Strategic Implications  
**G 4 – Meetings of Council**

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen  
C.03/0923**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
  - i. swearing-in newly elected Councillors**
  - ii. electing and swearing-in of Shire President**
  - iii. electing and swearing-in of Deputy President**
  - iv. allocation of seating arrangements for the 2023/25 term of office**
  - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.  
**Against:** Nil

<b>ITEM NO.</b>	C.04/0923	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 September 2023		

Attachment 1          Rolling Action Sheet – September 2023

**OFFICER RECOMMENDATION**

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

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the status of previous resolutions/decisions that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an attachment to this agenda.

Statutory Environment - Nil

Integrated Planning

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

Policy/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management - Not Applicable

Voting Requirements – Simple Majority

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

***C.04/0923 That the information contained in the Rolling Action Sheet be noted.***

***Carried 7/0***

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

During debate Cr Lansdell requested that resolution C.05/07233 of the Rolling Action Sheet be prioritised, to which the Temporary CEO agreed.

## Corporate Services

<b>ITEM NO.</b>	C.05/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Council Delegation Planning Compliance		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	15 September 2023		

Attachment 2          Proposed Delegation LE.24 – Planning Compliance

### OFFICER RECOMMENDATION

*That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

Council is requested to approve a new delegation LE.24 – Planning Compliance.

### Background

Council at its meeting on 23 February 2023 resolved (C.09/0223):

- 1. Revoke all delegations from Council to the CEO except delegation LUP.3 – Subdivision*
- 2. Approves all the delegations as amended/deleted/created contained within the Delegations Register in Attachment 6, noting that delegation LUP.3 – Subdivisions was adopted by Council on 25 January 2023 (C.07/0123).*

### Officer Comment

Delegations of power to the CEO, or in particular circumstances to officers, may be made, amended or deleted at any time, by an absolute majority resolution of council.

A new delegation is sought to provide authority for the CEO to perform all necessary functions in respect of matters relating to compliance with the *Planning and Development Act 2005* and subordinate legalisation, for currently there are no such powers to ensure compliance.

The CEO may on-delegate powers to specific staff with those delegations contained in a separate register.

### Statutory Environment

Town Planning Scheme 3

#### **Clause 6.8 Delegation**

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled the exercise by virtue of the Scheme.

## Town Planning Scheme 4

### **Clause 7.7 Delegation**

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled to exercise by virtue of the Scheme.

#### Integrated Planning

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

#### Policy Implications

Many of the delegations contained within the Council Delegation Register relate back to policy and local laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

#### Budget Implications - Nil

#### Whole of Life Accounting – Not applicable

#### Risk Management – Not applicable

#### Voting Requirements – Absolute Majority

##### **5.42. Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5). \*

\* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Pratico  
C.05/0923 That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.**

***Carried by Absolute Majority 7/0***

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.06/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Amendments to Policy G 1 – Policy Manual		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	15 September 2023		

Attachment 3          Policy G 1 – Policy Manual, showing proposed amendments

**OFFICER RECOMMENDATION**

*That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.*

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

**Summary/Purpose**

For Council to consider the proposed amendments to Policy G 1 – Policy Manual.

**Background**

All Council policies have previously been reviewed on an annual basis with the review in 2021/22 being carried out section by section rather than undertaking a singular annual review of the whole of the policy manual contents.

**Officer Comment**

Current Council Policy G1 requires that the Council Policy Manual be reviewed on an annual basis.

The intent of this policy provision is that policies be maintained up to date to reflect contemporary legislative accuracy and are a fair representation of the Council's objectives for any particular policy subject area.

However, a 'blanket' requirement for an annual review does create a task that generates considerable workload which, in many cases, does not create a meaningful improvement in outcomes and perhaps places corporate effort in the areas which might not be a priority.

There is no legislative obligation to review policies within a prescribed time period, except for one policy (G2 - Continuing Professional Development which is required to be reviewed after each ordinary election), therefore it is open to Council to change this should it desire.

It is proposed that the policy be amended to allow Council policies to be reviewed every three (3) years after the date of adoption, or more frequently when determined by the CEO or Council, or as legislatively required.

Currently several policies contain an annual review requirement due to the nature of the policy and the above wording would continue to allow those policies to be reviewed annually if required.



This matter was discussed at the September concept forum with general support given.

### Statutory Environment

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

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

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

### Integrated Planning

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

### Policy Implications

This proposal will affect the review timeframe of all Council policies.

### Budget Implications - Nil

### Whole of Life Accounting - Nil

### Risk Management - Nil

### Voting Requirements – Simple Majority

**Council Decision Moved Cr Browne, Seconded Cr Boyle  
C.06/0923 That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.07/0923	<b>FILE REF.</b>	131
<b>SUBJECT</b>	July and August 2023 Financial Activity Statements and List of Accounts Paid in August 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	18 September 2023		

Attachment 4	July 2023 Financial Activity Statements
Attachment 5	August 2023 Financial Activity Statements
Attachment 6	List of Accounts Paid in August 2023

### OFFICER RECOMMENDATION

*That Council receive the:*

1. *July 2023 Financial Activity Statements as presented in Attachment 4*
2. *August 2023 Financial Activity Statements as presented in Attachment 5*
3. *List of Accounts Paid in August 2023 as presented in Attachment 6.*

#### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

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

### Background

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

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

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and

- (c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity is to be shown according to nature and type classification.

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

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

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

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

The list of accounts is to be:

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

#### Officer Comment

Due to end of financial year processing, presentation of the July 2023 Financial Activity Statements to Council was deferred to the September 2023 ordinary meeting. Presented are the financial activity statements for both July and August 2023 along with the list of accounts paid in August 2023.

#### Statutory Environment

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

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

*C.06/0822n That Council for the financial year ending 30 June 2023 adopt a percentage of plus or minus 5% at nature or type level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.*

The attached financial activity statements provide explanation of material variances in accordance with resolution C.06/0822n.

Integrated Planning

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

Policy Implications

**FM 4 - Purchasing Policy**

To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

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

***C.07/0923 That Council receive the:***

- 1. July 2023 Financial Activity Statements as presented in Attachment 4***
- 2. August 2023 Financial Activity Statements as presented in Attachment 5***
- 3. List of Accounts Paid in August 2023 as presented in Attachment 6.***

***Carried 7/0***

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.08/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Management Report – August 2023		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	19 September 2023		

Attachment 7 Budget Management Report – August 2023

**OFFICER RECOMMENDATION**

*That Council*

- 1. Receive the August 2023 Budget Management Report as presented in Attachment***

2. Amend the 2023/24 Budget as follows:

<b>Account or Job Number</b>	<b>Account or Job Description</b>	<b>Expenditure or Income Type</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634
1414130.64	Car Park Grants & Contributions - Capital Grants - Federal Government	Capital Grants – Federal Government	-\$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	-\$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions - Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook - Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook - Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
<b>Total</b>				<b>\$0.00</b>	

**Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Summary/Purpose

Presented is the August 2023 Budget Management Report (Attachment 7). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

To aid in efficient and effective management of budget allocations Council adopted policy FM 13 – Budget Management at its meeting held 15 December 2022.

Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget

is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

To assist in the day-to-day management of budget allocations policy FM 13 – Budget Management provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council. The policy provides for the following categories of budget overspends:

- Non-Reportable
- Determined by the CEO and Subsequently Reported to Council
- Authorised by the Shire President in an Emergency
- Council Budget Amendments

The report contains budget amendments that require Council decision prior to commitment of expenditure in accordance with Section 4.1.4 of the Budget Management Policy. A summary of these requests is detailed below:

#### Bridgetown and Greenbushes Youth Precinct Projects

The scope of the second stage of the Bridgetown Youth Precinct included;

- 3 cubicle toilet block including an ambulant cubicle, a universally accessible cubicle and a general use cubicle,
- Installation of the already purchased water fountain, and
- Construction of parkour.

In 2022 community feedback from young people in the community through BYA suggested that parkour is not popular and would not be utilized if constructed as part of the second stage of the Bridgetown Youth Precinct project. To confirm this feedback, advice was sought from Skate Sculpture, the contractors that designed the precinct, regarding their experience of the ongoing use and popularity of parkour as part of existing youth precinct projects they had been involved in developing. They agreed that parkour was not popular in other areas.

The rescoping of stage 2 of the Bridgetown Youth Precinct was informally discussed at Council's June Concept Forum with a view to focusing funds for this stage on the toilet block and CCTV and not include parkour. Since this time the cost of the toilet block has increased and the remaining funds, once the toilet block is completed and the water fountain is installed, is \$14,000. This amount is not enough to deliver any other elements to the skate park. CCTV for the Bridgetown Youth Precinct has been funded separately. For these reasons it is recommended that the remaining unspent funds be used to complete landscaping at the Greenbushes youth precinct.

The Greenbushes youth precinct development has recently been completed however landscaping implementation was not included in the budget (landscape design was). The Greenbushes community have received donated plants and would like to undertake a community planting event (as per the design) however before this can be completed reticulation and turf needs to be laid, the funds from the Bridgetown Youth Precinct project along with savings from the allocation for anti-graffiti treatment would provide enough funds to complete the landscaping, enhancing the development and allow community to hold their community planting event with the school children.

In summary Attachment 7 requests Council's consideration and approval to transfer \$14,000 from '16IN – Bridgetown Youth Precinct Stage 2' project and \$5,711 from

'02IM – Greenbushes Skate Park Anti-Graffiti' project and add these funds (\$19,711) to project '22IN – Greenbushes Youth Precinct'.

#### Bridgetown CBD Water Restoration Project - Geegelup Brook Design

In August 2023 the scope for Landscape and Engineering Concept Design for the Geegelup Brook rehabilitation project was taken to Council's Concept Forum and the Sustainability Advisory Committee for review and feedback. A number of essential items were highlighted and included in the scope with additional funding of \$47,000 added to the design component of the project. It was also advised that it was proposed to amalgamate the existing Corporate Business Plan allocations for planning (\$45,000) and construction drawings (\$40,000) to cover the scope of the current design project. The total 2023/24 budget allocation being \$132,000.

However, the need to undertake the requirements to facilitate an approval under the Aboriginal Heritage Act will be essential to complete this process and will require approximately \$25,000 of unbudgeted funds. This process will be undertaken concurrently with the stage 1 design project. The outcome of the consultation process and approval will be used to inform the outcome of the design. Undertaking this approval process will ensure that the project will have all approvals completed and be ready for detailed design and construction at the completion of this design process.

In summary Attachment 7 requests Council's consideration and approval for the transfer of \$40,000 from 'PJ127 – Bridgetown CBD Water Restoration Project (Detail Design Stage)' to 'PJ95 – Bridgetown CBD Water Restoration Project (Concept Stage)' along with an additional \$25,000 being allocated to PJ95 for Aboriginal Heritage Act approval requirements. The additional \$25,000 is to be funded from the Strategic Projects Reserve.

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in a reduction to overall budget expenditure of \$108,107. This reduction in expenditure is offset by reduced income of \$116,363 and an increase in transfers from Reserve totalling \$8,256.

#### Statutory Environment

##### *Local Government Act 1995*

Section 5.41 of the Local Government Act (the Act) outlines the functions of the CEO. Functions included in this section of the Act relevant to this item are:

- cause council decisions to be implemented
- manage the day-to-day operations of the local government

#### **s 6.8 Expenditure from municipal funds not included in annual budget:**

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an 'additional purpose') except where the expense —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution by Absolute Majority; or
  - (c) is authorised in advance by the mayor or president in an emergency.

- (2) Where expense has been incurred;
- (a) under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and
- (b) under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council

**Integrated Planning**

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

**Policy Implications**

This report has been prepared in accordance with Council’s policy FM 13 - Budget Management Policy.

**Budget Implications**

Budget amendments as recommended will reduce funds held in the Strategic Projects Reserve by \$8,256.

**Whole of Life Accounting** – Not applicable

**Risk Management** – Not applicable

**Voting Requirements** – Absolute Majority

**s 6.8 Expenditure from municipal funds not included in annual budget:**

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an ‘additional purpose’) except where the expense —
- (b) is authorised in advance by resolution by Absolute Majority

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

**C.08/0923** *That Council:*

**1. Receive the August 2023 Budget Management Report as presented in Attachment 7**

**2. Amend the 2023/24 Budget as follows:**

<b>Account or Job Number</b>	<b>Account or Job Description</b>	<b>Expenditure or Income Type</b>	<b>Current Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
<b>CP05</b>	<b>Greenbushes CBD Parking &amp; Safety Enhancement</b>	<b>Materials &amp; Contracts</b>	<b>\$205,240</b>	<b>-\$166,606</b>	<b>\$38,634</b>



<b>1414130.64</b>	<b>Car Park Grants &amp; Contributions – Capital Grants – Federal Government</b>	<b>Capital Grants – Federal Government</b>	<b>- \$149,862</b>	<b>\$149,862</b>	<b>\$0</b>
<b>Reserve 126</b>	<b>Strategic Projects Reserve</b>	<b>Transfer from Reserve</b>	<b>- \$49,864</b>	<b>\$16,744</b>	<b>-\$33,120</b>
<b>CP05</b>	<b>Greenbushes CBD Parking &amp; Safety Enhancement</b>	<b>Materials &amp; Contracts</b>	<b>\$38,634</b>	<b>\$33,499</b>	<b>\$72,133</b>
<b>1414130.92</b>	<b>Car Park Grants &amp; Contributions – Capital Contributions</b>	<b>Capital Contributions</b>	<b>\$0</b>	<b>-\$33,499</b>	<b>-\$33,499</b>
<b>22IN</b>	<b>Greenbushes Youth Precinct (Stage 1)</b>	<b>Materials &amp; Contracts</b>	<b>\$397,330</b>	<b>\$19,711</b>	<b>\$417,041</b>
<b>16IN</b>	<b>Bridgetown Youth Precinct (Stage 2)</b>	<b>Materials &amp; Contracts</b>	<b>\$175,000</b>	<b>-\$14,000</b>	<b>\$161,000</b>
<b>02IM</b>	<b>Greenbushes Skate Park Infrastructure Maintenance</b>	<b>Materials &amp; Contracts</b>	<b>\$10,490</b>	<b>-\$5,711</b>	<b>\$4,779</b>
<b>PJ95</b>	<b>Bridgetown CBP Water Restoration Project (Geegelup Brook – Concept Stage)</b>	<b>Materials &amp; Contracts</b>	<b>\$92,000</b>	<b>\$65,000</b>	<b>\$157,000</b>
<b>PJ127</b>	<b>Bridgetown CBP Water Restoration Project (Geegelup Brook – Detail Design Stage)</b>	<b>Materials &amp; Contracts</b>	<b>\$40,000</b>	<b>-\$40,000</b>	<b>\$0</b>
<b>Reserve 126</b>	<b>Strategic Projects Reserve</b>	<b>Transfer from Reserve</b>	<b>\$0</b>	<b>-\$25,000</b>	<b>-\$25,000</b>
<b>Total</b>				<b>\$0.00</b>	

**Carried by Absolute Majority 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.  
**Against:** Nil

## **Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.09/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	CSRFF Bridgetown Golf Club – Club house rebuild		
<b>OFFICER</b>	Manager Community Development		
<b>DATE OF REPORT</b>	19 September 2023		

### **OFFICER RECOMMENDATION**

*That Council*

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house*
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### **Summary/Purpose**

As part of the process for the Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Sport and Recreation Facilities Fund (CSRFF) the applicable local government is asked to prioritise all applications received from its district before they are lodged. Only 1 application exists for the 2023/24 CSRFF Small Grants funding round, and that is the application from the Bridgetown Golf Club to assist in funding the construction of the new Golf Club - Club House.

### **Background**

The DLGSC provides funding to community sporting groups to assist in the construction of sport and recreation infrastructure through the annual CSRFF funding round.

The DLGSC will provide a maximum of ½ of the total project costs for projects over \$500,000 that can be included under the Development Bonus. It is the applicant's responsibility to then obtain the remaining funding required to implement the project.

The DLGSC, as part of their application and assessment process, seek input from local government authorities in this process by prioritising applications for projects within the relevant local government area.

This is considered beneficial as a method of informing local government authorities about infrastructure development proposals within the area and as a means for the Council to prioritise the projects in line with their strategic objectives.

Only 1 CSRFF application exists for the 2023/24 funding round, being the Bridgetown Golf Club Proposal to construct a new clubhouse building at the Bridgetown Golf Course to replace the old building that was destroyed in the February 2022 Bridgetown Fire.

If Council are supportive of the officer's recommendation the sole application will be ranked 1 of 1 for the specific grant round for this local government area.

#### Officer Comment

The old clubhouse was destroyed by a major bushfire in February 2022 and the Club is currently operating from a tin shed and transportable toilet facilities. The replacement of the old clubhouse building with a modern and functional community facility is critical for the long-term sustainability of the club and will provide a high-quality venue for a range of community activities and functions. The new facility would allow the Club to resume hosting golf tournaments and veterans golf days which provide essential funds for maintaining the course and running the club, and provide a trail head for the mountain bike trails currently at concept design.

The proposed facility has been designed to cater for a range of recreation and community activities in addition to golf related activities. The design features that will allow multi-purpose use of the facility include:

- Easy access to the building from the car park including access ramps to the main entrance and undercover verandah
- The main Function/Activity room is 120m<sup>2</sup> which provides an ideal space for a range of small to medium size group activities such as Yoga, Pilates, Group exercise classes and the like. It would also be a suitable venue for a range of passive activities, seminars, training programs and social functions
- The kitchen has been designed to a Class 1 standard that would allow food preparation on the premises and meals to be served directly to the Function Room via a servery
- Modern ablution facilities including a universal access toilet and shower are located at the main entry to the building and are easily accessible from the Function/Activity room and the southern veranda
- The southern veranda/alfresco area provides the opportunity for larger functions during the warmer months and the potential to enclose should there be a need to expand the size of the main Function/Activity room in the future.

In response to the design brief and to provide the most appropriate technical specification for the equipment and systems for the facility (i.e. filtration, lighting, water heating, air quality) the architect has included the following features in the design:

- Heat Recovery Ventilation system which runs off 2 x 80 watt fans and delivers 100% fresh air to the building with 1.5 air changes per hour
- Filtration of the incoming fresh air removes any pollens, air born dust and allergens
- Efficient and intelligent lighting systems with Light Emitting Diodes (LED)
- The Hot Water System will be heat pumps which are proven to be the most efficient way of heating water.

The following sustainability features have been included in the design to ensure energy and water efficient products and design considerations have been included in the new club house:

- The building is provided with a large north facing skylight to the function room that will allow the entry of warming winter sun and prevent the entry of hot summer sun via a carefully designed overhang. This skylight in combination with the South skylight will also generally reduce the need for Artificial light.
- Windows and Doors will be Low Emissivity Glass which reduces infrared light (Heat) from penetrating the glass from the outside thus reducing the heating

and cooling loads to maintain a comfortable internal temperature and reducing the heating and cooling costs.

- High levels of wall and roof insulation and polystyrene under the slab perimeter will reduce the heat gain and heat loss through these elements. Walls and roof to be built to prevent air leaks to the outside with an “Intello” membrane.
- The building will capture, and U/V treat all the roof rainwater run-off and store it in a large 135,000 litre rainwater tank.
- The plumbing fixtures, fittings and tapware will all be water wise certified.
- The Hot Water System will be heat-pumps which are proven to be the most efficient way of heating water.
- Provision of a Photo Voltaic Array on the roof with a lithium Iron rechargeable Battery will dramatically reduce the building’s electrical consumption.
- The provision of all electrical equipment in the kitchen in lieu of gas appliances
- The use of energy efficient LED lighting will reduce the building’s electrical consumption.

The Bridgetown Golf Club are not requesting a financial contribution from Council just support of their grant application and to rank the application as 1 of 1 for the Shire of Bridgetown-Greenbushes

#### Statutory Environment – Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 2 good health and community wellbeing.
  - Objective 2.2 provide quality sport, leisure and recreation services.
  - Outcome 7 responsible and attractive growth and development
  - Objective 7.2 advocate for adequate infrastructure to support responsible growth
- Corporate Business Plan
  - Action – 7.2.1 advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy Implications - Nil

#### Budget Implications - Nil

#### Whole of Life Accounting

The Bridgetown Golf Club Inc. will be solely responsible for all ongoing operating costs associated with the new building. This will be funded from club revenue including member fees, golf tournaments and activities, green fees, building hire fees, sponsorship and fundraising. An annual maintenance provision of \$20,000 (1% of

construction cost) is included in the Life Cycle Cost Analysis for the first five years, increasing to \$25,000 thereafter.

