

**Council Minutes Index – 24 February 2022**

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## MINUTES

For an Ordinary Meeting of Council to be held in Council Chambers on 24 February 2022 commencing immediately after the conclusion of the AGM of Electors.

### **Opening of Meeting**

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

### **Acknowledgment of Country**

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

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

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

### **Attendance of Gallery**

S. Tilley, M. White, J. Braun, N. Braun

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

### **Public Question Time - Nil**

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

Simone Tilley presented a petition requesting a Special Meeting of Electors occur to discuss the following;

1. The Shire of Bridgetown-Greenbushes community being declared a Pro Choice community in relation to the State Government vaccination mandates.
2. Hear community concerns in relation to the vaccination mandates and a vote be taken to oppose vaccination mandates and declare Bridgetown-Greenbushes a Pro Choice community.

3. The President to advise the Premier and State Government of community concerns in relation to existing mandates and request that they refrain from imposing further mandates as well as removing all existing mandates currently in place.

*The Shire President thanked Simone for presenting the petition and the CEO advised that in accordance with Section 5.28 of the Local Government Act 1995, the special meeting will be held on a day selected by the Shire President not more than 35 days after the day on which he received the request.*

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

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

### **Confirmation of Minutes**

#### **C.01/0222 Ordinary Meeting held 27 January 2022**

*A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 27 January 2022 as a true and correct record.*

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

***C.01/0222 That the Minutes of the Ordinary Meeting of Council held 27 January 2022 be confirmed as a true and correct record.***

***Carried 9/0***

#### **C.02/0222 Special Meeting held 7 February 2022**

Attachment 1 Minutes of Special Council Meeting – 7 February 2022

*A motion is required to confirm the Minutes of the Special Meeting of Council held 7 February 2022 as a true and correct record.*

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

***C.02/0222 That the Minutes of the Special Meeting of Council held 7 February 2022 be confirmed as a true and correct record.***

***Carried 9/0***

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

The Shire President referenced the article in the Manjimup-Bridgetown Times 23 February 2022, *Shire President thanks volunteer firefighters*, and advised that his statement should have included all Shire staff when thanking the CEO for his efforts immediately after the bushfire.

**C.03/0222                      Suspension of Standing Orders**

At its December 2021 meeting Council resolved:

*That Council:*

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

Clause 18.1 of the Standing Orders states:

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

The key words in clause 18.1 are “suspend temporarily” meaning that Council must resolve at each Council Meeting to suspend clause 9.1 of the Standing Orders for the duration of the meeting.

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

***C.03/0222    That Council suspend clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.***

***Carried 9/0***

**Notification of Disclosure of Interest**

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

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

Name	Cr Jenny Mountford
Type of Interest	Impartiality
Item No.	C.12/0222 Brief for Visitor Centre Workshop
Nature of Interest	I am part of Bridgetown Discovery, one of the parties invited to attend the workshop

Name	CEO Tim Clynh
Type of Interest	Financial
Item No.	C.04/0222 Selection of Consultant to Facilitate CEO Performance Review for 2021/22 Period
Nature of Interest	As the CEO, this item concerns my performance review

Name	Cr Tony Pratico
Type of Interest	Proximity
Item No.	C.12/0222 Brief for Visitor Centre Workshop
Nature of Interest	I own the building next door to the Visitor Centre

**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 & Infrastructure
- Community Services

## CEO's Office

CEO Tim Clyncb declared a financial interest in Item C.04/0222 (see page 5)

<b>ITEM NO.</b>	C.04/0222	<b>FILE REF.</b>	221.1
<b>SUBJECT</b>	Selection of Consultant to Facilitate CEO Performance Review for 2021/22 Period		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	16 February 2022		

### OFFICER RECOMMENDATION

*That Price Consulting Group Pty Ltd be appointed to facilitate the CEO performance review process for the reporting period of 1 July 2021 to 30 June 2022.*

### Summary/Purpose

The CEO Performance Review Committee has conducted a process in which it sought proposals/quotes from four shortlisted consultants that carry out facilitation of local government CEO performance reviews. After assessing the proposals the Committee has recommended the appointment of Price Consulting Group Pty Ltd.

### Background

The annual CEO performance review period coincides with the financial year hence the period for this performance review is 1 July 2021 to 30 June 2022.

The CEO Performance Review Committee has met on two occasions to discuss options for facilitation of the next performance review process. Initially the Committee made the determination to seek written proposals/quotes from 4 shortlisted consultants that have experience in conducting local government CEO performance reviews. At the second meeting the 4 proposals were assessed with the Committee recommending the appointment of Price Consulting Group.

The proposed methodology of the performance review process will be:

- a) *Initial phone and email consultation with the CEO and Committee Presiding Member to agree upon:*
  - *the process and timelines;*
  - *the assessment criteria, for example KPIs, any other requirements of the CEO's position description, assessment against the Shire's Values or Executive Leadership Behaviours (if desired);*
  - *who will contribute feedback regarding the CEO's performance against Performance Indicators;*
  - *the approach to undertaking the annual remuneration review; and*
  - *the approach regarding the updating of the CEO's Performance Criteria for the next review period.*
- b) *CEO prepares a report against Performance Criteria for the period of the review, which is shared with the Consultant.*
- c) *An online survey is developed regarding the CEO's performance against Performance Criteria and any other agreed assessment criteria and*

*distributed to the feedback participants, and in addition face-to-face meetings between the Consultant and each councillor to expand on responses provided in the survey. These meetings will take place the day prior to the meeting of the Committee and its subsequent meeting with the CEO.*

- d) *A draft confidential Assessment Report is prepared by the Consultant and emailed to the CEO in the first instance, following face-to-face meetings with individual councillors, for review for procedural fairness.*
- e) *The draft confidential Assessment Report is emailed to Committee in preparation for step (f).*
- f) *The Consultant meets with the Committee to:*
  - *identify those key feedback items that they would like the CEO to consider and/or respond to in their formal performance review meeting with him at step (h) and identify any development opportunities they would like the CEO to consider;*
  - *facilitate initial discussions regarding the remuneration review;*
  - *identify proposed changes to the Performance Criteria for the next review period (if required).*
- g) *Following these Committee meetings, the Consultant meets with the CEO individually to provide a copy of the draft Confidential Feedback Report and discuss the key items identified by the Committee for consideration/response.*
- h) *The Consultant attends, takes notes and records the outcomes of the formal performance feedback interview conducted by the Committee with the CEO.*
- i) *The Consultant finalises the Confidential Feedback Report and develops a CEO Performance Review Committee Report to Council that summarises the process and the Committee’s recommendations to Council, for inclusion on the agenda for the next Council meeting.*

#### Officer Comment

*Local Government Act 1995*

Clause 5.38(1) requires an annual performance assessment to be undertaken.

*Local Government (Administration) Regulations 1996*

Division 3 - Standards for review of performance of CEO's.

- 16. Performance review process to be agreed between local government and CEO
  - (1) The local government and the CEO must agree on —
    - (a) the process by which the CEO's performance will be reviewed; and
    - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
  - (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
  - (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review
  - (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
  - (2) The local government must —
    - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
    - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.
18. Endorsement of performance review by local government  
Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.
19. CEO to be notified of results of performance review  
After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —
  - (a) the results of the review; and
  - (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 13 Proactive, visionary leaders who respond to community needs
  - Objective 13.1 Strengthen leadership and advocacy
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organisational performance and service delivery
  - Outcome 16 An engaged and effective workforce
  - Objective 16.1 Attract, train, develop and retain an effective workforce
- Corporate Business Plan  
Although the Corporate Business Plan contains many actions that are relevant to the annual performance review of the CEO none are specific to the review process itself.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not Applicable
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Budget Implications

Including costs of accommodation and meals to be funded by the Shire the cost of engaging the consultant will be approximately \$6,600. As the majority of the work by the consultant will be done in July these costs will be provided for in the 2022/23 budget.

#### Whole of Life Accounting - Nil



### Risk Management

The CEO is the only employee the Council is able to direct. Therefore the review of the performance of that employee is of critical importance to the performance and direction of the whole organisation. Not using an external facilitator could place a significant administrative burden on Committee Members, delay completion of the performance review and remove access to independent advice and guidance.

The level of risk to the Shire of Bridgetown-Greenbushes is in the areas of reputation and have been assessed as “insignificant consequence” with a “rare likelihood” giving a risk rating outcome of “low” in accordance with Council Policy F.21 ‘Risk Management’.

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Rose  
C.04/0222 That Price Consulting Group Pty Ltd be appointed to facilitate the CEO performance review process for the reporting period of 1 July 2021 to 30 June 2022.**

**Carried 9/0**

Note there was an error identified in the officer recommendation where the reporting period of 1 July 2020 to 30 June 2021 should have been 1 July 2021 – 30 June 2022. This was corrected at the meeting
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<b>ITEM NO.</b>	C.05/0222	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	17 February 2022		

Attachment 2      Rolling Action Sheet

### OFFICER RECOMMENDATION

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

### Summary/Purpose

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

### Background

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

Statutory Environment – Nil

### Integrated Planning

➤ Strategic Community Plan - Nil

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

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

***C.05/0222 That the information contained in the Rolling Action Sheet be noted.***

**Carried 9/0**

**Corporate Services**

<b>ITEM NO.</b>	C.06/0222	<b>FILE REF.</b>	131
<b>SUBJECT</b>	January 2022 Financial Activity Statements and List of Accounts Paid in January 2022		
<b>OFFICER</b>	Senior Finance Officer		
<b>DATE OF REPORT</b>	15 February 2022		

Attachment 3      January 2022 Financial Activity Statements  
Attachment 4      List of Accounts Paid in January 2022

**OFFICER RECOMMENDATION**

1. *That Council receives the January 2022 Financial Activity Statements as presented in Attachment 3.*
2. *That Council receives the List of Accounts Paid in January 2022 as presented in Attachment 4.*

**Summary/Purpose**

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

### Background

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

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

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

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

The information in a statement of financial activity may be shown:

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

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

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

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

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

The list of accounts is to be:

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

### Statutory Environment

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

### Integrated Planning

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

### Policy Implications

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

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

### Budget Implications

Expenditure incurred in January 2022 and presented in the list of accounts paid, was allocated in the 2021/22 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

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

**C.06/0222**

- 1. That Council receives the January 2022 Financial Activity Statements as presented in Attachment 3.**
- 2. That Council receives the List of Accounts Paid in January 2022 as presented in Attachment 4.**

**Carried 9/0**

<b>ITEM NO.</b>	C.07/0222	<b>FILE REF.</b>	134.1
<b>SUBJECT</b>	Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	11 February 2022		

Attachment 5          2022 Financial Management System and Procedures Review Scope

### OFFICER RECOMMENDATION

*That Council:*

- 1. Determines that the 2022 Financial Management Systems and Procedures Review be undertaken by a suitably qualified, independent consultant.*
- 2. Approves unbudgeted expenditure to a maximum of \$25,200 for completion of the 2022 Financial Management Systems and Procedures Review by an external consultant.*

### Summary/Purpose

This report is presented to determine the method of delivery for the 2022 Financial Management Systems and Procedures Review and for consideration of a 2021/22 Budget amendment should the services of an external consultant to undertake the review be endorsed.

### Background

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires that at least every three financial years the CEO will review the appropriateness and effectiveness of the financial management systems and procedures of the local government.

The previous review was undertaken in May 2019 and endorsed by the Audit Committee and Council in June 2019. The next review is due in 2022 and will require adoption by Council in June 2022.

### Officer Comment

The 2019 review was undertaken as an internal process by the Executive Leadership Team. The overall findings of that review were consistent with external audit reports at the time which had found that adequate controls and procedures were embedded within the organisation and maintained to a high standard. There were however a number of recommendations contained in the review that provided opportunity for improvement.

A draft scope for the 2022 Financial Management Systems and Procedures Review (Attachment 5) was prepared and considered by the Audit Committee at its meeting held 27 January 2022, the Audit Committee resolved as follows:

“Committee Decision

Moved Cr Mahoney, Seconded Cr Rose

AC.04/0122 That the Audit Committee:

1. Endorses the draft Scope for the 2022 Financial Management Systems & Procedures Review as per Attachment 4.
2. Directs the Chief Executive Officer to seek quotations from suitably qualified, independent consultants for completion of the 2022 Financial Management Systems & Procedures Review.
3. Following receipt of quotations a report is to be presented to Council for consideration of a 2021/22 Budget amendment to fund the costs associated with an external review of the financial management systems and procedures.
4. Develop a policy to guide completion of future Financial Management Systems and Procedure Reviews including consideration of funding sources for any external reviews.

Carried 3/0”

The 2021/22 Budget does not include an allocation for the 2022 review to be undertaken utilising external consultants. Quotations have been sought and received from suitable consultants included in the Western Australian Local Government Association preferred supplier list. The quotes received range from \$8,900 to \$25,200.

Should Council endorse the recommendation for the 2022 Financial Management Systems and Procedures Review to be undertaken by external consultants an amendment to the 2021/22 Budget is required. Following formal resolution to amend the budget all quotes received will be evaluated by the Executive Leadership Team and the successful consultant appointed.

Statutory Environment

Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996* requires the CEO to establish efficient systems and procedures in relation to financial management of the Shire.

Regulation 5(2)(c) of the regulations further 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.”

Section 6.8 of the *Local Government Act 1995* - Expenditure from municipal fund not included in annual budget, states:

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

- (1a) In subsection (1) —  
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

#### Integrated Planning

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

#### Policy Implications – Nil

#### Budget Implications

The Audit Committee has recommended the 2022 Financial Management Systems and Procedures Review be undertaken by external consultants. Should Council determine this review is to be undertaken by external consultants Council will be required to amend its 2021/22 Budget accordingly. Any budget amendment will be included in the upcoming budget review.

#### Whole of Life Accounting – Not applicable

#### Risk Management

Identification and implementation of any recommendations arising from the financial management systems and procedures review will have the effect of mitigating the likelihood of officer error or fraud events occurring.

#### Voting Requirements – Absolute Majority

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

##### ***C.07/0222 That Council:***

- 1. Determines that the 2022 Financial Management Systems and Procedures Review be undertaken by a suitably qualified, independent consultant.***
  
- 2. Approves unbudgeted expenditure to a maximum of \$25,200 for completion of the 2022 Financial Management Systems and Procedures Review by an external consultant.***

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

<b>ITEM NO.</b>	08/0222	<b>FILE REF.</b>	134
<b>SUBJECT</b>	Significant Matters Raised in 2020/21 Audit Report		
<b>OFFICER</b>	Executive Manger Corporate Services		
<b>DATE OF REPORT</b>	11 February 2022		

Attachment 6            2020/21 Report on Significant Adverse Trends  
Attachment 7            Minutes of the Audit Committee Meeting Held 27 January 2022

#### OFFICER RECOMMENDATION

*That Council:*

- 1. Receives the report on the significant matters raised in the 2020/21 Audit Report as presented in Attachment 6.*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council’s official website.*

#### Summary/Purpose

To provide Council with a report regarding the matters identified as “significant” in the 2020/21 Audit Report, pursuant to Section 7.12A of the Local Government Act 1995.

#### Background

Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are to be audited by an independent auditor.

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

- “(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.”

Section 7.12A(5) further requires that:

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

The Auditor’s Report for the year ended 30 June 2021 included a significant adverse trend in the financial position of the Shire.

#### Officer Comment

Commencing in 2017/18 the Auditor General has included adverse trends in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department ratio benchmarks for a period of three consecutive years.

The Auditor reported the following significant adverse trend in this Shire’s 2020/21 Audit report:



*“In my opinion, the following material matters indicate a significant adverse trend in the financial position of the Shire:*

- a) The Asset Sustainability Ratio as reported in Note 33 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries’ (DLGSCI) standard of 0.8 for the last three years; and*
- b) The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below DLGSCI standard of zero for the past three years.”*

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

According to the Department these financial ratios were designed to provide users of annual financial reports with a clearer interpretation of the performance and financial results of a local government and a comparison of trends over a number of years. A brief description of the two ratios highlighted by the Auditor as not meeting the Department’s benchmark are as follows:

#### **Asset Sustainability Ratio**

The Asset Sustainability Ratio is calculated by measuring the capital expenditure on asset renewal or replacements during the year relative to depreciation expense. It provides an approximation of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives.

#### **Operating Surplus Ratio**

The Operating Surplus Ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes.

These ratios are discussed further in the attached report (Attachment 6).

Section 7.12A(4) of the Local Government Act requires local governments to prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters. A report addressing the significant matters identified in the audit report has been prepared in accordance with Section 7.12A(4) and was considered by the Audit Committee at its meeting held 27 January 2022 where the following recommendation was carried:

*“Committee Recommendation                      Moved Cr Rose, Seconded Cr Bookless  
AC.02/0122 That the Audit Committee recommends that Council:*

- 1. Receives the report on the significant matters raised in the 2020/21 Audit Report as presented in Attachment 2.*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council’s official website*

*Carried 3/0”*

At the Audit Committee meeting there was discussion about previous comparative assessments of revenue and expenditure for other south west local governments and also similar sized local governments throughout the State. The data for 2020/21 is still being uploaded to many local government websites which means an updated comparative assessment using 2020/21 data cannot occur for a couple months, after which it will be presented to the Audit Committee and Concept Forum.

### Statutory Environment

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports including an annual financial report. Regulation 50 of the *Local Government (Financial Management) Regulations 1996* specifically requires the inclusion of seven financial ratios as developed by the Department to be included in the annual financial report. These statutory ratios are also included in Council's long term financial plan and are key sustainability measures. The Department's Integrated Planning and Reporting Advisory Standard includes benchmarks in relation to the ratios that sets minimum regulatory requirements that ensure an acceptable minimum standard of practice.

Section 7.12A(4) & (5) of the *Local Government Act 1995* requires that a report addressing any matters identified as significant by the auditor in the audit report be prepared. Section 7.12A(5) requires a local government to forward any report prepared in accordance with Section 7.12A(4) being provided to the Minister and published on the local government's official website.

### Integrated Planning

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

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

### Risk Management

Failure to meet the Department's financial ratio benchmarks will put the Council at risk of being classified as unsustainable particularly if it cannot demonstrate improvement in ratio performance over the medium to long term.

Voting Requirements – Simple Majority

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

**C.08/0222 That Council:**

- 1. Receives the report on the significant matters raised in the 2020/21 Audit Report as presented in Attachment 6.**
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council’s official website.**

**Carried 9/0**

<b>ITEM NO.</b>	C.09/0222	<b>FILE REF.</b>	101.3
<b>SUBJECT</b>	2021 Compliance Audit Return		
<b>PROPONENT</b>	Department of Local Government, Sport and Cultural Industries		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	11 February 2022		

Attachment 8            2021 Compliance Audit Return

**OFFICER RECOMMENDATION**

*That Council adopt the Compliance Audit Return for the 2021 calendar year (Attachment 8) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries.*

**Summary/Purpose**

Each year local governments are required to complete a mandatory Compliance Audit Return (CAR) which must be submitted to Council for adoption prior to being forwarded to the Department of Local Government, Sport & Cultural Industries.

**Background**

The Compliance Audit Return is completed for the previous calendar year and is one of the tools that allow Council to monitor how its organisation is functioning.

The Department of Local Government, Sport & Cultural Industries requires the Compliance Audit Return to be:

- a) Presented to Council at a meeting of the Council prior to 31<sup>st</sup> March;
- b) Adopted by the Council; and
- c) The adoption recorded in the Minutes of the meeting at which it is adopted.

Each year the Compliance Audit Return covers various categories and for the 2021 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance

- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Services

#### Officer Comment

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

#### **Disclosures of Interest**

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

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

#### **Official Conduct**

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

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

#### **Tenders for Providing Goods and Services**

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

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

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

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

It is a statutory requirement that the Return is to be reviewed by the Audit Committee prior to its presentation to Council. The 2021 Compliance Audit Return was considered by the Audit Committee at its meeting held 27 January 2022 where the following recommendation was carried:

*“Committee Recommendation                      Moved Cr Rose, Seconded Cr Bookless  
AC.03/0122 That the Audit Committee recommends that Council adopts the  
Compliance Audit Return for the 2021 calendar year (Attachment 3) prior to it  
being submitted to the Department of Local Government, Sport & Cultural  
Industries.*

*Carried 3/0”*

The 2021 Compliance Audit Return is now presented for Council’s adoption.

### Statutory Environment

*Local Government (Audit) Regulations 1996*

14. Compliance audits by local governments
  - (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
  - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
  - (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
  - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
    - (a) presented to the council at a meeting of the council; and
    - (b) adopted by the council; and
    - (c) recorded in the minutes of the meeting at which it is adopted.
  
15. Compliance audit return, certified copy of etc. to be given to Departmental CEO
  - (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
    - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
    - (b) any additional information explaining or qualifying the compliance audit,  
is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

### Integrated Planning

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

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

Completion of the annual compliance audit return is essential for ensuring that the organisation meets its statutory obligations in performing its functions.

Voting Requirements – Absolute Majority

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

***C.09/0222 That Council adopt the Compliance Audit Return for the 2021 calendar year (Attachment 8) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries.***

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

**Development & Infrastructure** - Nil

**Community Services**

<b>ITEM NO.</b>	C.10/0222	<b>FILE REF.</b>	500
<b>SUBJECT</b>	Greenbushes Youth Precinct Community Consultation Report		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Manager Community Development		
<b>DATE OF REPORT</b>	February 2022		

Attachment 9      Greenbushes Youth Precinct Community Consultation Report

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Notes and receives the Greenbushes Youth Precinct Community Consultation report.*
- 2. Determine to progress the Greenbushes Youth Precinct project to concept plan and cost estimates based on the outcomes outlined in the Greenbushes Youth Precinct Community Consultation Report using the capital program budget allocation for the Greenbushes Youth Precinct of \$15,000.*
- 3. Amends its 2021/22 budget to transfer the sum of \$15,000 from Account 1349140-22IN to Account 1340260-PJ109.*

**Summary/Purpose**

These recommendations seek to progress the development of the proposed Greenbushes Youth Precinct, to be located adjacent to Thomson Park, in alignment with identified Corporate Business Plan Action Items and the Growth Strategy funding agreement for third tranche projects.

### Background

In March 2021 a customer service request was received outlining concerns regarding the safety of the Greenbushes skatepark, particularly the large ramp that had rusted through in places and other structures in the skatepark required maintenance.

The Greenbushes skatepark was assessed by the Manager of Building Assets and Projects and had the Works Team cordoned off the large ramp for safety reasons.

The issue was informally raised at the April Concept Forum to seek direction from Council. Council agreed that instead of repairing the metal framed ramp, creating a modern Youth Precinct that reflects the wishes of the community would provide the best outcome for Greenbushes and the Shire.

Initial conversations with Grow Greenbushes began soon after the April concept forum to identify key stakeholders and work toward partnering together with those stakeholders to engage with community.

Skate Sculpture were engaged to lead the community engagement and planning began with initiation were sent to Grow Greenbushes, BYA, Greenbushes CRC and Greenbushes Primary School to become involved in the engagement process.

### Officer Comment

The Greenbushes Youth Precinct site assessment and community engagement took place on 26 November 2022 led by Skate Sculpture staff, Mat de Koning and Tim Yuen. The consultation and assessment were completed to inform the future planning for the Greenbushes Youth Precinct.

The community engagement sessions began with a workshop at Greenbushes Primary School attended by students from year's three to six. This process was repeated after school at Thomson Park, adjacent to the proposed site. The second session allowed Skate Sculpture to engage with a larger sector of the Greenbushes community including parents, business owners, Councillors, local residents and high school students who had returned from Bridgetown High School. The community event was also sponsored by Grow Greenbushes.

Each session began with a presentation of international trends in youth facility design. The participants were then offered the opportunity to brainstorm ideas, discuss options with the consultants and a catalogue of popular youth elements, skate obstacles and infrastructure was provided for participants to design their ultimate precinct.

48 surveys were received resulting in the determination of the most popular youth, skate and place-making items that the community would like included in the proposed youth precinct. The findings are outlined in the Greenbushes Youth Precinct Community Consultation Report and reflected in the recommendations of this report to Council.

The most popular skate elements were a skatepark and a pump track, with the vast majority of participants opting for a combined skatepark and pump track as their preferred option. The most popular youth elements were Basketball or multi court

and parkour. The open comments section demonstrated a desire for incorporating nature and providing ample shade for parents and riders alike.

The outcome of the site inspection (skatepark and surrounds) confirmed that the current skate park elements are in poor condition, present a safety hazard to users, and have outdated design and construction characteristics that limit the functionality and overall appeal of the facility. The consultant recommendation is to demolish the existing facility and replace the skatepark, shelter and basketball court with current infrastructure.

If Council support the recommendations a concept design and associated cost estimates based on the results of the community consultation will be collated incorporating the popular elements of the skate, non-skate and supporting infrastructure to be presented to Council for consideration. A second round of engagement with young people and the broader community would then be undertaken to refine the concept design. Once endorsed by Council the concept design and cost estimates would be used to support external funding submissions to acquire monies for detailed design and construction.

A quote of \$13,850 for concept design and \$3,500 for the associated community engagement has been received from Skate Sculpture. Council currently has \$15,000 in the capital program allocated toward the *provision of engagement with local youth in Greenbushes on short term provision of new skate ramp at Thompson Park and long term further development of the Greenbushes Precinct*". Given the state of the facility and various safety concerns regarding the ramps, Council could decide to invest the current allocation into the concept design rather than considering the repair on the existing metal framed skate infrastructure. The completion of the concept design and preliminary cost estimates will progress the project to detailed design in alignment with Policy F.23 Project Management Framework and adhering to the third tranche funding time-line for the Growth Strategy projects so that the Greenbushes Youth Precinct will be construction ready when funding is released.

#### Statutory Environment - Not Applicable

#### 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 13 Proactive, visionary leaders who respond to community needs
  - Objective 13.1 Strengthen leadership and advocacy
  
- Corporate Business Plan
  - Action 1.1.1 Provide a Youth Services Delivery Statement describing the shire's roles and responsibilities in relation to youth services, facilities and events
  - Action 1.1.7 Provide engagement with local youth in Greenbushes on short term provision of a new skate ramp at Thompson Park and long-term further development of the Greenbushes Youth Precinct.



Action 13.1.2 Provide a strategic approach to seeking Government funding and support for Growth Strategy projects

- Long Term Financial Plan  
The Long Term Financial Plan incorporates the expenditure identified under the Corporate Business Plan.
- Asset Management Plans - Not applicable
- Workforce Plan  
During the planning and design stage of this project, an assessment of the maintenance requirements of the proposed Greenbushes Youth Precinct will be undertaken to identify the ongoing whole of life cycle costs associated with infrastructure maintenance and the required workforce implications.

#### Policy Implications

Policy F.23 – ‘Asset Management – Project Management Framework’. The principles of this policy are:

- Council has a responsibility to ensure that their existing assets are maintained, renewed and/or upgraded to maximise the functionality and therefore capacity and usage during the asset’s useful life. If identified through the Community Strategic Planning process that the provision of a new asset is desirable, Council must evaluate each project proposal to ensure, that if approved, it will not adversely affect Council’s overall financial sustainability.
- No new capital works projects are commenced until such time as Council has undertaken appropriate due diligence assessments of each new capital works proposal to ensure that:
  - the proposed project is included in the Strategic Community, Corporate and Long Term Financial plans;
  - An independent Whole-of-Life Cost Benefit Analysis has been prepared that determines the affordability of the project and the extent of any ongoing operational cost/subsidy;
  - The extent of any ongoing subsidy is accepted by Council;
  - Each proposal has been evaluated against other competing projects to determine the priority of each proposed project;
  - Any costs have been scrutinised by a quantity surveyor’s assessment.
- Any proposed new asset not currently contained within Council’s Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan be deferred until a review of the Corporate Business Plan is undertaken to ensure the proposal has been prioritised against other infrastructure works previously contained within these strategic plans.

#### Budget Implications

Should Council endorse the second recommendation the budget allocation in the capital program for the provision of engagement with local youth in Greenbushes on short term provision of new skate ramp at Thompson Park and long term further development of the Greenbushes Precinct of \$15,000 will be used to complete the concept design for the Greenbushes Youth Precinct.

Whole of Life Accounting

During the planning and design stage of this project, an assessment of the maintenance requirements of the final outcomes will be undertaken to identify the ongoing whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

Risk Management

The recommendation mitigates Council's exposure to risk through a comprehensive planning process for infrastructure developments. Development of risk management plans is required for all Shire projects and funding applications. Risk is also mitigated by adhering to the recommendations in the Greenbushes Youth Precinct Community Consultation Report.

Voting Requirements - Simple Majority

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

**C.10/0222 That Council:**

- 1. Notes and receives the Greenbushes Youth Precinct Community Consultation report, including the revised budget as per Attachment 10.**
- 2. Determine to progress the Greenbushes Youth Precinct project to concept plan and cost estimates based on the outcomes outlined in the Greenbushes Youth Precinct Community Consultation Report using the capital program budget allocation for the Greenbushes Youth Precinct of \$15,000.**
- 3. Amends its 2021/22 budget to transfer the sum of \$15,000 from Account 1349140-22IN to Account 1340260-PJ109.**

**Carried 9/0**

<b>ITEM NO.</b>	C.11/0222	<b>FILE REF.</b>	097.4
<b>SUBJECT</b>	Contribution to Community Recovery for February Bushfire Incident		
<b>PROPONENT</b>	BlazeAid		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	16 February 2022		

**OFFICER RECOMMENDATION**

*That Council approve unbudgeted expenditure of \$5,000 for the purpose of assisting BlazeAid with volunteer associated costs including Wi-Fi; meals for volunteers; accommodation for volunteers and minor supplies for fencing related works on various properties within the fire zone of the February 2022 Hester Fire.*

**Summary/Purpose**

The recommendations seeks Council's endorsement to fund activities to support volunteers who have, and are, assisting the community in the aftermath of recent bushfire and Hazmat incidents.

### Background

Councillors are aware of the level 3 bushfire and subsequent Hazmat incident in Hester during the first week of February.