### Risk Management

Supporting the provision of sports facilities that allow for shared use and are in good condition supports community wellbeing, health and social cohesion and mitigates risk by improving liveability in the Shire and supporting community wellness.

### Voting Requirements - Simple Majority

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

#### **C.09/0923 That Council:**

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house**
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.10/0923	<b>FILE REF.</b>	
<b>SUBJECT</b>	Geegelup Brook Rehabilitation Project		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	21 September 2023		

Attachment 8 Collated Data from the community consultation.

Attachment 9 Emerge Associates - Original RFQ Response (CONFIDENTIAL)

Attachment 10 Map of project area

### **OFFICER RECOMMENDATION:**

*That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:*

- 1. The Project Area as presented in Attachment 10*
- 2. The Project Scope as below:*
  - a) Stage 1-Project Inception and Investigations*
    - Appointment of Design Consultant (indicative)*
    - Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan*
    - Site Visit with Sub-Consultants*
    - Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps*
    - Consultant team design workshop 1: Development of the opportunities and constraints plan.*

- b) *Stage 2- Scoping and consultation*
- *Feature Survey*
  - *Consultation 1 Aboriginal stakeholder engagement on country*
  - *Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers*
  - *Consultation 3 Liaison with Government agencies and event organisers*
  - *Consultant team design workshop 2: Development of concept plan approach*
  - *Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach*
  - *Include a flora and bird survey to be undertaken for the identified project area*
  - *Include a fauna survey focusing on amphibians be undertaken for the identified project area*
  - *Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook*
  - *Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act*
  - *Include the 2D model for the major storm event*
  - *Planning elements – undertaken inhouse.*
- c) *Stage 3-Draft of Landscape Concept Design*
- *Preparation of draft landscape concept design and report*
  - *Hydrological assessment of frequent storm event*
  - *Preliminary Cost estimate*
  - *Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)*
  - *Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire*
  - *Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach*
  - *Council Presentation 1 of draft design for approval – in person.*
- d) *Stage 4-Finalisation of Landscape Concept Design*
- *Review design (based on outcomes of the community consultation and feedback from Project Reference Group)*
  - *Minor amendments to the final Landscape Concept plan*
  - *Develop staged implementation relating to project scope.*
  - *Itemised cost estimate (Quantity Surveyor)*
  - *Send revised design to Project Reference Group for final comments.*
  - *Incorporate any further design inputs into the masterplan*
  - *Council Presentation 2 of final masterplan approval for release for community consultation Face to face*
  - *Finalisation of Brief concept design report*
  - *Project Completion.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

### Summary/Purpose

These recommendations seek to progress the Bridgetown CBD & Water Safety Project (Geegelup Brook Rehabilitation Project) as identified in the Corporate Business Plan.

### Background

Geegelup Brook forms part of the Blackwood River catchment. The catchment area for Geegelup Brook is approximately 23 square kms and is approximately 8 km in length, extending from Hester in the north to the Blackwood River in the south. Approximately 1 km of Geegelup Brook forms the basis of the study area, shown in Attachment 10. The brook is highly valued by the community and has Aboriginal and European heritage values (being a Registered Aboriginal heritage site, ID 20434), as well as providing a connection to the Blackwood River and recreation opportunities.

For close to ninety years, Geegelup Brook has been substantially modified and a significant portion of the waterway, between Lockley Avenue and Stewart Street, is now a concrete lined trapezoid drain with limited ecological values. The waterway is currently limited to a small corridor, with portions of the western bank subject to a steep escarpment, primarily south of Henry Street. A small portion of the brook, between Stewart Street and Loftie Street was revegetated in the early 2004, while the remainder of the brook is still largely cleared of intact remnant vegetation. A number of remnant trees exist along portions of the waterway, as well as a number of planted non-native species and weed species.

This Geegelup Brook Rehabilitation project was first included in the Corporate Business Plan in 2020. The action items in the Corporate Business Plan 2020 – 2024 included developing concept plans and preliminary costings, develop detailed plans, costings and funding model, acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking, prepare a design plan for the completion of the car park area behind the shops adjacent to Geegelup Brook and prepare detailed design plans for the construction of the car parking area behind the shops adjacent to Geegelup Brook.

There has been significant concern about flooding associated with Geegelup Brook, as well as impacts on water quality within the Blackwood River. A number of flood studies have been completed over the last 20 years that consider Geegelup Brook with different modifications made to the brook over this period (Wittencoom Consulting Engineers 2014). There is concern that future larger flood events could result in significant safety concerns for users of the carpark areas that currently service the town centre, including vehicles being washed away. Geegelup Brook in its current configuration is not able to support the 1 in 100-year flood event, with significant flooding of nearby carpark and retail areas, as well as potential for significant erosion due to the high velocity associated with water moving through the brook.

A community consultation session held in the form of a community design workshop was undertaken to understand the communities' intent with regard to this important

Bridgetown landmark. There were 15 members of the community from various professional and personal backgrounds including 1 councillor in attendance (Attachment 8).

The main conclusions from the design workshop were;

- Re-naturalise the creek's appearance by removing concrete walls, allow for a natural meandering rather than rigid structure
  - Use natural filtration methods by using reeds, etc.
  - Minimise manmade structures and use less intrusive pathways like boardwalks over the brook.
  - Maintain Western side as natural.
  - Eastern side can have built up infrastructure e.g. parking, walk trails, shops
- Flooding risk must be considered and mitigated
- Consult aboriginal elders and historians to better understand the brook's historical existence, prevalence and meaning
  - Tie this in with interpretative signage describing historical use and descriptions of native flora/fauna
- Ensure the trail has a flow-on effect to existing trails - accessibility is key
- Consider expanding the art trail with use of murals on adjacent buildings
- Consider encouraging local businesses to build up their Geegelup-brook side infrastructure with decks (car park underneath), boardwalks, murals, etc.

A Request for Quote was offered to suitable vendors through the WALGA preferred supplier vendor panel. The only response received was from Emerge Associates. The scope of works proposed by Emerge Associates was presented to councillors at a Concept Forum and then taken to the Sustainability Advisory committee for feedback (Attachment 9).

The proposed project scope incorporates modifications as recommended by the Sustainability Advisory Committee.

#### Officer Comment

Geegelup Brook is a valued feature within the townsite, with a strong desire from the community to enhance and maintain the brook in order to restore the health of the brook and create a 'Living Stream', provide passive recreation areas that are attractive to visitors and connect with the town centre as well as provide an important ecological linkage between the Blackwood River and Somme Creek.

The term 'Living Streams' describes an approach to managing urban stormwater that creates a complex ecosystem with outcomes for ecology, water quality, water conveyance and amenity. It was developed as a restoration approach to managing urban streams and drains for multiple outcomes (DoW, 2007). While Geegelup Brook includes both rural and urban catchment, the principles associated with developing a Living Stream would enable the goals of Council and the community to be achieved, in particular improving the ecological values associated with the brook, mitigating flood impacts and improving water quality outcomes for the Blackwood River. The ideal outcome for the portion of Geegelup Brook that will be rehabilitated as part of this project would be the provision of a naturalised 'Living Stream' however there are constraints in achieving the stormwater management outcomes for the Brook and study area that will not be managed as a part of this project.



Geegelup Brook (where it interacts with the town centre) runs from Nelson Street in the north to Loftie Street in the south and is located at the rear of existing commercial areas adjacent to Hampton Street (Attachment 10). The intention of this project is to restore Geegelup Brook to be more natural in form and function, but also ensure flood safety issues, as well as pedestrian and vehicle accessibility issues for the main street and town centre are appropriately managed.

If Council approve the recommendations, once this stage of the project is complete all approvals shall be finalised and the next stage of the project would include detailed design, costings, engineering and construction.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Outcome 4 the Shire of Bridgetown-Greenbushes continues to be naturally beautiful
  - Objective 4.1 conserve and enhance the natural environment for current and future generations to enjoy
- Corporate Business Plan
  - Action 4.1.1 provide concept plans and preliminary costings for the Bridgetown CBD Water Restoration Project (Geegelup Brook) 22-23
  - Action 4.1.2 provide detailed design plans, costings and funding model for Bridgetown CBD 22-23
  - Action 4.1.3 provide the implementation of the Bridgetown CBD Water Restoration Project (Geegelup Brook) 24-25
- Long Term Financial Plan – Not applicable
- Asset Management Plans
  - Maintenance requirements will be identified and included in the annual maintenance schedule and budget process once the project is complete.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

#### Policy Implications - Nil

#### Budget Implications

The budgetary implications associated with this stage of the Bridgetown CBD Water Restoration Project (Geegelup Brook) have been covered in the Budget Management Report (C.08/0923). If Council approve the budget amendment, the current budget will cover the costs associated with the proposed scope of work.

#### Whole of Life Accounting

Whole of life cycle principles will be considered during the design stage with the suggested outcome being a reduction of maintenance and flood damage due to the rehabilitation of the Geegelup Brook.

### Risk Management

Engaging all stakeholders to assist in informing the plan and including natural flood mitigation strategies will mitigate the impacts of potential flood events, ensure the support of community, and complete the approvals process so that the project will be ready for detailed design and construction.

### Voting Requirements –Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne  
C.10/0923 That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:**

**1. The Project Area as presented in Attachment 10**

**2. The Project Scope as below:**

**a) Stage 1-Project Inception and Investigations**

- **Appointment of Design Consultant (indicative)**
- **Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan**
- **Site Visit with Sub-Consultants**
- **Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps**
- **Consultant team design workshop 1: Development of the opportunities and constraints plan.**

**b) Stage 2- Scoping and consultation**

- **Feature Survey**
- **Consultation 1 Aboriginal stakeholder engagement on country**
- **Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers**
- **Consultation 3 Liaison with Government agencies and event organisers**
- **Consultant team design workshop 2: Development of concept plan approach**
- **Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach**
- **Include a flora and bird survey to be undertaken for the identified project area**
- **Include a fauna survey focusing on amphibians be undertaken for the identified project area**
- **Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook**
- **Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act**
- **Include the 2D model for the major storm event**
- **Planning elements – undertaken inhouse.**

**c) Stage 3-Draft of Landscape Concept Design**

- **Preparation of draft landscape concept design and report**
- **Hydrological assessment of frequent storm event**
- **Preliminary Cost estimate**
- **Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)**
- **Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire**
- **Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach**
- **Council Presentation 1 of draft design for approval – in person.**

**d) Stage 4-Finalisation of Landscape Concept Design**

- **Review design (based on outcomes of the community consultation and feedback from Project Reference Group)**
- **Minor amendments to the final Landscape Concept plan**
- **Develop staged implementation relating to project scope.**
- **Itemised cost estimate (Quantity Surveyor)**
- **Send revised design to Project Reference Group for final comments.**
- **Incorporate any further design inputs into the masterplan**
- **Council Presentation 2 of final masterplan approval for release for community consultation Face to face**
- **Finalisation of Brief concept design report**
- **Project Completion.**

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

<b>ITEM NO.</b>	C.11/0923	<b>FILE REF.</b>	RD270
<b>SUBJECT</b>	Installation of planter boxes along the Stanifer Street footpath		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	19 September 2023		

Attachment 11	Greenbushes Town Centre Car Park Project – Initial Design
Attachment 12	Greenbushes Town Centre Car Park Project – Revised Design
Attachment 13	AUSTROADS Vehicle Classification System
Attachment 14	Stanifer Street Daily Classes
Attachment 15	Stanifer Street Speed Statistics

**OFFICER RECOMMENDATION**

*That Council approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office in order to improve public safety by preventing direct vehicle access from Stanifer Street.*

### **Electoral Caretaker Period Policy Statement**

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

#### Summary/Purpose

To approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office as part of the Greenbushes Town Centre Car Park Project. The purpose of the installation is to improve public safety by preventing direct vehicle access to the location from Stanifer Street.

#### Background

The Greenbushes Town Centre Car Park project was substantially completed in August 2023, formalising the previous gravel parking area as a sealed, kerbed, and line marked car park to current Australian Standards. In addition to the obvious improvements to function and amenity, addressing driver and pedestrian safety were also important outcomes of the project. In particular, the ad-hoc vehicle movements into and within the area needed to be addressed since this created hazards for pedestrians on the Stanifer Street footpath and motorists on Stanifer Street.

The initial project design (Attachment 11) incorporated a single entry/exit point for the off-street parking from Stanifer Street and provided 18 standard bays in addition to an ACROD bay and long vehicle parking. Feedback from the business owners of the Roadhouse and Post Office raised concerns that the number of bays were insufficient. In response, a revised design (Attachment 12) was produced providing 26 standard bays, an ACROD bay, but reduced long vehicle parking. The revised design did not alter the entry/exit points along Stanifer Street from the initial design.

The initial and revised designs proposed bollards to be installed along the Stanifer Street footpath to prevent unsafe vehicle movement. During construction, the business owners of the Roadhouse and Post office objected to the installation of bollards adjacent to their premises citing loss of convenience for customers. The Shire agreed not to proceed with the installation pending further consideration of the issue.

#### Officer Comment

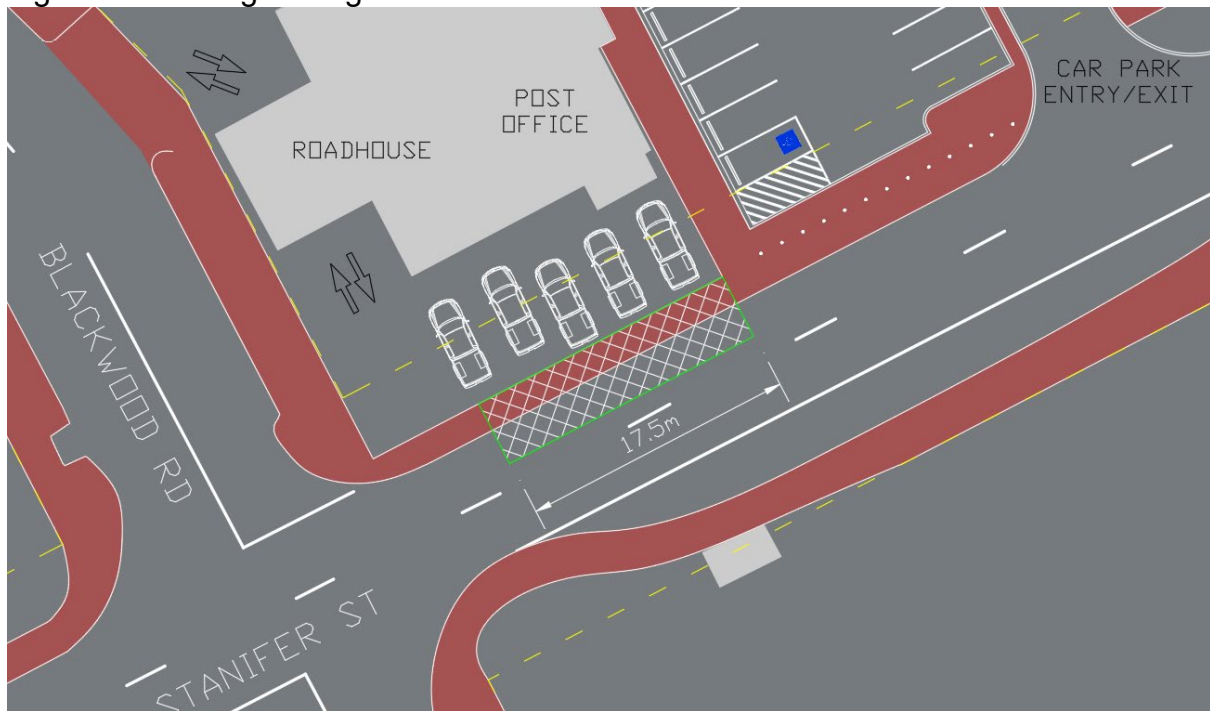
Figure A shows the existing parking situation. Yellow dashed lines indicate the road reserve boundary, red indicates footpaths, and the hatched area indicates the extent of the conflict area created by front-in off-road parking adjacent to the Roadhouse and Post Office.

The primary concern with the current arrangement is the crossover from the road to the premises (hatched area):

- Stanifer Street is a major road - June 2022 traffic count show 1500 vehicles per day (approx. 20% heavy vehicles). For context, a residential road in Bridgetown such as Blechynden St or Turner Rd carry approximately 300 vehicles per day
- There is often a lack of visibility of the footpath and oncoming traffic for reversing vehicles due to adjacent parked vehicles
- There are a very high number of vehicle movements into and from the parking area

- The 17.5m width of the crossing introduces a large potential conflict area for users of the footpath and Stanifer Street.

Figure A: Existing Arrangement



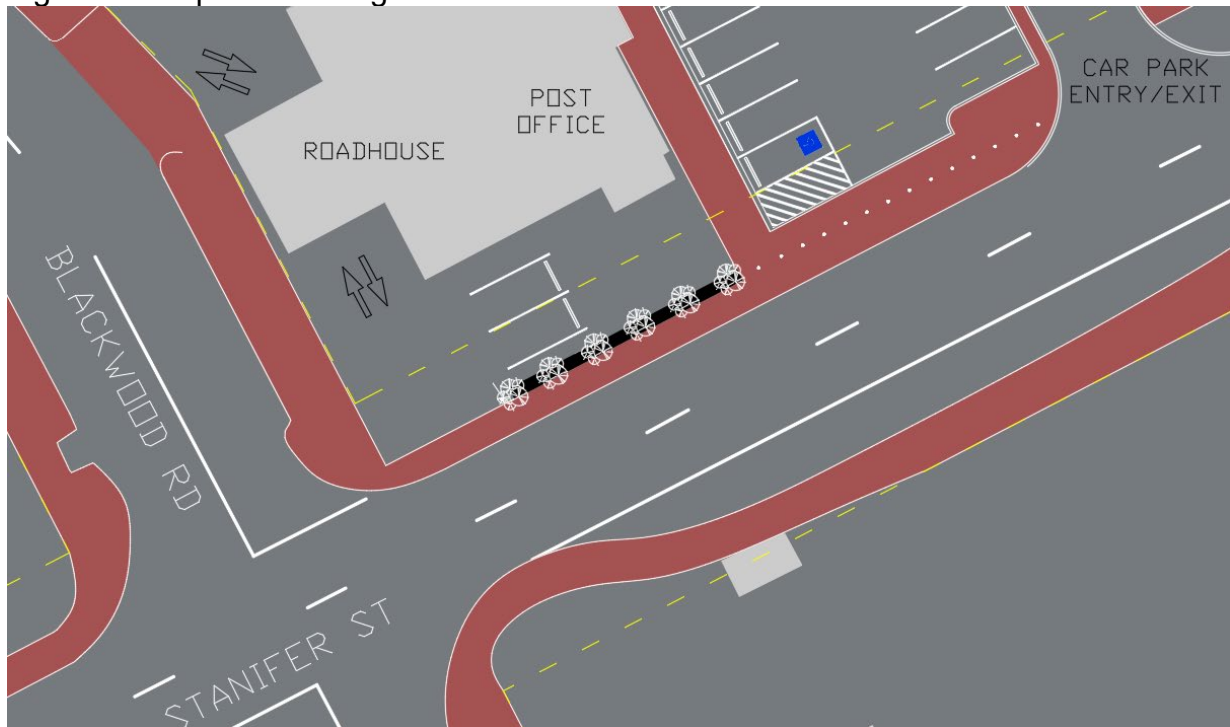
The following are relevant design points for parking at the premises:

- A. Stanifer Street is considered a major road (a road carrying predominantly through traffic) and as such, both entry and exit to the off-road commercial parking area at the property boundary is required to be in the forward direction. (*Reference: AS 2890.2 Parking facilities, Part 2 Off-street commercial vehicle facilities, Reference: MRWA Guide to Road Design - Driveways*)
- B. The location of off-street parking facility entrances and exits should consider the likely effects of entry/exit traffic on the safety of pedestrians and other non-motorised road users on adjacent footpaths and bicycle lanes. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- C. Design should prohibit on-site car parking between the footpaths and the fronts of buildings. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- D. Provision for traffic within a parking facility shall take into account the need for traffic to move to and from the frontage road with minimum disruption to through traffic and maximum pedestrian safety. (*Reference: AS 2890.1 Parking Facilities - Off-Street Car Parking*)
- E. The Shire often refers to Main Roads WA (MRWA) specifications for design guidance and in relation to the Roadhouse, MRWA guidelines state that service stations may have up to two driveways up to 11.0 m wide. (*Reference: MRWA Guide to Road Design - Driveways*)
- F. While the project did not include provision for on-street parking, it is worth noting that inclusion of such parking would need to consider pedestrian and cyclist amenity and safety. Parking should minimise obstructions to pedestrians and

cyclists. Front-in parking may create safety hazards when reversing out into traffic flow. (Reference: AS 2890.5 Parking Facilities - On-Street Parking)

The above points would be addressed by the installation of long and narrow planter boxes between the Stanifer Street footpath and the premises as shown in figure B. This will restrict vehicle movements to the appropriate crossover to the premises while still allowing at least two off-road parking bays adjacent to the premises. It would also ensure vehicles entering and exiting the premises do so in a forward direction and eliminate the pedestrian & oncoming traffic conflict area identified in Figure A.

Figure B: Proposed Arrangement



The use of the area between the planter boxes and the premises for parking should be considered suitable for safe vehicle and pedestrian manoeuvring, however this should be at the discretion of the business owners. It is not proposed that the Shire install and manage of parking at this location. The possibility of parallel on-street parking to provide additional parking at the front of the premises was assessed. However, it was determined that the minimum safe intersection sight distance (SISD) of 97m could not practically be met. Additionally, there would only be space for at best two parallel parking bays.

Figure C: Parallel On-Street Parking



Design of the planter box and plant selection are yet to be determined however the intention is that the arrangement should be of a high standard and improve the amenity of the area.

The purpose of the proposed planter boxes is equivalent in function to the installation of bollards at the location in the original project scope. The planter boxes are considered consistent with the project scope and the associated cost is intended to be met under the project budget.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
  - Outcome 3 A safe community for people and animals.
  - Objective 3.1 Maintain high levels of community safety.
  - Outcome 9 Safe, affordable, and efficient movement of people and vehicles.
  - Objective 9.1 Improve road safety and connectivity.
  - Objective 9.3 Develop a safe, well-connected network of paths for all users.
  
- Corporate Business Plan - Nil
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

There will be an ongoing cost to maintain the planter box garden consistent with other installations around the Shire.

Risk Management

There is a risk that the Shire could be held liable for damage or injury resulting from failure to address the current hazardous situation.

Voting Requirements - Simple Majority

***Council Decision Moved Cr Pratico, Seconded Cr Lansdell  
C.11/0923 That in accordance with clause 3.9(1)(f) of the Standing Orders  
Local Law item C.11/0923 be debated.***

**Carried 7/0**

**For:** Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

**Against:** Nil

**Moved** Cr Pratico, Seconded Cr Boyle

That consideration of this item be deferred until after the Talison Lithium Greenbushes mine access road has been completed.

**Lost 2/5**

**For:** Crs Boyle and Pratico.

**Against:** Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

***Council Decision Moved Cr Pratico, Seconded Cr Browne  
C.11/0923a That Council approve the installation of planter boxes along the  
Stanifer Street footpath adjacent to the Greenbushes Roadhouse and  
Greenbushes Post Office in order to improve public safety by preventing direct  
vehicle access from Stanifer Street.***

**Carried 5/2**

**For:** Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

**Against:** Crs Boyle and Pratico

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

**Urgent Business Approved by Decision** - Nil

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

**Elected Members Questions With Notice** - Nil

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



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

**Closure**

*The Presiding Member closed the meeting at 6.21pm.*

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.04/0923	Rolling Action Sheet - September 2023
2	C.05/0923	Proposed Delegation LE.24 – Planning Compliance
3	C.06/0923	Policy G 1 – Policy Manual, showing proposed amendments
4	C.07/0923	July 2023 Financial Activity Statements
5	C.07/0923	August 2023 Financial Activity Statements
6	C.07/0923	List of Accounts Paid in August 2023
7	C.08/0923	Budget Management Report
8	C.10/0923	Collated Data from the community consultation
9	C.10/0923	Emerge Associates - Original RFQ Response (CONFIDENTIAL)
10	C.10/0923	Map of project area
11	C.11/0923	Greenbushes Town Centre Car Park Project – Initial Design
12	C.11/0923	Greenbushes Town Centre Car Park Project – Revised Design
13	C.11/0923	AUSTROADS Vehicle Classification System
14	C.11/0923	Stanifer Street Daily Classes
15	C.11/0923	Stanifer Street Speed Statistics

Minutes Papers prepared and recommended by E Matthews, Executive Assistant

29 September 2023

Minutes Papers authorised by P St John, Temporary CEO

29 September 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 28 September 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 2 November 2023.

..... 2 November 2023

# CR 3 – Community Engagement

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## 1 Objectives

This policy affirms the commitment of the Shire of Bridgetown-Greenbushes to community engagement and consultation.

The policy establishes a framework for timely and well-defined community engagement and communication to take place between Council and the Community.

## 2 Scope

All staff.

## 3 Definitions

### 3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

### 3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

### 3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

### 3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

### 3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

## 4 Policy

### 4.1 Aims of the policy

The aims of this policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow the community an adequate and appropriate opportunity to:
  - Be kept informed on current issues and proposals that will potentially affect the community; and
  - Respond to and comment on issues and proposals affecting individuals and groups within the community.
- (c) Ensure that the consultation includes people affected by a Council decision;

- (d) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (e) Clearly define the levels of community consultation required on issues affecting the community;
- (f) Detail the requirements for consultation for the related levels of community impact; and
- (g) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

## **4.2 Key Principles**

### **4.2.1 Accessible and Inclusive**

- Encourage the participation of community members affected by, or interested in, a decision.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

### **4.2.2 Timely and Relevant**

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

### **4.2.3 Well Defined and Transparent**

- Information is accurate and easy to understand.
- The community is provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback is provided to the community on what we did, and what decisions were made, and why.

## **4.3 When we engage with the Community**

- On strategies, plans, projects and policies that have a direct impact on the community and their quality of life.
- On changes to services or infrastructure.
- In line with statutory requirements.

## **4.4 When we do not engage with the Community**

- When a decision had already been made by Council or another agency (other than to communicate final decision).
- Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when possible.
- When developing or reviewing internal procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

## **4.5 The Decision-Making Process**

Elected members and the CEO are charged under the *Local Government Act 1993* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and

are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Decisions may not necessarily reflect the majority view received from community consultation.

However, Council is bound to make decisions that are equitable, economically, socially and environmentally appropriate, timely and in accord with The Act.

Decisions must be made for the overall good of the Shire of Bridgetown-Greenbushes. The Act requires decision-makers to make decisions in the interests of “the good government of the district.” This responsibility from time to time puts decision-makers at odds with the expressed views of citizens from a local neighbourhood or community group who may, understandably, take a narrower view of the considerations at hand.

There will be a diversity of views on most issues. Council and Shire Officers are wary of claiming to speak for the “community” and wary of those who claim to do so. Council and Shire Officers recognise that, on most significant issues, diverse views exist that need to be respected and taken into account by the decision-makers.

**All community consultations will clearly outline from the outset any such constraints or limitations associated with the matter under consultation.**

#### 4.6 How we engage

Level of engagement will vary depending on the nature and complexity of the project or decision. An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

There are four levels of engagement: Inform, Consult, Involve and Collaborate. This is expanded upon in the Community Engagement Toolkit.

#### 4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

## 5 Applicable Legislation and Documents

<b>Statutory Power</b>  <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>[List all legislative powers that relates to this policy e.g. s.5.24 Local Government Act 1995 – Question time for public]</i>  s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
<b>Shire Policies</b>	<i>CR5 – Social Media</i>
<b>Related Documents</b>	External Communications Framework Community Engagement Toolkit Community Engagement Templates 1, 2, 3, 4 and 5 Shire Branding and Style Guide Strategic Community Plan 2021 - 2031

<b>Related Procedure</b>	<i>Community Engagement Toolkit (including Community Engagement Templates)</i>

## 6 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date

# CR 5 – Social Media

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## 1 Objectives

The aim of this Policy is to outline what Council considers appropriate and productive use of social media as a communication tool. We use social media to inform, not to engage.

## 2 Scope

This Policy outlines:

- What is expected of officers, Elected Members and contractors in relation to using social media;
- What type of information we post;
- How we monitor social media;
- The decision not to respond to comments to protect the reputation and legitimate interests of Council.

## 3 Policy

### 3.1 Who can post

- a) The Communications Officer is responsible for social media management.
- b) Delegated site monitors are nominated by the CEO and made administrators on the Shire Facebook page. The site monitors are the only officers to post/upload content on the official social media site.

Site monitors are:

- Communications Officer;
- Manager Community Services;
- Executive Assistant; and
- Community Emergency Services Manager.

All other officers wishing to post Shire content on official social media sites can forward their information and/or responses to the delegated site monitors.

### 3.2 Why we post

The Shire posts on social media to:

- Inform the community of Shire or other information and activities that will impact on, be of interest to, or be of service to, the community; and
- Ensure the community is informed of information in a widely accessible and timely manner.

### 3.3 What we post

The type of content the Shire posts includes:

- a) Notice of significant council events/information – such as meetings, elections, major decisions of council, bushfire hazards and information about council services.
- b) Tenders.
- c) Job advertisements.
- d) Educational information about Council services.
- e) Community events that are sponsored by the Shire.
- f) Information provided by third parties (e.g. a government agency) that impacts on, or is of interest to, the community (see 3.4 c) for details).

- g) Community consultation/engagement opportunity. Comments on these posts will not be classified as submissions. The post content will contain the following statement. Please be aware that comments on this post will not be considered submissions, however, we do encourage you to find out more and make a formal submission by visiting: (website link).
- h) New articles in the form of a summary that links to full article on the Shire website.

\*Styled templates are to be used for posts in alignment with the Shire branding.

### 3.4 What we do not post

- a) Community events not sponsored by the Shire. Groups will be redirected to share on the Bridgetown Notice Board as it has a bigger audience.
- b) Commercial events.

### 3.5 Where we post

- a) We post to the Shire of Bridgetown-Greenbushes Facebook page.
- b) We share every post to the Community Notice Board group to reach a wider audience.
- c) We post as The Shire of Bridgetown-Greenbushes to the Community Notice Board when asked to share information (see 3.2 g) ), and include the statement:  
*We have been asked by (insert govt dept) to share this information with the community. Please direct any queries to them directly.*

### 3.6 When we post

- a) We post as needs dictate to keep the community informed in a timely manner, and as information comes to hand. We do not have a rigid schedule for posting at certain times or on certain days.
- b) When possible, we schedule posts on consistent days to create a pattern of recognition (e.g. Waste Wednesday). This also gives officers a framework of when to provide content to the Communications Officer. Scheduling also allows us to post on days that the Communications Officer is not working.

### 3.7 How we interact on Facebook

- a) The Shire does not have capacity to monitor and respond to social media posts full time, therefore there can be no expectation of immediate post responses.
- b) We have a pinned post on our Facebook page stating:  
*The Shire of Bridgetown-Greenbushes uses Social Media primarily to inform rather than as an interactive forum. We value and appreciate your feedback and recommend that the best way to contact us for a response is via the customer service request here:*  
<https://www.bridgetown.wa.gov.au/contact.aspx>
- c) Comments made by community members on proposals which are subject to engagement or consultation will not be treated as formal submissions on the proposal. The method for enabling community members to make formal submissions on proposals will be made clear in the original post. See 3.1.2 h).
- d) The CEO reserves the right to remove content such as illegal or offensive material.

### 3.8 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by the delegated site monitors.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

### 3.9 Personal Facebook accounts

When using personal Facebook accounts, officers and Elected Members must not pose to represent Council.

When commenting on personal social media sites officers and Elected Members can post publicly available information about Shire activities, services and events, as well as Council decisions.

When using personal social media accounts for personal communication, officers and Elected Members must not:

- Use Council's intellectual property or copyrighted materials;
- Disclose sensitive or confidential information; or
- Make negative comment or insinuation about Council, Elected Members, staff members or the organisation itself.

A breach of 3.9 will result in disciplinary action.

## 4 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies s.5.103 – Model code of conduct for council members, committee members and candidates
<b>Shire Policies</b>	<i>CR3 – Community Engagement</i>
<b>Related Documents</b>	External Communications Framework Community Engagement Toolkit Shire Branding and Style Guide Community Engagement Policy
<b>Related Procedure</b>	<i>N/A</i>

## 5 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date



## CR 6 – Logo

### 1 Policy

- 1.1 The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



- 1.2 No action is to be taken to register the logo under the Designs Act.
- 1.3 Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the logo by local organizations seeking to identify geographically with the district.

### 2 Applicable Legislation and Documents

<b>Statutory Power</b> (Acts, Regulations, Local Laws, TPS)	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Designs Act 2003 (Cth)</i>
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

### 3 Administration

<b>Original Adoption Date</b>	29 April 1999
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	28 April 2022 (C.08/0422)
<b>Scheduled Reviewed Date</b>	30 November 2023

# P 18 – Performance Management

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## 1 Objectives

This policy seeks to set out a process to be followed for the management of employees' performance, whereby:

1. Any unacceptable performance is identified, documented, and communicated to the employee.
2. The employee is afforded procedural fairness and natural justice throughout the performance management process, such that they are allowed a support person at any performance management meeting, and the right to defend themselves against any allegations of unacceptable performance and to challenge the accuracy of the documentation produced by the Shire as a record of the performance management process.
3. The employee is provided reasonable time and, if necessary, reasonable assistance or training, to address their unacceptable performance to meet the Shire's expectations.
4. The employee is made aware, in advance, of the possible consequences should they fail to remedy their unacceptable performance, to meet the Shire's expectations, within a reasonable time frame.
5. The whole process is correctly documented, and the employee is provided with copies of the documentation throughout the process.
6. The employee will be given opportunity to comment on the accuracy of the minutes of the meeting and their comments will be recorded.

## 2 Scope

This policy applies to all continuing contract employees and casual employees of the Shire of Bridgetown-Greenbushes, be they full time or part time, and who *do not* have performance management procedures set out in the terms and conditions of their written contracts of employment.

## 3 Policy

### 3.1 Identification and Management of Unacceptable Performance

#### 3.1.1 Initial Investigation

Where the performance of an employee is believed to be unacceptable, the employee's immediate supervisor/manager shall perform an investigation of the employee's performance and identify those aspects of the employee's performance that are unacceptable. This investigation shall be documented showing what aspects of the employee's performance is unacceptable, how it is unacceptable and what the employee needs to do to remedy the situation. The investigation may include taking witness statements from other employees who are impacted by the employee's unacceptable performance.

### 3.1.2 Initial Communication to the Employee

The documentation of the investigation shall be used to formulate a letter to the employee, setting out in sufficient detail, those aspects of the employee's performance that are deemed unacceptable, giving examples where possible to clearly identify the unacceptable performance. The letter should instruct the employee of the requirement to attend a meeting on a set date and time, to discuss the alleged unacceptable performance. The employee is expected to attend, prepared to offer their argument in defense of the stated unacceptable performance. The letter should advise the employee that they may be accompanied by a support person of their choice at the meeting and advise the employee how serious the matter of their unacceptable performance is. If the employee requests an extension of time to prepare for the meeting and to arrange a support person, the supervisor/manager should give reasonable consideration and accommodate this request for an extension of time. The supervisor's/manager's investigation notes and any witness statements should be attached to the letter to the employee. The employee should be advised that they may respond to the allegations in writing prior to the meeting if they so choose. The timing of the meeting should be such as to allow the employee sufficient time to access professional advice and assistance from any person of their choosing.

### 3.1.3 Performance Management Meeting

The Shire should have at least two representatives (one being Human Resources Officer) at the performance management meeting. During this meeting, the employee should be given a verbal summary of the Shire's concerns about their performance not meeting the Shire's expectations and go through the details provided in the letter and in the investigation notes and any witness statements. The employee should then be asked to respond to the allegations of unacceptable performance and to explain any mitigating factors that may impact their performance and defend themselves against the allegations. Their responses should be documented in minutes of the meeting. If the employee's explanations are not acceptable then the supervisor/manager should advise the employee of the reasons why they are not acceptable. If the employee provides satisfactory explanations demonstrating that there are mitigating factors impacting their performance, then this should be acknowledged. The parties should then assess what time the employee needs to be allowed to remedy the situation and what assistance or training they may need to bring their performance back up to the Shire's expected standard. The employee should be told how serious the matter is and the possible consequences if they are unable to bring their performance up to the Shire's expected standard. The parties should agree as to how and when the employee's performance is to be monitored during the time in which the employee is expected to remedy their unacceptable performance issues. Regular monitoring meetings should be scheduled in advance at which the employee may be accompanied by a support person of their choice and the Shire be represented by at least two officers. These monitoring meetings should be minuted and the employee should receive copies of the minutes of these meetings.

### 3.1.4 Ongoing Communication to the Employee

Immediately following the Performance Management Meeting, the employee should be provided with the minutes of this meeting and advised that if they do not challenge the accuracy of the minutes within a reasonable time frame, that the minutes will stand as a true and correct record of the meeting. Similarly, the follow-up meetings are to be minuted, and

copies provided to the employee immediately following those meetings, with an opportunity for the employee to comment on the accuracy of the minutes and have their comments noted, otherwise, the minutes will stand as a true and correct record of the meeting. Copies of all meeting minutes, from the initial performance management meeting and subsequent follow-up monitoring meetings, must be placed on the employee's personnel file.

### **3.1.5 Monitoring the Employee's Progress**

After the initial performance management meeting, a performance improvement plan is to be set, stating the timeframe and the expectations/standards to be achieved. Follow-up monitoring meetings should be mutually agreed as to how and when these meetings will occur. During these follow-up meetings, if the performance is improving, the employee should be advised of this and encouraged to continue with the improvement plan. If the unacceptable performance is not being addressed and the employee is failing to improve, then the employee should be advised in writing that there is no perceivable improvement in their performance and that if there is no improvement in the agreed time frame, there are consequences which may include transfer to a lower paid position, written warning or termination of employment. The employee should be provided with copies of all minutes and documentation during this process and copies placed on the employee's personnel file. The supervisor/manager must ensure that the Shire has provided the agreed level of assistance or training to the employee within the agreed time frame during the monitoring process. If the employee does remedy their unacceptable performance within the agreed time frame, then this should be acknowledged in writing to the employee and the letter placed in their personal file. Where a relapse of behaviour occurs within twelve months of these discussions, performance management will be reinstated with the ability to expedite an outcome, utilising previous discussion notes on file.

### **3.1.6 Employee Fails to Remedy Unacceptable Performance**

Where an employee's performance has been identified as unacceptable and the procedures described in items 3.1.1 to 3.1.6 above have been completed, and the employee has been assisted/trained as agreed and the employee's performance remains unchanged and unacceptable, and where dismissal is being considered, the employee should be advised in writing, they have failed to satisfactorily remedy their unacceptable performance and they should be invited to a meeting accompanied by a support person of their choice and be prepared to show cause as to why they should not be dismissed on the grounds of unacceptable performance. The timing of this meeting should allow the employee to access professional advice and arrange a support person of their choice, to attend the meeting. The employee should be allowed the opportunity to respond in writing instead of attending a face-to-face meeting for this purpose.

If the employee responds in writing, their response should be assessed impartially to determine if they have provided reasonable evidence that shows cause that they should not be dismissed. If the written response fails to show cause as to why the employee should not be dismissed, then a report should be prepared to the CEO with a recommendation that the employee be dismissed, detailing the procedures that have been undertaken leading to the recommendation to dismiss.

If the employee chooses to deal with the matter in a face-to-face meeting, they should be allowed a support person of their choice, and the Shire should be represented by at least two officers. At the meeting, the employee should be allowed reasonable time to put their case as

to why they should not be dismissed. The meeting should be meticulously minuted, and if a dismissal is to be recommended, a letter of termination should be prepared for the CEO, containing details of the meeting and the reasons for the dismissal. The Shire representatives conducting the performance management process should seek advice from the Shire's Industrial Relations Consultant throughout this process and at the point where the employee is likely to be dismissed, to verify that the process has been followed correctly and the reason being considered as grounds for dismissal is fair and reasonable.