Blaze Aid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires and floods. Working alongside the rural families, their volunteers help to rebuild fences and other structures that have been damaged or destroyed. Equally important, volunteers also help to lift the spirits of people who are often facing their second or third flood event after years of drought, or devastating losses through bushfires. BlazeAid volunteers work in a disaster-affected area for many months, not only helping individuals and families, but also helping rebuild the local communities.

Bridgetown residents, Ed and Judy Bland, are BlazeAids' local contacts and have secured the Bridgetown Showgrounds to set up 'camp' for the many volunteers here to assist with the deconstruction and construction of fences. This service has been offered to both commercial growers and smaller landholders affected by the recent fires with a very positive uptake. The request for financial assistance will not necessarily be utilised for all identified purposes, but is intended to be available for the duration of the time BlazeAid is supporting our community, which is expected to be several months. This timeline may impact the ability to continue to use the Showgrounds as an accommodation base. Updates on progress will be provided to Councillors.

### Officer Comment

The value of the volunteer time to assist affected residents with fencing works is extensive and the contribution of \$5,000 towards the volunteer related needs is considered to be equitable as it will benefit all affected landowners.

### Statutory Environment – Nil

### Integrated Planning

- Strategic Community Plan
  - Key Goal 2 Good health and Community Well Being
  - Objective 2.4 Build community capacity by supporting community organizations and volunteers
  
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications - Nil

### Budget Implications

If the recommendations are supported, the budget implications will be unbudgeted expenditure of \$5,000 which is proposed to be reflected in the budget review process.

Whole of Life Accounting – Nil

Delegated Authority - Nil

Risk Management

The level of contribution from volunteers associated with BlazeAid and companies that support BlazeAid with fencing materials is far in excess of the proposed Council contribution of \$5,000. To not provide financial assistance would severely limit the work that could be carried out by BlazeAid.

Voting Requirements – Absolute Majority

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

***C.11/0222 That Council approve unbudgeted expenditure of \$5,000 for the purpose of assisting BlazeAid with volunteer associated costs including Wi-Fi; meals for volunteers; accommodation for volunteers and minor supplies for fencing related works on various properties within the fire zone of the February 2022 Hester Fire.***

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

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

**Urgent Business Approved by Decision**

Cr Pratico declared a proximity interest in Item C.12/0222 (see page 5)

Cr Mountford declared an impartiality interest in Item C.12/0222 (see page 5)

7.15pm – Cr Pratico vacated the meeting.

<b>ITEM NO.</b>	C.12/0222	<b>FILE REF.</b>	
<b>SUBJECT</b>	Brief for Visitor Centre Workshop		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	22 February 2022		

Attachment 11 – Brief/Run Sheet for Visitor Centre Workshop

**Reason for Urgent Business**

The draft brief for the workshop proposes the engagement of external persons to assist in delivery of the workshop that requires approval of unbudgeted expenditure by Council.

**OFFICER RECOMMENDATION**

***That Item C.12/0222 be accepted as urgent business.***

### OFFICER RECOMMENDATION

1. That Council endorse the brief/run sheet (as per Attachment 11) for the community group workshop scheduled for Thursday 17<sup>th</sup> March 2022 on the subject of the considerations for outsourcing management of the visitor centre.
2. That Council approve unbudgeted expenditure of up to \$5,000 for engagement of an independent facilitator for the workshop and to have in attendance the consultant (Kim Hewson from Economic Transitions) to contribute to the workshop.
3. That Council determine whether it wishes to invite any other representatives to the 2<sup>nd</sup> workshop to be attended by councillors and staff.

### Summary/Purpose

For Council to consider the draft brief/run sheet for the proposed workshop with invited community groups, scheduled for Thursday 17<sup>th</sup> March 2022 on the subject of the considerations for outsourcing management of the visitor centre.

### Background

Council, at its April 2021 meeting Council resolved:

C.08/0421 That Council:

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

Some 8 months later, Council, at its December 2021 meeting resolved:

*That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown*

*Greenbushes Business and Tourism Association, Bridgetown Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council Meeting Agenda on page 7.*

The scope for the 2<sup>nd</sup> workshop is clear as the Council resolution refers to the officer comments provided to the December 2021 meeting.

However as it wasn't clear in the resolution what items/issues are to be discussed at the workshop with the Bridgetown Greenbushes Business and Tourism Association and Bridgetown Community Resource Centre direction from councillors was sought at the Concept Forum held on 10 February 2022.

The following direction was provided by councillors at the Concept Forum:

- Councillors suggested the following groups be invited to participate in the first workshop: Bridgetown CRC, BGBTA, Blues at Bridgetown, Bridgetown Historical Society, Transition Bridgetown, Bridgetown Garden Club, Bridgetown Discovery, Rabbit Hole and Greenbushes Discovery Centre.
- The aim of inviting these groups is to determine if there is any other interest in taking over management of the visitor centre.
- The CEO was to prepare a draft brief for the workshop and circulate to councillors for out of session approval.
- In compiling the draft brief the CEO is to have regard to the briefs used for previous community consultation on the visitor centre and will ensure that the draft floor plan prepared by the CRC is presented for feedback.
- Thursday 17<sup>th</sup> March was viewed as being a suitable date for the first workshop subject to the brief being approved and suitable time for invites to be issued.

In the days after the Concept Forum further suggestions were made by individual councillors and executive staff for consideration by the CEO in developing a brief for the workshop. These suggestions were:

- Engage an independent facilitator to facilitate the workshop. It is recommended the facilitator be separate from any professional persons invited to the workshop to provide advice on visitor servicing issues.
- Seek attendance from Kim Hewson of 'Economic Transitions' to provide a summary to the workshop of the processes used in her preparation of the *Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre.*
- Seek attendance from representatives from the Denmark Chamber of Commerce that successfully manage the Denmark Visitor Centre for the Shire of Denmark.

### Officer Comment

A draft brief has been prepared incorporating some of the above suggestions. Council can determine to remove some of the contents and/or add in new content noting that the engagement of external persons listed above will incur expenditure that is outside Council's current 2021/22 budget.

Wendy Trow has been approached to be the independent facilitator of the workshop.

In order to keep the workshop concise and focused it isn't recommended that the representatives from the Denmark Chamber of Commerce be invited to the first workshop however Council may wish to consider inviting them to the second workshop which is limited to councillors and staff only. If so there would be an additional cost for their attendance.

Notwithstanding that the purpose of this item is to principally determine the brief/run sheet for the first workshop the officer recommendation also seeks direction from Council on specialist representatives at the second workshop. The attendance of Kim Hewson from Economic Transitions would in particular offer expertise and value at that workshop, assuming Council supports her attendance at the first workshop.

### Statutory Environment

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

### Integrated Planning

- Strategic Community Plan
  - Outcome 12    Bridgetown Greenbushes is regarded to be a major tourist destination
  - Objective 12.2    improve tourism infrastructure and services
- Corporate Business Plan
  - Objective 12.2    improve tourism infrastructure and services
  - Action 12.2.1    provide implementation of the Visitor Centre and Provision of Visitor Information Services business case (2021/22)
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

### Policy Implications – Nil

### Budget Implications

No funds are contained in the 2021/22 to cover the costs of external persons to assist with delivery of the workshop(s) therefore any such expenditure will be classified as unbudgeted expenditure.

### Whole of Life Accounting - Nil

### Risk Management

A considerable amount of work has been done to progress from community workshops several years ago to completion of the business case and the decision by Council in April 2021 to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC). It is considered essential that there be opportunities at the workshop(s) to provide relevant information that informed the April 2021 Council decision hence the recommendation to engage Kim Hewson from Economic Transitions to present at the workshop. Failure to provide this expertise and knowledge could result in the workshop proving ineffective and repetitive.

Voting Requirements – Simple Majority

**Council Decision Moved Cr Bookless, Seconded Cr Quinby  
C.12/0222 That Item C.12/0222 be accepted as urgent business**

**Carried 8/0**

**Council Decision Moved Cr Rose, Seconded Cr Mahoney  
C.12a/0222 That Council invokes clause 18.1 of the Standing Orders at  
7.21pm to allow for informal discussion.**

**Carried 8/0**

**Council Decision Moved Cr Bookless, Seconded Cr Rose  
C.12b/0222 That application of clause 18.1 of the Standing Orders cease at  
7.58pm.**

**Carried 8/0**

**Moved** Cr Rose, Seconded Cr Quinby

1. That Council endorse the brief/run sheet (as per Attachment 11) for the community group workshop scheduled for Thursday 17<sup>th</sup> March 2022 on the subject of the considerations for outsourcing management of the visitor centre.
2. That Council approve unbudgeted expenditure of up to \$5,000 for engagement of an independent facilitator for the workshop and to have in attendance the consultant (Kim Hewson from Economic Transitions) to contribute to the workshop.
3. That Council determine whether it wishes to invite any other representatives to the 2<sup>nd</sup> workshop to be attended by councillors and staff.

**Lost 0/8**

*Crs Bookless, Mahoney, Johnson, Boyle, Quinby, Lansdell, Mountford and Rose  
voted against the motion*



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

**C.12c/0222**

- 1. That Council endorse the following brief/run sheet for the community group workshop scheduled for Thursday 17<sup>th</sup> March 2022 on the subject of the considerations for outsourcing management of the visitor centre;**

<b>5.45pm</b>	<b>Meet and Greet by Shire Councillors and Staff</b>
<b>6.00pm</b>	<b>Official opening, Welcome to Country and acknowledgement of attendees by Shire President</b>
<b>6.05pm</b>	<b>Housekeeping, agenda for the evening and introduction of the facilitator by the CEO</b>
<b>6.10pm</b>	<b>Overview of;</b> <b>1. Reasoning for the VC Outsourcing Project</b> <b>2. Financial performance vs. service delivery</b> <b>3. Summary of events since the completion of the VC Outsourcing Project – how we arrived at this point by the CEO</b>
<b>6.25pm</b>	<b>Opportunity for each invited group to bring ideas of how their group could be involved in the management of the VC and they will be invited to present these ideas to the workshop. Opportunity for feedback and discussion from other attendees after each presentation</b>
<b>7.45pm</b>	<b>Wrap up and summary of conclusions by the facilitator</b>
<b>8.00pm</b>	<b>Closure of workshop</b>

- 2. That Blackwood Community Radio be included in the representative groups to be invited to the workshop.**
- 3. That Council approve unbudgeted expenditure of up to \$1,000 for engagement of an independent facilitator for the workshop and discretion be granted to the facilitator to modify the runsheet if necessary in her opinion for optimal workshop process.**

**Carried 9/0**

<p>Reason for amending the officer recommendation: the revised brief better reflects the directions provided at the February Concept Forum.</p>
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**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 8.05pm.*

**List of Attachments**

Attachment	Item No.	Details
1	C.02/0222	Minutes of Special Council Meeting – 7 February 2022
2	C.05/0222	Rolling Action Sheet
3	C.06/0222	January 2022 Financial Activity Statements
4	C.06/0222	List of Accounts Paid in January 2022
5	C.07/0222	2022 Financial Management System and Procedures Review Scope
6	C.08/0222	2020/21 Report on Significant Adverse Trends
7	C.08/0222	Minutes of the Audit Committee Meeting Held 27 January 2022
8	C.09/0222	2021 Compliance Audit Return
9	C.10/0222	Greenbushes Youth Precinct Community Consultation Report
10	C.10/0222	Greenbushes Youth Precinct Community Consultation Report Revision B
11	C.12/0222	Brief/Run Sheet for Visitor Centre Workshop

Minute Papers checked and authorised by T Clynch, CEO		3 March 2022
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## MINUTES

For the Special Meeting of Council held in the Council Chambers on **Monday 7 February 2022 commencing at 5.30pm**, called for the purpose of setting a revised date for the holding of the Annual General Meeting of Electors.

### **Acknowledgment of Country – Presiding Member**

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

### **Attendance & Apologies**

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

### **Attendance of Gallery**

B. Bebbington

### **Public Question Time**

B. Bebbington

Section 5.55a of the *Local Government Act* regarding advertising of the Annual Report states it must be done within 14 days of it going to council. Is there any reason why this has not be applied?

*CEO Response - section 5.55a of the Local Government Act states that the CEO must publish the Annual Report within 14 days of it being accepted. The Annual Report was uploaded onto the Shire website within 14 days of adoption. My understanding is that it was uploaded prior to Christmas.*

Was there a public notice? Section 5.55a requires a public notice and not just uploading.

*CEO Response – Mr. Bebbington, you have quoted section 5.55a which states that the Annual Report must be published, it has been published. Public notice*

*requirements are under a different section. Section 5.55a has been complied with, section 5.55 as it is mentioned in the report did not occur.*

Does Council consider that subject to the ratification of the 24 February date this evening, that all elements of the new procedure comply with policy M.36 and the *Local Government Act*?

*CEO Response – there will be a public notice placed on the noticeboards and at the library, newspaper adverts for both the holding of the AGM and availability of the Annual Report, and there will be a website and Facebook posting.*

Are all of the website items in place already?

*CEO Response – we are waiting for the resolution this evening to advertise the public notice on the website. The reason for the current public notice on the noticeboards was to advise the public of the postponement of the meeting and that a tentative date had been set, subject to confirmation by Council.*

If there is an adverse audit report, is that normally something that would be made available in time for the AGM?

*CEO Response – the report is yet to be presented to Council, which will occur at the February Ordinary Council Meeting. There is no requirement to advertise the adverse trend report or present it at the AGM.*

Can you confirm that the requirement is to present the report to the Minister within 3 months of completion and then it is required to be publically advertised?

*Executive Manager Corporate Services – I confirm that the report has been considered by the Audit Committee and the committee's recommendations will be presented to the February Ordinary Council Meeting. Once the report has been endorsed by Council it is sent to the Minister and is required to be published on the Shire website within 14 days of being provided to the Minister.*

In order to ensure we do not have a repeat of notices being placed in the incorrect location, I would like to bring to your attention that the AGM is listed under Council Meetings on the website, is this an incorrect place to have it listed?

*CEO Response - I will need to check that tomorrow, the notice should be under Public Notices and AGM of Electors on the website.*

Should all public notices issued by the Shire appear on the public notice section of the website?

*CEO Response - if they are a statutory public notice, yes. If there is a related section (of the website) to the subject matter of the notice it would make sense to also place it there.*

**Petitions/Deputations/Presentations - Nil**

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

**Notification of Disclosures of Interest**

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

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

**SpC.01/0222          Suspension of Standing Orders**

At its December 2021 meeting Council resolved:

*That Council:*

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

Clause 18.1 of the Standing Orders states:

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

The key words in clause 18.1 are “suspend temporarily” meaning that Council must resolve at each Council Meeting to suspend clause 9.1 of the Standing Orders for the duration of the meeting.

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

**SpC.01/0222          *That Council suspend clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.***

***Carried 8/0***

## Business Items

<b>ITEM NO.</b>	SpC.02/0222	<b>FILE REF.</b>	208
<b>SUBJECT</b>	Setting Revised Date for Holding of the Annual General Meeting of Electors		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	4 February 2022		

### OFFICER RECOMMENDATION

*That Council:*

- 1. Endorse the decision made by the CEO in consultation with the Shire President and councillors to, at late notice, postpone the holding of the Annual General Meeting (AGM) of Electors on Thursday 3 February 2022 due to the discovery of administrative errors in providing public notice of that proposed meeting.*
- 2. Set a revised date for the holding of the Annual General Meeting (AGM) of Electors as 5.30pm, Thursday 24 February 2022 in the Council Chambers.*
- 3. Note that due to an administrative error in the public notice process for the originally scheduled date for holding of the AGM of Electors this meeting will now be held more than 56 days after it accepted the annual report for the 2020/21 financial year. This will represent a technical breach of section 5.27 of the Local Government Act.*

### Summary/Purpose

Due to an administrative error public notice of the Annual General Meeting (AGM) of Electors originally proposed to be held on 3 February 2022 wasn't properly given and this caused councillors to informally agree with the CEO's recommendation to postpone the meeting to another date so that proper public notice could be given. Due to the short time period (1 day) between this issue becoming apparent and the original meeting date a Special Council meeting couldn't be held to change the meeting date prior to the originally scheduled date.

### Background

Council, at its December 2021 meeting resolved:

*C.06/1221 That Council:*

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

### Officer Comment

The administrative errors made in giving public notice of the AGM were:

- Due to the notice missing the newspaper deadline it wasn't published until 26 January 2022 which was only 8 days prior to the scheduled AGM date instead of the statutory 14 day notice period.
- The public notice wasn't uploaded to the Shire website and the page on the website relating to the AGM and Annual Report didn't give details of the meeting date (it actually still said a meeting date hadn't been set).
- There were delays in placing the public notices on Shire notice boards.
- Public notice of the AGM date and the availability of the annual report were intended to be done on the same notice. A review of this process has determined that the notices need to be separated with the notice advising of the availability of the annual report to be done as soon as possible after the Council meeting at which the annual report is accepted, and that the notice giving details of the AGM date be released near the 14 day statutory notice period.

In response to these errors a revised administrative procedure has been created for ensuring public notification requirements are met in future.

Noting the requirement for a minimum 14 days' public notice, a revised AGM date of Thursday 24 February could be set, with public notice being given in the Manjimup Bridgetown Times on Wednesday 9 February 2022 and notices being placed on Shire notice boards. The advert for the AGM date will include advice that the annual report is available for viewing at the library and on the Shire website but a separate notice has been placed on Shire noticeboards, library noticeboard and sent to Greenbushes CRC for its noticeboard on 4 February 2022.

A news story (with related Facebook Post) will be uploaded to the Shire website in the week prior to the AGM explaining what the AGM is and the format of the AGM.

Thursday 24 February 2022 is also the meeting date for the February ordinary Council meeting and it is intended that that meeting would follow the conclusion of the AGM.

It is acknowledged that the holding of the meeting on 24 February 2022 will mean the AGM is held more than 56 days after Council accepted the annual report and annual financial statements for the year ending 30 June 2021. This will represent a technical breach of section 5.27 of the Local Government Act and may require self-reporting if a relevant question is contained in the Compliance Audit Return for 2022. The matter may also be formally noted by the auditor.

## Statutory Environment

### *Local Government Act 1995*

#### **5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.



### 5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

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

Policy Implications - Nil

#### Budget Implications

Costs of approximately \$350 will be incurred for readvertising of the AGM and this can be met by existing budget allocations.

Whole of Life Accounting – Nil

#### Delegated Authority

#### Risk Management

There are no risk management implications associated with the officers recommendation as the financial and operational will be minimal and align with current risk management plans and practices.

Voting Requirements – Simple Majority

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

**SpC.02/0222 That Council:**

- 1. Endorse the decision made by the CEO in consultation with the Shire President and councillors to, at late notice, postpone the holding of the Annual General Meeting (AGM) of Electors on Thursday 3 February 2022 due to the discovery of administrative errors in providing public notice of that proposed meeting.**
- 2. Set a revised date for the holding of the Annual General Meeting (AGM) of Electors as 5.30pm, Thursday 24 February 2022 in the Council Chambers.**
- 3. Note that due to an administrative error in the public notice process for the originally scheduled date for holding of the AGM of Electors this meeting will now be held more than 56 days after it accepted the annual report for the 2020/21 financial year. This will represent a technical breach of section 5.27 of the Local Government Act.**

**Carried 8/0**

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

**Closure**

*The Presiding Member closed the meeting at 5.45pm.*

**List of Attachments** – Nil

Minute papers checked and authorised by CEO, Mr T P Clynch		11.02.2022
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# ROLLING ACTION SHEET

## ROLLING ACTION SHEET

### February 2022 (encompassing Council Resolutions up to Council Meeting held January 2022)

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

Note: Where no progress has occurred on implementing a resolution since the last update this comment will be made in the right hand column titled 'Progress Since Last report' but will not be included in the 'Past Comments' column. Only comments detailing specifics of how the resolution is being implemented are contained in the 'Past Comments' column.

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.	T Clynch	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated</p>	<p><b>February 2022</b> All reporting back to Council has been completed.</p>	✓

		<p>corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being progressed (September 2018).</p> <p><b>November 2018</b> Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p><b>February 2019</b> Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p><b>March 2019</b> Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p><b>April 2019</b> An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p> <p><b>June 2019</b> At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p><b>October 2019</b></p>		
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		<p>The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced. The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p> <p><b>November 2019</b> Application for sewer connection for dump point in railway car park has been submitted to Water Corporation.</p> <p><b>February 2020</b> Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p><b>May 2020</b> Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p><b>January 2021</b> Preparation of a scope of works for consultants to progress the conceptual design of the Greenbushes Sportsground and Tourism Precinct project is being prepared in house for review by ELT and issue in February 2021.</p> <p>The Bridgetown dump point has been installed and is now operational. Directional street signage has been ordered and</p>		
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		<p>awaiting supply.</p> <p><b>February 2021</b> Directional signage to dump point, electric vehicle recharge station, caravan parking, etc. installed.</p> <p><b>March 2021</b> A Camping Strategy is to be prepared and will address the RV Friendly Towns requirements.</p> <p><b>September 2021</b> Discussions were held with councillors at the September Concept Forum and it is intended to prepare a report to the October Council meeting on the provision of limited free overnight caravan parking in the railway car park. The report will also address any other existing constraints to achieving either RV Friendly Town or RV Destination status for Bridgetown and Greenbushes.</p> <p><b>October 2021</b> The meeting with the owners of the Bridgetown Caravan Park didn't occur as proposed so the report will be presented to the November Council meeting.</p> <p><b>November 2021</b> The owners of the Bridgetown Caravan Park have informally advised that they are not opposed to a trial period offering 24 hour RV/Caravan Parking in the Town Square. This is being followed up with a formal letter of acknowledgement this month.</p> <p><b>December 2021</b> A meeting has been held with the owners of the Bridgetown Caravan Park. The need for and benefits of free camping bays in Bridgetown have been acknowledged by the owners but they have requested a short period of time to provide a formal response. This response is expected by the end of the month</p>		
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			<p><b>January 2022</b> This matter was discussed at the January Concept Forum with a report to be presented to the February Council meeting.</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b> DWER is currently conducting stakeholder consultation on the abolition of the</p>	<p><b>February 2022</b> No progress since last report</p>	



		<p>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> <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</p>		
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			<p>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>November 2021</b> No progress since last update</p> <p><b>December 2021</b> No progress since last update</p> <p><b>January 2022</b> No progress since last update</p>		
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed.</li> <li>Notes the appointment of Lush Fire &amp; Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</li> </ol>	L Guthridge	<ol style="list-style-type: none"> <li>Noted.</li> <li>Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning</li> </ol>	<b>February 2022</b> Nothing further to report since last update.	

	<p>3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</p> <p>4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p>		<p>consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018).</p> <p>3. Noted.</p> <p>4. Noted.</p> <p>5. Correspondence sent to WAPC on 26 October 2017. Response received.</p> <p>6. Noted. To be actioned.</p> <p><b>November 2018</b> Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p><b>December 2018</b> Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p><b>January 2019</b> Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p><b>February 2019</b> Zoning and Precinct Analysis completed and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>March 2019</b> Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire</p>		
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	<p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>	<p>Hazard Level Assessment.</p> <p><b>April 2019</b> Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p><b>May 2019</b> Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p><b>June 2019</b> Further liaison with planning consultant continuing.</p> <p><b>July 2019</b> Further liaison with planning consultant and DPLH continuing.</p> <p><b>August 2019</b> Further liaison with planning consultant required.</p> <p><b>September 2019</b> Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p><b>October 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>November 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>December 2019</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>January 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>February 2020</b> Pending DPLH feedback on draft Local</p>		
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		<p>Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>March 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>April 2020</b> Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p><b>May 2020</b> Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback</p> <p><b>June 2020</b> Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p> <p><b>July 2020</b> Meeting with DPLH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing.</p> <p><b>August 2020</b> Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.</p> <p><b>September 2020</b> Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning</p>		
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		<p>Strategy progressing.</p> <p><b>January 2021</b>  Geoff Lush from Lush Fire and Planning Consultants have been appointed to assess (and provide an estimate for same) for what work is required to progress and complete the Local Planning Strategy.  Once an estimate is received it will be determined if the Shire appoints Lush Fire and Planning in line with budget constraints.</p> <p><b>February 2021</b>  No progress since last update</p> <p><b>March 2021</b>  A consultant has been engaged to assist with completion of the Local Planning Strategy.</p> <p><b>May 2021</b>  The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p><b>June 2021</b>  A meeting was held last week with the Department of Planning to discuss various matters being addressed in the Local Planning Strategy. Note there has been a restructure of the South West Office of the Department of Planning and the main purpose of the meeting was to update the new Manager. The Shire's consultant is continuing to work on the document.</p> <p><b>July 2021</b>  The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p><b>August 2021</b>  Ongoing discussions and direction being given to consultant. Discussion with Department of Planning also occurring on regular basis.</p> <p><b>September 2021</b></p>		
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			<p>A meeting was held with the planning consultant and staff of DPLH to discuss pressing issues being addressed in the LPS. Good direction was received at that meeting.</p> <p><b>October 2021</b> Staff continue to work with consultant on addressing relevant issues for inclusion in Local Planning Strategy.</p> <p><b>November 2021</b> Local Planning Strategy still being prepared.</p> <p><b>December 2021</b> No progress since last update</p> <p><b>January 2022</b> No progress since last update</p>	
C.06/0321 Consideration of Recommendation from Annual General Meeting of Electors – Peninsula Road Speed Limit	That Council direct the CEO to submit a request Main Roads Western Australia to consider a reduction of the speed limit on Peninsula Road between Hampton Street and Maslin Reserve.	G Arlandoo	<p><b>April 2021</b> The request to Main Roads Western Australia is currently being actioned with the first action to be the obtaining of up to date traffic count information in order to inform the request.</p> <p><b>June 2021</b> Traffic data currently being processed.</p> <p><b>July 2021</b> Application made to Main Roads WA.</p> <p><b>August 2021</b> Awaiting determination of application by Main Roads Western Australia</p> <p><b>October 2021</b> Still awaiting response from Main Roads Western Australia</p> <p><b>November 2021</b> Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.</p> <p><b>December 2021</b> No progress since last update</p>	<p><b>February 2022</b> Still awaiting written confirmation of decision from MRWA.</p>

			<p><b>January 2022</b> Verbal advice has been received that Council's request for this speed reduction hasn't been approved as the area cannot be classified as a built up area to which the default 50km/h speed limit applies. Awaiting written confirmation.</p>	
<p>C.09/0321 Greenbushes CBD Parking &amp; Safety Enhancement Project</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking &amp; Safety Enhancement Project as per Attachment 6.</li> <li>2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking &amp; Safety Enhancement Project</li> <li>3. Amends the 2020/21 budget to reflect the financial contribution by Talison Lithium Pty Ltd, being unbudgeted revenue and matching unbudgeted expenditure of \$80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be received.</li> <li>4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking &amp; Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</li> <li>5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking &amp; Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</li> </ol>	<p>T Clynych</p>	<p><b>April 2021</b> Work has been done in reformatting the final concept (layout) plan into a plan suitable for lodging with an application for subdivision to excise the land for the car park from existing lots. The subdivision application form is being prepared and is awaiting signing by the land owners prior to submittal to the Western Australian Planning Commission.</p> <p><b>May 2021</b> Awaiting endorsement of the subdivision application by land owners.</p> <p><b>August 2021</b> Surveyor appointed to lodge subdivision application</p> <p><b>September 2021</b> Preliminary assessment of the subdivision application has been received from DPLH, necessitating some minor changes to the plan of subdivision. Consultation is occurring with the owner on these changes before the application is resubmitted.</p> <p><b>October 2021</b> Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission.</p> <p><b>November 2021</b> Still awaiting approval of the subdivision application by Western Australian Planning Commission</p> <p><b>December 2021</b> Subdivision application is currently being referred by Western Australian Planning</p>	<p><b>February 2022</b> Approval for the subdivision to excise the land off the existing lots has been granted by the Western Australian Planning Commission. It is now intended to proceed with surveying and preparation of relevant documents for completion of the land transfer, including payments to the existing land owners.</p>



			<p>Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates.</p> <p><b>January 2022</b> This project was discussed at the January Concept Forum and a report has been included in the January Council agenda.</p>	
<p>C.08/0421 Visitor Information Services &amp; Brierley Jigsaw Gallery Outsourcing Business Case</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery.</li> <li>2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC).</li> <li>3. Direct the CEO to <ol style="list-style-type: none"> <li>a. Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building.</li> <li>b. Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement.</li> <li>c. Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in</li> </ol> </li> </ol>	<p>E Denniss</p>	<p><b>May 2021</b> A preliminary implementation approach has been prepared and will be implemented in late May.</p> <p><b>June 2021</b> Implementation plan completed; letters issued to all stakeholders advising of Council decision and inviting them to meet with CEO and EMCS.</p> <p><b>July 2021</b> Review of all internal procedures currently progressing to facilitate service delivery transition. Design of interior layout and building modifications currently in progress (CRC managed). Two news article prepared and run on website. Preliminary meetings with all stakeholders conducted. These will continue throughout the financial year moving towards relevant relocation requirements.</p> <p><b>August 2021</b> Regular discussions and meetings being held with Bridgetown CRC.</p> <p><b>September 2021</b> A further meeting was held with Bridgetown CRC representatives in mid-September where progress on building plans and cost estimates were discussed.</p> <p><b>October 2021</b></p>	<p><b>February 2022</b> Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p>

	<p>the Visitor Centre building</p> <p>d. Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building.</p>		<p>A floor plan and estimated costings for fit out of the building has been completed. A briefing will be provided to the November Concept Forum.</p> <p><b>November 2021</b> Discussion occurred at the November Concept Forum. This was predominantly centred on the draft plans for upgrade and fitout of the visitor centre building to accommodate both CRC and visitor information services. Councillors provided some feedback to take back to the CRC and which will inform future reports to Council.</p> <p><b>December 2021</b> As there is a notice of motion in the December Council agenda relating to this matter no work has occurred to progress the matter since the last meeting.</p> <p><b>January 2022</b> Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p>	
<p>C.09/0521 Access and Inclusion Advisory Committee Membership &amp; Visitor Centre Access</p>	<p>1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.</p> <p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	<p>T Clynych</p>	<p><b>June 2021</b> This action is linked to Resolution C.08/0421 Visitor Information Services &amp; Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p><b>September 2021</b> Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p><b>October 2021</b> The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p><b>November 2021</b> The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to</p>	<p><b>February 2022</b> On hold pending further developments in possible redesign of visitor centre building</p>