## 4 Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Nicole Gibbs  
 Chief Executive Officer

## 5 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date



# **ROLLING ACTION SHEET**

## ROLLING ACTION SHEET

**October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)**

Where a tick is indicated this Item will be deleted in the next update

Note: Where no progress has occurred on implementing a resolution since the last update this comment will be made in the right hand column titled 'Progress Since Last report' but will not be included in the 'Past Comments' column. Only comments detailing specifics of how the resolution is being implemented are contained in the 'Past Comments' column.

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	√
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	P St John	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p><b>October 2023</b> No update.</p>	√

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b>  DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p><b>October 2019</b>  The process to transfer the land from State Forest is progressing.</p> <p><b>March 2020</b>  The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p><b>May 2020</b>  A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>	
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			<p><b>July 2020</b> A meeting with DBCA is being arranged for August.</p> <p><b>August 2020</b> A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p><b>September 2020</b> A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p><b>June 2021</b> A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p><b>July 2021</b> Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p><b>July 2022</b> No progress since last report.</p> <p><b>October 2022</b> A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>		
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			<p><b>November 2022</b> A meeting of relevant agencies has been scheduled for 7.12.22</p> <p><b>December 2022</b> A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p> <p><b>January 2023</b> Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p><b>February 2023</b> A new meeting date with Government agency representatives hasn't been established yet.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>August 2023</b> A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p><b>September 2023</b> No update.</p>	
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct	That Council: 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.	S Alexander	<p><b>August 2021</b> Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p><b>October 2021</b> Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p><b>November 2021</b> The works will occur as part of the 2021/22 road construction program.</p>	<p><b>October 2023</b> No update since last month's report.</p>

			<p><b>December 2021</b> No progress since last report</p> <p><b>January 2022</b> No progress since last report</p> <p><b>April 2022</b> The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p><b>May 2022</b> Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>June 2022</b> The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p><b>September 2022</b> Design of the works have been completed with the calling for quotes to occur shortly.</p> <p><b>October 2022</b> This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p>	
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			<p><b>November 2022</b> No update since last month's report.</p> <p><b>January 2023</b> Line marking of car park scheduled to occur on 19 January 2023.</p> <p><b>February 2023</b> Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p><b>March 2023</b> RFQ for remaining works not yet ready.</p> <p><b>April 2023</b> No update since last month's report.</p> <p><b>July 2023</b> The works will be scheduled for Spring 2023.</p> <p><b>August 2023</b> No update since last month's report.</p> <p><b>September 2023</b> Updated RFQ's and MRWA works approval currently being prepared.</p>		
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p>	N Price	<p><b>September 2021</b> This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</p> <p><b>October 2021</b> Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p><b>December 2021</b> Pest Plants Repeal Local Law currently being advertised</p> <p><b>February 2022</b> Report on Pest Plants Repeal Local Law</p>	<b>October 2023</b> No update.	

	<p>(i) Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</p> <p>(ii) Cats Local Law</p> <p>(iii) Fencing Local Law</p> <p>(iv) Health Local Law</p> <p>(v) Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <p>(i) Bush Fire Brigades Local Law</p> <p>(ii) Cemeteries Local Law</p> <p>(iii) Dogs Local Law</p> <p>(iv) Parking &amp; Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p><b>March 2022</b> Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p><b>April 2022</b> Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p><b>May 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p><b>June 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p> <p><b>July 2022</b> The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>October 2022</b></p>		
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			<p>Report on Fencing Local law amendment contained in October agenda.</p> <p><b>November 2022</b> Fencing Amendment Local Law being advertised.</p> <p><b>December 2022</b> No update since last month.</p> <p><b>January 2023</b> Report on Fencing Local Law included in January Council agenda.</p> <p><b>February 2023</b> Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources allow.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>May 2023</b> Report on Fencing Local Law to be presented to May Council meeting.</p> <p><b>June 2023</b> Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p><b>July 2023</b> No progress since last report.</p>		
C.11/1221 Review of Plantation Applications Town Planning Scheme	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation	P St John	<p><b>January 2022</b> Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner</p>	<b>October 2023</b> No update.	

Policy	in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.		<p>in mid-January</p> <p><b>February 2022</b> Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p><b>March 2022</b> Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p><b>April 2022</b> Submissions being assessed.</p> <p><b>June 2022</b> No update from last report</p> <p><b>July 2022</b> Due to workload associated with development applications the relevant officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>February 2023</b> The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p><b>March 2023</b> No update.</p>		
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<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</li> <li>2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022.</li> <li>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</li> </ol>	<p>P St John</p>	<p><b>April 2022</b> Not commenced</p> <p><b>June 2022</b> Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget.</p> <p><b>September 2022</b> No update since last report.</p> <p><b>October 2022</b> This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.</p> <p><b>November 2022</b> No update since last month's report.</p> <p><b>February 2023</b> The issue of parking checks being conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p><b>March 2023</b></p>	<p><b>October 2023</b> No update.</p>
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			<p>No update.</p> <p><b>April 2023</b></p> <p>Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p><b>May 2023</b></p> <p>No update since last report.</p>		
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	<p>That Council:</p> <p>1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	P St John	<p><b>April 2022</b></p> <p>Not commenced</p> <p><b>May 2022</b></p> <p>Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA.</p> <p><b>June 2022</b></p> <p>A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p><b>July 2022</b></p> <p>No update since last report.</p> <p><b>February 2023</b></p> <p>The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p><b>March 2023</b></p> <p>No update.</p>	<b>October 2023</b>	No update.
C.05/0422	That a request be submitted to Main Roads Western	S Alexander	<b>May 2022</b>	<b>October 2023</b>	

<p>Stanifer Street 40km/h Speed Zone</p>	<p>Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.</p>		<p>Traffic counter has been setup on Stanifer St and will record data for 2 weeks.  <b>June 2022</b>  Traffic counter data being processed for submittal to MRWA.  <b>July 2022</b>  Request submitted to MRWA  <b>September 2022</b>  No update since last month's report.  <b>October 2022</b>  Waiting for a decision from MRWA on the application.  <b>November 2022</b>  Waiting for a decision from MRWA on the application  <b>December 2022</b>  No update since last month's report  <b>January 2023</b>  Still awaiting decision from MRWA.  <b>February 2023</b>  Contacted MRWA for an update. Waiting for a response.  <b>March 2023</b>  No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months.  <b>April 2023</b>  No update.  <b>August 2023</b>  Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	
<p>C.17/0422</p>	<p>1. Direct the CEO to commence formal negotiations</p>	<p>S Alexander</p>	<p><b>May 2022</b></p>	<p><b>October 2023</b></p>	

<p>Nairnup Road Land Acquisition</p>	<p>with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</p> <p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>	<p>Letter posted to land owners</p> <p><b>June 2022</b> Awaiting response from land owners.</p> <p><b>July 2022</b> Letter response period has expired with no response received.</p> <p><b>August 2022</b> No update since last month's report</p> <p><b>September 2022</b> No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p><b>October 2022</b> Report to be presented to November Council meeting.</p> <p><b>November 2022</b> Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p><b>December 2022</b> Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p><b>January 2023</b> Report scheduled for February Council Meeting.</p> <p><b>February 2023</b> Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p><b>March 2023</b> Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p> <p><b>April 2023</b></p>	<p>No update since last month's report.</p>
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			<p>Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p> <p><b>May 2023</b> No update since last month's report.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network.</li> <li>2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST).</li> <li>3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design.</li> <li>4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve.</li> <li>5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$23,243 to \$73,243.</li> <li>6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time.</li> <li>7. Include the \$50,000 expenditure for the</li> </ol>	<p>M Richards</p>	<p><b>May 2022</b> Consultant has been appointed.</p> <p><b>July 2022</b> Awaiting commencement of work by consultant.</p> <p><b>August 2022</b> A RFQ including project scope has been sent to three trail designers. Awaiting responses.</p> <p><b>September 2022</b> RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the Southwest. We are waiting to receive response.</p> <p><b>October 2022</b> The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p><b>November 2022</b> RFQ's being assessed.</p> <p><b>December 2022</b> Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p>	<p><b>October 2023</b> The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>

	<p>planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>		<p><b>January 2023</b> Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p><b>February 2023</b> DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p><b>March 2023</b> DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>April 2023</b> DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>May 2023</b> No progress since last report.</p> <p><b>August 2023</b> We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>	
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<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>•Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>•Policy F.15 (Asset Management)</li> <li>•Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)</li> <li>•Policy F.19 (Assets Financing and Borrowings)</li> <li>•Policy F.21 (Risk Management)</li> </ul>	<p>M Larkworthy</p>	<p><b>July 2022</b> Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p><b>August 2022</b> No update since last month's report.</p> <p><b>September 2022</b> The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p><b>October 2022</b> Report to Council scheduled for November.</p> <p><b>November 2022</b> Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p> <p><b>December 2022</b> Budget Management Policy included in December Council agenda.</p> <p><b>January 2023</b> Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p> <p><b>February 2023</b> No update.</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review being presented to Council in December.</p>
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			<p><b>June 2023</b> Work has commenced on review of the Purchasing and Buy Local policies. Recommendations included in a recent internal audit on compliance with the Buy Local Policy will be considered as part of the review.</p> <p><b>July 2023</b> No update since last report.</p> <p><b>August 2023</b> Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes.</p> <p><b>September 2023</b> Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p>	
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p><b>October 2022</b> Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p><b>November 2022</b> Discussions with prospective contractors occurring.</p> <p><b>December 2022</b> No update since last month.</p> <p><b>March 2023</b> No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p>	<p><b>October 2023</b> Waiting to hear from the Kaneang Elders as to what they would like included in the visual acknowledgement.</p>

			<p><b>April 2023</b> No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p> <p><b>May 2023</b> No update since last report.</p> <p><b>June 2023</b> No update since last report, this will be considered during the 23/24 financial year.</p> <p><b>July 2023</b> Beginning to investigate glass options and request quotes.</p> <p><b>August 2023</b> The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p>	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p><b>November 2022</b> Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p><b>December 2022</b> MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8<sup>th</sup> December to access this.</p> <p><b>January 2023</b> MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p> <p><b>February 2023</b> Waiting for MRWA decision.</p> <p><b>August 2023</b> Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p><b>October 2023</b> No update since last month's report.</p>



<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<p>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>4. Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>	<p>M Richards</p>	<p><b>November 2022</b> Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p><b>December 2022</b> Letters prepared to other local governments regarding dual naming of Blackwood River.</p> <p><b>January 2023</b> Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p> <p><b>February 2023</b> Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p><b>March 2023</b> We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p><b>April 2023</b> CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from</p>	<p><b>October 2023</b> Waiting to hear from Boyup Brook Council, Kaneang and Wilman Elders.</p>
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			<p>Nannup, Margaret River and Bridgetown).</p> <p><b>May 2023</b> The recommendation to support the Dual Naming of the Blackwood River is going to Augusta Margaret River Council this month – with the Executives support. We are waiting to hear from Boyup Brook.</p> <p><b>June 2023</b> The Shire of Augusta- Margaret River have given their support for the Dual naming of the Blackwood River, the last shire to respond is Boyup Brook.</p> <p><b>July 2023</b> Still waiting for response from Shire of Boyup Brook – a meeting is being scheduled to raise directly.</p> <p><b>August 2023</b> The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p><b>September 2023</b> No update since last month.</p>		
C.02/1122 Petition – Greenbushes Depot and Worker	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Receive the petition</li> <li>2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels</li> <li>3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council</li> <li>4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of</li> </ol>	N Gibbs	<p><b>January 2023</b> Work on reviewing parks and gardens service levels has commenced.</p> <p><b>February 2023</b> Work on reviewing parks and gardens service levels is progressing.</p> <p><b>March 2023</b> Council workshop was held 13 March 2023 for initial discussions on service levels.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b></p>	<b>October 2023</b> No update.	

	<p>establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>		<p>Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p> <p><b>June 2023</b> No update.</p> <p><b>August 2023</b> Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p><b>September 2023</b> No update since last month.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> <li>• Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>• Policy I.5 (Road Resumptions)</li> <li>• Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>• Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)</li> <li>• Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>• Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>• Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>• Policy I.17 (Pesticides Spraying)</li> <li>• Policy I.19 (Gravel Procurement)</li> </ul> </li> <li>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and</li> </ol>	<p>S Alexander</p>	<p><b>January 2023</b> Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p><b>February 2023</b> No change since last report.</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review being presented to Council in December.</p>

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>			
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> <li>• O.1 Vandalism</li> <li>• O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>• O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>• O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>• O.14 Australia Day Events</li> </ul> </li> <li>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly</li> <li>3. Note and retain all other policies without modification</li> <li>4. Note that the following policies will be subject to standalone review in 2022/23: <ul style="list-style-type: none"> <li>• O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>• O.9 Bush Fire Brigade Personal Protective Equipment</li> <li>• O.11 Use of Chainsaws by Bush Fire Brigades</li> <li>• O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</li> </ul> </li> </ol>	N Gibbs	<p><b>January 2023</b> Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p><b>February 2023</b> No change since last report.</p> <p><b>March 2023</b> BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b> Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p> <p><b>June 2023</b> Included in the June agenda is an item recommending revocation of the Bridgetown-Greenbushes Visitor Centre Membership policy.</p> <p><b>July 2023</b> No update from last report.</p> <p><b>August 2023</b> Bush fire procedures were recently adopted by Council. A review of existing</p>	<p><b>October 2023</b> The review will be incorporated in to the Policy Review going to Council in December.</p>

			<p>bush fire policies is to occur to ensure duplication doesn't occur.</p> <p><b>September 2023</b></p> <p>No update since last month.</p>		
<p>C.08/1122</p> <p>Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</li> <li>2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</li> </ol>	L Guthridge	<p><b>January 2023</b></p> <p>Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p><b>February 2023</b></p> <p>Progress for clean-up is slow. Staff will activate legal action if clean up not resolved by the end of February 2023.</p> <p><b>March 2023</b></p> <p>Clean-up is progressing.</p> <p><b>April 2023</b></p> <p>Clean-up is progressing.</p> <p><b>May 2023</b></p> <p>Clean up in progress.</p> <p><b>August 2023</b></p> <p>Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p><b>September 2023</b></p> <p>Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p>	<p><b>October 2023</b></p> <p>A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20<sup>th</sup> December 2023. Shire solicitors will guide this process moving forward.</p>	
<p>C.11/0123</p> <p>Public Open Space Strategy</p>	<ol style="list-style-type: none"> <li>1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'</li> <li>2. Council note the methodology and outcomes of the project as contained in Attachment 10.</li> </ol>	P St John	<p><b>February 2023</b></p> <p>Not actioned yet.</p> <p><b>March 2023</b></p> <p>No further update – this project is planned for 2023/24 FY.</p>	<p><b>October 2023</b></p> <p>No update.</p>	
<p>C.04/0223</p>	<p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed</p>	S Alexander	<p><b>March 2023</b></p> <p>Current traffic data required for application.</p>	<p><b>October 2023</b></p>	

Greys Hill Road 50km/h Speed Zone	limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street		<p>Counter to be installed asap. <b>April 2023</b> No update since last month's report.</p> <p><b>June 2023</b> Traffic count is complete and application to MRWA will be completed in approximately the next week.</p> <p><b>July 2023</b> No update from last report.</p> <p><b>August 2023</b> Waiting for a determination on this request by Main Roads Western Australia.</p> <p><b>September 2023</b> No update.</p>	Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.	
C.13/0223 Development Compliance Policy	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> <li>2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period</li> <li>ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this</li> <li>iii. Providing hard copies of the draft policy for</li> </ol> </li> </ol>	P St John	<p><b>March 2023</b> Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution.</p> <p><b>April 2023</b> Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April.</p> <p><b>May 2023</b> The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting</p> <p><b>June 2023</b> This item has not been progressed due to other priorities taking precedence.</p>	<b>October 2023</b> No update.	

	<p>public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>		<p><b>July 2023</b> No update from last report.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</li> <li>2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> <li>i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</li> <li>ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> </ol> </li> <li>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public</li> </ol> </li> </ol>	<p>P St John</p>	<p><b>March 2023</b> Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p><b>April 2023</b> A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p> <p><b>May 2023</b> Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p> <p><b>June 2023</b> Negotiations with DWER and DPLH ongoing.</p> <p><b>July 2023</b> Meetings held with DPLH and DWER to progress assessment of the draft LPS.</p> <p><b>August 2023</b> In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p><b>October 2023</b> Negotiations between DPLH &amp; DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>

	<p>advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <ul style="list-style-type: none"> <li>ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</li> <li>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</li> <li>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</li> <li>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</li> </ul> <p>4. After the end of the public advertising period, a</p>		<p><b>September 2023</b> No update.</p>	
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	further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.				
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	E Matthews	<b>May 2023</b> Application being submitted. <b>June 2023</b> No update since last report. <b>July 2023</b> Ongoing discussions occurring with DPLH on this proposal. <b>August 2023</b> Application is progressing.	<b>September 2023</b> The application has been approved by the Department of Planning, Lands and Heritage.	√
C.10/0423 Reflect Reconciliation Action Plan	That Council: 1. Approve the Reflect Reconciliation Action Plan process as follows; a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown.	M Richards	<b>May 2023</b> No progress <b>June 2023</b> Work has commenced on this project. <b>July 2023</b> No update since last meeting.	<b>October 2023</b> No progress	
C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station	That Council: 7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance	P St John	<b>June 2023</b> No update. <b>July 2023</b> A meeting with representatives from the BGBTA is scheduled to occur prior to the	<b>October 2023</b> No update.	

	<p>costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>end of July.</p> <p>The 5 Year Building Capital Works plan presented to Council at the July Concept Forum included an amount of \$40,000 to be included in the 2023/24 Budget for identified essential building works. Sandra Hill and Karen Hill and Megan Richards completed a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p><b>August 2023</b></p> <p>Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p><b>September 2023</b></p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building	That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.	L Poad	<p><b>July 2023</b></p> <p>Directions given to contractor. Works to be scheduled.</p> <p><b>August 2023</b></p> <p>No progress as awaiting contractor.</p>	<b>October 2023</b> No update.	
C.11/0623 Local Law Relating to Fencing Amendment	That Council: 2. Note a further report be presented to Council providing a new draft Fencing Local Law for	N Price	<p><b>July 2023</b></p> <p>Work has commenced on drafting a new local law based on the WALGA model</p>	<b>October 2023</b> No update.	

Local Laws 2023	consideration.		Fencing local Law. <b>August 2023</b> No update		
C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone	That Council: 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: i. it is satisfied that the development is consistent with the amenity of the locality, and ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and iii. the development can be connected to the reticulated sewerage system. 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.	P St John	<b>July 2023</b> Referral to EPA has commenced. <b>August 2023</b> EPA referral completed. Referral to DPLH for approve to advertise has commenced. <b>September 2023</b> Intent to advertise has been approved by the WAPC, which will occur in September/October.	<b>October 2023</b> Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.	
C.16/0623 Bridgetown Mobile Food Vendors Trial	That Council: 5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:	P St John	<b>July 2023</b> Internal meetings have been held to address how the trial will be managed. <b>August 2023</b>	<b>October 2023</b> Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.	√

	<ul style="list-style-type: none"> <li>(a) Feedback from the community.</li> <li>(b) Feedback from existing food premises within the Shire.</li> <li>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</li> <li>(d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</li> <li>(e) The suitability of the days and times of operation.</li> </ul>		<p>No update.</p> <p><b>September 2023</b></p> <p>EOIs for vendors has been called and applications are being assessed.</p>	
<p>C.15/0723</p> <p>RFT 03-2223</p> <p>Relocation and Renewal of the Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST);</li> <li>2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</li> <li>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</li> <li>4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance.</li> <li>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</li> <li>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract</li> </ol>	L Guthridge	<p><b>August 2023</b></p> <p>Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3<sup>rd</sup> party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3<sup>rd</sup> party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p><b>September 2023</b></p> <p>Anticipate that the successful Contractor will sign contract documents the week commencing 25<sup>th</sup> September 2023.</p>	<p><b>October 2023</b></p> <p>Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>

	with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.				
August Ordinary Meeting	Nil				
C.02/0923 Community Group Banner Development and Funding Allocation	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> <li>a. The Blues at Bridgetown</li> <li>b. Blackwood Marathon</li> <li>c. Festival of Country Gardens</li> <li>d. Winter Festival</li> <li>e. Heritage Week</li> </ol> </li> <li>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</li> </ol>	M Richards		<b>October 2023</b> Will contact community groups this month now that the Shire Welcome Banners are in production	

# RM 2 – Fraud, Corruption & Misconduct Prevention

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## 1 Objectives

The objectives are:

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

## 2 Scope

This policy applies to all employees of the Shire of Bridgetown-Greenbushes.