			<p>relocate to that building.</p> <p><b>December 2021</b> No progress since last report</p> <p><b>January 2022</b> On hold pending further developments in possible redesign of visitor centre building</p>		
C.11/0521a Speed Limit – Stanifer St & Maranup Ford Rd	<p>That Council direct the Chief Executive Officer to submit a request to Main Roads Western Australia seeking:</p> <ol style="list-style-type: none"> <li>1. A reduction in the existing 80 kph speed zone on Stanifer St to 60 kph.</li> <li>2. Removal of the existing 80 kph zone on Maranup Ford Rd extending 1.6 km from Stanifer St and the creation of a two new speed zones as follows:</li> </ol> <p>A. 60 kph speed zone on Maranup ford Rd extending 1.90 km from Stanifer St.</p> <p>B. 80 kph speed zone on Maranup Ford Rd from the end of the above 60 kph zone to the intersection of Huitson Rd.</p>	G Arlandoo	<p><b>June 2021</b> Shire Officers yet to obtain up-to-date traffic count information in order to inform the request to MRWA in determining the speed zones applicable to the areas under consideration.</p> <p><b>July 2021</b> Application made to Main Roads WA.</p> <p><b>August 2021</b> Awaiting determination of application by Main Roads Western Australia</p> <p><b>October 2021</b> Still awaiting response from Main Roads Western Australia</p> <p><b>November 2021</b> Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.</p> <p><b>December 2021</b> Main Roads have advised that the speed limit change on Stanifer St has been approved. Signage changes should already have taken place although this hasn't been confirmed by Shire officers. No further news on the Maranup Ford review.</p> <p><b>January 2022</b> MRWA has provided verbal approval for the changes on both roads with written confirmation expected shortly.</p>	<p><b>February 2022</b> Speed limit changes have been approved by MRWA</p>	√

<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16.</li> <li>Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13.</li> <li>Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.</li> </ol>	<p>G Arlandoo</p>	<p><b>August 2021</b> Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program. <b>October 2021</b> Some preliminary works for car parking on Stewart Street have recently commenced. <b>November 2021</b> The works will occur as part of the 2021/22 road construction program. <b>December 2021</b> No progress since last report <b>January 2022</b> No progress since last report</p>	<p><b>February 2022</b> No progress since last update</p>
<p>C.15/0621b Proposed Land Exchange - Lot 1 (141) Hampton Street, Bridgetown and Closed Portions of Henry Street</p>	<p>That Council fund the \$2,500 difference of \$2,500 ex-GST to be paid to the State of Western Australia, necessary for finalization of the proposed land exchange of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown</p>	<p>T Clynych</p>	<p><b>July 2021</b> Contact made with DPLH to determine process to reactivate the land exchange <b>August 2021</b> New subdivision application being prepared. <b>October 2021</b> Awaiting endorsement of the subdivision application form by the affected land owner. <b>December 2021</b> No progress since last report <b>January 2022</b> Agreement of the land owner yet to be obtained.</p>	<p><b>February 2022</b> No progress since last update</p>
<p>C.02/0721 Review of Local Laws</p>	<ol style="list-style-type: none"> <li>That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</li> <li>That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</li> <li>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</li> </ol>	<p>T Clynych</p>	<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 <b>October 2021</b> Report on Pest Plants Repeal Local Law presented to September Council meeting. <b>December 2021</b> Pest Plants Repeal Local Law currently being advertised</p>	<p><b>February 2022</b> Report on Pest Plants Repeal Local law will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p>

	<p>presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> <li>(i) Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>(ii) Cats Local Law</li> <li>(iii) Fencing Local Law</li> <li>(iv) Health Local Law</li> <li>(v) Standing Orders Local Law</li> </ul> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> <li>(i) Bush Fire Brigades Local Law</li> <li>(ii) Cemeteries Local Law</li> <li>(iii) Dogs Local Law</li> <li>(iv) Parking &amp; Parking Facilities Local Law</li> </ul> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.06/0721 Rating Status of Lot 600 (185) Hampton Street, Bridgetown (Bridgetown Repertory Club)</p>	<ul style="list-style-type: none"> <li>1. Acknowledge that clarity is required for definitions contained within Section 6.26(2) of the Local Government Act regarding the rateability of land and this has potential to raise implications for other ratepayer groups.</li> <li>2. In order to correctly apply Section 6.26 of</li> </ul>	<p>M Larkworthy</p>	<p><b>December 2021</b> No progress of this has occurred <b>January 2022</b> Preparation of a draft policy for presentation to a future meeting of Council is occurring</p>	<p><b>February 2022</b> No progress since last update</p>	

	<p>the Local Government Act and according to best practice note that additional research is to be undertaken to clarify key definitions contained in Section 6.26(2) of the Local Government Act to inform the development of a policy to aid in future decision making.</p> <p>3. Maintain the status quo for the 2021/22 rating year in relation to the rateable status of Lot 600 (185) Hampton Street, Bridgetown.</p> <p>4. Directs the CEO to investigate and present to Council a draft policy on the application of Section 6.26(2) of the Local Government Act and the granting of rate concessions for rateable properties owned by community/sporting groups.</p>				
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.	T Clynch	<p><b>September 2021</b> Offer and Acceptance being prepared</p> <p><b>November 2021</b> No progress since last update</p> <p><b>December 2021</b> No progress since last update</p> <p><b>January 2022</b> Agreements have been received from land owners and appointment of settlement agent is pending</p>	<p><b>February 2022</b> No progress since last update</p>	
C.03/0921 Pest Plant Repeal Local Law 2021	That Council give local public notice of its intention to make the Pest Plants Repeal Local Law 2021 and also give notice of this intention to the relevant Ministers responsible for Agriculture and Local Government. The purpose of the Pest Plants Repeal Local Law 2021 is to repeal an obsolete local law and the effect is to revoke the provisions contained in it, which have now been superseded by State legislation.	T Clynch	<p><b>October 2021</b> Local public notice yet to commence.</p> <p><b>November 2021</b> Public Notice given. Submission period closes 5.1.22</p> <p><b>December 2021</b> Public Notice given. Submission period closes 5.1.22</p> <p><b>January 2022</b> Readvertising of the proposed Local Law is required due to an error in gazetting the Local Law.</p>	<p><b>February 2022</b> Report on Pest Plants Repeal Local law will be presented to March Council meeting.</p>	

<p>C.07/0921 Proposed New Local Planning Policy – Exemptions from Development Approval</p>	<p>That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to;</p> <ol style="list-style-type: none"> <li>1. Remove paragraph 3.3 clause (b);</li> <li>2. From clause (c), remove the words “In the case where a building envelope does not apply” and renumber this clause (b).</li> </ol>	<p>A Hayat</p>	<p><b>October 2021</b> Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21. <b>November 2021</b> Submission period has been extended to 29.11.21 <b>December 2021</b> Report will be presented to January 2022 Council meeting <b>January 2022</b> With the commencement of the new Senior Planner this item will be progressed for inclusion in the February Council agenda.</p>	<p><b>February 2022</b> Due to other priorities the report will be presented to the March Council meeting.</p>	
<p>C.08/0921 Aquatics Complex Season</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the results of the recent community survey on aquatics complex seasonal dates and confirm to make no change to the existing seasonal dates of 1 November to 31 March.</li> <li>2. Direct the CEO to assess other feedback received from survey respondents and report back no later than February 2022 on options to change the 2022/23 aquatics complex season to extend the seasonal dates including estimated costs. At such time as receiving that report the Council is to determine the community engagement and consultation process to allow community input into such a decision.</li> </ol>	<p>S Ellis</p>	<p><b>November 2021</b> The Executive Leadership Team and Manager of Recreation &amp; Culture met to identify a range of alternative seasonal opening options. These will be financially modelled to ensure an accurate understanding of operating expenditure required to operate the facility on each proposed option. This is anticipated to be completed during December and community consultation to commence in December and run through until February prior to an Council report being prepared to advise of options, costs and community preference to inform the budget preparation process and future aquatics complex season opening hours. <b>December 2021</b> Nothing to update since last month <b>January 2022</b> Report to be finalised in February</p>	<p><b>February 2022</b> The determination of options and associated financial analysis of the various options wasn't completed in time for February Concept Forum. The information is best presented to a Concept Forum to allow informal discussion to inform a recommendation to Council so it is intended to present to March Concept Forum.</p>	
<p>C.09/0921 Review and Reprint of Trails Booklets</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendations from its Trails Development Advisory Committee to: <ol style="list-style-type: none"> <li>i. Proceed with the review and enhancement of the Bridgetown Heritage Walk Trail and its</li> </ol> </li> </ol>	<p>M Richards</p>	<p><b>November 2021</b> Awaiting input from Bridgetown Historical Society for heritage trail booklet. Compiling content for art trail booklet. <b>January 2022</b> Deadline for information from Historical</p>	<p><b>February 2022</b> Historical Society has provided content and photographs. Final proof of booklet is being edited by printer.</p>	

	<p>associated booklet.</p> <p>ii. Proceed with the review, redesign and printing of the Bridgetown Art Trail booklet to include the Greenbushes Art Trail and all new pieces that have been installed since the first edition (2018).</p> <p>iii. Proceed with the review, redesign and printing of the Somme Creek Fitness Trail pamphlet.</p> <p>iv. Proceed with conducting a flora and fauna survey for the proposed Geegelup Mountain Bike Trail Network.</p> <p>2. Note the estimated costs of implementing the projects identified in Part 1 are \$22,890, made up of \$12,085 (Bridgetown Heritage Walk Trail including additional signage), \$5,570 (Bridgetown Art Trail booklet), \$3,000 (Somme Creek Fitness Trail pamphlet) and \$2,235 (flora and fauna survey).</p> <p>3. Note and accept the funding of \$6,000 from the Heritage Council of Western Australia's Heritage Grants Program 2020/21 to meet approximately one-half of the costs of the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet.</p> <p>4. Transfer the sum of \$2,500 from the Trails Reserve.</p> <p>5. Note that in approving Part 1-4 the budget amendment increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$14,743 to \$23,243.</p>		Society is early March. Still working on art trail booklet		
C.19/1021 Waiver of Stallholder Fees for Proposed	That Council: 1. Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders	E Denniss	<b>November 2021</b> Advertising of new fee occurred 17 November 2021. <b>December 2021</b>	<b>February 2022</b> No progress since last update	



Farmers Markets	<p>fee (Thoroughfares &amp; Public Places Local Law) with the exception of stall holders requiring access to electricity.</p> <p>2. Endorse a new fee and charge of \$15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act.</p> <p>3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to undertake an audit of the insurance requirements and provisions of the Blackwood River Markets.</p>		<p>The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.</p> <p><b>January 2022</b> No progress from last month</p>	
C.16/1121c Youth Services Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised.	T Clynych	<p><b>December 2021</b> Workforce Plan preparation yet to commence</p> <p><b>January 2022</b> No progress since last report</p>	<p><b>February 2022</b> No progress since last update</p>
C.17/1121c Bridgetown- Greenbushes Cultural Inclusion Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Cultural Inclusion Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions.	T Clynych	<p><b>December 2021</b> Workforce Plan preparation yet to commence</p> <p><b>January 2022</b> No progress since last report</p>	<p><b>February 2022</b> No progress since last update</p>
C.03/1221b Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown	That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown Greenbushes Business and Tourism Association, Bridgetown	E Denniss	<p><b>January 2022</b> Liaison with CRC and BGBTA is occurring on determining suitable date for first workshop</p>	<p><b>February 2022</b> Discussion occurred at February Concept Forum with the outcome being that the CEO will prepare a brief for the 1<sup>st</sup> workshop and circulate to councillors.</p>

Community Resource Centre	Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council Meeting Agenda on page 7.				
C.04/1221 Suspension of Standing Orders Clause 9.1 at Future Council Meetings	<ol style="list-style-type: none"> <li>1. That at an appropriate period after the commencement of each ordinary and special council meetings Council is to consider suspending Clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.</li> <li>2. That this procedure be conducted as a trial to determine whether a permanent change in the Standing Orders should be sought.</li> </ol>	E Matthews	<p><b>January 2022</b> Council hasn't stipulated the length of the trial but is assumed to be between 3 and 6 months.</p> <p>The temporary suspension of Clause 9.1 of the Standing Orders will require a resolution at each Council meeting. It is intended to seek this resolution in the section of the agenda for "Announcements by the Presiding Member without Discussion".</p>	<p><b>February 2022</b> Further consideration of the timing of the motion to "temporarily suspend" Clause 9.1 of the Standing Orders has occurred and it will be listed as a standalone item as the first item of business in the agenda.</p>	
C.05/1221 Funding for Maintenance of Stanifer Street	That Council lobby the Minister for Transport to release to the Shire of Bridgetown-Greenbushes a portion of the overmass permit fees paid by Talison Lithium to Main Roads Western Australia so that the Shire can expend these funds on additional maintenance and improvements to Stanifer Street and Maranup Ford Road.	T Clynh	<p><b>January 2022</b> Correspondence is being prepared for signing by the Shire President</p>	<p><b>February 2022</b> Input has been sought from WALGA to inform the letter to the Minister and this is expected to be received by the end of February</p>	
C.11/1221 Review of Plantation Applications Town Planning Scheme Policy	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.	C Bonnie	<p><b>January 2022</b> Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January</p>	<p><b>February 2022</b> Advertising to commence next week with closing date for submissions being 23 March 2022.</p>	
C.14/1221 RFT 01/2122 Bridgetown	That Council: <ol style="list-style-type: none"> <li>1. Accept a Tender from BRC Building Solutions Pty Ltd for RFT 01/2122 – Bridgetown Railway</li> </ol>	L Guthridge	<p><b>January 2022</b> Contract documentation has been prepared for consideration by BRC Building Solutions.</p>	<p><b>February 2022</b> Contract documentation completed. Works scheduled to commence 21.2.22</p>	√

<p>Railway Station Conservation and Renewal Project</p>	<p>Station Conservation and Renewal Project at a price of \$912,500.00 (EX-GST);</p> <ol style="list-style-type: none"> <li>2. Authorise the Chief Executive Officer to enter into a Contract with BRC Building Solutions Pty Ltd once the cost savings relating to items identified in Part 3 of this resolution is confirmed plus an allowance of 5% contingency;</li> <li>3. Delegate to the Chief Executive Officer to negotiate minor variations to the Contract and remove and/or amend the following scope of works to reduce the Contract price: <ul style="list-style-type: none"> <li>• Replace the proposed platform concrete retaining wall with a treated pine sleeper retaining wall system;</li> <li>• Modify the proposed double brick and cavity fill building perimeter retaining wall with a Versaloc Block retaining wall system;</li> <li>• Modify the stirrup concrete footing detail to remove the concrete surround to base of the stirrup;</li> <li>• Modify the selection of pavers from “Urban Stone Elegant Ash” to “Promenade Charcoal Classic”; and</li> <li>• Remove the requirement for the Builder to provide an underground power supply to the Premises from the Scope of Works.</li> </ul> </li> <li>4. Fund the shortfall of \$240,000 for the project by transferring the following amounts from reserve: <ul style="list-style-type: none"> <li>• Land and Buildings Reserve (50%) - \$120,000</li> <li>• Building Maintenance Reserve (25%) - \$60,000</li> <li>• Strategic Projects Reserve 25%) - \$60,000</li> </ul> </li> <li>5. Amends its 2021/22 budget by increasing the expenditure for Account 1350040 – 57BU (Heritage Building Renewals - Bridgetown Railway Station Restoration) from \$722,000 to \$961,328</li> </ol>		<p>Commencement of construction is expected in early February.</p>		
<p>C.02/0122 Planning for</p>	<p>That in the upcoming review of councils 4 Year Building Capital Works Plan consideration be given</p>			<p><b>February 2022</b> The annual review of the 4 Year Building</p>	

Installation of Toilet Facility at Sunnyside Reserve	to funding the installation of a suitable toilet facility at Sunnyside Reserve.			Capital Works Plan will be presented to councillors at a workshop scheduled for 7 April 2022.	
C.04/0122 Proposed Budget Amendment – Reallocation of Local Roads and Community Infrastructure Program Phase 2 and Nomination of Projects for Local Roads and Community Infrastructure Program Phase 3	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following: <ol style="list-style-type: none"> <li>a. Additional allocation to Bridgetown Civic Centre (Town Hall) Project to ensure that the works in the Lesser Hall, Kitchen and Toilets are funded - \$200,000</li> <li>b. Additional allocation for the Bridgetown Youth Precinct Project to reinstate the elements removed when awarding the tender – new ablution block, parkour and drinking fountain - \$175,000</li> <li>c. Reinstatement of 2 footpaths deferred from 2021/22 budget to fund Council's contribution to blackspot Winnejup Road works, being Steere Street (\$38,614) and Allnutt Street (\$18,000)</li> </ol> </li> <li>2. Amend its 2021/22 Budget as follows: <ol style="list-style-type: none"> <li>a. Decrease budget allocation for job CP05 – Greenbushes CBD Parking &amp; Safety Enhancement by \$431,614 (i.e. from \$499,854 to \$68,240)</li> <li>b. Increase budget allocation for Job 02BU – Bridgetown Civic Centre by \$200,000 (i.e. from \$679,338 to \$879,338)</li> <li>c. Increase budget allocation for Job 16IN – Bridgetown Youth Precinct by \$175,000 (i.e. from \$685,021 to \$860,021)</li> <li>d. Include new budget allocation of \$38,614 to Job FP30 – Steere Street Footpath</li> <li>e. Include new budget allocation of \$18,000 to Job FP38 – Allnutt Street Footpath</li> </ol> </li> </ol>			<p><b>February 2022</b></p> <p>The grant variation request for LRCIP Phase 2 has been submitted. The nomination of projects for LRCIP Phase 3 has also been submitted.</p> <p>The process of the Australian Government for determination of the variation requests is expected to be short and therefore the timing of the proposed bulk mail postal flyer is proposed to follow that decision so that the information can be provided with certainty.</p>	

	<p>3. Nominate for approval by the Australian Government of the following project expenditures under the Local Roads and Community Infrastructure Program Phase 3:</p> <ul style="list-style-type: none"> <li>• Greenbushes Town Centre Project - \$541,042</li> <li>• Greenbushes Youth Precinct - \$300,000</li> <li>• Nelson Street Footpath Asphalt Resurfacing - \$80,000</li> </ul> <p>4. Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program.</p> <p>5. Note that the CEO will provide regular updates to the project partners of the Greenbushes Town Centre Project, being the owners of the land to be excised and Talison Lithium that is funding the land acquisition.</p>				
<p>C.09/0122 Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum</p>	<p>That Council:</p> <p>1 .Pursuant to Clause 3.2.5 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Museum on Lot 7960, Reserve 24611 South Western Highway, Yornup is consistent with the objective of the Community Zone and Town Planning Scheme No. 4 and may be considered for development approval subject to public consultation and detailed assessment.</p> <p>2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.</p>	<p>C Bonnie</p>		<p><b>February 2022</b> Public consultation process to commence shortly.</p>	

	<p>3. Authorises the CEO to, concurrent with the planning assessment of the development application for Lot 7960, Reserve 24611 South Western Highway, Yornup, submit an application to the Department of Planning Lands and Heritage (DPLH) for changing the purpose of the reserve to a use that allows development of a museum.</p> <p>4. Grants delegated authority to the Chief Executive Officer to determine the development application and reserve reclassification, where no objections are received, subject to appropriate conditions.</p>				
C.10/0122c 24 Hour Free Caravan Parking Trial	<p>1. Endorse a 24 hour free camping trial for two (2) self-contained motor homes and caravans in the dedicated caravan parking bays within the Bridgetown Railway Reserve car park for a 3 month period commencing 1 March 2022 and concluding 31 May 2022.</p> <p>2. Direct the CEO to install temporary signage at the location advising details of the trial period; inviting patrons to leave their local receipts and invoices from goods and services purchased and provide a depository for those receipts and invoices.</p> <p>3. Direct the CEO provide a report back to the June Council meeting advising of the impact of the trial period to assist in future decision making regarding permanent 24 hour free camping for caravans and motor homes in the Town Square.</p>	E Denniss		<b>February 2022</b> Signage and depository being ordered with trial to commence once installed.	
C.12/0122 Proposed amendments to conditions of Development Approval – Talison Lithium Workers Accommodation Camp	<p>That Council, noting the request by the State Administrative Tribunal, reconsider its decisions made at its Special Meeting held on 9 September 2021 with specific reference to Conditions 1, 2 and 3 of the development approval for Application No. P78/2021 granted on 1 October 2021 for transient workers accommodation (camp) at Lot 3 (RSN 103) Old Mill Road, North Greenbushes.</p> <p>Pursuant to the Orders made by the State</p>	T Clynh		<b>February 2022</b> Talison Lithium P/L has accepted the variations to the development approval and has withdrawn its appeal to the State Administrative Tribunal	√

	<p>Administrative Tribunal in accordance with section 31 of the State Administrative Tribunal Act 2004 Council, in relation to the development approval for Application No. P78/2021 granted on 1 October 2021 for transient workers accommodation (camp) at Lot 3 (RSN 103) Old Mill Road, North Greenbushes:</p> <ol style="list-style-type: none"> <li>1. Approves a variation to Condition 1 of the development approval with that condition being replaced with: <ol style="list-style-type: none"> <li>1. Approves an extension of the operating life of the camp to 31 March 2028 meaning the Transient Workers Accommodation camp authorised by the Approval may be used until 31 March 2028.</li> </ol> </li> <li>2. Approves a new Condition 1A to read: <p style="margin-left: 40px;">1A. Council requires any negotiations for any further applications or extensions of the camp to commence by March 2027.</p> </li> <li>3. Approves a variation to Condition 2 of the Development Approval with that condition being replaced with: <ol style="list-style-type: none"> <li>2. Approval is granted for accommodation of a maximum, at any one time, of 250 construction workers involved in construction related works and expansion projects, and, subject to condition 3, does not include the accommodation of employees or contractors involved in operational activities.</li> </ol> </li> <li>4. Approves a variation to Condition 3 of the Development Approval with that condition being replaced with:</li> </ol>				
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	<p>3. In addition to the construction works authorised under condition 2, the following workers are permitted to reside at the camp provided that the maximum 250 person accommodation capacity of the camp will not be exceeded:</p> <ul style="list-style-type: none"> <li>(iii) Management, supervisory, professional, technical and operational personnel: <ul style="list-style-type: none"> <li>○ Being employees who are relocating into the South West region but require transitional accommodation for a period up to six (6) months. In these instances, the employee will be permitted to occupy the camp for a maximum period of 2 months after the end of their probationary period; and</li> <li>○ Being required for maintenance shutdown activities; and</li> </ul> </li> <li>(iv) Undergraduate and post-graduate university students engaged in professional work-integrated learning block placement or TAFE vocational work experience students where Talison cannot source acceptable short term transitional accommodation within the Shire (and in surrounding Shires).</li> </ul> <p>5. Approves a variation to the Development Approval by inserting a new Condition 31 regarding a complaints register being maintained for the Camp with this condition to read:</p> <p>31. The keeping of a register for the recording</p>				
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	<p>of any complaints received by or notified to the approval holder concerning planning issues arising from the operation of the camp and the approval holder's response to any such complaints. The register is to be made available for inspection by Shire staff when undertaking of an inspection under Condition 27.</p> <p>That Council approves a permanent variation to the conditions applicable for the transient workers accommodation at Lot 3 (RSN 103) Old Mill Road, North Greenbushes, to allow the accommodation of personnel in support of emergency containment and response activities in the district and surrounds, subject to the accommodation and board of such personnel be provided free of charge. The accommodation of such personnel must be contained within the 250 person camp accommodation capacity at any given time.</p>				
<p>C.14/0122 Proposed additional works to the Turner Road Blackspot Project</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approve a transfer of up to \$20,000 from the Subdivision Reserve for funding of improvements to the intersection of Turner Road and Hassell Street, with the works to be added to the works proposed under the Turner Road blackspot project.</li> <li>2. Approve a transfer of up to \$10,000 from the Drainage Reserve to fund improvements to drainage on Turner Road near its intersection with Thompson Street, with the works to be added to the works proposed under the Turner Road blackspot project.</li> <li>3. Approves additional expenditure of up to \$5,000 to fund improvements to the intersection of Turner Road and Thompson Street with the works to be added to the works proposed under the Turner Road blackspot</li> </ol>			<p><b>February 2022</b> Contract documents are being developed with the nominated contractor.</p>	

	<p>project.</p> <p>4. Taking into account Parts 1, 2 and 3, approves additional expenditure of up to \$35,000 on the Turner Road Blackspot project with this amount to be added to Account 1380540, Job No. BK05 increasing the total expenditure of that account to \$444,650 noting that the \$35,000 is being fully funded by Council.</p>				
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## SHIRE OF BRIDGETOWN-GREENBUSHES

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

**October 2021**

**February 2022 (Budget Review)**

**April 2022**

**July 2022**

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 January 2022**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
<b>Operating Revenues</b>					
Governance	1,169	636	1,029	393	61.79%
General Purpose Funding - Rates	4,987,868	4,957,824	4,988,944	31,120	0.63%
General Purpose Funding - Other	839,891	419,406	438,831	19,425	4.63%
Law, Order and Public Safety	1,175,827	281,647	292,404	10,757	3.82%
Health	14,100	8,256	9,801	1,545	18.72%
Education and Welfare	5,710	358	385	27	7.60%
Housing	34,580	20,950	9,413	(11,537)	(55.07%)
Community Amenities	1,111,418	1,027,386	1,095,478	68,092	6.63%
Recreation and Culture	2,763,258	1,320,339	352,055	(968,284)	(73.34%)
Transport	3,517,260	814,855	437,920	(376,935)	(46.26%)
Economic Services	249,429	67,011	70,454	3,443	5.14%
Other Property and Services	186,551	101,622	112,808	11,186	11.01%
Total Operating Revenue	14,887,061	9,020,290	7,809,524	(1,210,766)	
<b>Operating Expenses</b>					
Governance	(1,235,956)	(719,582)	(653,910)	65,672	9.13%
General Purpose Funding	(123,588)	(63,435)	(62,062)	1,373	2.17%
Law, Order and Public Safety	(1,160,888)	(656,872)	(572,230)	84,642	12.89%
Health	(158,989)	(83,085)	(82,986)	99	0.12%
Education and Welfare	(218,915)	(102,473)	(89,651)	12,822	12.51%
Housing	(34,580)	(32,437)	(36,937)	(4,500)	(13.87%)
Community Amenities	(1,939,807)	(1,051,598)	(961,213)	90,385	8.59%
Recreation and Culture	(3,305,951)	(2,054,867)	(1,451,586)	603,281	29.36%
Transport	(3,855,081)	(2,228,986)	(2,183,822)	45,164	2.03%
Economic Services	(733,826)	(412,429)	(354,736)	57,693	13.99%
Other Property and Services	(150,388)	(152,237)	(148,744)	3,493	2.29%
Total Operating Expenditure	(12,917,969)	(7,558,001)	(6,597,876)	960,125	
<b>Funding Balance Adjustments</b>					
Add back Depreciation	3,618,588	2,088,380	2,088,380	0	
Adjust (Profit)/Loss on Asset Disposal	6,400	0	3,181	3,181	
Less Grants Recognised in Prior Year	0	0	0	0	
Adjust Provisions and Accruals	0	0	157	157	
<b>Net Cash from Operations</b>	<b>5,594,080</b>	<b>3,550,669</b>	<b>3,303,366</b>	<b>(247,303)</b>	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	114,300	4,000	8,047	4,047	
Total Capital Revenues	114,300	4,000	8,047	4,047	
<b>Capital Expenses</b>					
Land and Buildings	(3,334,058)	(1,038,698)	(192,949)	845,749	81.42%
Infrastructure - Roads	(2,756,411)	(1,194,178)	(321,251)	872,927	73.10%
Infrastructure - Footpaths	(61,614)	0	0	0	
Infrastructure - Drainage	(114,153)	(44,030)	(10,766)	33,264	75.55%
Infrastructure - Parks and Ovals	(1,467,574)	(1,175,441)	(526,416)	649,025	55.22%
Infrastructure - Bridges	(390,000)	(30,000)	(26,621)	3,379	11.26%
Infrastructure - Other	(133,800)	(15,560)	(4,871)	10,689	68.70%
Plant and Equipment	(709,659)	(89,306)	(63,925)	25,381	28.42%

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Program)**  
**For the Period Ended 31 January 2022**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Capital Expenses (Continued)</b>						
Furniture and Equipment		(34,247)	(9,000)	<b>(7,047)</b>	1,953	21.70%
Total Capital Expenditure	9	(9,001,516)	(3,596,213)	<b>(1,153,846)</b>	2,442,367	
<b>Net Cash from Capital Activities</b>		<b>(8,887,216)</b>	<b>(3,592,213)</b>	<b>(1,145,799)</b>	<b>2,446,414</b>	
<b>Financing</b>						
Transfer from Reserves	7	1,339,568	324,136	<b>324,136</b>	0	
Repayment of Debentures	10	(181,402)	(90,007)	<b>(90,007)</b>	0	
Principal of Lease payments	10	(44,595)	(29,600)	<b>(29,600)</b>	0	
Transfer to Reserves	7	(554,492)	(2,681)	<b>(2,681)</b>	0	
<b>Net Cash from Financing Activities</b>		<b>559,079</b>	<b>201,848</b>	<b>201,848</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,734,057)</b>	<b>160,304</b>	<b>2,359,415</b>	<b>2,199,111</b>	
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,679,657</b>	<b>2,679,657</b>	<b>2,733,197</b>	<b>53,540</b>	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(54,400)</b>	<b>2,839,961</b>	<b>5,092,612</b>	<b>2,252,651</b>	