## 3 Definitions

### 3.1 Act

*Local Government Act 1995*

### 3.2 Fraud

Dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity (Australian Standard AS 8001 – 2021 Fraud and Corruption Control).

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered ‘fraud’ for the purposes of this Standard.

### 3.3 Serious misconduct

Serious misconduct is misconduct that involves corrupt intent and/or criminal conduct and occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriment of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment.

Where the Principal Officer (CEO) has a reasonable suspicion that an instance of serious misconduct has occurred, the Principal Officer must report to the Corruption, Crime Commission (CCC) as soon as practicable.

### 3.4 Minor misconduct

Minor misconduct is misconduct that is significant enough that it could possibly lead to termination of a public officer's employment if proved. Minor misconduct occurs when a public officer engages in conduct that:

- Adversely affects or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- Constitutes or involves the performance of functions in a manner that is not honest or impartial; or
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Where the CEO has a reasonable suspicion that an instance of minor misconduct has occurred, s/he must report this suspicion to the Public Sector Commission as soon as practicable.

### 3.5 Public interest information

Means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- (a) Improper conduct; or
- (b) An act or omission that constitutes an offence under a written law; or
- (c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- (d) An act done or omission that involves a substantial and specific risk of –
  - (i) Injury to public health; or
  - (ii) Prejudice to public safety; or
  - (iii) Harm to the environment; or
- (e) Matter of administration that can be investigated.

### 3.6 Public officer

Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act (*Corruption, Crime and Misconduct Act 2003*)

### 3.7 Public authority

Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law (*Corruption, Crime and Misconduct Act 2003*).

## 4 Policy

Council is committed to a strong culture and sound governance that will safeguard public funds and property.

Council considers fraud, corruption and misconduct to be serious matters and such behaviours are considered unacceptable.

All employees are accountable for, and have a role to play, in fraud, corruption and misconduct prevention and control and are encouraged to disclose actual or suspected fraudulent or corrupt activity.

When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued.

Where appropriate, Council will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Administrative Policy. Council may take disciplinary action against those who maliciously and knowingly create a false allegation.

### 4.1 Responsibilities

Whilst the management of fraud, corruption and misconduct is considered the collective responsibility of all persons engaged with or associated with the Shire, certain roles within the Shire will have specific roles in the operation of this Policy.

Role	Responsibility
Council	<ul style="list-style-type: none"> <li>Adopt Fraud, Corruption and Misconduct Policy and provide leadership.</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>Review risk management framework and associated processes for the effective identification and management of fraud risks;</li> <li>overseeing development and implementation of the Fraud, Corruption and Misconduct policy.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>The CEO has overall accountability for the effective and economical use of Shire resources and for determining appropriate controls in managing fraud and corruption risks;</li> <li>The CEO, has certain reporting obligations to the Corruption and Crime Commission and/or the Public Sector Commission under the <i>Corruption, Crime and Misconduct Act 2003</i>.</li> </ul>



	<ul style="list-style-type: none"> <li>• Coordinate and/or conduct investigations into allegations of fraud, corruption and misconduct when required.</li> </ul>
Executive Leadership Team and Managers	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support to employees in preventing fraud, corruption and misconduct and modelling ethical behaviour;</li> <li>• Monitor the implementation of operational controls;</li> <li>• Identify significant fraud, corruption and misconduct risk areas.</li> </ul>
Manager Governance & Risk	<ul style="list-style-type: none"> <li>• Coordinate, monitor and review the fraud, corruption and misconduct risk assessment process;</li> <li>• Assist with implement of fraud, corruption and misconduct strategies with departments, including internal and external audit recommendations;</li> <li>• Undertake scheduled audits, which include examining established controls to determine if these are robust enough to reduce the risks of fraud, corruption and misconduct, including the identification of work practices that may lead to fraudulent and corrupt activities and misconduct.</li> <li>• Delivering and/or coordinating fraud and corruption training.</li> </ul>

## 4.2 Policies and Processes

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud, corruption and misconduct prevention and detection controls are embedded in various state legislation, Shire policies and procedures including (but not limited to):

- Local Government Act and associated Regulations
- Accrual of Annual Leave Policy
- Codes of Conduct
- Fraud, Corruption & Misconduct Policy
- Information Communication Technology Use Policy
- Managing Issues & Grievances Procedures
- Purchasing Policy
- Risk Management Policy and Framework

- Use of Corporate Credit Card Policy

Specific council and administrative policies dealing with fraud, corruption and misconduct are to be revised regularly to include specific provisions to address fraud/misconduct/corruption.

#### **4.3 Fraud, Corruption and Misconduct Risk Assessments**

Risk assessments should be undertaken for all potential fraud, corruption and misconduct risks.

The following areas have been identified as those with the greater potential for fraud, corruption or misconduct as such more detailed risk assessments will be undertaken in these areas:

1. Procurement
2. Contract Management
3. Regulatory Services
4. Employment
5. Misuse of resources

Appropriate amendments to policy and procedure to mitigate identified fraud, corruption and misconduct risks will be developed.

#### **4.4 Communication and Awareness**

It is important that fraud, corruption and misconduct is identified and reported at an early stage and that employees understand the process for the reporting of it.

Awareness of the Shire's fraud, corruption and misconduct prevention policy and controls will be implemented through the following channels:

- A copy of the Shire's Code of Conduct will be provided to all new employees after which they are to sign acknowledgement of having understood the contents.
- Annual reviews and training for employees.
- Any changes to the Code of Conduct will be communicated to all employees.

#### **4.5 Detection of Fraud**

The Shire will implement several processes to detect fraud, corruption and misconduct, which may include, but is not necessarily limited to:

- Observation and awareness by all employees - Through the Shire's Code of Conduct and training, staff have the knowledge and understanding of how to respond if fraud, corrupt or misconduct activity is detected or suspected.
- Risk Management System - The Shire has a Risk Management system in place for the identification, analysis, evaluation and treatment of risk, including fraud, corruption, misconduct and a process to monitor and review on a regular basis.
- Internal Audit – provide assurance to the Chief Executive Officer/Council that the financial and operational controls designed to manage the Shire's risks are effective, by undertaking Internal Audit activities to identify weaknesses in the fraud, corruption and misconduct control environment.

- External Auditors - Australian auditing standards provide for auditing procedures so that the audit will be more likely to detect a material misstatement in financial statements due to fraud or corruption (or error).

**Common red flags for possible fraud, misconduct or corruption include:**

- Over-familiar relationships between employees, proponents, suppliers and contractors;
- Disregard of internal controls;
- Employees demonstrating a reluctance to take leave, particularly where they have cash control or debt collection responsibilities;
- Employees remaining later at work than other employees, or accessing work premises unnecessarily after other employees have left;
- Unreconciled accounting records, including corporate card transactions and/or poor follow up of outstanding accounts; and
- Lack of supporting documentation for purchases.

#### **4.6 Reporting Fraud, Corruption and Misconduct**

As outlined in the Shire's Code of Conduct for Employees, employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with the Shire of Bridgetown-Greenbushes' Fraud, Corruption and Misconduct Prevention Policy

In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

1. The Corruption and Crime Commission, in the case of serious misconduct; or
2. The Public Sector Commissioner, in the case of minor misconduct.

Staff may also report directly to the Corruption and Crime Commission or the Public Sector Commission, anonymously if desired.

#### **4.7 Investigating Fraud, Corruption and Misconduct**

Investigations of allegations of fraud, corruption or misconduct will be investigated in line with the requirements of the Code of Conduct and the Public Interest Disclosure provisions outlined on the Shire's website. The guidelines provide for:

1. Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice).
2. Systems for internal reporting of all detected incidents.
3. Process for reporting the matters of suspected fraud, corruption and misconduct to appropriate external enforcement agencies.

The Shire will review these processes from time to time or after investigations have been made and potential improvements have been recognised as part of the investigation process.

#### 4.8 Response to Investigations

All reports of suspected fraud, corruption or misconduct will be investigated according to Shire policies and processes or referred to an external investigative agency as appropriate.

Appropriate action will be taken which may include disciplinary action or referral to an external agency such as the Corruption and Crime Commission or the WA Police.

If there is a reasonable suspicion that an incident constitutes minor misconduct or serious misconduct, the CEO, as Principal Officer, is required in accordance with the Corruption, Crime and Misconduct Act to report the matter to the Public Sector Commission (PSC) or Corruption and Crime Commission (CCC) respectively.

The PSC or CCC respectively may choose to investigate the matter itself, refer it back to the Shire, or work with the Shire to investigate the matter.

Any allegation involving criminal offences against the Shire, by employees or external parties, needs to be referred to the Police. In the event the Police do not lay criminal charges, but the information requires further enquiry because the allegation raises a reasonable suspicion of employee misconduct which, if proven, would be likely to result in formal disciplinary action, an investigation will be commenced.

The CEO is to ensure that all incidents of fraud, corruption and misconduct are investigated, documented and registered on the organisations document management system in a confidential manner.

The Audit Committee will be informed of all instances of alleged fraud and the status of investigations to consider and ensure controls are appropriately designed and implemented.

#### 4.9 Disciplinary Procedures

The Shire reserves its rights to recover any losses it has suffered due to fraud, corruption and misconduct especially where the likely benefits of recovery exceed the funds required to investigate the action.

#### 4.10 Monitor, Review and Evaluation

The effective monitoring, review and evaluation of fraud, corruption and misconduct is a mechanism by which the Shire can demonstrate accountability and provide assurance that legislative and governance requirements are being met.

Records will be kept of all instances of suspected fraud, corruption or misconduct.

Following an incident or investigation where fraud, corruption or misconduct was substantiated, the Manager Governance & Risk will conduct a review of the incident to determine if a change to policy, procedure or internal controls is necessary.

### 5 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Corruption, Crime and Misconduct Act 2003</i>
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	<p><i>Criminal Code Act Compilation Act 1913</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Public Sector Management Act 1994</i></p>
<b>Regulation</b>	<p>r.17, <i>Local Government (Audit) Regulations 1996</i> – CEO to review certain systems and procedures</p> <p>r.5, <i>Local Government (Financial Management) Regulations 1996</i> – CEO’s duties as to financial management</p>
<b>Local Law</b>	
<b>Shire Policies</b>	<p>FM 4 – Purchasing Policy</p> <p>FM 7 – Use of Corporate Credit Cards</p> <p>IT 1 – Information Communication Technology Use</p> <p>P 15 – Accrual of Annual Leave</p> <p>RM 1 - Risk Management Policy</p> <p>Public Information Disclosure Administration Policy</p>
<b>Related Documents</b>	<p>Australian Standard AS 8001-2021 – Fraud and Corruption Control</p> <p>Australian Standard AS ISO 31000:2018 Risk management – Guidelines</p> <p>Local Government Framework – Fraud &amp; Corruption Control, July 2015</p> <p>Codes of Conduct</p> <p>Risk Management Framework</p> <p>Auditor General – Fraud Risk Management – Better practice Guide June 2022</p> <p>Notification of misconduct in Western Australia – a joint information resource prepared by the Public Sector Commission and the Corruption and Crime Commission on misconduct as defined by the Corruption, <i>Crime and Misconduct Act 2003</i> – 1 July 2015</p>
<b>Related Procedure</b>	<p>FIN 03 – Purchasing Policy Non Compliance</p> <p>HR 008 – Disciplinary Procedures</p> <p>Issue Resolution Procedure</p>

## 6 Administration

<b>Original Adoption Date</b>	Insert date
<b>Last Variation Date</b>	Insert date
<b>Last Reviewed</b>	Insert date
<b>Scheduled Reviewed Date</b>	Insert date

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD16990.1	06/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	16,256.82
DD16990.2	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD16990.3	06/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	731.77
DD16990.4	06/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD16990.5	06/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD16990.6	06/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	179.95
DD16990.7	06/09/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD16990.8	06/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	784.72
DD16990.9	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	479.62
DD16990.10	06/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.11	06/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	349.26
DD16990.12	06/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD16990.13	06/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.14	06/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.15	06/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	358.93
DD16990.16	06/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	799.13
DD16990.17	06/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,086.03
DD16990.18	06/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD16990.19	06/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD16990.20	06/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	373.20
DD16990.21	06/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	423.20
DD17008.1	07/09/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	PURCHASES ON FUEL CARDS FOR THE MONTH AUGUST	4,224.63
DD17018.1	15/09/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17032.1	20/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	15,151.67
DD17032.2	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17032.3	20/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	762.40
DD17032.4	20/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17032.5	20/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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DD17032.6	20/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	236.70
DD17032.7	20/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	496.96
DD17032.8	20/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	927.81
DD17032.9	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	517.45
DD17032.10	20/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	373.36
DD17032.11	20/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	316.19
DD17032.12	20/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17032.13	20/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	299.59
DD17032.14	20/09/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.83
DD17032.15	20/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	513.80
DD17032.16	20/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17032.17	20/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,421.69
DD17032.18	20/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17032.19	20/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD17032.20	20/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	379.59
DD17032.21	20/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	357.87
DD17053.1	02/09/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR SEPTEMBER	75.90
B/S	01/09/2023	WESTPAC BANK	MERCHANT FEES	217.19
B/S	01/09/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	715.21
B/S	06/09/2023	WESTPAC BANK	TOTAL WAGES FOR 24/08/2023 TO 06/09/2023	250,026.13
B/S	20/09/2023	WESTPAC BANK	TOTAL WAGES FOR 07/09/2023 TO 20/09/2023	140,588.35
<b>WESTPAC CORPORATE CREDIT CARD - CEO</b>				
B/S	09/08/2023	MULBERRY TREE	ELT LUNCH MEETING	57.80
B/S	09/08/2023	WOTIF.COM	ACCOMMODATION DURING HONOUR BOARD RESEARCH TRIP	141.83
B/S	15/08/2023	WILSON PARKING	PARKING DURING STATE LIBRARY VISIT	21.26
B/S	15/08/2023	IKEA PERTH	2 X PICTURE FRAMES FOR TOWN PLANNING MAPS	50.00
B/S	15/08/2023	THE LIQUOR SHED	WINE FOR COUNCIL BAR	287.76
B/S	21/08/2023	BP MORLEY	FUEL FOR LIGHT FLEET VEHICLE	60.01
B/S	25/08/2023	DEPT OF PRIMARY INDUSTRIES	DPIRD REGISTRATION FEE FOR STOCK IMPOUNDING FACILITY	76.50
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	78.00

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B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	33.20
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>WESTPAC CORPORATE CREDIT CARD - DCS</b>				
B/S	07/08/2023	THE GIFT FACTORY	GRATUITY GIFT FOR DEPARTING CEO	226.90
B/S	10/08/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.91
B/S	22/08/2023	CLOVERS LIQUOR STORE	GRATUITY GIFT FOR DEPARTING CEO	392.00
B/S	24/08/2023	BRIDGETOWN HOTEL	STAFF MEALS DURING EVENING BUDGET PREPARATION	48.00
B/S	29/08/2023	DARDANUP BUTCHERING	MEAT FOR CEO FAREWELL BBQ	106.74
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
<b>BPAY</b>				
7092023	07/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	1,177.53
13092023	13/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	2,240.22
26092023	26/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	1,177.33
<b>ELECTRONIC PAYMENTS</b>				
EFT37572	14/09/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	236.69
EFT37573	14/09/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MINOR PARTS FOR JOHN DEERE TRACTOR	24.38
EFT37574	14/09/2023	ARBOR GUY	POWERLINE PRUNING AT THOMPSON PARK	1,936.00
EFT37575	14/09/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	4,400.00
EFT37576	14/09/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF AUGUST AND BOOKS FOR LIBRARY STOCK	130.69
EFT37577	14/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR AUGUST	1,914.00
EFT37578	14/09/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT & FCC FOR AUGUST	445.22
EFT37579	14/09/2023	BLACKWOOD VETERINARY CENTRE	EUTHANASE CAT UNSUITABLE FOR REHOMING	65.00
EFT37580	14/09/2023	BLUES AT BRIDGETOWN	23/24 COMMUNITY GRANT	17,490.00
EFT37581	14/09/2023	JOSHUA BONSER-PRICE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	20.00
EFT37582	14/09/2023	BOOKEASY AUSTRALIA PTY LTD	MONTHLY BOOKEASY COMMISSIONS FOR AUGUST	220.00
EFT37583	14/09/2023	BRIDGETOWN AGRICULTURAL SOCIETY	SPONSORSHIP OF SCHOOL DISPLAYS AT BRIDGETOWN SHOW	250.00
EFT37584	14/09/2023	BRIDGETOWN TIMBER SALES	MINOR MAINTENANCE SUPPLIES	27.00
EFT37585	14/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS & GAS BOTTLE FOR GREENBUSHES POOL	342.87
EFT37586	14/09/2023	BRIDGETOWN PAINT SALES	MINOR MAINTENANCE SUPPLIES	79.95
EFT37587	14/09/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR AUGUST	134.90



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EFT37588	14/09/2023	BRIDGETOWN TYRES	TYRE REPAIRS FOR LIGHT FLEET	127.00
EFT37589	14/09/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37590	14/09/2023	BCITF	BCITF LEVIES COLLECTED FOR AUGUST 2023	1,784.66
EFT37591	14/09/2023	BUNBURY PRINT	SHIRTS FOR BRIDGETOWN BFB	325.00
EFT37592	14/09/2023	BURGESS RAWSON PTY LTD	LEASING PREPARATION FEE FOR LICENCE L4072-2	550.00
EFT37593	14/09/2023	CATTERICK DISTRICT PROGRESS ASSOC	2023/24 SERVICE AGREEMENT (3RD YEAR)	700.00
EFT37594	14/09/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLY FOR DEPOT	7,999.99
EFT37595	14/09/2023	CLEAR TO WORK PTY LTD	ONLINE NATIONAL POLICE CLEARANCE CHECKS	200.25
EFT37596	14/09/2023	COUNTRY WOMENS ASSOCIATION WA	23/24 COMMUNITY GRANT	2,750.00
EFT37597	14/09/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE FOR JULY & AUGUST	1,225.26
EFT37598	14/09/2023	DMIRS	BSL'S COLLECTED FOR AUGUST 2023	52,365.29
EFT37599	14/09/2023	DOMESTIC MAINTENANCE SW	INSTALL STORM WATER PIPES TO BTOWN SPORTS GROUND STORAGE SHED	820.00
EFT37600	14/09/2023	ELGAS PTY LTD	ANNUAL SERVICE CHARGE FOR LPG CYLINDERS	422.40
EFT37601	14/09/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR AUGUST	164.92
EFT37602	14/09/2023	DEPT OF FIRE & EMERGENCY SERVICES	2023/24 1ST QUARTER ESL CONTRIBUTION	101,089.49
EFT37603	14/09/2023	FONTY'S HIRE	4 WEEKS PORTA-LOO HIRE FOR DEPOT - AUGUST	264.00
EFT37604	14/09/2023	FULTON HOGAN INDUSTRIES PTY LTD	12 X TONNES OF BITUMEN PREMIX FOR ROAD MAINTENANCE	2,706.00
EFT37605	14/09/2023	GARVS AUTO ELECTRICS PTY LTD	RECTIFY POWER AND RADIO CIRCUITS FOR VOLVO GRADER	120.00
EFT37606	14/09/2023	GEOGRAPHE FORD & BUNBURY HYUNDAI	NEW FORD RANGER UTE FOR OUTSIDE CREW, LESS TRADE IN	24,413.44
EFT37607	14/09/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL REPAIRS	633.60
EFT37608	14/09/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR SEPTEMBER	130.90
EFT37609	14/09/2023	ITR PACIFIC PTY LTD	10PK GRADER BLADES	1,045.00
EFT37610	14/09/2023	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	54.65
EFT37611	14/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	541.64
EFT37612	14/09/2023	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 16 RETENTION RELEASE	14,960.46
EFT37613	14/09/2023	LGIS INSURANCE BROKING	REGIONAL RISK CO-ORDINATOR FEES JANUARY 2023 - JUNE 2023	5,390.00
EFT37614	14/09/2023	LUSH FIRE AND PLANNING	PROVIDE REVIEW OF BMP REPORTS FOR SUBDIVISION APPLICATION	357.50
EFT37615	14/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	16.50
EFT37616	14/09/2023	MCLEODS	PROVIDE LEGAL ADVICE FOR DEVELOPMENT APPLICATION	1,582.35
EFT37617	14/09/2023	MODUS AUSTRALIA	BRIDGETOWN YOUTH PRECINCT ABLUTION BLOCK - 20% DEPOSIT	35,066.68

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EFT37618	14/09/2023	JAMES MOYES	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37619	14/09/2023	MUIRS MANJIMUP	SUPPLY REAR WIPER FOR FLEET VEHICLE	58.12
EFT37620	14/09/2023	RACHAEL POTTER	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	60.00
EFT37621	14/09/2023	QUALITY SHOP	PRINTING OF 4000 X FIREBREAK NOTICES FOR RATES PACKS	875.00
EFT37622	14/09/2023	REPCO	REPLACEMENT REVERSE ALARMS FOR WORKS FLEET VEHICLES	114.00
EFT37623	14/09/2023	ERIN LESLIE REYNOLDS	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT37624	14/09/2023	RICHFEEDS AND RURAL SUPPLIERS	SUPPLIES FOR SHIRE WEED SPRAYING AND VARIOUS PPE	3,123.00
EFT37625	14/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC FOR JULY	126.50
EFT37626	14/09/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - AUGUST	1,157.47
EFT37627	14/09/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	462.00
EFT37628	14/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE'S COMMISSIONS RETAINED FOR AUGUST 2023	104.75
EFT37629	14/09/2023	SOUTHERN LOCK AND SECURITY	DOOR CLOSERS FOR CIVIC CENTRE	524.98
EFT37630	14/09/2023	SOUTH WEST ACADEMY OF SPORT	2023/24 SWAS SPONSORSHIP	550.00
EFT37631	14/09/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW IN SHIRE UNIT	501.60
EFT37632	14/09/2023	SOUTH REGIONAL TAFE	CHAINSAW TRAINING FOR WORKS CREW	245.10
EFT37633	14/09/2023	SOUL NURTURING	PACKAGE OF 4 X MICHAEL MILLER ARTWORKS	2,000.00
EFT37634	14/09/2023	SPORTSPEOPLE GROUP PTY LTD	RECRUITMENT ADVERTISING	214.50
EFT37635	14/09/2023	STEWART & HEATON CLOTHING CO	PRINTING ON BFB PPE	183.94
EFT37636	14/09/2023	SYNERGY	ELECTRICITY CHARGES	14,079.08
EFT37637	14/09/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	406.26
EFT37638	14/09/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	328.65
EFT37639	14/09/2023	THE RIGHT STUFF FOR LANDHOLDERS	2 X BLOWER VACUUM'S	538.21
EFT37640	14/09/2023	CODIE TOLE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37641	14/09/2023	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM THE WASTE FACILITY	576.65
EFT37642	14/09/2023	PETER VAN VEEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37643	14/09/2023	WA RANGERS ASSOCIATION	RANGER BADGES	70.00
EFT37644	14/09/2023	WATTLESEED BARN CAFE & FLORIST	REFRESHMENTS FOR MEETING	91.00
EFT37645	14/09/2023	WESTRAC PTY LTD	REPAIRS TO HYDRAULIC SYSTEM FOR CATERPILLAR TRACK LOADER	3,260.25
EFT37646	14/09/2023	WALGA	CONVENTION ATTENDANCE & TRAINING COURSES FOR ELECTED MEMBERS	4,099.00
EFT37647	14/09/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTONS OF COMPOSTABLE DOG WASTE BAGS	917.40

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EFT37648	15/09/2023	EILEEN AMANDA ROSE	REIMBURSEMENT FOR COST OF FLOWERS FOR COUNCIL PRESENTATION	99.55
EFT37654	20/09/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR AUGUST 2023	30,006.00
EFT37655	28/09/2023	AIRIUS OCEANIA PTY LTD	50% DEPOSIT FOR COURT FANS FOR BRIDGETOWN LEISURE CENTRE	35,976.60
EFT37656	28/09/2023	AJ STALEY CARPENTRY PTY LTD	REPAIRS & MAINTENANCE TO SHIRE BUILDINGS	3,325.00
EFT37657	28/09/2023	AMITY SIGNS	STREET SIGN BLADES	514.53
EFT37658	28/09/2023	AUSTRALIAN COMS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY & SBSFM	159.00
EFT37659	28/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR SEPTEMBER	1,914.00
EFT37660	28/09/2023	DONNA BAKER	ANIMAL HANDLING EQUIPMENT	45.00
EFT37661	28/09/2023	BCP CONTRACTORS PTY LTD	CLAIM ON PRACTICAL COMPLETION FOR GREENBUSHES CARPARK PROJECT	16,346.97
EFT37662	28/09/2023	BELIA ENGINEERING	TRANSPORT MATTRESSES TO PERTH FOR RECYCLING	884.40
EFT37663	28/09/2023	BLACKWOOD COUNTRY GARDENS INC.	2023/24 SERVICE AGREEMENT	1,000.00
EFT37664	28/09/2023	BLUE FORCE PTY LTD	150 X RFID KEY FOBS FOR 24 HOUR GYM	2,161.50
EFT37665	28/09/2023	BOC LIMITED	ADJUSTMENT TO RENEWAL DATE FOR ARGOSHIELD CYLINDER RENTAL	90.17
EFT37666	28/09/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37667	28/09/2023	BRC BUILDING SOLUTIONS PTY LTD	SUPPLY FANS & DELIVERY OF WORKS FOR CIVIC CENTRE PROJECT - CLAIM 3	77,560.56
EFT37668	28/09/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR 11/07/2023 - 04/09/2023	312.32
EFT37669	28/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR MAINTENANCE ITEMS & GARDEN SUPPLIES	842.11
EFT37670	28/09/2023	BRIDGETOWN PAINT SALES	EXTENSION LADDER & MINOR MAINTENANCE SUPPLIES	404.70
EFT37671	28/09/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - AUGUST	511.50
EFT37672	28/09/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,307.30
EFT37673	28/09/2023	BUNNINGS TRADE	DOOR HARDWARE FOR SHIRE UNIT	70.04
EFT37674	28/09/2023	CEMETERIES & CREMATORIA ASSOC WA	2023/24 ANNUAL MEMBERSHIP	130.00
EFT37675	28/09/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37676	28/09/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR AUGUST	72,390.39
EFT37677	28/09/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR AUGUST	879.10
EFT37678	28/09/2023	COMMERCIAL NETMAKERS PTY LTD	15M x 1M EGRESS NETTING FOR THE WASTE FACILITY LEACHATE POND	1,061.50
EFT37679	28/09/2023	CORE BUSINESS AUSTRALIA PTY LTD	GREENBUSHES TOWN CENTRE CAR PARK PROJECT - CLAIM 1	8,243.18
EFT37680	28/09/2023	COUNTRY WOMENS ASSOCIATION OF WA	23/24 COMMUNITY GRANT	3,850.00
EFT37681	28/09/2023	CROWN HOTELS	ACCOMM & MEALS FOR COUNCILLORS ATTENDING WALGA CONVENTION	1,652.60
EFT37682	28/09/2023	ECOCYCLE PTY LTD	RECYCLING OF FLUORESCENT GLOBES FROM WASTE FACILITY	887.43

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EFT37683	28/09/2023	ESPRESSO ESSENTIAL WA	LIBRARY COFFEE MACHINE SUPPLIES	199.24
EFT37684	28/09/2023	LGRCEU	PAYROLL DEDUCTIONS	154.00
EFT37685	28/09/2023	GARVS AUTO ELECTRICS PTY LTD	REPAIRS TO SHIRE LIGHT FLEET VEHICLES & ROAD ROLLER	1,963.50
EFT37686	28/09/2023	G.C. SALES (W.A.)	200 X BIN LID PINS	160.60
EFT37687	28/09/2023	GOOD READING MAGAZINE PTY LTD	ANNUAL SUBSCRIPTION TO GOOD READING MAGAZINE FOR LIBRARY	119.95
EFT37688	28/09/2023	HANSEN'S HOT BREAD SHOP	REFRESHMENTS FOR WHS COMMITTEE	145.50
EFT37689	28/09/2023	HARMONIC ENTERPRISES PTY LTD	ANNUAL FORTIGATE FEE FOR BLC & MONTHLY MANAGED SERVICES FOR SEPT	3,793.90
EFT37690	28/09/2023	HILLVIEW ELECTRICAL SERVICE	LIGHTING REPAIRS FOR SHIRE BUILDINGS	704.00
EFT37691	28/09/2023	IMPART MEDIA	ANNUAL HOSTING FEES FOR VC WEBSITE FOR 30/06/2023 - 29/06/2024	1,320.00
EFT37692	28/09/2023	IRIS CONSULTING GROUP PTY LTD	ATTENDANCE TO RECORD MANAGEMENT BASICS COURSE	638.00
EFT37693	28/09/2023	ISUBSCRIBE	ANNUAL SUBSCRIPTION TO NEW SCIENTIST MAGAZINE FOR LIBRARY	560.99
EFT37694	28/09/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER FOR AUGUST	174.25
EFT37695	28/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	43.50
EFT37696	28/09/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,630.80
EFT37697	28/09/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37698	28/09/2023	MANJIMUP MONOGRAMS	STAFF PPE & UNIFORMS	661.85
EFT37699	28/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	66.00
EFT37700	28/09/2023	J.L & G.F MAY	GRAVE DIGGING & MAINTENANCE IN BRIDGETOWN CEMETERY	957.00
EFT37701	28/09/2023	METRO COUNT	SUPPLIES FOR TRAFFIC COUNTING	880.00
EFT37702	28/09/2023	MOORE AUSTRALIA	REGISTRATION TO 3 X PAYROLL & FINANCE RELATED WEBINARS	759.00
EFT37703	28/09/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37704	28/09/2023	OFFICEWORKS LTD	SIT STAND DESK & ANTI FATIGUE MAT	535.04
EFT37705	28/09/2023	OLD DOG DIRT AND DIESEL	INVESTIGATE AND REPAIR ENGINE CODE FAULT FOR VOLVO GRADER	1,454.40
EFT37706	28/09/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	1,166.67
EFT37707	28/09/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37708	28/09/2023	QUALITY SHOP	PRINTING OF RATES PACK FLYERS & PRE-PRINTED STATEMENTS	1,724.00
EFT37709	28/09/2023	PATRICK QUINLIVAN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37710	28/09/2023	REPCO	HYDRAULIC JACK, LOADING RAMPS AND MINOR PARTS	2,034.62
EFT37711	28/09/2023	MEGAN RICHARDS	REIMBURSEMENT OF EXPENSES DURING CONFERENCE ATTENDANCE	690.00
EFT37712	28/09/2023	JANINE MAREE RICHARDSON	REIMBURSEMENT OF EXPENSES DURING COURSE ATTENDANCE	1,114.98

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT37713	28/09/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWAL	169.00
EFT37714	28/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC FOR AUGUST	126.50
EFT37715	28/09/2023	SHIRE STAFF CLUB	PAYROLL DEDUCTIONS	184.00
EFT37716	28/09/2023	SLATER-GARTRELL SPORTS	AIR COMPRESSOR AND PICKLEBALL EQUIPMENT FOR BLC	1,336.50
EFT37717	28/09/2023	SOUTH WEST ISUZU	DIAGNOSTIC FOR ISUZU MAINTENANCE TRUCK AND MINOR PART	576.27
EFT37718	28/09/2023	SOUWEST GLASS SERVICE	SUPPLY & INSTALL 2 X GLASS PANELS TO WINDOWS OF SHIRE BUILDING	473.00
EFT37719	28/09/2023	SPORTS SURFACES	TURF FOR CRICKET TRAINING NETS AT BRIDGETOWN SPORTSGROUND	16,021.50
EFT37720	28/09/2023	STEVE WOOD CARPENTRY	REPLACE 2 X EXISTING STAIR CASES WITH SIMILAR	4,290.00
EFT37721	28/09/2023	SYNERGY	ELECTRICITY CHARGES	4,435.31
EFT37722	28/09/2023	TANIA MARIE - RAW RADIANCE	CATERING FOR COUNCIL MEETING	350.00
EFT37723	28/09/2023	THE STABLES IGA	REFRESHMENTS FOR MEETING, FORUM & VARIOUS GROCERY SUPPLIES	621.62
EFT37724	28/09/2023	THE FACTORY	CHRISTMAS DECORATIONS	3,256.00
EFT37725	28/09/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY & DEPOT FOR SEPTEMBER	290.40
EFT37726	28/09/2023	T-QUIP	MINOR PARTS FOR MOWERS	92.80
EFT37727	28/09/2023	ALEXA TUNMER	ACCOMMODATION ALLOWANCE DURING ATTENDANCE TO CONFERENCE	280.95
EFT37728	28/09/2023	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF TYRES FROM THE WASTE FACILITY	2,541.87
EFT37729	28/09/2023	WATTLESEED BARN CAFE & FLORIST	WREATH FOR VIETNAM WAR MEMORIAL SERVICE	85.00
EFT37730	28/09/2023	WESTRAC PTY LTD	2 X REVERSE MIRRORS FOR CATERPILLAR MULTI TYRE ROAD ROLLER	316.18
EFT37731	28/09/2023	ERIC WESTER & ROBYN MCCRACKEN	RATES REFUND	124.50
EFT37732	28/09/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING AND STATIONERY SUPPLIES	2,470.77
<b>DIRECT DEBITS - LICENSING</b>				
27743	01/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/09/2023	7,124.40
27744	04/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/09/2023	4,284.05
27745	05/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/09/2023	4,465.90
27746	06/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/09/2023	5,549.10
27747	07/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/09/2023	3,485.20
27748	08/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/09/2023	7,361.65
27749	11/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/09/2023	4,753.55
27750	12/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/09/2023	2,055.95
27751	13/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/09/2023	3,752.70

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

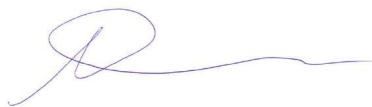
<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
27752	14/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/09/2023	10,185.75
27753	15/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/09/2023	6,588.45
27754	18/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/09/2023	6,008.80
27755	19/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/09/2023	2,652.10
27756	20/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/09/2023	3,267.85
27757	21/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/09/2023	2,673.75
27758	22/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/09/2023	4,951.60
27759	26/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/09/2023	8,781.05
27760	27/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/09/2023	3,460.60
27761	28/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/09/2023	4,532.70
27762	29/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/09/2023	3,398.85
<b>CHEQUES</b>				
300263	14/09/2023	WATER CORPORATION	WATER CHARGES	23.42
				<b>1,207,503.71</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
300228	12/09/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF AUGUST 2023	1,128.75
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT37649	18/09/2023	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	28.12
EFT37650	18/09/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	20.25
EFT37651	18/09/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	22.50
EFT37652	18/09/2023	PUBLIC TRANSPORT AUTHORITY WA	BUS TICKETS SOLD FOR AUGUST 2023	407.52
EFT37653	18/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS RETAINED FOR AUGUST 2023	268.91
				<b>1,876.05</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED**

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
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This schedule of accounts paid for the Municipal Fund totalling \$1,207,503.71 and for the Trust Fund totalling \$1,876.05 which was submitted to each member of the Council on 26th October 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 30/09/2023 is \$377,308.32



.....  
CHIEF EXECUTIVE OFFICER

26th October 2023



**SHIRE OF BRIDGETOWN-GREENBUSHES**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 30 September 2023**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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Detailed account schedules will be provided with financial reports to be presented at the

September 2023

December 2023

March 2024 (Budget Review)

June 2024



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,735,031	5,677,690	5,683,762	6,072	0.11%	
Grants, subsidies and contributions		1,580,220	285,815	299,779	13,964	4.89%	
Fees and charges		2,345,731	1,587,768	1,580,299	(7,469)	(0.47%)	
Interest revenue		353,000	65,923	59,774	(6,149)	(9.33%)	
Other revenue		275,604	41,542	39,351	(2,191)	(5.27%)	
Profit on asset disposals	7	55,001	5,314	5,314	0	0.00%	
		10,344,587	7,664,052	7,668,280			
<b>Expenditure from operating activities</b>							
Employee costs		(6,320,263)	(1,594,875)	(1,520,346)	74,529	4.67%	
Materials and contracts		(4,488,655)	(710,975)	(675,468)	35,507	4.99%	
Utility charges		(299,456)	(48,839)	(40,460)	8,379	17.16%	
Depreciation		(3,759,377)	(939,814)	(1,241,911)	(302,097)	(32.14%)	▼
Finance costs		(63,715)	(939)	9	948	100.95%	
Insurance		(380,176)	(380,132)	(189,546)	190,586	50.14%	▲
Other expenditure		(325,972)	(133,101)	(132,680)	421	0.32%	
Loss on asset disposals	7	(5,450)	(132)	0	132	100.00%	
		(15,643,064)	(3,808,807)	(3,800,402)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	0	1,237,919	1,237,919		
<b>Amount attributable to operating activities</b>		<b>(1,583,025)</b>	<b>3,855,245</b>	<b>5,105,796</b>			
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	20,000	20,000	0	0.00%	
		8,088,628	275,919	285,966			
<b>Outflows from investing activities</b>							
Purchase of property, plant and equipment	8	(7,552,606)	(518,813)	(292,847)	225,966	43.55%	▲
Purchase and construction of infrastructure	8	(5,178,809)	(582,510)	(417,938)	164,572	28.25%	▲
		(12,731,415)	(1,101,323)	(710,785)			
<b>Amount attributable to investing activities</b>		<b>(4,642,787)</b>	<b>(825,404)</b>	<b>(424,819)</b>			
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(153,248)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218)	(12,229)	(12,229)	0	0.00%	
Transfers to reserve accounts	5	(1,102,137)	(29,362)	(29,362)	0	0.00%	
		(1,319,603)	(41,592)	(41,592)			
<b>Amount attributable to financing activities</b>		<b>1,206,983</b>	<b>(41,592)</b>	<b>(41,592)</b>			

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	<b>5,006,329</b>	<b>5,006,329</b>	<b>5,032,107</b>	25,778	0.51%	
Amount attributable to operating activities	(1,583,025)	3,855,245	5,105,796			
Amount attributable to investing activities	(4,642,787)	(825,404)	(424,819)			
Amount attributable to financing activities	1,206,983	(41,592)	(41,592)			
<b>Surplus or deficit after imposition of general rates</b>	<b>(12,500)</b>	<b>7,994,578</b>	<b>9,671,493</b>	<b>1,676,914</b>		
1(b)						

\* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL POSITION**  
For the Period Ended 30 September 2023

	Note	30-Sep-2023	Last Period	30-Jun-23
<b>Current Assets</b>		\$	\$	\$
Cash and cash equivalents	4	10,265,500	9,433,203	11,307,415
Trade and other receivables		6,994,452	1,326,186	1,505,902
Inventories		28,905	27,775	26,085
Other assets		0	0	0
<b>TOTAL CURRENT ASSETS</b>		<b>17,288,857</b>	<b>10,787,164</b>	<b>12,839,402</b>
<b>Non-Current Assets</b>				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,073,796	41,129,160	41,042,703
Infrastructure		213,508,043	214,424,933	214,073,122
Right-of-use assets		25,671	29,526	33,659
<b>TOTAL NON-CURRENT ASSETS</b>		<b>254,852,073</b>	<b>255,828,182</b>	<b>255,394,047</b>
<b>TOTAL ASSETS</b>		<b>272,140,930</b>	<b>266,615,346</b>	<b>268,233,449</b>
<b>Current Liabilities</b>				
Trade and other payables		951,711	707,669	1,371,178
Other liabilities		1,473,523	1,489,929	1,272,029
Lease liabilities	9	23,791	24,775	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,340,336</b>	<b>3,113,684</b>	<b>3,566,700</b>
<b>Non-Current Liabilities</b>				
Lease liabilities	9	3,081	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,605,624</b>	<b>1,605,624</b>	<b>1,605,624</b>
<b>TOTAL LIABILITIES</b>		<b>4,945,960</b>	<b>4,719,308</b>	<b>5,172,324</b>
<b>NET ASSETS</b>		<b>267,194,970</b>	<b>261,896,038</b>	<b>263,061,125</b>
<b>Equity</b>				
Retained surplus		121,630,306	116,331,374	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
<b>TOTAL EQUITY</b>		<b>267,194,970</b>	<b>261,896,038</b>	<b>263,061,125</b>

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)**

**(a) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(5,314)	0	(75,306)
Add: Loss on disposal of assets	7	0	0	4,173
Add: Depreciation on assets		1,241,911	7,971	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
<b>Non cash amounts excluded from operating activities</b>		<b>1,237,919</b>	<b>9,293</b>	<b>3,565,787</b>

**(b) Surplus or deficit after imposition of general rates**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		23,791	24,775	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
<b>Total adjustments to net current assets</b>		<b>(4,277,028)</b>	<b>(4,276,044)</b>	<b>(4,240,595)</b>
<b>Net current assets used in the Statement of Financial Activity</b>				
Total current assets		17,288,856	10,787,165	12,839,402
Less: Total current liabilities		(3,340,335)	(3,113,682)	(3,566,700)
Less: Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
<b>Surplus or deficit after imposition of general rates</b>		<b>9,671,493</b>	<b>3,397,438</b>	<b>5,032,107</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Expenditure from operating activities</b>					
Depreciation	(302,097)	(32.14%)	▼	Permanent	Variance due to updated fair values on infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
Insurance	190,586	50.14%	▲	Timing	Variance due to timing of receiving 2nd instalment insurance invoice for shire buildings, plant and equipment.
<b>INVESTING ACTIVITIES</b>					
Purchase of property, plant and equipment	225,966	43.55%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$84,859 Plant and equipment \$140,900 Please refer to note 8 for more details.
Purchase and construction of infrastructure	164,572	28.25%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$32,734 Parks & Ovals infrastructure \$122,810 Please refer to note 8 for more details.