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

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 January 2022**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Operating Revenues</b>						
Rates	11	4,891,268	4,891,268	<b>4,894,553</b>	3,285	0.07%
Operating Grants, Subsidies and Contributions		1,887,078	1,164,370	<b>831,715</b>	(332,655)	(28.57%)
Grants, Subsidies and Contributions for the Development of Assets		6,124,101	1,458,055	<b>411,247</b>	(1,046,808)	(71.79%)
Fees and Charges		1,681,860	1,378,416	<b>1,518,592</b>	140,176	10.17%
Interest Earnings		63,800	38,218	<b>31,206</b>	(7,012)	(18.35%)
Other Revenue		237,254	89,963	<b>121,716</b>	31,753	35.30%
Profit on Disposal of Assets	8	1,700	0	<b>494</b>	494	
<b>Total Operating Revenue</b>		<b>14,887,061</b>	<b>9,020,290</b>	<b>7,809,524</b>	<b>(1,210,766)</b>	
<b>Operating Expenses</b>						
Employee Costs		(5,128,734)	(2,912,794)	<b>(2,767,289)</b>	145,505	5.00%
Materials and Contracts		(3,179,164)	(1,910,285)	<b>(1,153,112)</b>	757,173	39.64%
Utility Charges		(299,580)	(159,908)	<b>(132,055)</b>	27,853	17.42%
Depreciation on Non-Current Assets		(3,618,588)	(2,110,701)	<b>(2,088,380)</b>	22,321	1.06%
Interest Expenses		(65,139)	(32,756)	<b>(33,371)</b>	(615)	(1.88%)
Insurance Expenses		(288,224)	(288,182)	<b>(288,363)</b>	(181)	(0.06%)
Other Expenditure		(330,440)	(143,375)	<b>(131,630)</b>	11,745	8.19%
Loss on Disposal of Assets	8	(8,100)	0	<b>(3,676)</b>	(3,676)	
<b>Total Operating Expenditure</b>		<b>(12,917,969)</b>	<b>(7,558,001)</b>	<b>(6,597,876)</b>	<b>960,125</b>	
<b>Funding Balance Adjustments</b>						
Add back Depreciation		3,618,588	2,088,380	<b>2,088,380</b>	0	
Adjust (Profit)/Loss on Asset Disposal	8	6,400	0	<b>3,181</b>	3,181	
Less Grants Recognised in Prior Year		0	0	<b>0</b>	0	
Adjust Provisions and Accruals		0	0	<b>157</b>	157	
<b>Net Cash from Operations</b>		<b>5,594,080</b>	<b>3,550,669</b>	<b>3,303,366</b>	<b>(247,303)</b>	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8	114,300	4,000	<b>8,047</b>	4,047	
<b>Total Capital Revenues</b>		<b>114,300</b>	<b>4,000</b>	<b>8,047</b>	<b>4,047</b>	
<b>Capital Expenses</b>						
Land and Buildings		(3,334,058)	(1,038,698)	<b>(192,949)</b>	845,749	81.42%
Infrastructure - Roads		(2,756,411)	(1,194,178)	<b>(321,251)</b>	872,927	73.10%
Infrastructure - Footpaths		(61,614)	0	<b>0</b>	0	
Infrastructure - Drainage		(114,153)	(44,030)	<b>(10,766)</b>	33,264	75.55%
Infrastructure - Parks and Ovals		(1,467,574)	(1,175,441)	<b>(526,416)</b>	649,025	55.22%
Infrastructure - Bridges		(390,000)	(30,000)	<b>(26,621)</b>	3,379	11.26%
Infrastructure - Other		(133,800)	(15,560)	<b>(4,871)</b>	10,689	68.70%
Plant and Equipment		(709,659)	(89,306)	<b>(63,925)</b>	25,381	28.42%
Furniture and Equipment		(34,247)	(9,000)	<b>(7,047)</b>	1,953	21.70%
<b>Total Capital Expenditure</b>	9	<b>(9,001,516)</b>	<b>(3,596,213)</b>	<b>(1,153,846)</b>	<b>2,442,367</b>	
<b>Net Cash from Capital Activities</b>		<b>(8,887,216)</b>	<b>(3,592,213)</b>	<b>(1,145,799)</b>	<b>2,446,414</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 January 2022**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Financing</b>						
Transfer from Reserves	7	1,339,568	324,136	<b>324,136</b>	0	
Repayment of Debentures	10	(181,402)	(90,007)	<b>(90,007)</b>	0	
Principal of Lease payments	10	(44,595)	(29,600)	<b>(29,600)</b>	0	
Transfer to Reserves	7	(554,492)	(2,681)	<b>(2,681)</b>	0	
<b>Net Cash from Financing Activities</b>		<b>559,079</b>	201,848	<b>201,848</b>	<b>0</b>	
<b>Net Operations, Capital and Financing</b>		<b>(2,734,057)</b>	160,304	2,359,415	2,199,111	
<b>Opening Funding Surplus(Deficit)</b>	2	2,679,657	2,679,657	2,733,197	53,540	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(54,400)</b>	2,839,961	5,092,612	2,252,651	

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

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 January 2022**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
Governance						
Members of Council	850	480	944	464	96.59%	
Other Governance	319	156	85	(71)	(45.29%)	
General Purpose Funding - Rates						
Rates	4,987,868	4,957,824	4,988,944	31,120	0.63%	
Other General Purpose Funding	839,891	419,406	438,831	19,425	4.63%	
Law, Order and Public Safety						
Fire Prevention	1,128,377	251,982	258,728	6,746	2.68%	
Animal Control	23,750	17,693	23,569	5,876	33.21%	▲
Other Law, Order and Public Safety	23,700	11,972	10,107	(1,865)	(15.58%)	▼
Health						
Prev Services - Inspection and Admin	14,100	8,256	9,801	1,545	18.72%	▲
Education and Welfare						
Other Education	710	358	385	27	7.60%	
Aged and Disabled - Other	5,000	0	0	0		
Housing						
Staff Housing	34,580	20,950	9,413	(11,537)	(55.07%)	▼
Community Amenities						
Sanitation - General Refuse	1,028,424	985,993	1,023,089	37,096	3.76%	
Sanitation - Other	100	100	460	360	360.00%	
Sewerage	15,080	8,792	8,190	(602)	(6.85%)	
Urban Stormwater Drainage	11,364	0	0	0		
Town Planning and Regional Develop	34,700	19,824	44,265	24,441	123.29%	▲
Other Community Amenities	21,750	12,677	19,474	6,797	53.62%	▲
Recreation and Culture						
Public Halls and Civic Centres	439,657	3,884	6,425	2,541	65.41%	▲
Other Recreation and Sport	1,324,022	824,442	330,779	(493,663)	(59.88%)	▼
Libraries	15,150	7,636	11,859	4,223	55.31%	▲
Heritage	983,029	482,977	1,903	(481,074)	(99.61%)	▼
Other Culture	1,400	1,400	1,089	(311)	(22.23%)	
Transport						
Streets and Road Construction	2,830,264	637,217	259,656	(377,561)	(59.25%)	▼
Streets and Road Maintenance	190,992	177,610	178,265	655	0.37%	
Parking Facilities	495,904	28	0	(28)	(100.00%)	
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	168,673	26,731	21,712	(5,019)	(18.78%)	▼
Building Control	47,021	28,477	35,013	6,536	22.95%	▲
Economic Development	5,285	141	247	106	74.96%	
Other Economic Services	28,450	11,662	13,483	1,821	15.61%	▲
Other Property and Services						
Private Works	68,100	35,296	37,714	2,418	6.85%	▲
Plant Operation Costs	30,000	19,581	17,354	(2,227)	(11.37%)	▼
Salaries and Wages	20,000	10,000	14,362	4,362	43.62%	▲
Works Activity Department	0	0	0	0		
Corporate Services Department	4,000	4,000	11,798	7,798	194.94%	▲
Admin and Finance Activity Units	250	140	297	157	112.09%	



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 January 2022**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Revenues (Continued)</b>						
Planning and Environment Department	44,855	22,426	<b>20,865</b>	(1,561)	(6.96%)	
Chief Executive Office Department	0	0	<b>0</b>	0		
Community Services Department	0	0	<b>0</b>	0		
Unclassified	19,346	10,179	<b>10,418</b>	239	2.35%	
Total Operating Revenue	<b>14,887,061</b>	<b>9,020,290</b>	<b>7,809,524</b>	<b>(1,210,766)</b>		
<b>Operating Expenses</b>						
Governance						
Members of Council	(397,095)	(245,739)	<b>(228,234)</b>	17,505	7.12%	▲
Other Governance	(838,861)	(473,843)	<b>(425,676)</b>	48,167	10.17%	▲
General Purpose Funding						
Rates	(122,889)	(63,240)	<b>(61,851)</b>	1,389	2.20%	
Other General Purpose Funding	(699)	(195)	<b>(210)</b>	(15)	(7.79%)	
Law, Order and Public Safety						
Fire Prevention	(1,029,638)	(578,709)	<b>(504,455)</b>	74,254	12.83%	▲
Animal Control	(69,649)	(41,183)	<b>(33,569)</b>	7,614	18.49%	▲
Other Law, Order and Public Safety	(61,601)	(36,980)	<b>(34,206)</b>	2,774	7.50%	▲
Health						
Maternal and Infant Health	(3,500)	0	<b>0</b>	0		
Prev Services - Inspection and Admin	(144,627)	(76,214)	<b>(76,283)</b>	(69)	(0.09%)	
Preventative Services - Pest Control	0	0	<b>0</b>	0		
Preventative Services - Other	(10,862)	(6,871)	<b>(6,703)</b>	168	2.44%	
Education and Welfare						
Other Education	(29,269)	(17,919)	<b>(12,775)</b>	5,144	28.71%	▲
Care of Families and Children	(87,092)	(47,699)	<b>(46,468)</b>	1,231	2.58%	
Aged and Disabled - Other	(75,176)	(25,199)	<b>(19,100)</b>	6,099	24.20%	▲
Other Welfare	(27,378)	(11,656)	<b>(11,308)</b>	348	2.99%	
Housing						
Staff Housing	(34,580)	(32,437)	<b>(36,937)</b>	(4,500)	(13.87%)	▼
Community Amenities						
Sanitation - General Refuse	(964,331)	(564,525)	<b>(523,799)</b>	40,726	7.21%	▲
Sanitation - Other	(54,532)	(25,945)	<b>(23,967)</b>	1,978	7.62%	▲
Sewerage	(51,708)	(35,067)	<b>(23,854)</b>	11,213	31.98%	▲
Urban Stormwater Drainage	(233,322)	(111,010)	<b>(102,907)</b>	8,103	7.30%	▲
Protection of Environment	(69,969)	(9,700)	<b>(12,484)</b>	(2,784)	(28.70%)	▼
Town Planning and Regional Develop	(304,251)	(159,804)	<b>(143,697)</b>	16,107	10.08%	▲
Other Community Amenities	(261,694)	(145,547)	<b>(130,505)</b>	15,042	10.33%	▲
Recreation and Culture						
Public Halls and Civic Centres	(141,148)	(83,783)	<b>(74,372)</b>	9,411	11.23%	▲
Swimming Areas and Beaches	(16,484)	(8,954)	<b>(7,240)</b>	1,714	19.14%	▲
Other Recreation and Sport	(2,252,758)	(1,275,142)	<b>(1,068,765)</b>	206,377	16.18%	▲
Television and Radio Re-Broadcasting	(9,108)	(7,747)	<b>(1,982)</b>	5,765	74.41%	▲
Libraries	(443,720)	(269,519)	<b>(250,408)</b>	19,111	7.09%	▲
Heritage	(394,810)	(375,383)	<b>(36,880)</b>	338,503	90.18%	▲
Other Culture	(47,923)	(34,339)	<b>(11,939)</b>	22,400	65.23%	▲
Transport						
Streets and Road Maintenance	(3,827,897)	(2,211,753)	<b>(2,173,525)</b>	38,228	1.73%	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 January 2022**

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
<b>Operating Expenses (Continued)</b>						
	(21,409)	(15,358)	<b>(8,089)</b>	7,269	47.33%	▲
	(4,775)	(1,875)	<b>(2,208)</b>	(333)	(17.75%)	
	(1,000)	0	<b>0</b>	0		
<b>Economic Services</b>						
	(393,144)	(217,168)	<b>(173,302)</b>	43,866	20.20%	▲
	(186,359)	(106,297)	<b>(101,744)</b>	4,553	4.28%	
	(124,843)	(76,064)	<b>(69,839)</b>	6,225	8.18%	▲
	(29,480)	(12,900)	<b>(9,851)</b>	3,049	23.64%	▲
<b>Other Property and Services</b>						
	(66,684)	(40,122)	<b>(42,708)</b>	(2,586)	(6.45%)	▼
	0	(3,224)	<b>(11,446)</b>	(8,222)	(255.03%)	▼
	0	1,104	<b>1,613</b>	509	46.15%	
	0	(18,736)	<b>(25,208)</b>	(6,472)	(34.55%)	▼
	0	(1,023)	<b>10,509</b>	11,532	1127.23%	▲
	0	(27,146)	<b>(44,517)</b>	(17,371)	(63.99%)	▼
	(20,000)	(11,662)	<b>(5,096)</b>	6,566	56.30%	▲
	(4,000)	(8,658)	<b>3,603</b>	12,261	141.62%	▲
	0	5,303	<b>5,429</b>	126	(2.37%)	
	0	(3,166)	<b>(11,070)</b>	(7,904)	(249.65%)	▼
	0	(913)	<b>(913)</b>	(0)		
	(42,719)	(36,015)	<b>(23,705)</b>	12,310	34.18%	▲
	0	(1,500)	<b>(4,218)</b>	(2,718)	(181.21%)	▼
	(16,985)	(6,479)	<b>(1,015)</b>	5,464	84.33%	▲
	<b>(12,917,969)</b>	<b>(7,558,001)</b>	<b>(6,597,876)</b>	<b>960,125</b>		
<b>Funding Balance Adjustments</b>						
	3,618,588	2,088,380	<b>2,088,380</b>	0		
8	6,400	0	<b>3,181</b>	3,181		
	0	0	<b>0</b>	0		
	0	0	<b>157</b>	157		
	<b>5,594,080</b>	<b>3,550,669</b>	<b>3,303,366</b>	<b>(247,303)</b>		
<b>Capital Revenues</b>						
8						
	6,200	0	<b>0</b>	0		
	1,000	1,000	<b>4,747</b>	3,747	374.69%	▲
	15,100	0	<b>0</b>	0		
	3,000	3,000	<b>3,300</b>	300	10.00%	
	89,000	0	<b>0</b>	0		
	<b>114,300</b>	<b>4,000</b>	<b>8,047</b>	<b>4,047</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting by Sub Program)**  
**For the Period Ended 31 January 2022**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Capital Expenses</b>							
Governance							
Other Governance		(218,351)	(70,000)	(47,154)	22,846	32.64%	▲
Law, Order and Public Safety							
Fire Prevention		(632,339)	(50,636)	(35,951)	14,685	29.00%	▲
Community Amenities							
Sanitation - General Refuse		(66,000)	(16,000)	(15,817)	183	1.15%	
Urban Stormwater Drainage		(114,153)	(44,030)	(10,766)	33,264	75.55%	▲
Town Planning & Regional Develop		(26,000)	0	0	0		
Other Community Amenities		(10,000)	(10,000)	(8,655)	1,345	13.45%	▲
Recreation and Culture							
Public Halls and Civic Centres		(984,338)	0	(453)	(453)		
Other Recreation and Sport		(1,924,570)	(1,381,191)	(615,158)	766,033	55.46%	▲
Library		(10,000)	0	0	0		
Heritage		(972,000)	(721,998)	(36,666)	685,332	94.92%	▲
Transport							
Streets and Road Construction		(3,231,705)	(1,247,858)	(370,136)	877,722	70.34%	▲
Road Plant Purchases		(515,000)	(25,000)	0	25,000	100.00%	▲
Parking Facilities		(68,240)	0	(4,871)	(4,871)		▼
Economic Services							
Tourism and Area Promotion		(201,320)	(2,000)	(3,476)	(1,476)	(73.81%)	▼
Other Property and Services							
Unclassified		(27,500)	(27,500)	(4,744)	22,756	82.75%	▲
Total Capital Expenditure	9	(9,001,516)	(3,596,213)	(1,153,846)	2,442,367		
<b>Net Cash from Capital Activities</b>		<b>(8,887,216)</b>	<b>(3,592,213)</b>	<b>(1,145,799)</b>	<b>2,446,414</b>		
Proceeds from New Debentures	10	0	0	0	0		
Transfer from Reserves	7	1,339,568	324,136	324,136	0		
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0		
Principal of Lease payments	10	(44,595)	(29,600)	(29,600)	0		
Transfer to Reserves	7	(554,492)	(2,681)	(2,681)	0		
<b>Net Cash from Financing Activities</b>		<b>559,079</b>	<b>201,848</b>	<b>201,848</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,734,057)</b>	<b>160,304</b>	<b>2,359,415</b>	<b>2,199,111</b>		
<b>Opening Funding Surplus(Deficit)</b>	2	<b>2,679,657</b>	<b>2,679,657</b>	<b>2,733,197</b>	<b>53,540</b>		
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(54,400)</b>	<b>2,839,961</b>	<b>5,092,612</b>	<b>2,252,651</b>		

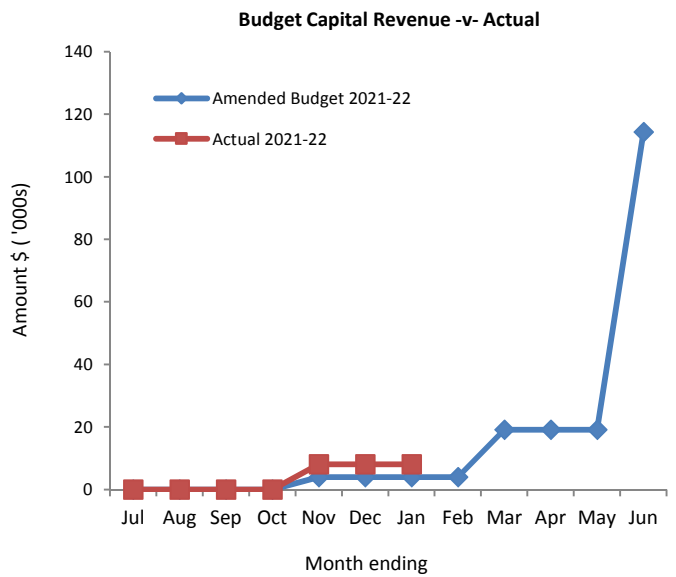
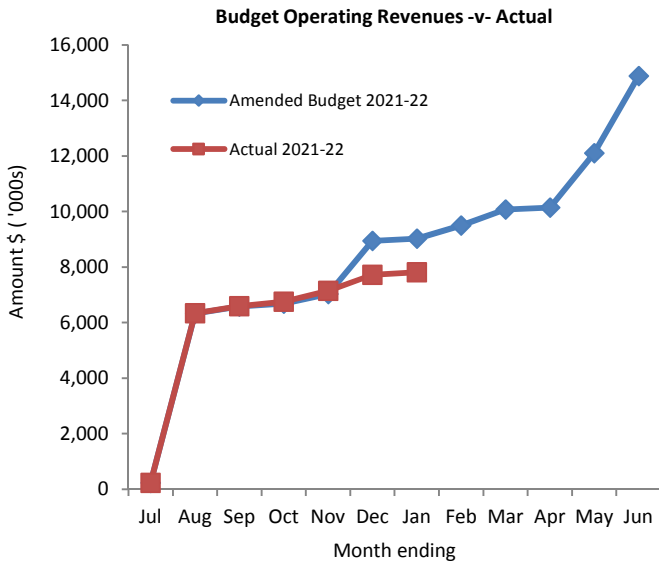
▼ Deficit ▲ Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted

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

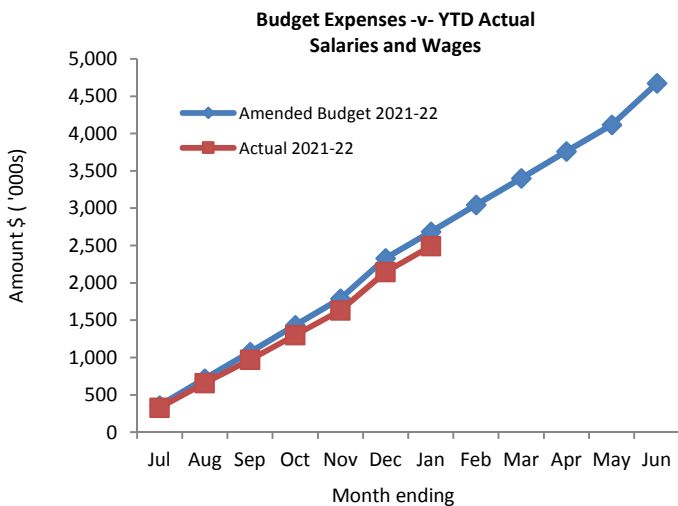
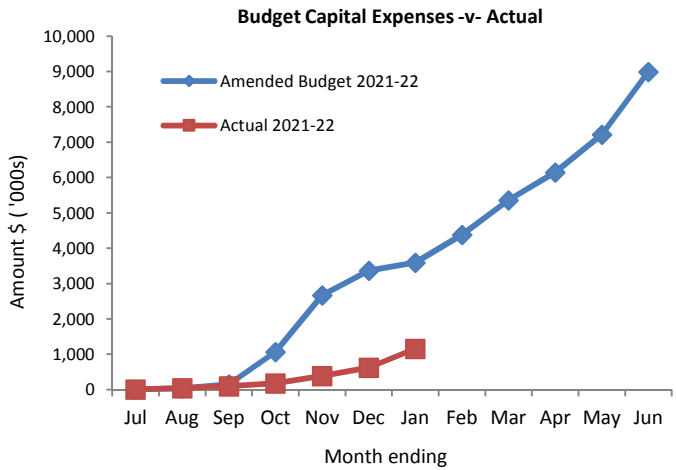
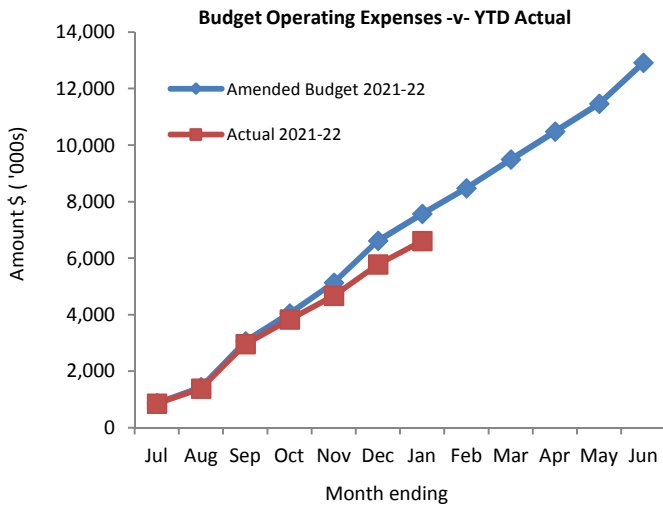
**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

**Revenues**



**Expenditure**

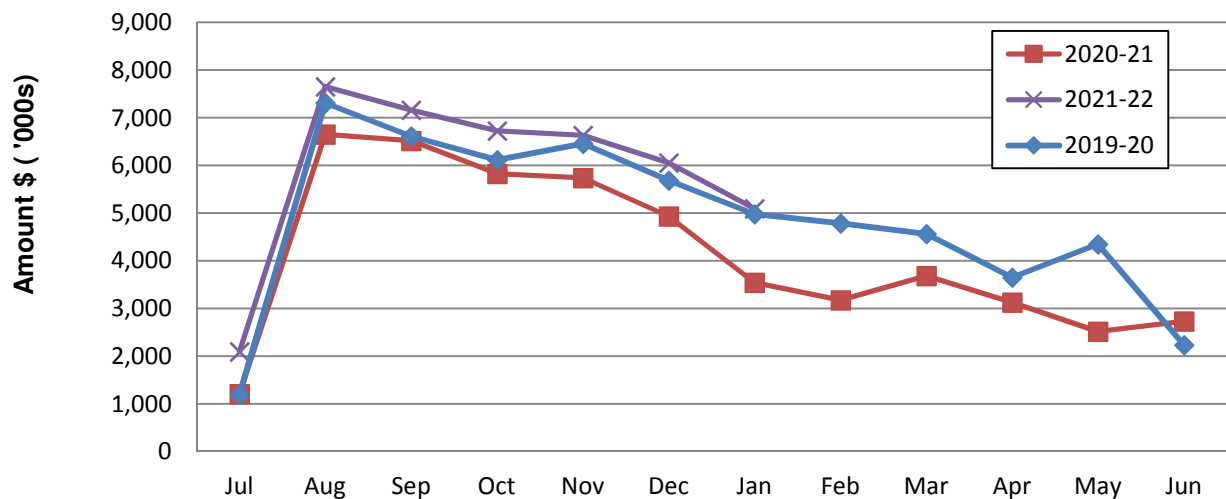


**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jan 2022	Last Period	Est Actual 30 June 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	5	7,683,483	7,803,752	5,495,738
Cash Restricted	5	3,248,393	3,248,393	3,569,848
Receivables - Rates	6	921,466	1,245,005	136,951
Receivables - Sundry Debtors	6	60,742	162,031	210,113
Receivables - Other		225,388	191,603	155,442
Inventories		47,038	44,798	37,765
		12,186,509	12,695,581	9,605,857
<b>Less: Current Liabilities</b>				
Payables		(3,395,259)	(2,950,770)	(2,947,973)
Provisions		(738,475)	(738,475)	(762,519)
		(4,133,734)	(3,689,245)	(3,710,492)
Less: Cash Reserves	7	(3,248,393)	(3,248,393)	(3,569,848)
Less: Loans - Clubs/Institutions		0	0	0
Add: Current Leave Provision Cash Backed		186,080	186,080	185,923
Add: Current Loan Liability		102,150	111,262	221,757
<b>Net Current Funding Position</b>		<b>5,092,612</b>	<b>6,055,285</b>	<b>2,733,197</b>

**Note 3 - Net Current Asset Position**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>Operating Revenues</b>					
Law, Order and Public Safety					
Animal Control	5,876	33.21%	▲	Permanent	Dog, cat registrations and fines greater than estimated. Adjustments to be included in budget review.
Other Law, Order and Public Safety	(1,865)	(15.58%)	▼	Timing	DFES SES operating income not recognised at this time.
Health					
Prev Services - Inspection and Admin	1,545	18.72%	▲	Timing	Health licence fees greater than estimated at this time.
Housing					
Staff Housing	(11,537)	(55.07%)	▼	Permanent	Rental income received on staff housing less than estimated due to vacancies. Adjustment to be included in budget review.
Community Amenities					
Town Planning and Regional Develop	24,441	123.29%	▲	Permanent	Income for planning applications greater than estimated. Adjustment to be included in budget review.
Other Community Amenities	6,797	53.62%	▲	Permanent	Income for Cemetery fees greater than estimated. Adjustment to be included in budget review.
Recreation and Culture					
Public Halls and Civic Centres	2,541	65.41%	▲	Permanent	Income for Greenbushes hall hire greater than estimated. Adjustment to be included in budget review.
Other Recreation and Sport	(493,663)	(59.88%)	▼	Timing	Income for Bridgetown Leisure Centre gym, pool and court hire \$46,479 greater than estimated. Balance relates to various Growth Strategy projects income not recognised at this time.
Libraries	4,223	55.31%	▲	Permanent	Extra traineeship incentive received. Adjustment to be included in budget review.
Heritage	(481,074)	(99.61%)	▼	Timing	Bridgetown and Greenbushes Railway Stations projects income not recognised at this time.
Transport					
Streets and Road Construction	(377,561)	(59.25%)	▼	Timing	Blackspot funding and bridge grants income not recognised at this time.
Economic Services					
Tourism and Area Promotion	(5,019)	(18.78%)	▼	Timing	Visitor Centre commissions, memberships and counter sales less than estimated at this time.
Building Control	6,536	22.95%	▲	Timing	Income received for building licence approvals greater than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Other Economic Services	1,821	15.61%	▲	Timing	Sale of water from standpipe greater than estimated, offset by increased expenditure.
Other Property and Services					
Private Works	2,418	6.85%	▲	Timing	Police licencing commission greater than estimated at this time.
Plant Operation Costs	(2,227)	(11.37%)	▼	Timing	Fuel rebates for January not yet received.
Salaries and Wages	4,362	43.62%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Corporate Services Department	7,798	194.94%	▲	Permanent	Extra traineeship incentive received. Adjustment to be included in budget review.
<b>Operating Expenses</b>					
Governance					
Members of Council	17,505	7.12%	▲	Timing	Members training, travel and conference expenses \$15,475 less than estimated at this time. Balance relates to wages allocations due to staff vacancies.
Other Governance	48,167	10.17%	▲	Timing/ Allocations	Wage allocation to this program less than estimated due to staff vacancies and timing of leave \$21,449. Balance relates to purchase of office supplies \$3,117, non-recurrent projects \$15,075 and refreshments less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	74,254	12.83%	▲	Timing	Various DFES expenditure items \$57,754 less than estimated at this time. Balance relates to Mitigation programs.
Animal Control	7,614	18.49%	▲	Timing/ Allocations	Animal control non-recurrent project \$1,651 less than estimated at this time. Balance relates to wage allocation to this program less than estimated.
Other Law, Order and Public Safety	2,774	7.50%	▲	Allocations	Various SES expenditure \$2,575 less than estimated at this time.
Education and Welfare					
Other Education	5,144	28.71%	▲	Timing	Expenditure for Bridgetown CRC building maintenance less than estimated at this time.
Aged and Disabled - Other	6,099	24.20%	▲	Timing	Seniors program expenditure less than estimated at this time.
Housing					
Staff Housing	(4,500)	(13.87%)	▼	Timing	Expenditure on staff housing greater than estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Community Amenities					
Sanitation - General Refuse	40,726	7.21%	▲	Timing	Non-recurrent project \$30,000 less than estimated at this time. Balance relates to various expenditure items at the Bridgetown refuse site less than estimated.
Sanitation - Other	1,978	7.62%	▲	Allocations	Wage allocations to this program less than estimated due to staff leave.
Sewerage	11,213	31.98%	▲	Timing	Non-recurrent project for rehabilitation of Greenbushes liquid waste site not yet commenced.
Urban Stormwater Drainage	8,103	7.30%	▲	Timing	Drainage maintenance works less than estimated at this time.
Protection of Environment	(2,784)	(28.70%)	▼	Allocations	Wage allocations to this program greater than estimated due to timing of staff leave.
Town Planning and Regional Develop	16,107	10.08%	▲	Timing/ Allocations	Road rationalisation \$3,270 less than estimated at this time. Balance relates to wage allocations to this program less than estimated due to timing of staff leave.
Other Community Amenities	15,042	10.33%	▲	Timing	Cemeteries expenditure \$10,731 less than estimated at this time. Balance relates to Community bus expenditure less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	9,411	11.23%	▲	Timing	Expenditure on public halls building operations and maintenance less than estimated at this time.
Swimming Areas and Beaches	1,714	19.14%	▲	Timing	Building maintenance of Greenbushes swimming pool less than estimated at this time.
Other Recreation and Sport	206,377	16.18%	▲	Timing	Parks & gardens grounds maintenance \$98,761, non-recurrent projects \$55,648, trails \$21,183 and various building operations and maintenance \$31,229 less than estimated at this time. Balance relates to other minor expenditure.
Television and Radio Re-Broadcasting	5,765	74.41%	▲	Timing	Expenditure on non-recurrent project \$4,100 less than estimated at this time. Balance relates to SBS tower building operating less than estimated.
Libraries	19,111	7.09%	▲	Timing	Non-recurrent projects \$10,160 and various expenditure at the Library less than estimated at this time.
Heritage	338,503	90.18%	▲	Timing	Greenbushes railway station project less than estimated at this time.
Other Culture	22,400	65.23%	▲	Timing	Non-recurrent projects \$20,000 and summer film festival expenditure less than estimated at this time.
Transport					
Parking Facilities	7,269	47.33%	▲	Timing	Non-recurrent project less than estimated at this time.



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>Economic Services</b>					
Tourism and Area Promotion	43,866	20.20%	▲	Timing	Non-recurrent projects \$31,084 and information bays \$6,119 expenditure less than estimated at this time. Balance relates to various Visitor Centre expenditure less than estimated.
Economic Development	6,225	8.18%	▲	Timing	Non-recurrent project less than estimated at this time.
Other Economic Services	3,049	23.64%	▲	Timing	Water consumption and maintenance on stand pipes less than estimated at this time.
<b>Other Property and Services</b>					
Private Works	(2,586)	(6.45%)	▼	Allocations	Administration cost allocations greater than estimated at this time.
Develop & Infrastructure Management	(8,222)	(255.03%)	▼	Allocations	Reduced overheads cost recovery due to staff vacancy. Overhead rates to be monitored.
Works Activity Unit	(6,472)	(34.55%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Fleet Activity Unit	11,532	1127.23%	▲	Timing	Variance due to timing of leave being taken.
Plant Operation Costs	(17,371)	(63.99%)	▼	Timing	Expenditure on plant repairs and maintenance more than estimated at this time. Plant costs allocated to works less than estimate, to be monitored.
Salaries and Wages	6,566	56.30%	▲	Timing	Workers compensation wages greater than estimated, offset by increased income.
Corporate Services Department	12,261	141.62%	▲	Timing	Variance due to timing of leave being taken and staff vacancy.
Building Assets Department	(7,904)	(249.65%)	▼	Timing	Variance due to termination payment and staff vacancy.
Development Services Department	12,310	34.18%	▲	Timing	Variance due to timing of staff training and leave taken.
Community Services Department	(2,718)	(181.21%)	▼	Timing	Variance due to timing of staff training and leave taken.
Unclassified	5,464	84.33%	▲	Timing	CEO donations \$2,699 less than estimated at this time. Balance relates to general insurance claims less than estimated.
<b>Capital Revenues</b>					
Community Amenities					
Sanitation - General Refuse	3,747	374.69%	▲	Permanent	Sale of vehicle greater than estimated. Adjustment to be included in budget review.
<b>Capital Expenses</b>					
Governance					
Other Governance	22,846	32.64%	▲	Timing	Shire administration building renewal works less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	14,685	29.00%	▲	Timing/ Permanent	Various bushfire building renewal works \$12,767 not yet commenced and some savings made.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

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

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Community Amenities					
Urban Stormwater Drainage	33,264	75.55%	▲	Timing	Nelson Street and Claret Ash Rise drainage jobs not yet commenced. Some saving made on Lockley Street job.
Other Community Amenities	1,345	13.45%	▲	Timing	Blackwood River Park toilets less than estimated at this time.
Recreation and Culture					
Other Recreation and Sport	766,033	55.46%	▲	Timing	Various building renewal works less than estimated at this time. Please refer to note 9 for more details.
Heritage	685,332	94.92%	▲	Timing	Bridgetown Railway Station expenditure less than estimated at this time.
Transport					
Streets and Road Construction	877,722	70.34%	▲	Timing	Various road construction jobs \$872,927 less than estimated at this time, please refer to note 9 for more details. Balance relates to Shire depot works less than estimated.
Road Plant Purchases	25,000	100.00%	▲	Timing	Various equipment items not yet purchased.
Parking Facilities	(4,871)		▼	Timing	Greenbushes CBD parking project less than estimated at this time.
Economic Services					
Tourism and Area Promotion	(1,476)	(73.81%)	▼	Timing	Bridgetown Tourist Centre and Information Bay installation greater than estimated at this time.
Other Property and Services					
Unclassified	22,756	82.75%	▲	Timing	Land purchases greater less estimated at this time.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 4: BUDGET AMENDMENTS**

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

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 4: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Permanent Changes (Continued)</b>						
54BU	Greenbushes Cricket Club	C.11/1121	Capital Expenses			(7,000)	412,500
PJ59	BLC furniture & equipment	C.11/1121	Operating Expenses			(5,500)	407,000
PJ112	Bridgetown Visitor Centre - building condition assessment	C.11/1121	Operating Expenses			(2,500)	404,500
32433	Public Halls Federal grant	C.11/1121	Operating Revenue			(252,500)	152,000
35363	Heritage grants	C.11/1121	Operating Revenue			(80,000)	72,000
34423	Other Recreation & Sports grants	C.11/1121	Operating Revenue			(67,500)	4,500
Reserve 125	Building Maintenance Reserve	C.11/1121	Reserve Transfer			(4,500)	0
08IU	Memorial Park - playground equipment	C.15/1121	Capital Expenses			(44,400)	(44,400)
PJ113	Blackwood Youth Action	C.12/1221	Operating Expenses			(5,000)	(49,400)
PJ111	Library IPADS	C.13/1221	Operating Expenses			(5,000)	(54,400)
36007	Library Non-recurrent grants	C.13/1221	Operating Revenue		5,000		(49,400)
57BU	Bridgetown Railway Station	C.14/1221a	Capital Expenses			(240,000)	(289,400)
Reserve 103	Land and Building Reserve	C.14/1221a	Reserve Transfer		120,000		(169,400)
Reserve 125	Building Maintenance Reserve	C.14/1221a	Reserve Transfer		60,000		(109,400)
Reserve 110	Strategic projects Reserve	C.14/1221a	Reserve Transfer		60,000		(49,400)
CP05	Greenbushes CBD parking	C.04/0122	Capital Expenses		431,614		382,214
02BU	Bridgetown Civic Centre	C.04/0122	Capital Expenses			(200,000)	182,214
16IN	Bridgetown Youth Precinct	C.04/0122	Capital Expenses			(175,000)	7,214
FP30	Steere Street footpath	C.04/0122	Capital Expenses			(38,614)	(31,400)
FP38	Allnut Street footpath	C.04/0122	Capital Expenses			(18,000)	(49,400)
BK02	Turner Road Blackspot	C.14/0122	Capital Expenses			(35,000)	(84,400)
Reserve 106	Subdivision Reserve	C.14/0122	Reserve Transfer		20,000		(64,400)
Reserve113	Drainage Reserve	C.14/0122	Reserve Transfer		10,000		(54,400)
				<b>0</b>	<b>1,840,018</b>	<b>(1,894,418)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 5: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash Deposits</b>								
Municipal Bank Account	Nil	419,726				419,726	Westpac	At Call
Municipal Funds On Call	0.05%	450,369				450,369	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			11,763		11,763	Westpac	At Call
Cash On Hand	Nil	2,050				2,050	N/A	On Hand
<b>Term Deposits</b>								
<b>(b) Municipal Funds</b>								
Municipal Funds	0.10%	500,682				500,682	NAB	04-Feb-22
Municipal Funds	0.33%	401,701				401,701	NAB	14-Feb-22
Municipal Funds	0.34%	402,006				402,006	NAB	22-Feb-22
Municipal Funds	0.34%	500,153				500,153	NAB	28-Feb-22
Municipal Funds	0.34%	251,545				251,545	NAB	28-Feb-22
Municipal Funds	0.35%	500,333				500,333	NAB	28-Feb-22
Municipal Funds	0.35%	500,000				500,000	NAB	01-Mar-22
Municipal Funds	0.40%	500,321				500,321	NAB	07-Mar-22
Municipal Funds	0.43%	502,036				502,036	NAB	14-Mar-22
Municipal Funds	0.43%	400,536				400,536	NAB	14-Mar-22
Municipal Funds	0.43%	500,000				500,000	NAB	16-Mar-22
Municipal Funds	0.43%	350,000				350,000	NAB	21-Mar-22
Municipal Funds	0.40%	500,666				500,666	NAB	28-Mar-22
Municipal Funds	0.43%	500,333				500,333	NAB	06-Apr-22
Municipal Funds	0.43%	501,028				501,028	NAB	11-Apr-22
Reserve Funds	0.34%		3,248,393			3,248,393	NAB	28-Feb-22
<b>Total</b>		<b>7,683,483</b>	<b>3,248,393</b>	<b>12,718</b>	<b>0</b>	<b>10,944,594</b>		

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 6: RECEIVABLES**

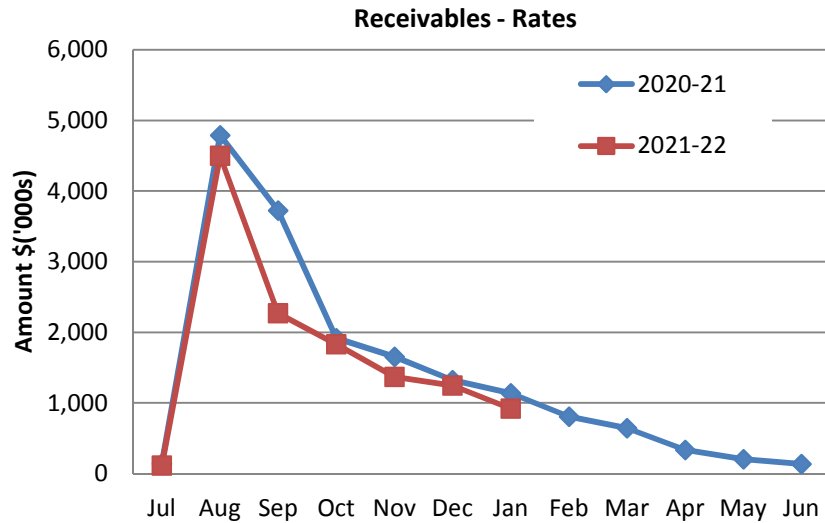
**Receivables - Rates**

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

	YTD 31 Jan 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	136,951	166,687
Levied this year	4,895,223	4,686,259
Less Collections to date	(4,110,707)	(4,715,991)
<b>Equals Current Outstanding</b>	<b>921,466</b>	<b>136,955</b>
<b>Net Rates Collectable</b>	<b>921,466</b>	<b>136,955</b>
% Collected	81.69%	97.18%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

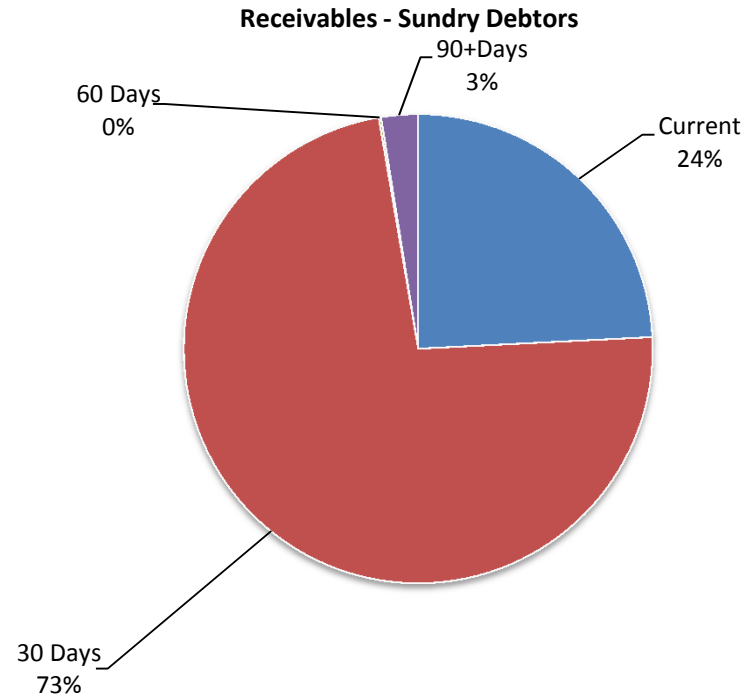
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	14,706	44,396	100	1,540

**Total Sundry Debtor Receivables Outstanding**

**60,742**

Amounts shown above include GST (where applicable)



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 7: CASH BACKED RESERVE**

2021-22										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	185,923	881	157	0		0		186,804	186,080
102	Plant Reserve	487,150	2,309	412	293,000		(441,000)		341,459	487,561
103	Land and Building Reserve	684,975	3,245	581	0		(122,000)		566,220	685,555
104	Bush Fire Reserve	28,367	134	24	10,000		0		38,501	28,391
105	Maranup Ford Road Maintenance Reserve	5,365	25	5	0		0		5,390	5,370
106	Subdivision Reserve	234,079	1,109	198	10,000		(29,351)		215,837	234,277
107	Sanitation Reserve	100,587	476	85	48,992		(53,306)		96,749	100,672
109	Recreation Centre Floor and Solar Reserve	214,317	1,015	181	10,000		0		225,332	214,498
112	Refuse Site Post Closure Reserve	233,491	1,106	197	5,000		(43,000)		196,597	233,688
113	Drainage Reserve	67,751	321	57	0		(10,000)		58,072	67,808
114	Community Bus Reserve	61,444	291	52	5,000		0		66,735	61,496
115	SBS Tower and Infrastructure Reserve	32,246	153	27	0		(4,350)		28,049	32,273
118	Playground Equipment Reserve	40,376	191	34	6,000		0		46,567	40,410
119	Swimming Pool Reserve	4,521	0	4	0		(4,521)		(0)	4,525
121	Car Park Reserve	968	5	1	0		0		973	968
125	Building Maintenance Reserve	219,599	1,040	186	4,500		(60,000)		165,139	219,785
126	Strategic Projects Reserve	146,432	694	124	10,000		(95,000)		62,126	146,555
127	Matched Grants Reserve	54,909	260	46	10,000		(4,978)		60,191	54,955
128	Aged Care Infrastructure Reserve	57,187	271	48	0		0		57,458	57,236
129	Equipment Reserve	6,135	29	5	0		0		6,164	6,140
130	Assets and GRV Valuation Reserve	75,205	356	64	22,000		0		97,561	75,268
131	Bridgetown Leisure Centre Reserve	41,000	194	35	0		(33,234)	(8,234)	7,960	32,801
132	Trails Reserve	31,751	150	27	5,000		(2,500)		34,401	31,778
133	Light Fleet Vehicle Reserve	127,029	602	107	90,000		(54,905)	(3,402)	162,726	123,735
135	Blackspot Reserve	30,286	143	26	10,000		(38,923)		1,506	30,312
201	Unspent Grants & Loans Reserve	398,756	0		0		(342,500)	(312,500)	56,256	86,256
		<b>3,569,848</b>	<b>15,000</b>	<b>2,681</b>	<b>539,492</b>	<b>0</b>	<b>(1,339,568)</b>	<b>(324,136)</b>	<b>2,784,772</b>	<b>3,248,393</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 8: CAPITAL DISPOSALS**

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



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	YTD 31 Jan 2022				Comment
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Other Governance</b>						
Shire Administration Building	07BU	149,554	70,000	45,554	(24,446)	Works continuing
		<b>149,554</b>	<b>70,000</b>	<b>45,554</b>	<b>(24,446)</b>	
<b>Fire Prevention</b>						
Hester Brook Satellite Station	03BN	16,254	16,254	15,293	(961)	
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Hester Brook Bushfire Station	11BN	3,805	3,805	0	(3,805)	Purchase order raised
Kangaroo Gully Bushfire Station	12BN	3,908	3,908	0	(3,908)	Purchase order raised
Hester Brook Bushfire Station	30BU	6,363	6,363	2,300	(4,063)	Works continuing
		<b>560,230</b>	<b>30,330</b>	<b>17,593</b>	<b>(12,737)</b>	
<b>Other Community Amenities</b>						
Blackwood River park toilets	04BU	10,000	10,000	8,655	(1,345)	Works continuing
		<b>10,000</b>	<b>10,000</b>	<b>8,655</b>	<b>(1,345)</b>	
<b>Public Halls and Civic Centres</b>						
Bridgetown Civic Centre Growth Strategy Project	02BU	879,338	0	453	453	
Greenbushes Office (Old Road board Office)	21BU	105,000	0	0	0	
		<b>984,338</b>	<b>0</b>	<b>453</b>	<b>453</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Tennis Club	06BU	84,948	56,632	33,195	(23,437)	Works continuing
Bridgetown Leisure Centre Renewals	16BU	46,830	37,830	20,294	(17,536)	Works continuing
Bridgetown Trotting Club facilities	23BU	58,000	0	1,428	1,428	Preliminary works
Greenbushes Golf Club	39BU	170,000	33,750	973	(32,777)	Preliminary planning
Greenbushes Cricket Club	54BU	7,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	4,978	4,978	0	(4,978)	Works not yet commenced
Bridgetown Trotting Club Change Rooms	58BU	30,000	22,000	232	(21,768)	Purchase order raised
		<b>401,756</b>	<b>155,190</b>	<b>56,121</b>	<b>(99,069)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Libraries</b>						
Bridgetown Library	60BU	10,000	0	0	0	
		<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Heritage</b>						
Bridgetown Railway Goods Shed	15BU	10,000	0	0	0	
Bridgetown Railway Station restoration	57BU	962,000	721,998	36,666	(685,332)	Preliminary planning and tender done
		<b>972,000</b>	<b>721,998</b>	<b>36,666</b>	<b>(685,332)</b>	
<b>Tourism and Area Promotion</b>						
Bridgetown Visitor Centre	59BU	195,000	0	900	900	
		<b>195,000</b>	<b>0</b>	<b>900</b>	<b>900</b>	
<b>Streets and Road Construction</b>						
Shire Depot	08BU	23,680	23,680	22,263	(1,417)	Works continuing
		<b>23,680</b>	<b>23,680</b>	<b>22,263</b>	<b>(1,417)</b>	
<b>Unclassified</b>						
Geegelup Brook Land	1790040	27,500	27,500	4,744	(22,756)	Land purchases continuing
		<b>27,500</b>	<b>27,500</b>	<b>4,744</b>	<b>(22,756)</b>	
<b>Land and Buildings Total</b>		<b>3,334,058</b>	<b>1,038,698</b>	<b>192,949</b>	<b>(845,749)</b>	
<b>Roads</b>						
<b>Streets and Road Construction</b>						
Winnejump Road Regional Road Group 21/22	RR24	382,500	382,496	20,380	(362,116)	Job continuing
Brockman Highway	RS03	1,168,482	130,165	400	(129,765)	Preliminary planning undertaken
Kerbing	KB01	4,000	1,127	1,146	19	
Turner Road	BK05	444,650	0	0	0	
Winnejump Road	BK06	511,000	511,000	293,353	(217,647)	Job continuing
Ethel Street	RC49	12,151	0	0	0	
Improvements Steere Street intersection	RC52	22,500	0	0	0	
Emergency works	RC53	30,000	21,000	5,972	(15,028)	Jobs to be done as and when they arise
Glentulloch Road reseal	RC54	22,325	22,325	0	(22,325)	Job not yet commenced

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Streets and Road Construction (Continued)</b>						
Hester Cascades Road	RC55	35,475	17,737	0	(17,737)	Job not yet commenced
Polina Road resheet	RC56	108,328	108,328	0	(108,328)	Job not yet commenced
Visitor Centre on-street parking	RC57	15,000	0	0	0	
		<b>2,756,411</b>	<b>1,194,178</b>	<b>321,251</b>	<b>(872,927)</b>	
<b>Roads Total</b>		<b>2,756,411</b>	<b>1,194,178</b>	<b>321,251</b>	<b>(872,927)</b>	
<b>Footpaths</b>						
<b>Streets and Road Construction</b>						
Footpaths accessibility access	FP28	5,000	0	0	0	
		<b>61,614</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>61,614</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Drainage</b>						
<b>Urban Stormwater Drainage</b>						
Nelson Street	DR16	22,171	22,171	5,478	(16,693)	Job continuing
Four Season Estate	DR24	11,364	0	0	0	
Lockley Avenue (Memorial Park Drainage)	DR25	10,301	10,301	5,288	(5,013)	Job completed, some savings made
Claret Ash Rise	DR31	11,558	11,558	0	(11,558)	Job not yet commenced
Dairy Lane	DR38	28,902	0	0	0	
Layman Street	DR39	29,857	0	0	0	
		<b>114,153</b>	<b>44,030</b>	<b>10,766</b>	<b>(33,264)</b>	
<b>Drainage Total</b>		<b>114,153</b>	<b>44,030</b>	<b>10,766</b>	<b>(33,264)</b>	
<b>Parks and Ovals</b>						
<b>Other Recreation and Sport</b>						
Four Seasons Estate - POS Reserve	03IN	45,454	22,727	0	(22,727)	Job not yet commenced
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park	08IU	44,400	0	0	0	
Bridgetown Youth Precinct Growth Strategy	16IN	860,021	685,019	444,724	(240,295)	Job continuing
Blackwood River Park Foreshore Development	17IN	388,787	388,785	45,293	(343,492)	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Parks and Ovals (Continued)</i></b>						
<b>Other Recreation and Sport (Continued)</b>						
Lighting improvements to facility parking area	19IN	24,354	24,354	8,267	(16,087)	Job continuing
Bridgetown Tennis Club Growth Strategy	20IN	30,053	30,053	8,680	(21,373)	Job continuing
Bridgetown Sportsground stairway to toilets	21IN	25,000	12,500	0	(12,500)	Purchase order raised
Greenbushes Skate ramp	22IN	15,000	0	0	0	
Somme Park (Fitness Trail Equipment)	05IU	10,003	10,003	16,876	6,873	Job completed
		<b>1,461,254</b>	<b>1,173,441</b>	<b>523,840</b>	<b>(649,601)</b>	
<b>Tourism and Area Promotion</b>						
Bridgetown Information Bays	11IN	6,320	2,000	2,576	576	
		<b>6,320</b>	<b>2,000</b>	<b>2,576</b>	<b>576</b>	
<b>Parks and Ovals Total</b>		<b>1,467,574</b>	<b>1,175,441</b>	<b>526,416</b>	<b>(649,025)</b>	
<b><i>Bridges</i></b>						
<b>Streets and Road Construction</b>						
Fletchers Road Bridge 3329A	BR16	10,000	10,000	5,633	(4,367)	Job completed, some savings made
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
Catterick Road bridge 3703A	BR25	20,000	20,000	20,988	988	Job completed
Greenbushes-Boyup Brook Road Bridge 3701	BR27	141,000	0	0	0	
		<b>390,000</b>	<b>30,000</b>	<b>26,621</b>	<b>(3,379)</b>	
<b>Bridges Total</b>		<b>390,000</b>	<b>30,000</b>	<b>26,621</b>	<b>(3,379)</b>	
<b><i>Infrastructure Other</i></b>						
<b>Sanitation - General Refuse</b>						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Bridgetown Leisure Centre	18IN	15,560	15,560	0	(15,560)	Job not yet commenced
		<b>15,560</b>	<b>15,560</b>	<b>0</b>	<b>(15,560)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Infrastructure Other (Continuing)</b>						
<b>Parking Facilities</b>						
Greenbushes CBD Parking	CP05	68,240	0	4,871	4,871	Preliminary planning undertaken
		<b>68,240</b>	<b>0</b>	<b>4,871</b>	<b>4,871</b>	
<b>Infrastructure Other Total</b>		<b>133,800</b>	<b>15,560</b>	<b>4,871</b>	<b>(10,689)</b>	
<b>Plant and Equipment</b>						
<b>Other Governance</b>						
Generator - Shire Admin	07EQ	43,550	0	1,600	1,600	Preliminary planning undertaken
		<b>43,550</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	
<b>Fire Prevention</b>						
Catterick Bushfire Brigade - solar power	09EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Maranup Bushfire Brigade - solar power	10EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	50,205	3,402	3,402	(0)	
		<b>72,109</b>	<b>20,306</b>	<b>18,358</b>	<b>(1,948)</b>	
<b>Community Amenities</b>						
Forklift	PL19	16,000	16,000	15,817	(183)	Purchase complete, some savings made
		<b>16,000</b>	<b>16,000</b>	<b>15,817</b>	<b>(183)</b>	
<b>Town Planning and Regional Development</b>						
Manager of Planning vehicle	1305640	26,000	0	0	0	
		<b>26,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	28,000	28,000	28,150	150	Purchase complete
		<b>37,000</b>	<b>28,000</b>	<b>28,150</b>	<b>150</b>	
<b>Road Plant Purchases</b>						
Road grader	PL09	380,000	0	0	0	
Footpath sweeper	PL06	110,000	0	0	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 9: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Jan 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment (Continuing)</b>						
<b>Road Plant Purchases (Continuing)</b>						
Sundry Equipment	1403740	25,000	25,000	0	(25,000)	Purchases not yet commenced
		<b>515,000</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	
<b>Plant and Equipment Total</b>		<b>709,659</b>	<b>89,306</b>	<b>63,925</b>	<b>(25,381)</b>	
<b>Furniture and Equipment</b>						
<b>Other Governance</b>						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		<b>25,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Recreation and Sport</b>						
Leisure Centre computer server	08FE	9,000	9,000	7,047	(1,953)	Purchase completed, some savings made
		<b>9,000</b>	<b>9,000</b>	<b>7,047</b>	<b>(1,953)</b>	
<b>Furniture and Equipment Total</b>		<b>34,247</b>	<b>9,000</b>	<b>7,047</b>	<b>(1,953)</b>	
<b>Capital Expenditure Total</b>		<b>9,001,516</b>	<b>3,596,213</b>	<b>1,153,846</b>	<b>(2,442,367)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 10: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>								
Loan 108 Landfill Plant	25,665		12,701	25,665	12,964	0	530	798
Loan 114 Liquid & Inert Waste Sites	49,960		12,237	24,642	37,723	25,319	682	1,197
Loan 115 Landfill Cell Extension	60,959		9,957	19,994	51,002	40,965	491	901
Loan 116 Liquid Waste Facility	81,529		4,731	9,509	76,798	72,020	799	1,552
<b>Recreation and Culture</b>								
Loan 112 Bridgetown Swimming Pool	1,331,517		35,833	72,390	1,295,684	1,259,127	26,897	53,069
Loan 117 Youth Precinct Redevelopment	189,500		8,821	17,708	189,500	171,792	1,413	2,761
Loan 118 Bridgetown Civic Centre revitalisation	123,000		5,726	11,494	123,000	111,506	917	1,792
	<b>1,862,131</b>	<b>0</b>	<b>90,007</b>	<b>181,402</b>	<b>1,786,671</b>	<b>1,680,729</b>	<b>31,729</b>	<b>62,070</b>

(b) New Debentures

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2022.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 10: INFORMATION ON BORROWINGS**

(c) Lease Liabilities

Particulars	Principal 1/07/2021	New Loans Actual	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>								
003 Gym Equipment	70,950		18,987	25,045	51,963	45,905	1,256	1,946
<b>Other Property and Services</b>								
001 CESM Vehicle	764	5,725	3,346	5,529	3,143	960	20	45
002 Photocopies and printers	26,010		7,266	9,565	18,744	16,445	588	908
004 EHO Vehicle	0		0	4,456	0	11,690	0	70
	<b>97,724</b>	<b>5,725</b>	<b>29,600</b>	<b>44,595</b>	<b>73,849</b>	<b>75,000</b>	<b>1,864</b>	<b>2,969</b>

(d) New Leases

Particulars	New Leases Term	New Leases Budget	New Leases Actual
		\$	\$
<b>Other Property and Services</b>			
001.1 CESM Vehicle	15 months	5,725	5725
004 EHO Vehicle	36 months	16,146	0
		<b>21,871</b>	<b>5,725</b>