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 3: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Closing Surplus				0
	<b>Permanent Changes</b>						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
				<b>0</b>	<b>294,816</b>	<b>(307,316)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash deposits</b>								
Municipal bank account	Nil	688,525				688,525	Westpac	At Call
Municipal funds on call	4.05%	311,599				311,599	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			12,118		12,118	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
<b>Term deposits</b>								
<b>(b) Municipal funds</b>								
Municipal funds	5.10%	514,913				514,913	NAB	03-Oct-23
Municipal funds	5.10%	514,561				514,561	NAB	03-Oct-23
Municipal funds	5.05%	514,752				514,752	NAB	09-Oct-23
Municipal funds	5.05%	514,762				514,762	NAB	09-Oct-23
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Reserve funds	4.10%		4,649,012			4,649,012	NAB	25-Aug-23
<b>Total</b>		<b>5,616,488</b>	<b>4,649,012</b>	<b>12,349</b>	<b>0</b>	<b>10,277,849</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	<b>Restricted by Legislation/Agreement</b>									
106	Subdivision reserve	224,056	6,510	1,529	10,000				240,566	225,585
121	Car park reserve	1,008	29	7	0			1,037		1,015
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)	(1)		317,455
	<b>Restricted by Council</b>									
101	Leave reserve	193,624	5,626	1,321	0				199,250	194,945
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)		154,333	769,165
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)		338,696	593,100
104	Bush fire reserve	50,156	1,457	342	10,000				61,613	50,498
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573				164,299	82,896
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)		85,419	298,251
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000				260,892	245,472
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)		235,832	255,198
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)		76,636	81,171
114	Community bus reserve	74,296	2,159	507	5,000				81,455	74,803
115	SBS & communications tower reserve	63,577	1,847	434					65,424	64,011
118	Playground equipment reserve	46,455	1,350	317					47,805	46,772
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)		136,532	234,489
126	Strategic projects reserve	292,757	8,506	1,998	297,564		(143,120)		455,707	294,755
127	Matched grants reserve	77,797	2,260	531	10,000				90,057	78,328
128	Aged care infrastructure reserve	59,556	1,730	406					61,286	59,962
129	Equipment reserve	6,389	186	44					6,575	6,433
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)		57,705	125,168



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 5: CASH BACKED RESERVE**

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		<b>4,619,649</b>	<b>125,000</b>	<b>29,362</b>	<b>977,137</b>	<b>0</b>	<b>(2,526,586)</b>	<b>0</b>	<b>3,155,200</b>	<b>4,649,012</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 6: RECEIVABLES**

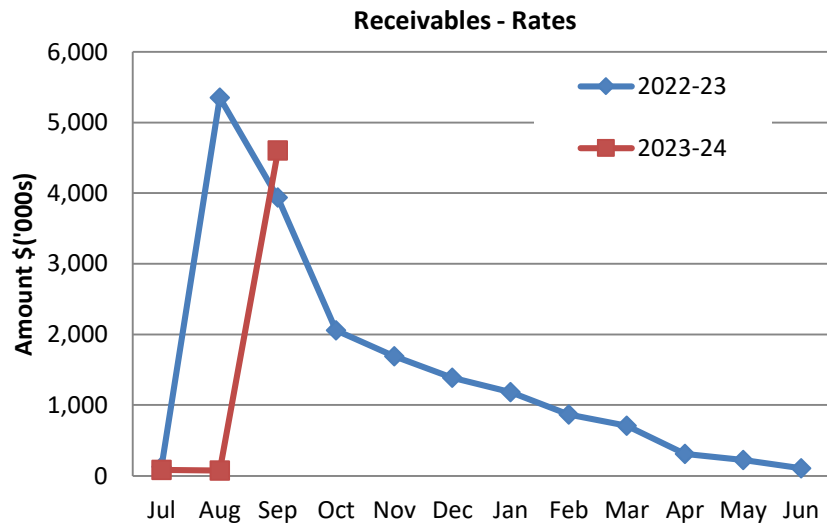
**Receivables - Rates**

Opening arrears previous years  
 Levied this year  
 Less Collections to date  
 Equals Current outstanding

	YTD 30 Sep 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,683,762	5,343,483
Less Collections to date	(1,183,424)	(5,385,195)
<b>Equals Current outstanding</b>	<b>4,605,664</b>	<b>105,326</b>
<b>Net Rates Collectable</b>	<b>4,605,664</b>	<b>105,326</b>
% Collected	20.44%	98.08%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

Receivables - Sundry debtors

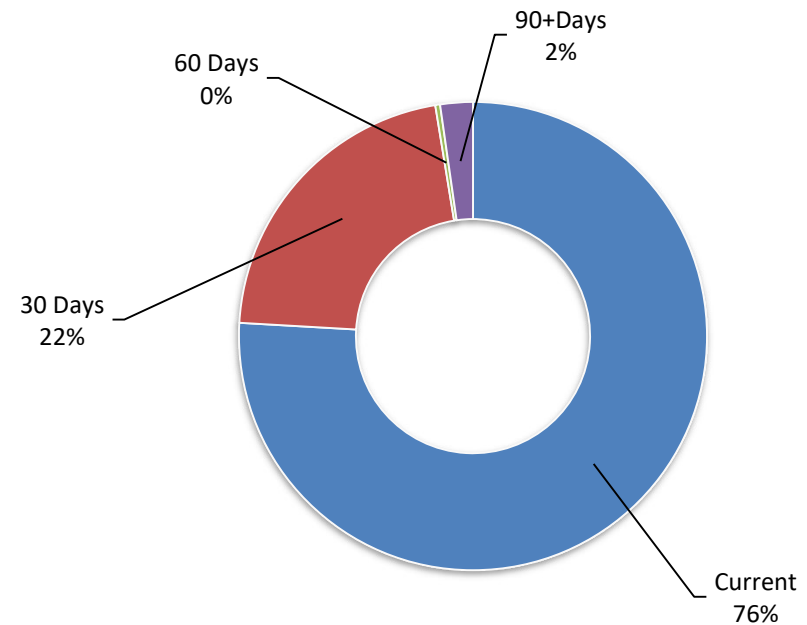
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	226,984	64,260	1,047	6,697

**Total Sundry Debtor Receivables Outstanding**

**298,988**

Amounts shown above include GST (where applicable)

**Receivables - Sundry Debtors**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 7: FIXED ASSET DISPOSALS**

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
				P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
				P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
14,686	20,000	5,314	(2,250)				
<b>14,686</b>	<b>20,000</b>	<b>5,314</b>	<b>(2,250)</b>		<b>394,450</b>	<b>444,001</b>	<b>49,551</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Governance</b>						
Shire Administration Building	07BU	47,855	6,931	6,725	(206)	
<b>Law, Order and Public Safety</b>						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	0	0	0	
<b>Housing</b>						
144 Hampton Street	38BU	40,000	20,000	5,011	(14,990)	Job continuing
146 Hampton Street	26BU	10,000	2,145	2,145	0	
<b>Community Amenities</b>						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
<b>Recreation and Culture</b>						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	78,344	78,344	0	
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	0	(15,537)	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	32,706	32,706	0	
Bridgetown Regional Library	60BU	54,300	4,000	4,000	0	
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Recreation and Culture (Continued)</b>						
Greenbushes Old Court House	TF12	330,000	0	0	0	
<b>Transport</b>						
Shire Depot Rebuild	08BU	661,796	0	0	0	
<b>Economic Services</b>						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	0	0	0	
<b>Other Property and Services</b>						
Purchase of Land	1790040	17,500	0	0	0	
<b>Land and Buildings Total</b>		<b>4,106,924</b>	<b>292,428</b>	<b>207,363</b>	<b>(85,065)</b>	
<b>Roads</b>						
<b>Transport</b>						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	9,958	9,958	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	731	731	
Kerbing	KB01	10,000	0	0	0	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Transport (Continued)</b>						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
<b>Roads Total</b>		<b>2,565,951</b>	<b>7,499</b>	<b>10,689</b>	<b>3,190</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Footpaths</b>						
<b>Transport</b>						
Footpaths Accessibility Access	FP28	19,495	0	0	0	
Allnutt Street	FP38	14,040	0	0	0	
<b>Footpaths Total</b>		<b>33,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Drainage</b>						
<b>Community Amenities</b>						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	13,573	(32,734)	Job continuing
<b>Drainage Total</b>		<b>55,959</b>	<b>46,307</b>	<b>13,573</b>	<b>(32,734)</b>	
<b>Parks and Ovals</b>						
<b>Community Amenities</b>						
Bridgetown Cemetery	01IN	20,000	0	0	0	
<b>Recreation and Culture</b>						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
<b>Parks and Ovals Total</b>		<b>2,149,984</b>	<b>452,946</b>	<b>330,136</b>	<b>(122,810)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Bridges</b>						
<b>Transport</b>						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
<b>Bridges Total</b>		<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other</b>						
<b>Other Governance</b>						
Records Facility	20IU	6,732	0	0	0	
<b>Housing</b>						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
<b>Community Amenities</b>						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	34,976	0	(34,976)	Purchase order raised
<b>Recreation and Culture</b>						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
<b>Transport</b>						
Greenbushes CBD Parking	CP05	72,133	38,634	61,392	22,758	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
<b>Infrastructure Other Total</b>		<b>263,380</b>	<b>75,758</b>	<b>63,540</b>	<b>(12,218)</b>	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment</b>						
<b>Governance</b>						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
<b>Law, Order and Public Safety</b>						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
<b>Community Amenities</b>						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	0	0	0	
<b>Recreation and Culture</b>						
Indoor vertical lift	1346640	20,000	0	0	0	
BLC pool inflatable	TF04	16,125	0	0	0	
BLC pool blankets	TF05	114,000	0	0	0	
Solar panels and batteries	TF06	660,000	0	0	0	
<b>Transport</b>						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
<b>Plant and Equipment Total</b>		<b>3,430,682</b>	<b>226,385</b>	<b>85,485</b>	<b>(140,900)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 8: FIXED ASSET ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Furniture and Equipment</i></b>						
<b>Other Governance</b>						
IT and Communication equipment	1055140	15,000	0	0	0	
<b>Furniture and Equipment Total</b>		<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>12,731,415</b>	<b>1,101,323</b>	<b>710,785</b>	<b>(390,538)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
<b>Recreation and Culture</b>									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	<b>1,695,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>153,248</b>	<b>1,695,413</b>	<b>1,542,165</b>	<b>0</b>	<b>59,842</b>

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
003 Gym Equipment	19,997		0	6,690	19,997	13,307	0	133	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
<b>Other Property and Services</b>									
001 CESM Vehicle	471	3,838	2,344	1,632	3,296	2,677	0	39	46
002 Photocopies and printers	6,455		0	2,594	6,455	3,861	0	52	81
004 EHO Vehicle	8,340		0	1,313	5,259	7,027	3,081	8	24
005 2022 Toyota Hilux (CESM)	0		58,235		13,879	0	44,356		1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	<b>35,263</b>	<b>3,838</b>	<b>194,207</b>	<b>12,229</b>	<b>64,218</b>	<b>26,872</b>	<b>165,733</b>	<b>232</b>	<b>3,773</b>

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
<b>Other Properties</b>			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		<b>194,207</b>	<b>3,838</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2023**

**Note 10: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rates or general rates</b>									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	11,377	2,960,484	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
<b>Sub-Totals</b>		2,328	289,686,993	4,543,581	14,689	4,558,270	4,543,581	67,000	4,610,581
<b>Minimum payments</b>	<b>Minimum \$</b>								
Shire GRV	1,112.00	665	3,671,960	739,480	6,174	745,654	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
<b>Sub-Totals</b>		963	54,252,620	1,124,450	1,041	1,125,491	1,124,450	0	1,124,450
<b>Total general rates and minimum payments</b>						<b>5,683,762</b>			<b>5,735,031</b>

## Request for Quotation

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<b>Request for Quotation:</b>	<i>Design and Documentation for Shire Depot Facilities Rebuild</i>
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<b>Deadline:</b>	<i>2pm on Friday, 10<sup>th</sup> November 2023</i>
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<b>Address for Delivery:</b>	<p><i>Submissions to be made: via email to: <a href="mailto:btnshire@bridgetown.wa.gov.au">btnshire@bridgetown.wa.gov.au</a> OR By hand delivery to: Shire of Bridgetown-Greenbushes 1 Steere St Bridgetown</i></p>
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<b>RFQ Number:</b>	<i>23/04</i>
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# 1 Conditions of Responding

## 1.1 Contract Requirements in Brief

The contract is to prepare a concept plan for the Shire of Bridgetown-Greenbushes Depot which includes replacement of facilities destroyed by a major fire in February 2022 and planning for the site to include current and future requirements. Subject to acceptance of the concept plan by Council, a separate contract will be entered into which requires the consultant to prepare detailed design drawings and specifications in sufficient detail to enable tenders to be invited for construction.

A full statement of the Services required under the proposed Contract appears in the Specification (Part 2).

## 1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor:</b>	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract:</b>	Goods and/or Services Contract Conditions.
<b>Offer:</b>	Your Offer to be selected to supply the Requirements.
<b>Principal:</b>	Shire of Bridgetown-Greenbushes
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The Services requested by the Principal.
<b>Request or RFQ or Request for Quotation:</b>	This document.



### 1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Patrick Quinlivan
<b>Telephone:</b>	9761 0808
<b>Email:</b>	<a href="mailto:pquinlivan@bridgetown.wa.gov.au">pquinlivan@bridgetown.wa.gov.au</a>

### 1.4 Briefing/Site Inspection

Attendance at this meeting is not mandatory.

Respondents are invited to attend a Site Inspection on Tuesday, 31<sup>th</sup> October 2023 at 10am.

The location of the meeting is Shire of Bridgetown-Greenbushes Depot, Les Woodhead Drive, Bridgetown WA.

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quotation.

Please confirm with the contact person, Mr Patrick Quinlivan by email at [pquinlivan@bridgetown.wa.gov.au](mailto:pquinlivan@bridgetown.wa.gov.au) your attendance at this meeting no later than Monday, 30<sup>th</sup> October.

### 1.5 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

### **1.6 Compliance Criteria**

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

### **1.7 Qualitative Criteria**

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

### **1.8 Value Considerations**

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

<b>Criteria</b>	<b>Weighting</b>
Quoted Price	30%

#### **1.8.1 Price Basis**

All prices for the Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include all costs associated with the delivery of the Services including travel, meeting attendance, production of plans and

miscellaneous. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **1.9 Principal's Policies That May Affect Selection**

Not applicable.

### **1.10 Lodgement of Response and Delivery Method**

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is Friday, 10<sup>th</sup> November 2023 at 2pm Western Standard Time.

The Response may be lodged in either of the following ways:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at the Shire of Bridgetown-Greenbushes, 1 Steere Street, Bridgetown WA by the Respondent or the Respondent's private agent or sent through the mail to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown WA 6255.
- c) emailed [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au) prior to the deadline.

Respondents must ensure that they have provided one signed copy of their Submission. All pages must be numbered consecutively and the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

### **1.11 Rejection of Responses**

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

### **1.12 Acceptance of Responses**

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### **1.13 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.14 Precedence of documents**

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

### **1.15 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

### **1.16 Ownership of Responses**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.17 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Response, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### **1.18 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

## 2 Specification

### 2.1 Background

In February 2022 a major bush fire destroyed the Office building and a large of shed at the Bridgetown Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a residential property which is unsatisfactory and not fit for purpose.

In addition to replacing facilities that were destroyed by the fire, the Shire is seeking to develop a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

### 2.2 Scope of Work

The scope of works includes the following tasks:

- a) Review the Shire Depot site and identify the most suitable location for replacement of facilities lost in the fire.
- b) Identify any additional requirements and/or facilities to be considered as part of the future staged development of the site.
- c) Prepare a Concept Plan for the proposed new office building and sheds.
- d) Prepare a draft Master Plan that includes short and medium-term development of the site for consideration by Council.
- e) With the inclusion of any agreed changes, and subject to the approval of the Concept Plan by Council, undertake detailed design for the proposed new office building and sheds. This will include preparing plans and specifications in sufficient detail to enable tenders/quotations for construction of the buildings to be invited.
- f) The following sub consultants will need to be engaged as part of the project team and included in the submission:
  - Structural
  - Mechanical
  - Electrical
  - Hydraulics (including effluent disposal design)
  - Civil
  - Quantity Surveyor - an itemised cost estimate is required upon completion of the draft Concept Plan.
  - Geotechnical report
  - Surveyor

Note: A BAL Assessment has been completed and will be available to the consultant.

## **2.3 Design Specifications**

### **2.3.1 Architectural Form**

The Shire is seeking to achieve a functional office building that is fit for purpose and provides a safe and comfortable working environment for its outside workforce staff. The design should also aim to complement the surrounding environment and be a focal point for staff and visitors to the Depot.

The brief requires the consultant to consider two options for the new office building and obtain cost estimates for both options i.e.

Option 1 - Traditional on-site construction

Option 2 - Transportable building that is assembled on-site.

### **2.3.2 Sustainability**

The design should reflect the Shire's aim to:

- Provide a low maintenance facility in order to minimise operating costs.
- Consider the merits of alternative building materials that are suited to the environment.
- Meet Section J of the NCC Energy Efficient requirements;
- Achieve best practice in the following areas;
  - the use of Photo Voltaic solar panels and battery storage
  - solar radiation into the building
  - the use of passive ventilation systems
  - the use of natural lighting
  - building insulation
  - water efficient fittings

### **2.3.3 Concept Plan**

The scope of works for the concept plan includes:

#### Master Plan

A Master Plan (A1 size and coloured for display purposes) is required to include:

- The location of existing structures and facilities that are recommended to be retained.
- The size, possible form, and placement of the proposed new buildings and facilities on the site.
- Site planning for pedestrian and motor vehicle requirements.
- A plan capable of demonstrating how the functions proposed for the new buildings will be accommodated within the size and form of the proposed buildings. This plan

should show the floor areas allocated to, and the relationships between each function.

Note: The consultant is not required to produce resolved architectural drawings for the concept plan.