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 11: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV Shire	0.090527	1,791	28,735,216	2,601,313	7,331	1,226	2,609,870	2,601,313	10,000	1,000	2,612,313
UV Shire Rural	0.006469	467	184,439,000	1,193,136	2,457		1,195,593	1,193,136			1,193,136
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.072868	16	1,046,965	76,290	1,370		77,660	76,290			76,290
<b>Sub-Totals</b>		2,274	214,221,181	3,870,740	11,158	1,226	3,883,123	3,870,739	10,000	1,000	3,881,739
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Shire	980.00	692	3,750,078	678,160			678,160	678,160			678,160
UV Shire Rural	1,215.00	267	35,227,420	324,405	2,919		327,324	324,405			324,405
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	517.00	15	33,990	7,755	(1,139)		6,616	7,755			7,755
<b>Sub-Totals</b>		974	39,011,488	1,010,320	1,779	0	1,012,099	1,010,320	0	0	1,010,320
<b>Rates Paid in Advance</b>							4,895,223				4,892,059
<b>Amount from General Rates</b>							0				0
Discounts/concessions							4,895,223				4,892,059
<b>Totals</b>							(670)				(791)
							<b>4,894,553</b>				<b>4,891,268</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2022**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-21	Amount Received	Amount Paid	Closing Balance 31-Jan-22
	\$	\$	\$	\$
Accommodation - Visitor Centre	13,352	58,105	(60,036)	11,422
South West Coach Lines	0	676	(676)	0
Other Visitor Centre	159	411	(525)	45
TransWA	520	4,779	(5,003)	296
Frank Draper Cemetery Fees	703			703
<b>Unclaimed Monies</b>				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
	<b>14,986</b>	<b>63,971</b>	<b>(66,239)</b>	<b>12,718.11</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN JANUARY 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>				
DD15851.1	07/01/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF DECEMBER	5,766.85
DD15851.2	02/01/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - JANUARY	75.90
DD15851.3	01/01/2022	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR 31/01/2022 - 31/03/2022	2,879.96
DD15851.4	02/01/2022	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS	143.59
DD15852.1	12/01/2022	AWARE SUPER	PAYROLL DEDUCTIONS	16,016.84
DD15852.2	12/01/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	119.43
DD15852.3	12/01/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	227.87
DD15852.4	12/01/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15852.5	12/01/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15852.6	12/01/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	410.16
DD15852.7	12/01/2022	UNISUPER	PAYROLL DEDUCTIONS	730.99
DD15852.8	12/01/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	149.91
DD15852.9	12/01/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	704.81
DD15852.1	12/01/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD15852.1	12/01/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15852.1	12/01/2022	GUILD SUPER	PAYROLL DEDUCTIONS	477.66
DD15852.1	12/01/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	284.21
DD15852.1	12/01/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	431.69
DD15852.1	12/01/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	251.95
DD15852.1	12/01/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15852.1	12/01/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	286.56
DD15852.1	12/01/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	274.27
DD15852.1	12/01/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1,059.83
DD15852.2	12/01/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	117.59
DD15852.2	12/01/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	77.52
DD15852.2	12/01/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	467.96
DD15852.2	12/01/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	71.61
24012022	24/01/2022	WA TREASURY CORPORATION	GUARANTEE FEE LOANS	6,614.92
DD15872.1	26/01/2022	AWARE SUPER	PAYROLL DEDUCTIONS	16,160.30

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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DD15872.2	26/01/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	157.77
DD15872.3	26/01/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	224.01
DD15872.4	26/01/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15872.5	26/01/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15872.6	26/01/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15872.7	26/01/2022	UNISUPER	PAYROLL DEDUCTIONS	644.76
DD15872.8	26/01/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	144.84
DD15872.9	26/01/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
DD15872.1	26/01/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD15872.1	26/01/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15872.1	26/01/2022	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	1,086.15
DD15872.1	26/01/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	274.00
DD15872.1	26/01/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	460.49
DD15872.1	26/01/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	251.95
DD15872.1	26/01/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15872.1	26/01/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	462.68
DD15872.1	26/01/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	286.56
DD15872.1	26/01/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	287.41
DD15872.2	26/01/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	92.57
DD15872.2	26/01/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	213.01
DD15872.2	26/01/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	526.47
DD15872.2	26/01/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	82.35
B/S	04/01/2022	WESTPAC BANK	MERCHANT FEES	846.42
B/S	04/01/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	341.05
B/S	12/01/2022	WESTPAC BANK	TOTAL WAGES FOR 30.12.2021 - 12.01.2022	131,680.02
B/S	26/01/2022	WESTPAC BANK	TOTAL WAGES FOR 13.01.2022 - 26.01.2022	134,538.26
B/S	02/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR MEETING WITH SHIRE OF HARVEY PROJECT MANAGEMENT	18.50
B/S	03/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	LUNCH FOR MEETING WITH CANNINGS PURPLE, SHIRE PRESIDENT, CEO & EMCS	47.35
B/S	04/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	PARKING FEES FOR MEETING WITH CANNINGS PURPLE	20.25
B/S	12/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	REPAIRS TO CRACKED SCREEN & NEW CASE FOR CEO'S IPHONE	300.00

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B/S	13/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	PARKING FEES FOR CEO FOR SAT MEDIATION HEARING	16.15
B/S	16/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	SOFT DRINK FOR DECEMBER COUNCIL MEETING	61.40
B/S	16/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	WINE FOR COUNCIL BAR	212.55
B/S	16/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	SOFT DRINK FOR DECEMBER COUNCIL MEETING	8.00
B/S	24/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	ANNUAL SUBSCRIPTION TO SURVEY MONKEY	395.52
B/S	24/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	2000 SMS CREDITS	242.00
B/S	24/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	POLICE CLEARANCE FOR SENIOR PLANNER POSITION	37.50
B/S	24/12/2021	WESTPAC CORPORATE CREDIT CARD CEO	STAFF FUNCTION SUPPLIES	39.69
B/S	04/01/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	06/12/2021	WESTPAC CORPORATE CREDIT CARD	SUSTENANCE FOR WHS COMMITTEE MEETING	49.00
B/S	04/01/2022	WESTPAC CORPORATE CREDIT CARD	MONTHLY CARD FEE	10.00
<b>BPAY</b>				
210120221	21/01/2022	PHARMACY 777 BRIDGETOWN	3 X 1L SUNSCREENS FOR SWIMMING POOL	80.94
210120222	21/01/2022	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF 3 X SPOT TRACKERS FOR JANUARY	155.00
210120223	21/01/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	2,809.27
<b>ELECTRONIC PAYMENTS</b>				
EFT33966	06/01/2022	2R ELECTRICAL	ELECTRICAL WORKS FOR BTN TENNIS CLUB KITCHEN	567.00
EFT33967	06/01/2022	ABCO PRODUCTS PTY LTD	VARIOUS CLEANING SUPPLIES	130.78
EFT33968	06/01/2022	ACCESS ENGINEERING	HYDRAULIC REPAIR PARTS FOR TRACK LOADER	940.77
EFT33969	06/01/2022	ACORN PROJECTS PTY LTD	SUPPLY AND INSTALL ROLLER BLINDS IN SHIRE ADMIN OFFICE	503.80
EFT33970	06/01/2022	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BRIDGETOWN LEISURE CENTRE - DECEMBER	780.49
EFT33971	06/01/2022	AJ & DS PAINTING	PREP AND PAINTING AT HESTER BFB	2,233.00
EFT33972	06/01/2022	AQUATIC SERVICES WA PTY LTD	ANNUAL SERVICE OF PLANT ROOM & SOLAR HEATING AT AQUATIC FACILITY	7,810.00
EFT33973	06/01/2022	AUSTRALASIAN ECOLOGICAL SERVICES	CONDUCT FAUNA SURVEY FOR WINNEJUP ROAD RECONSTRUCTION WORKS	19,628.40
EFT33974	06/01/2022	BKS REFRIGERATION & AIRCONDITIONING	SUPPLY & INSTALL NEW AIR CONDITIONER & MINOR OTHER WORKS	2,205.00
EFT33975	06/01/2022	BLACKWOOD PROPERTY MAINTENANCE	FIREBREAK COMPLIANCY WORKS FOR 3 X PRIVATE PROPERTIES	1,300.00
EFT33976	06/01/2022	BLACKWOOD PLUMBING AND GAS	SUPPLY & INSTALL NEW WATER MAIN TO WATER TANK AT HERITAGE PARK	2,051.50
EFT33977	06/01/2022	BLISS FOR DESIGN	VARIOUS MINOR PARTS & EQUIPMENT	332.73
EFT33978	06/01/2022	BLUE FORCE PTY LTD	REMOTE ACCESS FEE FOR IT ISSUE WITH ACCESS TO 24HR GYM	86.90
EFT33979	06/01/2022	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR PARTS & EQUIPMENT	256.41
EFT33980	06/01/2022	BRIDGETOWN PAINT SALES	SUPPLIES FOR LINE MARKING WORKS & MAINTENANCE ON 146 HAMPTON ST	753.00

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
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EFT33981	06/01/2022	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR COMMUNITY SERVICES TEAM BUILDING WORKSHOP	83.00
EFT33982	06/01/2022	BRIDGETOWN TYRES	VARIOUS MINOR PARTS FOR CATERPILLAR TRACK LOADER	118.00
EFT33983	06/01/2022	BSA ADVANCED PROPERTY SOLUTIONS	6 MONTHLY SERVICE OF LIBRARY AC UNIT	550.00
EFT33984	06/01/2022	CAMPBELLS CANNING VALE	VARIOUS SNACKS AND CONFECTIONERY FOR THE BLC CAFÉ	715.76
EFT33985	06/01/2022	CANNINGS PURPLE	GOVERNMENT RELATIONS ADVISORY SERVICE - DECEMBER	5,280.00
EFT33986	06/01/2022	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROL & SIGNAGE FOR WINNEJUP ROAD CLEARING	14,252.70
EFT33987	06/01/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT33988	06/01/2022	CJD EQUIPMENT PTY LTD	VARIOUS PARTS FOR VOLVO WHEEL LOADER	417.87
EFT33989	06/01/2022	C & D CUTRI	REPAIRS FOR BRIDGE 3337 DONNELLY MILL ROAD	3,410.00
EFT33990	06/01/2022	DOMESTIC MAINTENANCE SW	VARIOUS MAINTENANCE WORKS FOR SHIRE BUILDINGS	1,550.00
EFT33991	06/01/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT33992	06/01/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR DECEMBER	164.02
EFT33993	06/01/2022	LGRCEU	PAYROLL DEDUCTIONS	307.50
EFT33994	06/01/2022	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 2000 LTR OF CATEMUL FOR ROAD MAINTENANCE	2,794.00
EFT33995	06/01/2022	GREENBUSHES CRC	ROOM HIRE FOR DECEMBER 2021 COUNCIL MEETING	120.00
EFT33996	06/01/2022	WAYNE ROBERT HARTUP	RATES REFUND	122.00
EFT33997	06/01/2022	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED IT SERVICES - DECEMBER	2,222.00
EFT33998	06/01/2022	JOHNSON'S FOOD SERVICES	DESSERTS FOR SHIRE STAFF CHRISTMAS FUNCTION	145.75
EFT33999	06/01/2022	LESLEY MARGARET KINSHELA	RATES REFUND	761.88
EFT34000	06/01/2022	MARTIN PATRICK LYNCH	RATES REFUND	597.12
EFT34001	06/01/2022	RAS MACHIN LICENSED SURVEYOR	SURVEY & FEES FOR LAND EXCHANGE BETWEEN BRIDGETOWN HOTEL & SHIRE	1,232.00
EFT34002	06/01/2022	GRAEME ROBERT MAIN	RATES REFUND	875.28
EFT34003	06/01/2022	MEP CONSULTING ENGINEERS	APPLICATION FEE FOR WP ASSESSMENT OF CIVIC CENTRE POWER UPGRADE	497.92
EFT34004	06/01/2022	OFFICE OF THE AUDITOR GENERAL WA	VARIOUS AUDIT FEES FOR YEAR ENDED 30/06/21	29,590.00
EFT34005	06/01/2022	ORBIT HEALTH AND FITNESS SOLUTIONS	EQUIPMENT FOR 24HR GYM	20.00
EFT34006	06/01/2022	QUALITY SHOP	PRINTING OF 1500 X DL WINDOW ENVELOPES & REPAIR OF 3 X PAINTINGS	444.00
EFT34007	06/01/2022	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS FOR BLC CAFE	486.17
EFT34008	06/01/2022	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR DECEMBER 2021	336.00
EFT34009	06/01/2022	SHIRE OF KELLERBERRIN	REIMBURSEMENT FOR MEAL EXPENSES DURING CONFERENCE ATTENDANCE	48.25
EFT34010	06/01/2022	SOUTH WEST WINDOW TINT	APPLY COMMERCIAL GRADE WINDOW TINT TO SHIRE ADMIN BUILDING	3,700.00
EFT34011	06/01/2022	SOUTHERN LOCK & SECURITY	DORMA TS73 DOOR CLOSER FOR SHIRE ADMIN BUILDING	366.30

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EFT34012	06/01/2022	STATE LIBRARY OF WESTERN AUSTRALIA	DDS FREIGHT RECOUP MID-YEAR 2021 FOR BRIDGETOWN LIBRARY	654.79
EFT34013	06/01/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	4 X ROLLS OF 1200 X GYM MAXX PACK WIPES	196.90
EFT34014	06/01/2022	STEPHEN CARRICK ARCHITECTS	ARCHITECTURAL SERVICES FOR BRIDGETOWN RAILWAY STATION PROJECT	16,133.00
EFT34015	06/01/2022	SYNERGY	ELECTRICITY CHARGES	9,900.30
EFT34016	06/01/2022	THE STABLES IGA	VARIOUS SHIRE GROCERIES	328.64
EFT34017	06/01/2022	TYRECYCLE PTY LTD	PICKUP AND RECYCLING OF TYRES FORM WASTE FACILITY	1,504.76
EFT34018	06/01/2022	VESTONE CAPITAL PTY LIMITED	LEASE FOR BLC GYM EQUIPMENT FOR JANUARY 2022 - MARCH 2022	7,422.49
EFT34019	06/01/2022	WA ELECTORAL COMMISSION	COSTS FOR 2021 LOCAL ELECTION	24,986.95
EFT34020	06/01/2022	CHRISTOPHER JOHN WIELAND	RATES REFUND	1,052.30
EFT34021	06/01/2022	WILSON YORNUP SERVICES PTY LTD	MOBILISATION OF EXCAVATOR FROM SHIRE DEPOT TO FOREST PARK RD	363.00
EFT34022	06/01/2022	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & OFFICE STATIONERY	1,337.62
EFT34023	06/01/2022	WISEMAN SIGNS	3 X REPLACEMENT 2MM ALUMINIUM SIGNS FOR LIBRARY	979.00
EFT34024	13/01/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34025	13/01/2022	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT34026	20/01/2022	2R ELECTRICAL	MINOR ELECTRICAL WORKS FOR SHIRE FACILITIES	384.50
EFT34027	20/01/2022	AUSTRALIA POST	POSTAGE FOR THE MONTH OF DECEMBER	1,059.43
EFT34028	20/01/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR DECEMBER 2021	88,289.00
EFT34029	20/01/2022	AUSMIC PEST CONTROL	TERMITE INSPECTION AND TREATMENT FOR BRIDGETOWN OLD GAOL	1,650.00
EFT34030	20/01/2022	BLACKWOOD RURAL SERVICES	VARIOUS MINOR PARTS & EQUIPMENT	575.04
EFT34031	20/01/2022	BLACKWOOD FRESH	GROCERIES FOR ADMIN OFFICE	8.67
EFT34032	20/01/2022	BLACKWOOD HEAVY TILT	TOW VEHICLE FROM WHEATLEY-GIBLETT ROAD TO SHIRE DEPOT	200.00
EFT34033	20/01/2022	BLISS FOR DESIGN	VARIOUS MINOR PARTS & EQUIPMENT	352.34
EFT34034	20/01/2022	BOOEASY AUSTRALIA PTY LTD	MONTHLY BOOEASY COMMISSIONS - DECEMBER	514.29
EFT34035	20/01/2022	BTOWN MUFFLER & TOWBAR CENTRE	20L TUB OF SOLVENT DEGREASER	205.00
EFT34036	20/01/2022	BRIDGETOWN MEDICAL CENTRE	2 X PRE-PLACEMENT MEDICALS	270.00
EFT34037	20/01/2022	BRIDGETOWN MEAT SUPPLY	SUPPLY MEAT FOR DFES MEETING & SHIRE STAFF CHRISTMAS FUNCTIONS	716.35
EFT34038	20/01/2022	BRIDGETOWN TIMBER SALES	ROLL OF PLASTIC FOR WATER SLIDE AT COMMUNITY CHRISTMAS PARTY	151.30
EFT34039	20/01/2022	BRIDGETOWN GOLF CLUB	SHIRE STAFF CHRISTMAS FUNCTION	1,182.50
EFT34040	20/01/2022	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND CHARGES FOR OCTOBER & DECEMBER	561.00
EFT34041	20/01/2022	BRIDGETOWN MITRE 10 & RETRAVISION	7 PIN TRAILER PLUG	14.39
EFT34042	20/01/2022	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES & 10 X BOXES OF A4 WHITE PAPER	342.00

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EFT34043	20/01/2022	BRIDGETOWN'S GRUMPY OLD MEN	JARRAH BENCH SEAT FOR BRIDGETOWN CEMETERY	500.00
EFT34044	20/01/2022	CARDNO (WA) PTY LTD	GEOTECHNICAL ASSESSMENT OF BROCKMAN HIGHWAY ROCK CUT	9,900.00
EFT34045	20/01/2022	CATALYSE PTY LTD	CONSULTING FEES FOR COMMUNITY SCP/CBP & INFO SESSION SUNDOWNER	2,200.00
EFT34046	20/01/2022	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC CONTROLLERS & SIGNAGE FOR WINNEJUP ROAD CLEARING WORKS	4,504.50
EFT34047	20/01/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT34048	20/01/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT & MEALS FOR FIRE FIGHTING TRAINING	17,441.90
EFT34049	20/01/2022	CJD EQUIPMENT PTY LTD	MINOR PARTS	98.43
EFT34050	20/01/2022	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR DECEMBER 2021	35,712.24
EFT34051	20/01/2022	CLOVERS GENERAL STORE	ADDITIONAL FIRE FIGHTER SNACK PACK INGREDIENTS	100.00
EFT34052	20/01/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF JANUARY	529.03
EFT34053	20/01/2022	DAVMECH	MINOR PARTS FOR CATERPILLAR TRACK LOADER	163.33
EFT34054	20/01/2022	DEPT BIODIVERSITY & CONSERVATION	ANNUAL GREENBUSHES LIQUID WASTE FACILITY LAND LEASE RENTAL	550.00
EFT34055	20/01/2022	GREENBUSHES ROADHOUSE	FUEL FOR GREENBUSHES 3.4	153.12
EFT34056	20/01/2022	HANSEN'S HOT BREAD SHOP	HOT DOG ROLLS FOR DFES TRAINING & DINNER ROLLS FOR STAFF XMAS PARTY	149.80
EFT34057	20/01/2022	H C JONES & CO	VARIOUS MINOR PLUMBING WORKS FOR SHIRE FACILITIES	371.20
EFT34058	20/01/2022	IEQUIP	HIRE OF POSI TRACK LOADER WITH ATTACHMENTS FOR MITIGATION PROJECT	19,669.18
EFT34059	20/01/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - JANUARY	130.90
EFT34060	20/01/2022	INTERFIRE AGENCIES PTY LTD	VARIOUS PPE FOR FIREFIGHTERS	2,999.07
EFT34061	20/01/2022	IRRIGATIONBOX PTY LTD	DURCAR BLACK JET SPRINKLER HEAD & EXTENSION PIPE	1,705.00
EFT34062	20/01/2022	IT VISION	GLOBALLY CHANGE UNUSED CREDITORS UP TO 30/06/2018 TO SUSPENDED	275.00
EFT34063	20/01/2022	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FOR 920KG CHLORINE GAS CYLINDER FOR DECEMBER	174.25
EFT34064	20/01/2022	JOHNSON'S FOOD SERVICES	FROZEN FOOD AND SNACKS FOR BLC CAFE	2,604.65
EFT34065	20/01/2022	LOCAL GOV INSURANCE SERVICES WA	REFUND OF DUPLICATE PAYMENT FOR DEBTOR INVOICE 15224	268.21
EFT34066	20/01/2022	DENYSE MACNISH	REIMBURSEMENT FOR 7 X DVD'S PURCHASED FOR SUMMER FILM FESTIVAL	69.98
EFT34067	20/01/2022	METAL ARTWORK CREATIONS	4 X COUNCILLOR NAME BADGES	48.40
EFT34068	20/01/2022	MOVAT PTY LTD	2022 MOVAT SOFTWARE HOSTING SUBSCRIPTION	150.00
EFT34069	20/01/2022	NATURALISTE HYGIENE SERVICES	6 MONTHLY SUPPLY OF NAPPY & SANITARY NAPKIN DISPOSAL UNITS	1,926.06
EFT34070	20/01/2022	NJ MECHANICAL	REPLACE BATTERY FOR CESM VEHICLE & WORKS ON HESTER BROOK LT	524.15
EFT34071	20/01/2022	O'BRIEN HARROP ACCESS	DISABILITY ACCESS ASSESSMENT FOR BTN RAILWAY STATION	1,650.00
EFT34072	20/01/2022	OEM GROUP PTY LTD	VARIOUS PARTS & EQUIPMENT FOR GRAFFITI TRAILER	354.06
EFT34073	20/01/2022	OFFICEWORKS LTD	OFFICE STATIONERY/SUPPLIES	98.65



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EFT34074	20/01/2022	OZWASHROOM	BOBRICK HEAVY DUTY TOILET ROLL HOLDERS FOR PUBLIC CONVENIENCES	441.00
EFT34075	20/01/2022	QUALITY SHOP	PRINTING OF 30 X 2022 A3 WALL CALENDARS	102.00
EFT34076	20/01/2022	REGIONAL DEVELOPMENT AUSTRALIA SW	CONTRIBUTION TO ECONOMIC & COMMUNITY PROFILING FOR SOUTH WEST	550.00
EFT34077	20/01/2022	REPCO	VARIOUS MINOR PARTS	153.37
EFT34078	20/01/2022	RICHFEEDS AND RURAL SUPPLIERS	GRIPPLES FOR FENCE REPAIRS, 20M DRAIN COIL & MINOR ITEMS	532.10
EFT34079	20/01/2022	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFÉ	822.66
EFT34080	20/01/2022	SCOTT'S TAVERN	DRINKS FOR DEPOT CHRISTMAS WINDUP	239.96
EFT34081	20/01/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR DECEMBER	556.21
EFT34082	20/01/2022	SCULLEY'S SMASH REPAIRS	2 X INSURANCE POLICY EXCESSES	600.00
EFT34083	20/01/2022	SEEK LIMITED	RECRUITMENT ADVERTISING FOR RECORDS OFFICER	324.50
EFT34084	20/01/2022	SOUTHERN LOCK & SECURITY	RE-KEY CYLINDER ON UPSTAIRS SAFE ROOM AND SUPPLY X 4 KEYS	258.11
EFT34085	20/01/2022	SOUTH REGIONAL TAFE	COURSE FEES FOR CERT III IN BUSINESS ADMINISTRATION FOR TRAINEE	406.25
EFT34086	20/01/2022	SOUTHERN FLORA	FLORA SURVEY FOR GEEGELUP MOUNTAIN BIKE TRAIL NETWORK	2,112.00
EFT34087	20/01/2022	STEVE WOOD CARPENTRY	INSTALL NEW NOTICE BOARD & OTHER MINOR MAINTENANCE WORKS	2,591.71
EFT34088	20/01/2022	SYNERGY	ELECTRICITY CHARGES	12,829.66
EFT34089	20/01/2022	THE STABLES IGA	VARIOUS SHIRE GROCERIES	480.45
EFT34090	20/01/2022	THREAT PROTECT AUSTRALIA LIMITED	QUARTERLY SECURITY ALARM MONITORING FOR SHIRE BUILDINGS	693.00
EFT34091	20/01/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	85.75
EFT34092	20/01/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY FOR JANUARY	159.50
EFT34093	20/01/2022	WESTRAC PTY LTD	VARIOUS PARTS FOR SERVICING OF SHIRE VEHICLES	1,973.43
EFT34094	20/01/2022	WALGA	2 X COUNCILLOR TRAINING SESSIONS ON 16.11.21	480.00
EFT34095	20/01/2022	WINC AUSTRALIA PTY LTD	CARL HEAVY DUTY A3 32 SHEET PAPER TRIMMER	245.47
EFT34104	27/01/2022	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT34105	27/01/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34106	27/01/2022	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34107	27/01/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34108	27/01/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT34109	27/01/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34110	27/01/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34111	27/01/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34112	27/01/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	891.50

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED**

<b>Cheque/ Voucher No</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT34113	28/01/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34114	28/01/2022	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
<b>DIRECT DEBITS - LICENSING</b>				
27330	04/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/01/2022	10,466.60
27331	05/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/01/2022	4,977.90
27332	06/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/01/2022	4,231.45
27333	07/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/01/2022	5,171.35
27334	10/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/01/2022	7,240.10
27335	11/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/01/2022	4,098.00
27336	12/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/01/2022	1,629.45
27337	13/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/01/2022	4,242.70
27338	14/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/01/2022	6,728.85
27339	17/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/01/2022	2,868.90
27340	18/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/01/2022	1,380.50
27341	19/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/01/2022	4,408.95
27342	20/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/01/2022	1,949.80
27343	21/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/01/2022	4,987.05
27344	24/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/01/2022	1,335.95
27345	25/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/01/2022	5,113.60
27346	27/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/01/2022	4,992.85
27347	28/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/01/2022	7,197.75
27348	31/01/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/01/2022	2,199.75
<b>CHEQUES</b>				
300165	06/01/2022	COMMISSIONER OF POLICE	ANNUAL CORPORATE FIREARM LICENCE RENEWAL	137.00
300166	06/01/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR DECEMBER 2021	1,700.34
300167	20/01/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMUNITY BUS BOND RETAINED TO COVER HIRE CHARGES	300.00
				<b>837,974.17</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
200028	21/01/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED FOR DECEMBER 2021	788.22
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT34096	21/01/2022	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR DECEMBER	78.75

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LIST OF ACCOUNTS PAID IN JANUARY TO BE RECEIVED**

<b>Cheque/ Voucher No</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT34097	21/01/2022	MICHAEL COLLINSON	ACCOMMODATION REFUND LESS CANCELLATION FEE FOR IT9935283	48.00
EFT34098	21/01/2022	GORDON GERMAN	ACCOMMODATION REFUND FOR IT9766819	93.00
EFT34099	21/01/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR DECEMBER 2021	660.53
EFT34100	21/01/2022	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR DECEMBER 2021	77.35
EFT34101	21/01/2022	JASON STYLES	ACCOMMODATION REFUND FOR IT9821107	270.00
EFT34102	21/01/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR DECEMBER 2021	16.50
EFT34103	21/01/2022	WUD	CONSIGNMENT STOCK SOLD FOR DECEMBER	37.50
V300208	10/01/2022	WESTPAC BANK	TOTAL ACCOMMODATION FOR THE MONTH OF DECEMBER 2021	<u>4,098.60</u>
				<b><u>6,168.45</u></b>

This schedule of accounts paid for the Municipal Fund totalling \$837,974.17 and for the Trust Fund totalling \$6,168.45 which was submitted to each member of the Council on 24th February 2022 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/01/2022 is \$646,877.42



CHIEF EXECUTIVE OFFICER

24 February 2022

# Shire of Bridgetown-Greenbushes

## 2022 Financial Management Systems & Procedures Review Scope

### Objective of the Review

The primary objective of the review is to provide assurance to Council that its financial management systems are appropriate, incorporate adequate controls and procedures and are being effectively managed.

This includes a review:

- Of proper segregation of functional responsibilities
- A system of authorisation and adequate recording to provide accounting control of assets, liabilities, revenues and expenses
- Ensure sound practices and procedures in performance of duties and functions in an effective and efficient manner

The review will satisfy requirements of Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996. This regulation 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.

### Methodology

The review will be undertaken using a risk based approach and include the following:

- Review of current policies and established procedures of key financial management functions with a view to ensuring effective and efficient systems are in place.
- Sample auditing of individual transactions will occur to determine level of compliance with current policies and procedures.
- Review individual responsibilities of finance staff to ensure robust internal controls and adequate segregation of duties.
- A review of recommendations contained in the 2019 report will be undertaken to determine if actions have been implemented.

### Areas to be Examined

The following financial systems and procedures of Council are to be examined:

#### Proper collection of all money owing to the local government

- Receipts
- Rate revenue raising
- Fees and charges establishment and imposition
- Debt collection

### Safe custody and security of all money collected or held by the local government

- Bank reconciliations
- Petty cash
- Money collected from external sites
- Investments

### Maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process)

- Information technology
- Record keeping (storage of financial records)

### Ensure proper accounting for all income, expenditure, assets, liabilities of the municipal or trust funds

- Relevant accounting policies and procedures
- Receivables
- Payables
- Trust Fund
- Fixed assets

### Ensure proper authorisation for the incurring of liabilities and the making of payments

- Purchasing policy
- Purchase orders
- Payments
- Corporate credit cards

### Maintenance of payroll, stock control and costing records

- New employee set up
- Fortnightly payment function
- Stock allocation and reconciliations

### Preparation of budgets, budget reviews, accounts and reports required by the Act or regulations

- Annual budget
- Budget review
- Monthly financial reports
- Annual financial report

## Reporting the Findings

The final review report will provide:

- A summary of each area examined and identified areas requiring improvement.
- Opinion on the overall finding as to the appropriateness and effectiveness of the Shire's financial management systems and procedures.
- Recommended actions to address areas identified as requiring improvement.



**SHIRE OF BRIGETOWN-GREENBUSHES**

**2020/21 REPORT ON SIGNIFICANT ADVERSE TRENDS**

**JANUARY 2022**

## 1. Background

Under the Local Government Act 1995 the Shire of Bridgetown-Greenbushes is required to prepare an audited Annual Financial Report each financial year.

The Shire's 2020/21 audit report was received from the Auditor General on 23 November 2021 and is attached at Appendix 1 of this document.

A key audit requirement requires the auditor to identify any financial trends which it considers adverse and of concern. For the 30 June 2021 year, the Auditor General has identified two significant matters that indicate a significant adverse trend in the financial position of the Shire. The Shire of Bridgetown-Greenbushes has not met the minimum standard as set by the Department of Local Government, Sport and Cultural Industries (the Department) for the Asset Sustainability Ratio and Operating Surplus Ratio for at least the last three financial years.