### Floor Plan and Elevations

Floor plan and elevations of the proposed new office building and sheds are required.

### Perspective drawings

A minimum of two (2) coloured perspective drawings showing external perspectives of the proposed buildings.

## **2.3.4 Facility Components**

### Office building

- Entry and reception
- 6 x Offices (approx. 12m<sup>2</sup>) plus open plan office area to accommodate 4 workstations.
- Lunch room/kitchen (approx. 30m<sup>2</sup>) to include space for a kitchen table, large domestic oven (1), microwave oven, domestic refrigerators (2), storage cupboards and drawers, extractor fans, and domestic sinks (2) sinks.
- Ablutions to include (1) x WC in Ladies, mirror, wash basin, separate vanity top with GPO. Men's to include (1) x WC plus (1) x wall mounted urinal and wash basins (2).
- Unisex disabled toilet with shower.
- Covered outdoor patio (approx. 40m<sup>2</sup>).
- Cleaner's cupboard
- Equipment store (35m<sup>2</sup>)
- Additional storeroom (4m<sup>2</sup>)
- First Aid Room
- Communications store/cupboard
- Space for 20 lockers
- Adjacent staff car park (20 bays)
- Visitors car park with three (3) standard bays plus one disabled access bay adjacent to the main entrance and new office building, outside the Depot fence with a pedestrian access gate and connecting pathway to the office.

### Sheds/Shelters

- Workshop steel frame shed with gable roof and colorbond sheeting to include the following spaces:

- Truck bay 6m x 12m x 6m (height) with roller door.
- Light vehicle bay 6m x 12m x 6m (height) with hoist, work benches and roller door.
- Workshop area 8m x 12m x 6m (height) next to the light vehicle bay that includes a connecting pathway to the main office building, small office (10m<sup>2</sup>), hot work area (16m<sup>2</sup>), storeroom (20m<sup>2</sup>), work benches, sinks, access doors and an external emergency shower/eye wash facility.
- Machinery storage steel frame shed 30m x 10m x 5m (height) with gable roof, enclosed on the southern, western side and northern sides and open on eastern side. The shed design is to provide six individual bays 5m x 10m with a concrete base suitable for parking large machinery.

### **2.3.5    Functionality and relationship between spaces**

The following functionality requirements are identified for the new office building:

- The office reception area is to allow visual surveillance of vehicles entering and leaving the site through the main entrance gate and be easily accessible for visitors to the Depot from the external car park. Reception to be located adjacent to the office area to allow easy referral of queries from visitors to appropriate staff.
- The equipment store is to be located adjacent to reception to enable administration and control of equipment and supplies issued from the store.
- A separate access door to the office building is required to avoid staff having to enter and exit the building via reception.
- The kitchen/lunchroom to be located adjacent to the external patio.
- Ablutions to be accessible internally and externally.
- The First Aid Room to be accessible internally and externally and allow for Ambulance access if required.

### **2.3.6    Building Regulations and Standards**

The design must comply with the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for a facility of this nature.

### **2.3.7    Community Safety through Environmental Design**

In order to minimise the risk of vandal damage to the building and help create a safe and welcoming environment, the concept plan should incorporate the principles of Crime Prevention through Environmental Design wherever possible.



### 2.3.8 Meetings with Shire

The appointed consultant will be required to attend two meetings with Shire staff at the following stages of the project:

- a) Prior to the commencement of the project to discuss and clarify relevant aspects of the project.
- b) Upon completion of draft Concept Plan.

### 2.3.9 Implementation Table

The consultant is to indicate its availability to commence the project and provide a time frame for completing the work, including completion dates for significant milestones. It is the Shire's aim to complete the draft Concept Plan by 8 December 2023.

<b>Activity/Milestone</b>	<b>Date</b>	<b>Responsibility</b>
Appointment of Consultant	14 <sup>th</sup> November 2023	Shire
Start-up meeting with consultant	17 <sup>th</sup> November 2023	Shire Consultant
Completion of draft Concept Plan	8 <sup>th</sup> December 2023	Consultant
Approve Concept Plan	14 <sup>th</sup> December 2023	Shire
Completion of detailed design plans and specification	20 <sup>th</sup> March 2024	Consultant
Advertise tender for construction	23 <sup>rd</sup> March 2024	Shire
Closing date for receipt of tenders	24 <sup>th</sup> April 2024	Shire
Review Tenders and select builder	2 <sup>nd</sup> May 2024	Shire
Commence site preparation	27 <sup>th</sup> May 2024	
Commence construction	10 <sup>th</sup> June 2024	Builder
Complete construction	28 <sup>th</sup> March 2025	Builder

### **3 General Conditions of Contract**

#### **3.1 General Conditions of Contract**

The Western Australian Local Government Association *Goods and /or Services Contract Conditions* shall apply for this contract.

#### **3.2 Insurance**

Insurance requirements for this contract are detailed in clause 34 of the *Goods and /or Services Contract Conditions* and include:

- a) Workers Compensation Insurance as required under Commonwealth and State laws.
- b) Public Liability Insurance for the amount of \$20 million
- c) Professional Indemnity Insurance for the amount of \$5 million
- d) Vehicle and equipment insurance

#### **3.3 Progress Payments**

Progress payments for provision of services under this contract are detailed in Schedule 1 of the *Goods and /or Services Contract Conditions*.

## 4 Respondent's Offer

### 4.1 Offer Form

The Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
1 Steere Street  
Bridgetown WA 6255

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**In response to Request for Quotation (RFQ) 23/04 – Design and Documentation for Shire Depot Facilities Rebuild**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

<b>Description of Compliance Criteria</b>	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No
d) Compliance with the Quality Assurance requirement for this Request.	N/A
e) Compliance with the Delivery Date.	Yes / No
f) Risk Assessment Respondents must address the following information in an attachment and label it “ <b>Risk Assessment</b> ”:	Yes / No
<i>i) An outline of your organisational structure inclusive of any branches and number of personnel.</i>	Yes / No
<i>ii If companies are involved, attach their current ASC company extracts search including latest annual return.</i>	Yes / No
<i>iii) Provide the organisations directors/company owners and any other positions held with other organisations.</i>	Yes / No
<i>iv) Provide a summary of the number of years your organisation has been in business.</i>	Yes / No
<i>v) Attach details of your referees. You should give examples of work provided for your referees where possible.</i>	Yes / No

**Part 4 COMPLETE AND RETURN THIS PART**

<p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p>	<p>Yes / No</p>
<p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	<p>Yes / No</p>
<p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p>	<p>Yes / No</p>
<p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i></p>	<p>Yes / No</p>
<p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	

**4.2.2 Qualitative Criteria**

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p><b>A. Relevant Experience and Capability</b></p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “<b>Relevant Experience</b>”:</p>	<p><b>Weighting</b></p> <p><b>40%&gt;</b></p>	
<ul style="list-style-type: none"> <li>a) <i>Provide details of similar work.</i></li> <li>b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i></li> <li>c) <i>Provide details of issues that arose during the project and how these were managed.</i></li> <li>d) <i>Demonstrate competency and proven track record of achieving outcomes.</i></li> </ul>	<p><b>“Relevant Experience”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>

<p><b>B. Key Personnel Skills and Experience</b></p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p><b>Weighting</b></p> <p><b>20%&gt;</b></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>	<p><b>“Key Personnel”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it <b>“Key Personnel Skills and Experience”</b>.</p>		

<p><b>C. Demonstrated Understanding</b></p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p><b>Weighting</b></p> <p><b>10%&gt;</b></p>	
<p>a) <i>A project schedule/timeline.</i></p> <p>b) <i>The process for the delivery of the service.</i></p> <p>c) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p><b>“Demonstrated Understanding”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled <b>“Demonstrated Understanding”</b>.</p>		

### 4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

#### 4.3.1 Price Basis

Are you prepared to offer a fixed price?	<b>Yes / No</b>
--	-----------------

#### 4.3.2 Lump Sum Price Schedule

##### Stage 1 – Concept Plan

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Concept Plan			
2	Quantity Surveyor			
3	Other – please specify			
4				
	<b>Totals</b>			

##### Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			



**Part 4 COMPLETE AND RETURN THIS PART****Stage 2 – Detailed Design and Documentation**

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Detailed Design and Specifications			
2	Structural			
3	Mechanical			
4	Electrical			
5	Hydraulics			
6	Civil			
7	Geotechnical survey			
8	Compliance with BCA			
9	Contract Administration			
10	Other – please specify			
	<b>Totals</b>			

**Hourly Rates for Additional Work Required by the Client**

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

**Part 4 COMPLETE AND RETURN THIS PART**

Total Lump Sum Price for Stage 1 and Stage 2

	<b>Service Description</b>	<b>Price Tendered (ex GST)</b>	<b>GST</b>	<b>Price Tendered (inc GST)</b>
1	Stage 1 – Concept Plan			
2	Stage 2 – Detailed Design			
	<b>Total</b>			

Grow


Greenbushes

Table tennis project





## About GROW Greenbushes Incorporated

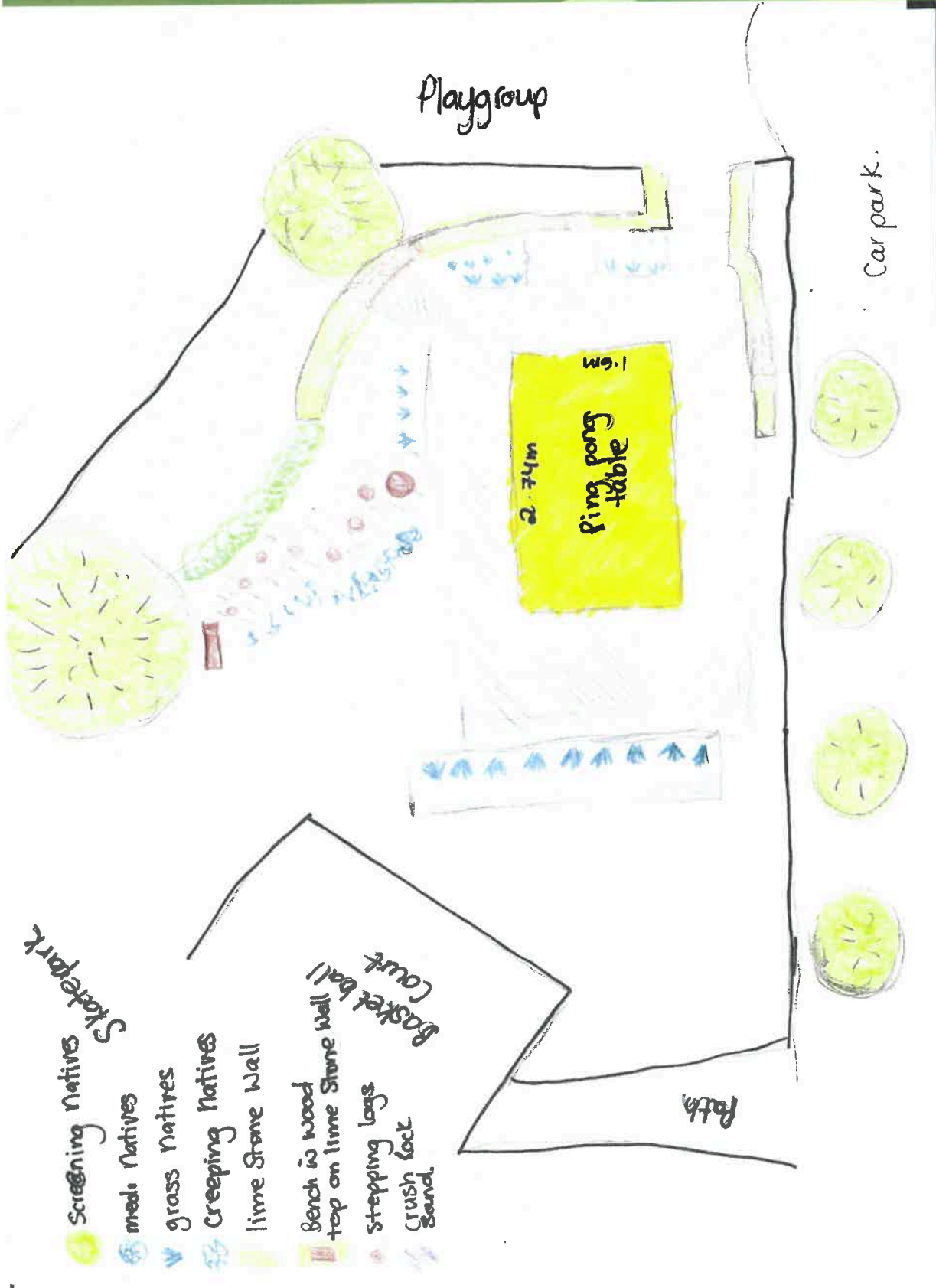
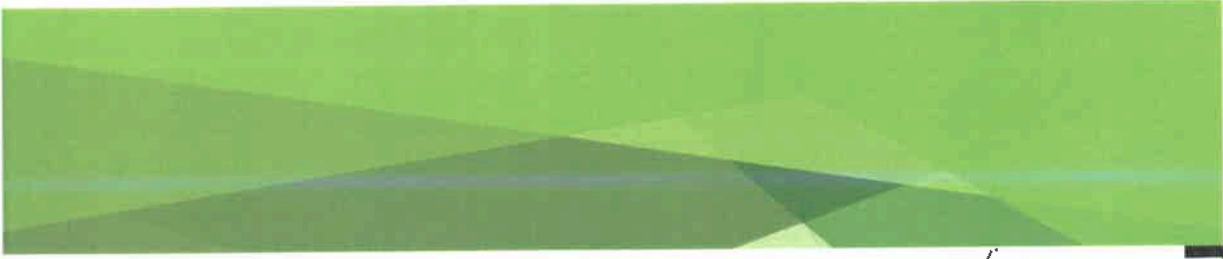
- Established as Greenbushes Ratepayers and Residents Association
  - Objective to improve amenities and services in Greenbushes, broad scope
  - Consultation between local residents and businesses (incl Talison)
  - Meets once a month on first Thursday, \$5 membership, all welcome
- 

## Improvement of the area between District Hall and Court House

### **Aims:**

- To activate the space
- To encourage physical activities
- To overcome social isolation
- To attract people of all ages
- To create an inclusive space
- To create plenty of seating
- To use the natural shade

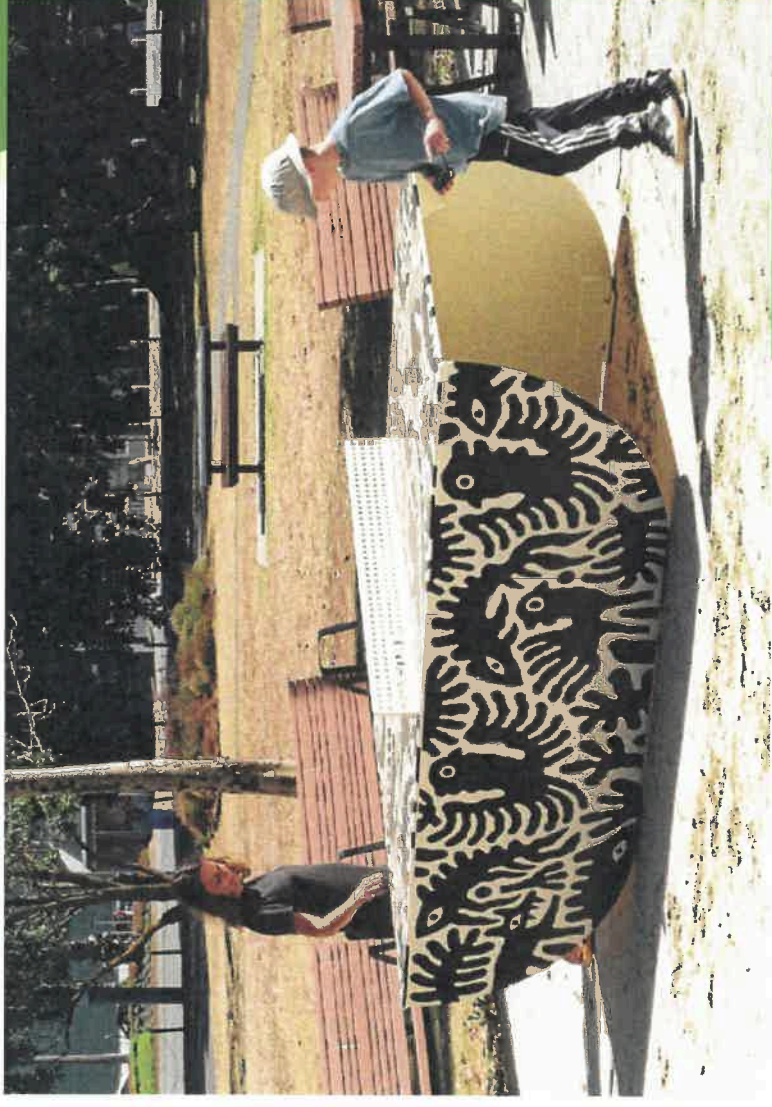






# Project Components - Funding available

- ▶ **Watertank Mural**
  - ▶ to be designed and painted by Greenbushes Primary School Children
  - ▶ Managed by Art Teacher
- ▶ **Retaining Wall and TT footings**
  - ▶ Quote from Balingup contractor
- ▶ **Table Tennis Table**
  - ▶ <https://popp.world>
- ▶ **Bats and balls supplied by players**
- ▶ **Maintenance of sand**
  - ▶ same as for playground



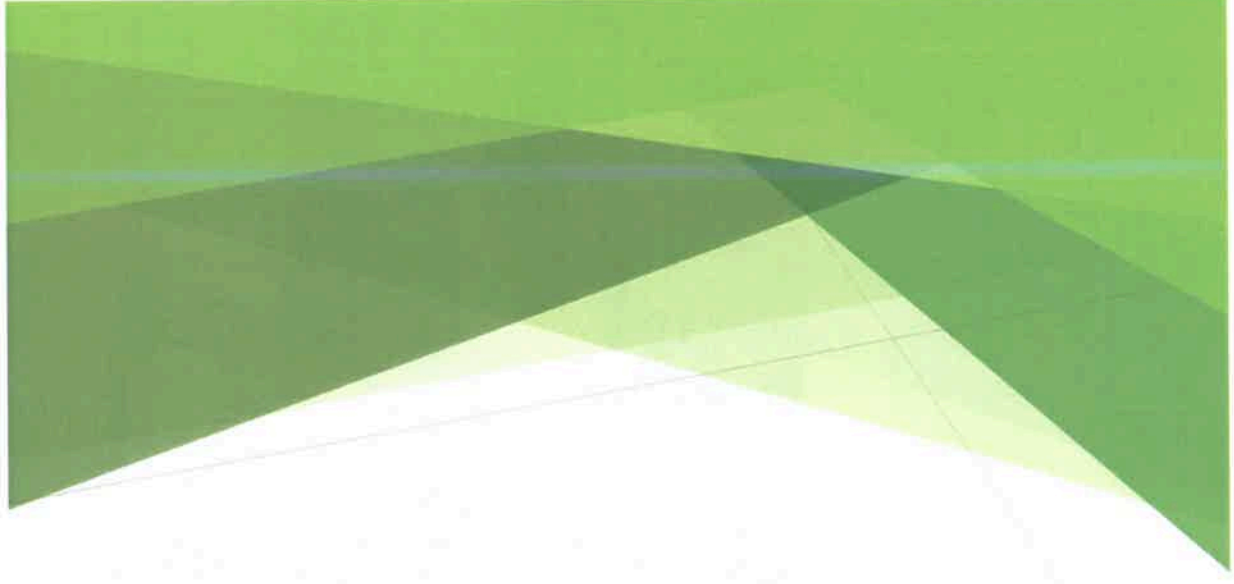
# Responsibilities

## GROW Greenbushes

- ▶ Order works and project management
- ▶ Payment of contractors

## Shire of Bridgetown - Greenbushes

- ▶ Maintain space in line with skatepark and playground





## Proposed motion

To grant in principle permission to GROW  
Greenbushes

to organise and manage the activation of the  
space between skate park and the Historic  
Court House





Thank you for your  
consideration!

Presentation by Irma Lachmund and Shannon Fraser-Butler  
Committee Members of GROW Greenbushes Inc