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

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

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

Section 7.12A(5) further requires that:

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

## 2. Report Detail

A series of performance indicators in the form of financial ratios are utilised to assess the financial performance of the Shire.

To maintain comparability across the Industry, these ratios and their respective target ranges have been derived from the Department of Local Government, Sport and Cultural Industries Operational Guideline Number 18 - Financial Ratios and Regulation 50 of Local Government (*Financial Management*) Regulations 1996.

The Audit Report includes an adverse trend in the Shire's financial performance as a result of two of the ratios not meeting these target levels for at least the last three years. The two ratios being the Asset Sustainability Ratio and the Operating Surplus Ratio.

### Asset Sustainability Ratio

The Asset Sustainability Ratio is an approximation of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded. Depreciation expense represents an estimate of the extent to which the assets have been consumed during the accounting period.

The ratio is calculated using the following equation:

$$\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation expense}}$$

The Department's minimum benchmarks for this ratio are as follows:

#### Advanced Standard – 110% or greater

An advanced standard is met when ratio is greater than 110%. It indicates the Shire is investing in asset renewal/replacement to the degree that offsets the current consumption of its assets and provides for the effect of inflation.

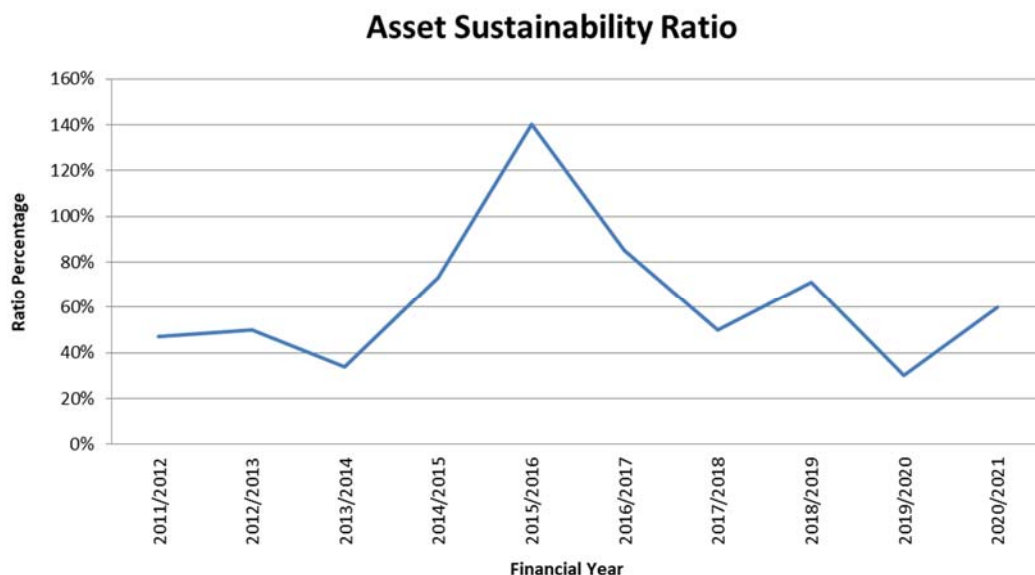
#### Basic Standard – between 90% and 110%

Basic Standard is met if asset sustainability ratio is between 90% and 110%.

#### Below Standard – lower than 90%

Standard is not met, when a ratio is less than 90% a higher risk is evident and indicates the Shire is having difficulty undertaking a sustained capital investment program sufficient to renew/replace assets.

The graph below tracks the performance of Council's Asset Sustainability Ratio since 2012. The ratio result varies from year to year depending on the capital works program delivered.





Further work is being planned in respect to the current assessment of asset remaining useful lives and residual values. These assessments will ensure Council is depreciating its assets at an appropriate rate. Any change in depreciation expense will directly impact the results of this ratio.

### **Operating Surplus Ratio**

A key indicator of a local government's financial performance is measured by the 'Operating Surplus Ratio'. If a local government consistently achieves a positive operating surplus ratio and has soundly based long term financial plans showing that it can continue to do so in the future, having regard to asset management and the community's service level needs, then it is considered financially sustainable.

The ratio is calculated using the following equation:

$$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$$

A positive ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt. When the ratio starts to drift into negative territory it indicates a deficit and higher risk.

The Department's minimum benchmarks for this ratio are as follows:

#### **Advanced Standard – 15% or greater**

A ratio of greater than 15% indicates the Shire is providing a strong operating surplus which will give flexibility in the future in relation to operational service levels and asset base.

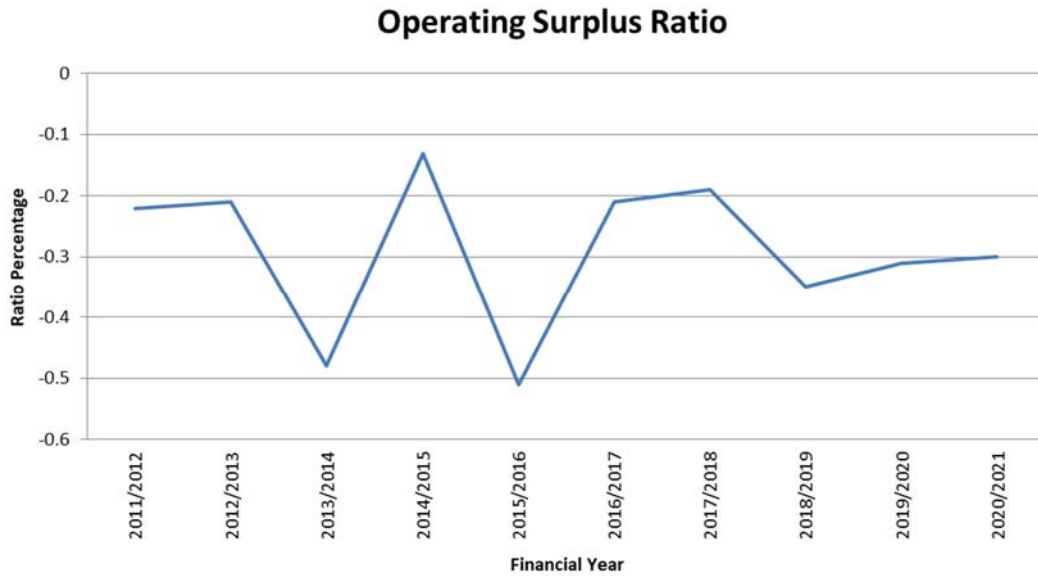
#### **Basic Standard – between 1% and 15%**

Basic Standard is met if the operating surplus ratio is between 0% and 15%.

#### **Below Standard – 0% or less**

The operating surplus ratio calculation excludes grants received to assist with capital works but includes depreciation expense. It has long been argued by the local government sector that these grants are an integral component of revenue for local government and long term financial plans are predicted on receiving these funds. Removing this key source of revenue from the ratio calculation has a negative impact on the ratio.

It is typical of a local government similar to the Shire of Bridgetown-Greenbushes to have an operating surplus ratio that does not meet the minimum requirements. This result reflects a reliance on sources of funding other than Council's own source funds such as rates for renewal of its assets. As seen in the graph below the operating surplus ratio has traditionally had a negative result.



A number of additional major items also directly influence the results of the Operating Surplus Ratio, such as:

- The timing of untied operating grant funds being received in one financial year and expenditure being incurred in another e.g. pre-payment of the Federal Government Financial Assistance Grants.
- One off operating projects when the expenditure allocation has been carried over to the next financial year in part or in full.
- The funding of operating projects from reserve funds. All operating expenditure must be included in the ratio calculations, however the income from reserve must be excluded, resulting in an apparent lower ability to fund operating expenditure.

In order to improve the Operating Surplus Ratio, the Council has limited options available to it. The measure could be improved by increasing rates substantially however this must be balanced with the community's capacity to pay, particularly considering the current economic circumstances. The measure could also be improved by Council reviewing its major operating cost centres, including employment costs, materials and contracts however this will almost certainly adversely impact the level of service which Council is able to deliver to the community. The Shire will however continue to pursue continuous improvement in its operations in an effort to increase efficiencies and reduce costs where possible.

### **Industry Focus**

Over a number of years there has been mounting concern as to the appropriateness of the financial performance ratios in providing a reasonable benchmark and measure of the financial performance of all Local Governments in WA.

In response to industry concern the Western Australian Local Government Association formed a Local Government Financial Ratios Working Group to review the existing ratios and previous proposals for change in order to develop recommendations for meaningful and relevant ratios. The group's final report released in 2021 recommended a number of changes to the seven prescribed ratios.

As part of the State Government's new Local Government Act reform significant community and sector consultation occurred to better understand the issues confronting local government including the areas in need of reform. A number of proposed reforms are currently out for public comment with one of the 'themes' being Improved Financial Management and Reporting. Included in this section of the consultation paper is the proposal for amended financial ratios, no specific detail is proposed but rather the following actions:

- Financial ratios will be reviewed in detail, building on work already underway by the Department of Local Government, Sport & Cultural Industries.
- The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.

The above actions are supported and it is hoped the results will provide a more meaningful set of performance indicators for the Local Government industry as a whole.

### **3. Conclusion**

The Asset Sustainability Ratio provides an indication from year to year on the level of expenditure being allocated to renewal of Council's existing assets. The Asset Sustainability Ratio is significantly affected by the amount of depreciation expense in each year. The accuracy of the amount of depreciation expense calculated continues to improve as the Shire's Asset Management Team refines the Shire asset database information on condition, remaining useful life and replacement dates. Council in common with most country local governments is reliant on grant funding to assist with asset renewals. The level of funding provided from one year to the next will vary and this directly impacts on the ratio's result.

The Operating Surplus Ratio requires Council to ensure that its own revenue sources grow at the same or a greater rate than its operating expenses, including depreciation. It is well known that most country local governments struggle to fully fund asset depreciation via its own revenue sources and there is a reliance on grant funding such as Regional Road Group and Roads to Recovery to assist with asset renewal expenditure.

#### Actions to be taken

There can be no short term actions taken without incurring significant negative impacts to the community through either unreasonable rate increases or a decrease in levels of service.

Council is very aware of its ratio performance in relation to benchmarks set by the Department. In December 2017 Council adopted the following 'Ratio Improvement Action Plan':

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

Items contained in the above plan are still being progressed and it has previously been acknowledged by Council and its Auditor that improving the performance of some ratios to meet the Department's benchmark is unlikely to occur in the short to medium term but Council should demonstrate improvement towards achieving the benchmark through its integrated planning processes.

Council will adopt a new Long Term Financial Plan in 2022. During development of the plan consideration will be given to ratio performance and strategies that can be included to demonstrate a steady improvement over the life of the plan in both the Asset Sustainability Ratio and Operating Surplus Ratio.

While an improvement in ratio performance is expected as actions contained in the Ratio Action Improvement Plan are progressed, it is expected that the Operating Surplus Ratio will remain at levels below the "standard" in the long term due to cost pressures and limited revenue sources.

The requirement to produce this report as an outcome of identified adverse trends in relation to ratio performance is likely to be an annual process for the Shire of Bridgetown-Greenbushes unless changes are made to the calculation of ratios and the sustainability benchmarks used.



## Auditor General

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

To the Councillors of the Shire of Bridgetown-Greenbushes

## Report on the audit of the annual financial report

### Opinion

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

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

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

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing

internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

### **Auditor's responsibility for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

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

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

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

### **Other information**

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

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

### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Bridgetown-Greenbushes for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



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



Minutes of the meeting of the Audit Committee held in the Committee Room on Thursday, 27 January 2022.

The Presiding Member opened the meeting at 4:33pm.

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

Presiding Member	- Cr S Mahoney
Councillors	- J Bookless - A Rose
In Attendance	- T Clynych, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services
Apology	- Cr P Quinby

### **AC.01/0122 Confirmation of Previous Minutes**

*A motion is required to confirm the Minutes of the Meeting held 22 November 2021 as a true and correct record (Attachment 1).*

### **Committee Decision**

***Moved Cr Bookless, Seconded Cr Rose***

***AC.01/0122 That the Minutes of the Meeting held 22 November 2021 are confirmed as a true and correct record.***

***Carried 3/0***

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

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

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

Nil



## Reports of Officers

<b>ITEM NO.</b>	AC.02/0122	<b>FILE REF.</b>	134
<b>SUBJECT</b>	Significant Matters Raised in 2020/21 Audit Report		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	17 January 2022		

Attachment 2 – 2020/21 Report on Significant Adverse Trend

### OFFICER RECOMMENDATION

*That the Audit Committee recommends that Council:*

- 1. Receives the report on the significant matters raised in the 2020/21 Audit Report as presented in Attachment 2.*
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council’s official website.*

### Summary/Purpose

To provide the Audit Committee with a report regarding the matters identified as “significant” in the 2020/21 Audit Report, pursuant to Section 7.12A of the Local Government Act 1995.

### Background

Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are to be audited by an independent auditor.

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

*“(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and  
(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.”*

Section 7.12A(5) further requires that:

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

The Auditor’s Report for the year ended 30 June 2021 included a significant adverse trend in the financial position of the Shire.

### Officer Comment

Commencing in 2017/18 the Auditor General has included adverse trends in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department of Local Government, Sport and Cultural Industries’ ratio benchmarks for a period of three consecutive years.

The Auditor reported the following significant adverse trend in this Shire's 2020/21 Audit report:

*"In my opinion, the following material matters indicate a significant adverse trend in the financial position of the Shire:*

- a. *The Asset Sustainability Ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard of 0.8 for the last three years; and*
- b. *The Operating Surplus Ratio as reported in Note 33 of the financial report is below DLGSCI standard of zero for the past three years."*

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

According to the Department these financial ratios were designed to provide users of annual financial reports with a clearer interpretation of the performance and financial results of a local government and a comparison of trends over a number of years. A brief description of the two ratios highlighted by the Auditor as not meeting the Department's benchmark are as follows:

#### Asset Sustainability Ratio

The Asset Sustainability Ratio is calculated by measuring the capital expenditure on asset renewal or replacements during the year relative to depreciation expense. It provides an approximation of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives.

#### Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

These ratios are discussed further in the attached report (Attachment 2).

Section 7.12A(4) of the Local Government Act requires local governments to prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters. A report addressing the significant matters identified in the audit report has been prepared in accordance with Section 7.12A(4) and is presented to the Audit Committee for consideration before being adopted by Council.

#### Statutory Environment

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports including an annual financial report. Regulation 50 of the Local Government (*Financial Management*) Regulations 1996 specifically requires the inclusion of seven financial ratios as developed by the Department to be included in the annual financial report. These statutory ratios are also included in Council's long term financial plan and are key sustainability measures. The Department's Integrated Planning and Reporting Advisory Standard includes benchmarks in relation to the ratios that sets minimum regulatory requirements that ensure an acceptable minimum standard of practice.

Section 7.12A(4) & (5) of the Local Government Act 1995 requires that a report addressing any matters identified as significant by the auditor in the audit report be prepared. Section 7.12A(5) requires a local government to forward any report prepared in accordance with Section 7.12A(4) being provided to the Minister and published on the local government's official website.

Integrated Planning

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

Policy Implications – Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

Failure to meet the Department's financial ratio benchmarks will put the Council at risk of being classified as unsustainable particularly if it cannot demonstrate improvement in ratio performance over the medium to long term.

Voting Requirements – Simple Majority

**Committee Recommendation                      *Moved Cr Rose, Seconded Cr Bookless*  
***AC.02/0122 That the Audit Committee recommends that Council:*****

- 1. Receives the report on the significant matters raised in the 2020/21 Audit Report as presented in Attachment 2.***
  
- 2. Authorises the CEO to forward a copy of this report to the Minister and publish the report on Council's official website                      Carried 3/0***

<b>ITEM NO.</b>	AC.03/0122	<b>FILE REF.</b>	101.3
<b>SUBJECT</b>	2021 Compliance Audit Return		
<b>PROPONENT</b>	Department of Local Government, Sport and Cultural Industries		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	25 January 2022		

Attachment 3                      2021 Compliance Audit Return

## OFFICER RECOMMENDATION

*That the Audit Committee recommends that Council adopts the Compliance Audit Return for the 2021 calendar year (Attachment 3) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries.*

### Summary/Purpose

Each year local governments are required to complete a mandatory Compliance Audit Return (CAR) which must be submitted to Council for adoption prior to being forwarded to the Department of Local Government, Sport & Cultural Industries.

It is a statutory requirement that the completed CAR is to be reviewed by the Audit Committee prior to its presentation to Council.

### Background

The Compliance Audit Return is completed for the previous calendar year and is one of the tools that allow Council to monitor how its organisation is functioning.

The Department of Local Government, Sport & Cultural Industries requires the Compliance Audit Return to be:

- a) Presented to Council at a meeting of the Council prior to 31<sup>st</sup> March;
- b) Adopted by the Council; and
- c) The adoption recorded in the Minutes of the meeting at which it is adopted.

Each year the Compliance Audit Return covers various categories and for the 2021 Return, the areas covered are:

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

### Officer Comment

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

#### **Disclosures of Interest**

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

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

## **Official Conduct**

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

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

## **Tenders for Providing Goods and Services**

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

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

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

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

## **Statutory Environment**

*Local Government (Audit) Regulations 1996:*

14. *Compliance audits by local governments*
  - (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
  - (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
  - (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
  - (3) *After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —*
    - (a) *presented to the council at a meeting of the council; and*
    - (b) *adopted by the council; and*
    - (c) *recorded in the minutes of the meeting at which it is adopted.*
15. *Certified copy of compliance audit return and other documents to be given to Departmental CEO*
  - (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
- (b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

Integrated Planning

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

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

Completion of the annual compliance audit return is essential for ensuring that the organisation meets its statutory obligations in performing its functions.

Voting Requirements – Absolute Majority

**Committee Recommendation                      *Moved Cr Rose, Seconded Cr Bookless AC.03/0122 That the Audit Committee recommends that Council adopts the Compliance Audit Return for the 2021 calendar year (Attachment 3) prior to it being submitted to the Department of Local Government, Sport & Cultural Industries. Carried 3/0***

<b>ITEM NO.</b>	AC.04/0122	<b>FILE REF.</b>	134.1
<b>SUBJECT</b>	Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
<b>OFFICER</b>	Executive Manager Corporate Services		
<b>DATE OF REPORT</b>	17 January 2022		

Attachment 4- Draft Scope for the 2022 Financial Management Systems & Procedures Review

**OFFICER RECOMMENDATION**

*That the 2022 Financial Management Systems & Procedures Review be undertaken as an internal process with the CEO’s report being presented to the Audit Committee in June 2022.*

## OFFICER RECOMMENDATION

*That the Audit Committee endorse the draft Scope for the 2022 Financial Management Systems & Procedures Review as per Attachment 4.*

### Summary/Purpose

This report is presented for the Audit Committee's consideration of the scope and method of delivery for the 2022 Financial Management Systems & Procedures Review.

### Background

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires that at least every three financial years the CEO will review the appropriateness and effectiveness of the financial management systems and procedures of the local government.

The previous review was undertaken in May 2019 and endorsed by the Audit Committee and Council in June 2019. The next review is due in 2022 and will require adoption by Council in June 2022.

### Officer Comment

The 2019 review was undertaken as an internal process by the Executive Leadership Team. The overall findings of that review were consistent with external audit reports at the time which had found that adequate controls and procedures were embedded within the organisation and maintained to a high standard. There were however a number of recommendations contained in the review that provided opportunity for improvement.

In 2021 a new Risk and Compliance Officer position was created within the organisation. One of the main objectives of this position is to ensure organisational compliance through the coordination of compliance functions, maintenance of registers and performing specified internal auditing functions. The Risk and Compliance Officer is not involved in the day to day financial management of the Shire and as such could assist by providing an independent review of the Shire's financial management systems and processes.

The 2021/22 Budget does not contain funds for the 2022 review to be undertaken utilising external consultants. Indications have been received that completion of the review by an external consultant would cost in the vicinity of \$8,000 (ex GST). Given the new internal resource allocation provided to focus on risk, compliance and internal audit it is recommended that the 2022 review be undertaken in-house with assistance from the Risk & Compliance Officer.

A scope for the 2022 Financial Management Systems and Procedures Review has been prepared (Attachment 4), the scope ensures all elements as required by Regulation 5(1) of the Local Government (*Financial Management*) Regulations 1996 will be included in the review.

### Statutory Environment

Regulation 5(1) of the Local Government (*Financial Management*) Regulations 1996 requires the CEO to establish efficient systems and procedures in relation to financial management of the Shire.






- 4. Develop a policy to guide completion of future Financial Management Systems and Procedure Reviews including consideration of funding sources for any external reviews.**  
**Carried 3/0**

**Closure**

The Presiding Member closed the meeting at 5:24pm.

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	AC.01/0122	Minutes of the Meeting Held 22 November 2021
2	AC.02/0122	2020/21 Report on Significant Adverse Trends
3	AC.03/0122	2021 Compliance Audit Return
4	AC.04/0122	Draft Scope for the 2022 Financial Management Systems & Procedures Review

Minutes checked and authorised by CEO T Clynch		31.01.22
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## Bridgetown-Greenbushes - Compliance Audit Return 2021

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	Not Applicable		Michelle Larkworthy
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	Not Applicable		Michelle Larkworthy
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	Not Applicable		Michelle Larkworthy
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	Not Applicable		Michelle Larkworthy
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Not Applicable		Michelle Larkworthy



**Bridgetown-Greenbushes - Compliance Audit Return 2021**

<b>Delegation of Power/Duty</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s5.16	Were all delegations to committees resolved by absolute majority?	Not Applicable	No delegations to Committees	Michelle Larkworthy	
2	s5.16	Were all delegations to committees in writing?	Not Applicable		Michelle Larkworthy	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Not Applicable		Michelle Larkworthy	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Not Applicable		Michelle Larkworthy	
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Ordinary Council Meeting 25.11.2021 and Council continued to not provide any delegations to committees	Tim Clynch	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Tim Clynch	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Tim Clynch	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Tim Clynch	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Tim Clynch	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Tim Clynch	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Tim Clynch	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Council reviewed its delegations to Committees (nil) and CEO on 25 November 2021. The CEO reviewed delegations to staff in December 2021	Tim Clynch	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Michelle Larkworthy	

**Bridgetown-Greenbushes - Compliance Audit Return 2021**

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Tim Clynch
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Not Applicable		Tim Clynch
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Tim Clynch
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Tim Clynch
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Tim Clynch
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Tim Clynch
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Tim Clynch
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Tim Clynch
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Tim Clynch
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Tim Clynch
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Tim Clynch



No	Reference	Question	Response	Comments	Respondent
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Tim Clynch
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	The register wasn't updated in 2021 to remove persons no longer required to be listed. Once this was identified the update occurred in January 2022	Tim Clynch
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Not Applicable	Refer response to question above. This didn't occur in 2021 but has been done in January 2022	Tim Clynch
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*	Yes		Tim Clynch
		*Question not applicable after 2 Feb 2021			
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Not Applicable	No such interests declared	Tim Clynch
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Tim Clynch
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Not Applicable		Tim Clynch
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	Not Applicable		Tim Clynch
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Tim Clynch
		*Question not applicable after 2 Feb 2021			



No	Reference	Question	Response	Comments	Respondent
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*  *Question not applicable after 2 Feb 2021	Yes		Tim Clynch
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Council adopted 29.4.21	Tim Clynch
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Not Applicable		Tim Clynch
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Tim Clynch
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Tim Clynch



## Bridgetown-Greenbushes - Compliance Audit Return 2021

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Not Applicable		Tim Clynych
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Not Applicable		Tim Clynych



## Bridgetown-Greenbushes - Compliance Audit Return 2021

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) an & (2)	Did the CEO establish and maintain electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Tim Clynych
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Not Applicable	No gift forms received	Tim Clynych
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Tim Clynych





## Bridgetown-Greenbushes - Compliance Audit Return 2021

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Council adopted by Absolute Majority the 'Instrument of Appointment 2021-23 - Audit Committee' at its meeting held 28 October 2021, resolution C.05/1021. Council appointed by Absolute Majority four Councillors as elected member representatives to the Audit Committee at its meeting held 28 October 2021, resolution C.05/1021a	Michelle Larkworthy
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Not Applicable	No delegations have been given to the Audit Committee	Michelle Larkworthy
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	The 30 June 2021 Audit Report was received 23 November 2021	Michelle Larkworthy
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Not Applicable		Michelle Larkworthy
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	Council's 2019/20 Audit Report contained a significant matter in relation to its financial position (Operating Surplus and Asset Sustainability Ratios were below the Department standard for the last three years). The Audit Report was received by Council at its meeting held 17 December 2020. A report on the significant matter was presented to the Audit Committee in January 2021 and adopted by Council at its meeting held 25 February 2021, resolution C.08/0221. A copy of the report was provided to the Minister on 15 March 2021.	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	The report was published on the Shire's official website on 19 March 2021.	Michelle Larkworthy
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	The 30 June 2021 Audit Report was received 23 November 2021 and adopted by Council at its meeting held 16 December 2021, resolution C.06/1221	Michelle Larkworthy



## Bridgetown-Greenbushes - Compliance Audit Return 2021

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Council adopted by Absolute Majority its 2021-2031 Strategic Community Plan at the Ordinary Council Meeting held 24 June 2021. Resolution number C.06/0621	Michelle Larkworthy
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Council adopted by Absolute Majority its 2021-2025 Corporate Business Plan at the Ordinary Council Meeting held 24 June 2021. Resolution number C.07/0621	Michelle Larkworthy
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	See below	Michelle Larkworthy



## Bridgetown-Greenbushes - Compliance Audit Return 2021

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Not Applicable		Michelle Larkworthy
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	One Executive Manager position became vacant during 2021, the position was advertised	Michelle Larkworthy
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Not Applicable		Michelle Larkworthy
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Not Applicable		Michelle Larkworthy
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Not Applicable		Michelle Larkworthy
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	Not Applicable		Michelle Larkworthy



## Bridgetown-Greenbushes - Compliance Audit Return 2021

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	Resolution C.05/0221 - Council Meeting 25 February 2021	Tim Clynh
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes		Tim Clynh
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	The complaints register has previously been on the Shire website but when checking for the purpose of this compliance audit return it has been discovered that it has been deleted. This must have occurred in a recent upgrade of the website. This has been immediately rectified, noting that no complaints were received in 2021	Tim Clynh



## Bridgetown-Greenbushes - Compliance Audit Return 2021

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 of (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	A review was undertaken in May 2019 and presented to Council at its meeting held 27 June 2019 - Resolution number C.08/0619	Michelle Larkworthy
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	A review was undertaken in June 2020 and presented to Council at its meeting held 25 June 2020 - Resolution number C.08/0620	Michelle Larkworthy
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Not Applicable		Tim Clynych
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Not Applicable	Policy was originally adopted in April 2020 and remains unchanged and like all Council policies is published on the Shire website	Tim Clynych
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Tim Clynych
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Not Applicable	Policy was originally adopted in April 2020, was reviewed by Council In November 2021 and like all Council policies is published on the Shire website	Tim Clynych
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Tim Clynych
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes	Balanced accounts and the Annual Financial Report for the year ending 30 June 2021 were submitted to the Auditor on 22nd September 2021	Michelle Larkworthy
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Michelle Larkworthy

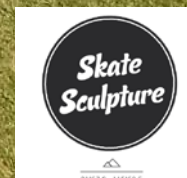


## Bridgetown-Greenbushes - Compliance Audit Return 2021

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	As part of the checking process undertaken at accounts payable level compliance to Council's purchasing policy is audited. A register is kept of all suspected non-compliance for Executive review and action in accordance with the administrative procedure.	Michelle Larkworthy
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	No areas of non-compliance at this level have been identified at the accounts payable auditing level.	Michelle Larkworthy
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Tim Clynych
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Not Applicable		Tim Clynych
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Tim Clynych
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Tim Clynych
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	The hard copy version of the tenders register is fully compliant however it isn't published on the Shire website, instead an abridged listing of tenders is shown. This will be corrected with the full tender register to be uploaded and published on the website	Tim Clynych
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	RFT2/2021 - 1 tender was received outside the Tenderlink electronic platform as the tenderer unable to upload its tender by the closure deadline. This tender was determined to be non-compliant	Tim Clynych
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Tim Clynych

10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Tim Clynch
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Not Applicable		Tim Clynch
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Not Applicable		Tim Clynch
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Not Applicable		Tim Clynch
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Not Applicable		Tim Clynch
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Not Applicable	This Shire has not proceeded down the path of establishing panels of pre-qualified suppliers.	Michelle Larkworthy
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Not Applicable		Michelle Larkworthy
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Not Applicable		Michelle Larkworthy
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Not Applicable		Michelle Larkworthy
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Not Applicable		Michelle Larkworthy
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Not Applicable		Michelle Larkworthy
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Not Applicable		Michelle Larkworthy
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Council has a Regional Price Preference Policy (Policy No. F.5)	Tim Clynch

# GREENBUSHES YOUTH PRECINCT COMMUNITY CONSULTATION REPORT



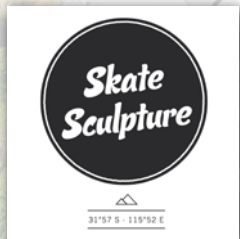


**PROJECT NAME:** GREENBUSHES YOUTH PRECINCT  
**PROJECT NO:** GRB302

PREPARED FOR:



PREPARED BY:



**REVISIONS TABLE:**

REVISION	DATE	ISSUE OR AMENDMENT	BY	REVIEWED
A	08.02.2022	ISSUED FOR CLIENT REVIEW	SS	

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# PROJECT INTRODUCTION

In November 2021, the Shire of Bridgetown-Greenbushes engaged West Australian based skatepark firm Skate Sculpture to facilitate a series of community engagement sessions. A subsequent report, based on the results of the community engagement, was compiled by Skate Sculpture to present to Council as a tool to help inform their decisions regarding the future Greenbushes Youth Precinct.

Through community advocacy and conversations between staff and Council, the project evolved from looking at the cost of replacing the existing Greenbushes half pipe, to reviewing the entire existing skatepark and surrounding area with the intention of creating a modern Youth Precinct that reflects the wishes of the Greenbushes community.

For the purposes of this report, the Shire of Greenbushes nominated a proposed construction budget of approximately \$350,000-\$450,000 for the future Greenbushes Youth Precinct. The intention of the community engagement was to have professional skatepark designers interact with Greenbushes residents, inform them on current trends in youth precinct infrastructure and implementation, and provide the opportunity for the Greenbushes community to share their ideas and reach a consensus on what the future youth facility in Greenbushes would look like. The final recommendations aim to best reflect community need, existing site constraints and working within Council's proposed budget. This will assist in guiding Council to develop the future stages of concept and detailed designs and cost estimates, grant funding and budgeting, and construction of the Greenbushes Youth Precinct.



# SITE ANALYSIS

Founded in 1889, the town of Greenbushes is located 250km south of Perth with a population of 362 according to the 2016 census. Greenbushes' two major industries are mining and timber milling with tourism and art galleries also a strong component of Greenbushes' industry.

The proposed site for the future youth precinct is located between Blackwood Road and Jephson Street and is currently home to the Greenbushes Town Hall, a war memorial, car park, existing skatepark and Thomson Park which includes; a gazebo with BBQ, seating and a children's playground covered with shade sails. The park is less than 50m from the Greenbushes Primary school, which will see the facility well activated before and after school, 155m from the community garden, and 415m from the Greenbushes Discovery Centre where tourists will be encouraged to visit the youth precinct. There are various food stores and cafés along Blackwood Road, making it easily accessible for precinct users to walk, skate or ride for refreshments.

The proposed site is already a hot spot for community gatherings, and with its proximity to the school and local businesses, plus the large area of open space available for development, this is the ideal location for the future Greenbushes Youth Precinct.

## Existing Skatepark

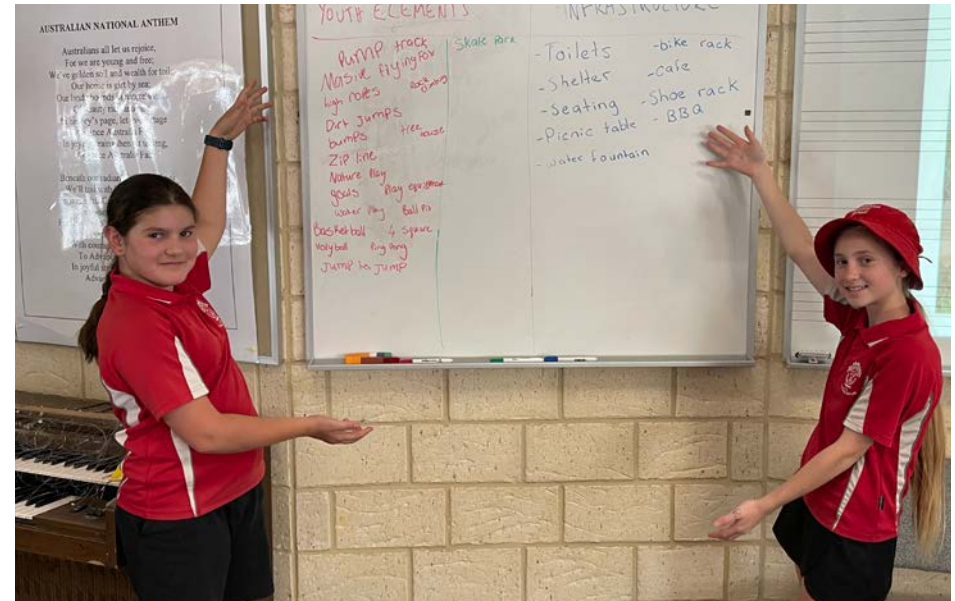
The existing skatepark sits 10m from the Town Hall and consists of six skate objects: A ledge, fun box, bank, flat rail, quarter pipe and steel half-pipe. The half-pipe has been fenced off, deemed a safety hazard due to excessive rust and large holes on the metal surface of the ramp. A quarter-pipe, made from a steel frame with a concrete face and a plastic toe, is also dangerous due to the excessively high lip at the toe of the ramp, which could halt skateboard wheels and dislodge the rider. The remaining four objects have outdated design and construction characteristics that limit the functionality and overall appeal of the facility. As a result, the existing skatepark is underutilised and holds little future value. It is recommended that the existing skatepark be demolished and removed to make way for a new and improved facility.



# COMMUNITY CONSULTATION

On the 26th of November, Skate Sculpture staff Tim Yuen and Mat de Koning in collaboration with Shire of Bridgetown-Greenbushes Manager of Community Development Megan Richards, visited Greenbushes to conduct a site analysis and facilitate two community engagement sessions to inform future planning for the Greenbushes Youth Precinct. The day commenced with a workshop at Greenbushes Primary School attended by students from year's three to six. After giving an overview of the project and informing participants how their involvement will help shape the future facility, students took part in a brainstorming activity where they called out the various attributes that make up a youth precinct. This included skate objects, youth elements and supporting infrastructure and were scribed in front of the class by two students.

The group then looked at the design of the Bridgetown Youth Precinct (pictured bottom right). Currently under construction and designed by Skate Sculpture and Common Ground. Once completed, the facility will include a small pump track, skate bowl, various street skating elements, shade structure with seating, basketball court and stage two parkour course, all complementing the existing Bridgetown Skatepark. This review informed the participating students of the spatial parameters required when designing a youth precinct, and highlighted the attractions on offer in the neighbouring town of Bridgetown. (Continued on next page).



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The Student were then encouraged to create their own designs of the Youth Precinct including their favourite elements on a 2D black and white aerial view of the proposed site. A catalogue of skate and non-skate based images were provided for inspiration and guidance. Once completed the students could present their designs to the other students and the Skate Sculpture design team.

The brief required students to include their top 2 youth elements, top 3 skate elements and top three infrastructure items. After deciding on their preferred elements and brainstorming potential spatial arrangements, each group applied their ideas to their design. This resulted in several youth precinct designs created by the students of Greenbushes Primary School.

Participants were then given a survey where they could register relevant statistics, nominate their personal design preferences, and express their closing thoughts to help shape the design of the Greenbushes Youth Precinct.

The engagement process was repeated after school at Thomson Park, adjacent to the proposed site. This session allowed Skate Sculpture to engage with a larger sector of the Greenbushes community including parents, business owners, Councillors, local residents and high school students who had returned from Bridgetown High School. The event was supported by Grow Greenbushes and included a BBQ and free icy poles for all in attendance. The event was also covered by the local newspaper. In total, 48 people participated in the survey and design activities resulting in the following findings; See info-graphics



# CONSULTATION RESULTS

WE SPOKE TO

48 PARTICIPANTS



WHAT IS YOUR GENDER?

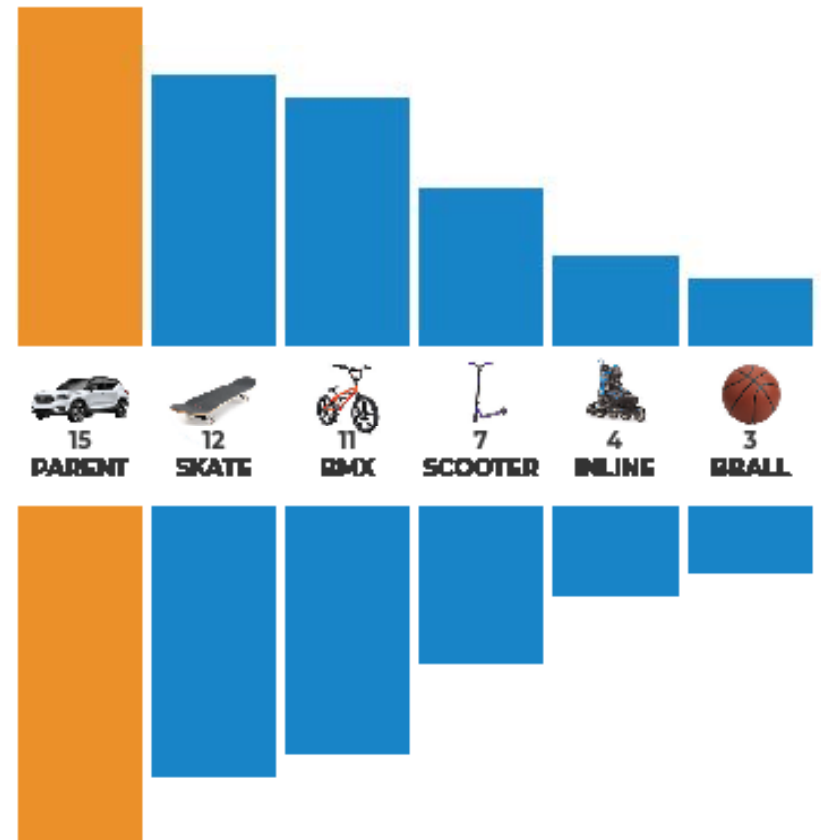
**19**  
MALE

**29**  
FEMALE

WHAT AGE GROUP ARE YOU IN?



HOW DO YOU ROLL?



**MOST POPULAR YOUTH ELEMENTS**

**EACH PARTICIPANT ALLOTTED 6 POINTS**



**WHAT WOULD YOU PREFER?**

**EACH PARTICIPANT ALLOTTED 1 POINT**









# CONSULTATION RESULTS - COMMUNITY COMMENTS



## Please describe your dream youth precinct for Greenbushes:

- Somewhere for the children and their family to go. Plus bring more people to our community. - Susie
- Multiple aspects of skate, bike, basketball, jungle gym. - Brent
- Keep our kids happy, healthy and safe. - Granny Yohgu
- Greenscape, not too much fake shade & concrete everywhere. Access for all abilities. - Jazlyn
- A youth precinct made for a wide variety of ages & abilities. Considering younger children wanting to join in safely - Jillian
- I would really like to have a pump track that has big humps and bumps, plus water play. - Shenae
- I would like to see nature and trees incorporated into the park - Maddox
- Natural play area surrounded by pump track, upgraded skatepark with basketball court, water, sprinklers & SHADE - Tracie
- A place for young and old to hang out and get plenty of exercise - Vincent
- Lots of space for free skating, shade, seating for birthday parties with power supply, drink fountains, an area for younger siblings to learn to skate, a mural. - Jade
- Something for all ages, play ground and water-play, a track for all kind of wheels including wheel chairs. - Kelly
- Multi activity / trail hub. Greenbushes has a genuine opportunity to lay foundations, for a future hub with existing Bibulmun and Munda Biddi trails near by and MTB presence. These types of Hubs have lead to big economic benefits in other towns like Greenbushes. - Ryan
- I would like a hard obstacle course or parkour with rope to swing from to a platform. I would like it to be like a ninja warrior with gymnastics bar and platforms to jump from to other things. - Tessa

# SUMMARY OF CONSULTATION RESULTS

The design survey was undertaken by 60% female participants, 40% male, with the majority aged 12 and under. There was a fairly even number of participants in all other age categories, demonstrating a broad representation of Greenbushes community members.

Skateboarding was the most popular activity amongst participants closely followed by BMX riders, then scooter, in-line and basketball. 15% of participants were parents.

Based on a points system where participants were asked to rank their top three youth elements for Greenbushes, a skatepark was the clear winner at 80 points, closely followed by a pump track at 64 points. Basketball came in at 40 points. In 4th spot was parkour at 23 points, followed by water play at 14 points, and a jump track at 7 points.

When asked 'If a skatepark and / or pump track was included in the youth precinct, which of these three options would you prefer?' 50% of people nominated half skatepark / half pump track. 29% of people selected 'all pump track' with only 17% requesting 'all skatepark'. This result places more emphasis on the importance of a pump track, which is contradictory to the results of the previous question, and highlights the underlying demand for a pump track within the precinct.

The closing comments section demonstrated a desire for incorporating nature and providing ample shade for parents and riders alike. Some community members noted the need to cater for people of all ages and wanted the facility to attract more people to Greenbushes while providing a safe environment for young people. Many expressed a positive outlook on the social and physical opportunities this precinct will provide the people of Greenbushes.



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# MOVING FORWARD

With a proposed construction budget of \$350,000 it will be difficult to incorporate all top four youth elements without compromising on the size and functionality of the skatepark and pump track. For this reason, Skate Sculpture recommended the Shire of Bridgetown-Greenbushes take a staged approach to implementing the construction of the youth precinct. This would see the top two youth items, skatepark and pump track, prioritised in stage one accompanied by the required supporting infrastructure including a shade shelter, seating, bins and a drink fountain with basic landscaping. The basketball court and parkour can be built at a second stage.

For the purpose of spatial and financial planning, a concept design should be created to reflect the results from the community engagement and highlight which components are to be built as part of stage one, and which can be added at stage two. The concept design should be accompanied by a report and opinion of probable costs, itemizing each element of the precinct. It is recommended that a draft design is showcased to the Greenbushes community for further feedback before completion. Prior to commencing the concept design, it is recommended that the Shire have a geotechnical investigation and site survey conducted to assist in planning.

Based on the regional settings of Greenbushes, Skate Sculpture recommends a combined detailed design and construction request for tender package. This will ensure the design and construction company collaboratively determine what can be provided for the nominated budget, which will avoid over-priced construction tender bids, and eliminate the risk of required redesigns. Prior to commencing construction, the existing skatepark will also need to be demolished and disposed of which can be undertaken by a local business.

## Community, Local Business and Shire Contribution

Through proactive community interaction, the shire may find ways to enlist support for the project including labour, machinery and materials within the local community. This approach could reduce overheads and provide the additional resources required to additional components of the youth precinct. For example, as a town known for timber milling, there may be tree logs available that are suitable for seating and nature play / parkour. There may also be skilled workers and/or local businesses that are prepared to provide in kind or reduced rates to complete the works.

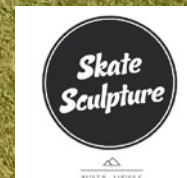


# INDICATIVE BUDGET

<b>GEOTECHNICAL INVESTIGATION</b>	<b>\$3,500</b>
<b>SITE SURVEY</b>	<b>\$3,500</b>
<b>DETAILED DESIGN</b>	<b>\$17,500</b>
<b>DEMOLITION AND REMOVAL OF PRE-EXISTING SKATEPARK</b>	<b>\$20,000</b>
<b>STAGE 1</b>	
<b>SKATEPARK</b>	<b>\$200,000</b>
<b>PUMP TRACK</b>	<b>\$100,000</b>
<b>SUPPORTING INFRASTRUCTURE &amp; LANDSCAPING</b>	<b>\$50,000</b>
<b>STAGE 2</b>	
<b>BASKETBALL</b>	<b>\$30,000</b>
<b>PARKOUR</b>	<b>\$40,000 - \$80,000 DEPENDING ON DESIGN AND MATERIALS SPECIFIED.</b>



# GREENBUSHES YOUTH PRECINCT COMMUNITY CONSULTATION REPORT

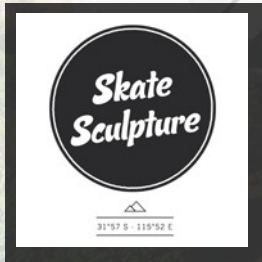


**PROJECT NAME:** GREENBUSHES YOUTH PRECINCT  
**PROJECT NO:** GRB302

PREPARED FOR:



PREPARED BY:



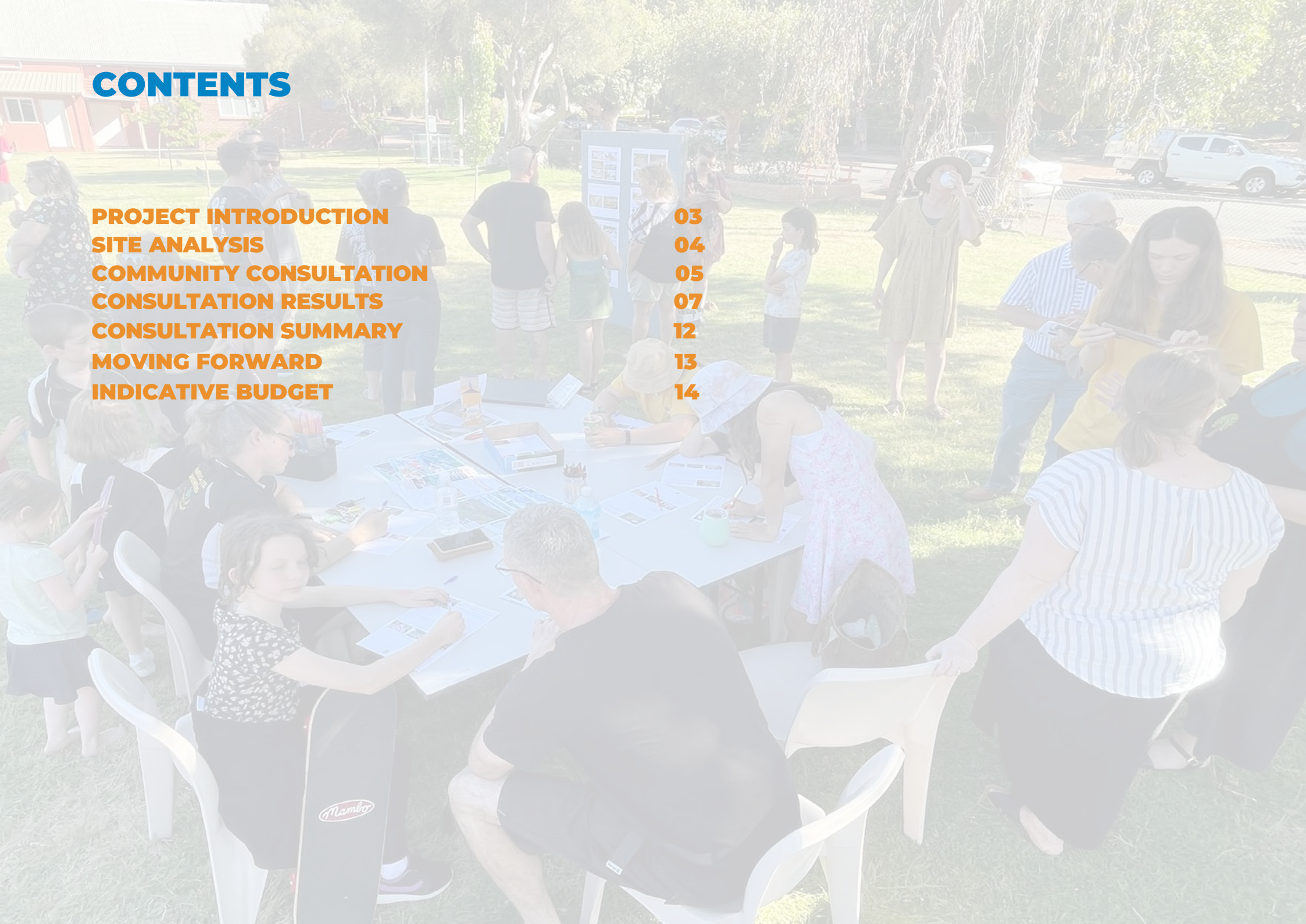
**REVISIONS TABLE:**

REVISION	DATE	ISSUE OR AMENDMENT	BY	REVIEWED
A	18.02.2022	ISSUED FOR CLIENT REVIEW	MAT DE KONING	TIM YUEN
B	21.02.2022	ISSUED FOR CLIENT REVIEW	MAT DE KONING	TIM YUEN



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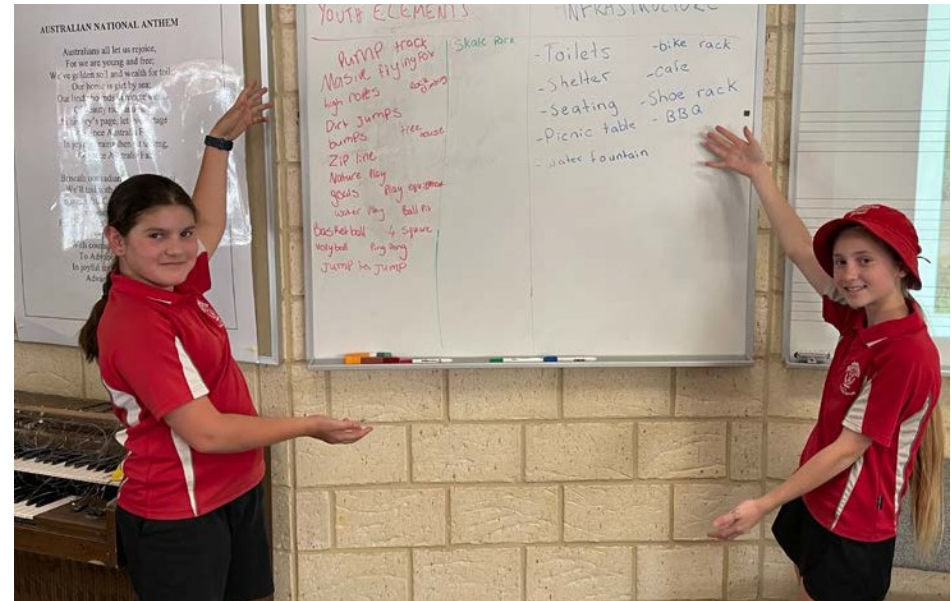
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The brief required students to include their top 2 youth elements, top 3 skate elements and top three infrastructure items. After deciding on their preferred elements and brainstorming potential spatial arrangements, each group applied their ideas to their design. This resulted in several youth precinct designs created by the students of Greenbushes Primary School.

Participants were then given a survey where they could register relevant statistics, nominate their personal design preferences, and express their closing thoughts to help shape the design of the Greenbushes Youth Precinct.

The engagement process was repeated after school at Thomson Park, adjacent to the proposed site. This session allowed Skate Sculpture to engage with a larger sector of the Greenbushes community including parents, business owners, Councillors, local residents and high school students who had returned from Bridgetown High School. The event was supported by Grow Greenbushes and included a BBQ and free icy poles for all in attendance. The event was also covered by the local newspaper. In total, 48 people participated in the survey and design activities resulting in the following findings; See info-graphics



# CONSULTATION RESULTS

WE SPOKE TO

48 PARTICIPANTS



WHAT IS YOUR GENDER?

♂ 19

MALE

♀ 29

FEMALE

WHAT AGE GROUP ARE YOU IN?

♂ 22   ♂ 07   ♂ 03   ♂ 08   ♂ 05   ♂ 03

AGED 0-12   AGED 13-19   AGED 20-35   AGED 36-45   AGED 46-55   AGED 55+

HOW DO YOU ROLL?



**MOST POPULAR YOUTH ELEMENTS**

**EACH PARTICIPANT ALLOTTED 6 POINTS**



**WHAT WOULD YOU PREFER?**

**EACH PARTICIPANT ALLOTTED 1 POINT**









## CONSULTATION RESULTS - COMMUNITY COMMENTS



### Please describe your dream youth precinct for Greenbushes:

- Somewhere for the children and their family to go. Plus bring more people to our community. - Susie
- Multiple aspects of skate, bike, basketball, jungle gym. - Brent
- Keep our kids happy, healthy and safe. - Granny Yohgu
- Greenscape, not too much fake shade & concrete everywhere. Access for all abilities. - Jazlyn
- A youth precinct made for a wide variety of ages & abilities. Considering younger children wanting to join in safely - Jillian
- I would really like to have a pump track that has big humps and bumps, plus water play. - Shenae
- I would like to see nature and trees incorporated into the park - Maddox
- Natural play area surrounded by pump track, upgraded skatepark with basketball court, water, sprinklers & SHADE - Tracie
- A place for young and old to hang out and get plenty of exercise - Vincent
- Lots of space for free skating, shade, seating for birthday parties with power supply, drink fountains, an area for younger siblings to learn to skate, a mural. - Jade
- Something for all ages, play ground and water-play, a track for all kind of wheels including wheel chairs. - Kelly
- Multi activity/trail hub. Greenbushes has a genuine opportunity to lay foundations, for a future hub with existing Bibulmun and Munda Biddi trails near by and MTB presence. These types of Hubs have lead to big economic benefits in other towns like Greenbushes. - Ryan
- I would like a hard obstacle course or parkour with rope to swing from to a platform. I would like it to be like a ninja warrior with gymnastics bar and platforms to jump from to other things. - Tessa

# SUMMARY OF CONSULTATION RESULTS

The design survey was undertaken by 60% female participants, 40% male, with the majority aged 12 and under. There was a fairly even number of participants in all other age categories, demonstrating a broad representation of Greenbushes community members.

Skateboarding was the most popular activity amongst participants closely followed by BMX riders, then scooter, in-line and basketball. 15% of participants were parents.

Based on a points system where participants were asked to rank their top three youth elements for Greenbushes, a skatepark was the clear winner at 80 points, closely followed by a pump track at 64 points. Basketball came in at 40 points. In 4th spot was parkour at 23 points, followed by water play at 14 points, and a jump track at 7 points.

When asked 'If a skatepark and / or pump track was included in the youth precinct, which of these three options would you prefer?' 50% of people nominated half skatepark / half pump track. 29% of people selected 'all pump track' with only 17% requesting 'all skatepark'. This result places more emphasis on the importance of a pump track, which is contradictory to the results of the previous question, and highlights the underlying demand for a pump track within the precinct.

The closing comments section demonstrated a desire for incorporating nature and providing ample shade for parents and riders alike. Some community members noted the need to cater for people of all ages and wanted the facility to attract more people to Greenbushes while providing a safe environment for young people. Many expressed a positive outlook on the social and physical opportunities this precinct will provide the people of Greenbushes.



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# MOVING FORWARD

With a proposed construction budget of \$450,000, the three most requested youth elements can be incorporated within the Greenbushes Youth Precinct. This will include a skatepark, pump track, and basketball court / multi court to be accompanied by the required supporting infrastructure including a shade shelter, seating, bins and a drink fountain with basic landscaping and the possibility of additional trees. Within the landscaping brief, there is also potential to provide a parkour course made from locally sourced trees, that also provide seating. Further investigation is needed to determine the financial and logistical viability of this.

For spatial and financial planning, a concept design should be created to reflect the results from the community engagement and best utilise the allocated space. The concept design should be accompanied by a report and opinion of probable costs, itemizing each element of the precinct. It is recommended that a draft design is showcased to the Greenbushes community for further feedback before completion. It is recommended that the Shire have a geotechnical investigation and site survey conducted prior to commencing the concept design to assist in planning.

Based on the regional settings of Greenbushes, Skate Sculpture recommends a combined detailed design and construction request for tender package. This will ensure the design and construction company collaboratively determine what can be provided for the nominated budget, which will avoid over-priced construction tender bids, and eliminate the risk of required redesigns. Prior to commencing construction, the existing skatepark will also need to be demolished and disposed of which can be undertaken by a local business.

## Community, Local Business and Shire Contribution

Through proactive community interaction, the shire may find ways to enlist support for the project including labour, machinery and materials within the local community. This approach could reduce overheads and provide the additional resources required to additional components of the youth precinct. For example, as a town known for timber milling, there may be tree logs available that are suitable for seating and nature play / parkour. There may also be skilled workers and/or local businesses that are prepared to provide in kind or reduced rates to complete the works.



# INDICATIVE BUDGET

GEOTECHNICAL INVESTIGATION	\$3,500
SITE SURVEY	\$3,500
DETAILED DESIGN	\$17,500
DEMOLITION AND REMOVAL OF PRE-EXISTING SKATEPARK	\$20,000 (Others In-Kind)
CONSTRUCTION	
SKATEPARK	\$230,000
PUMP TRACK	\$110,000
SUPPORTING INFRASTRUCTURE & LANDSCAPING	\$45,500
BASKETBALL / MULITCOURT	\$40,000



## BRIEF/RUN SHEET

**WORKSHOP WITH SELECTED COMMUNITY GROUPS ON CONSIDERATIONS TO OUTSOURCE  
MANAGEMENT OF THE VISITOR CENTRE**

**THURSDAY 17<sup>TH</sup> MARCH 2022 COMMENCING AT 6.00PM IN THE LESSER HALL**

Representatives of the Following Groups to be invited:

Bridgetown CRC  
 BGBTA  
 Blues at Bridgetown  
 Bridgetown Historical Society  
 Transition Bridgetown  
 Bridgetown Garden Club  
 Bridgetown Discovery  
 Rabbit Hole  
 Greenbushes Discovery Centre

For COVID-19 record keeping purposes groups are requested to pre-nominate attendees.

Room will be set up with tables allocated to each community group. Councillors will have their own table(s).

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
5.45-6.00pm	Meet and Greet	Shire Councillors and Staff
6.00pm	Official opening, Welcome to Country, Acknowledgement of Attendees	Shire President
6.05pm	Housekeeping, agenda for the evening, Introduction of Facilitator and Guest Speakers	CEO
Hand over to Facilitator		
6.10pm	Overview of: <ol style="list-style-type: none"> <li>1. Reasoning for the VC Outsourcing Project;</li> <li>2. Financial Performance vs Service Delivery</li> <li>3. Events since the completion of the VC Outsourcing Project – how we arrived at this point.</li> </ol>	CEO
6.25pm	Economic Transitions to provide an overview of the VC Outsourcing Project Report	Kim Hewson
6.40pm	Bridgetown CRC to provide an update of the work they have done since Council decision to endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the CRC. This will include tabling of indicative floor plan of how the CRC and visitor servicing functions will be serviced.	John Nicholas

6.55pm	Shire to provide a summary of the key issues and concerns from community since the completion of the VC Outsourcing Project. CRC and Economic Transitions to assist with strategies to overcome the barriers.	CEO Kim Hewson John Nicholas
7.15pm	Open question time. Shire, CRC and Economic Transitions to answer questions as required.  i.e. feedback on the CRC's draft floor plan, interest from other groups in submitting a proposal to take over management of the visitor centre, questions about how the visitor centre would be managed under the CRC model, financial implications to the Shire of the CRC model, condition of the existing building, etc.	CEO Kim Hewson John Nicholas
7.55pm	Summary of Conclusions	Facilitator
8.00pm	Close	Facilitator