NOTICE OF AN ORDINARY MEETING OF COUNCIL	
Dear Council Member The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday 24 November 2022** in Council Chambers, commencing at 5.30pm.	
T Clynch, CEO	
Date:	18 November 2022

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on Thursday 24 November 2022, commencing at 5.30pm.

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- J Boyle
	- E Browne
	- M Christensen
	- T Lansdell
	- S Mahoney
	- A Pratico
	- P Quinby
	- A Rose
Officers	- T Clynch, Chief Executive Officer
	- P St John, Executive Manager Development & Infrastructure
	- M Larkworthy, Executive Manager Corporate Services
	- E Matthews, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

October Ordinary Council Meeting – 27 October 2022

I. Buss

Question

Can you please provide further information regarding the (Use Not Listed – Temporary Workers Accommodation) proposed direction of the lights, colour of the lighting and if there will be a timer on the lighting.

> *Response – The Application details the lighting that is proposed is to be low voltage solar lighting which the Applicant advises will not have any undue or adverse impacts offsite. An Indicative Lighting Layout and technical specification sheets that were supplied as part of the Application has been provided to you. The lighting proposed will include external wall lights, solar powered access way lights and solar powered bollard lights to illuminate pedestrian pathways. All lighting*

proposed within the temporary worker's accommodation has been selected to reduce the offsite impacts of lighting.

B. Bebbington

Question

So the emails I sent on 25 March, 1 April, 1 June, in August and 30 September should have been responded to by now? Can you explain why I have had to wait 7 months for a reply?

Response – This matter has been discussed with relevant staff. When receiving your initial email in April the relevant staff member did respond to you advising along the lines that due to workload pressures a response couldn't be provided immediately but would be done soon. Unfortunately the workload of that officer remained high and your matter wasn't progressed for a few months. Investigations into the matters raised in your email, which concern alleged unauthorised development on private land, commenced in August. Due to their level of complexity, including interpretation of policy and legislation, a final determination on these matters has yet to be made. I do believe however that the staff should have provided you with brief responses during the period between April and September reassuring you that your concerns were being investigated and provided some timeline on when a final response could be expected by you. I understand that without receiving these types of update you could easily assume that your correspondence was being ignored. With respect to your email of 30 September in which you again requested a response to your April email and also provided some updated information on the alleged unauthorised developments, once again this coincided with a period of high workload, in particular wok associated with assessing the application concerning a temporary workers accommodation camp in North Greenbushes. The relevant Shire staff were significantly occupied in dealing with assessment of the application and responding to a number of public queries, including a large number by yourself.

In addition to consideration of operational matters, we have for a few months now been developing a draft Development Compliance policy. The purpose of this policy will be to enable the Council to express its priorities in terms of Development Compliance, to reflect broader community attitudes towards this issue. I expect that this draft Policy will be presented to Council in November or December of this year, and this Policy will likely have some bearing on how the Council deals with both existing and future development compliance issues, including the specific alleged unauthorised developments you have referred to in your letters.

I expect that staff will be in a position to provide a final response to your questions within 2 weeks, however it is likely that a decision on what further actions might be taken will be considered in the context of the Development Compliance Policy, when this is finalised.

Question

What overflow system is in place for the (Use Not Listed – Temporary Workers Accommodation) untreated sewerage in those tanks? How is it intended to contain any overflow since there is no bunding on the property?

Response – The technical specifications of the proposed effluent management system, where 2 bunded and lined waste water storage tanks are proposed, is yet

to be submitted to the Shire. This will be assessed in due course and if necessary approvals issued by environmental health staff at the building permit stage.

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/1122 Ordinary Council Meeting held 27 October 2022

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

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.02/1122	**FILE REF.**	Rd.27
SUBJECT	Petition – Greenbushes Depot and Worker		
PROPONENT	Mr T Stallard		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 November 2022		

Attachment 1 Petition

OFFICER RECOMMENDATON
That Council:
1. *Receive the petition*

2. *Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels*

3. *Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council*

4. *Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.*

Summary/Purpose
A petition was presented to Council at its ordinary meeting held on 27 October 2022. Clause 3.4.1 of the Standing Orders requires the CEO to present the petition and an appropriate officer report to the following ordinary meeting of Council – in this case the ordinary November 2022 meeting.

Background
Written notice of a petition was received by the Shire of Bridgetown-Greenbushes on 17 October 2022 and 27 October 2022. At the Council meeting held on 27 October 2022, Mr Trevor Stallard presented the petition requesting Council consider a depot and one full time worker be based at Greenbushes.

The wording of the petition, signed by 155 persons, reads:

We the undersigned request that the council consider a Depot and one full time worker be based at Greenbushes. This being because of the general lack of maintenance and numerous safety issues not being rectified.

Officer Comment
Clause 3.4.1 of Council's Standing Orders sets out the requirements for a petition to be effective. These requirements are:

(a) Is to be addressed to the Shire President;
(b) Is to be made by electors of the district;
(c) Is to state the request on each page of the petition;

(d) Is to contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
(e) Is to contain a summary of the reasons for the request;
(f) Is to state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
(g) Not relevant to this petition.

The petition complies with the above requirements.

Officer Comment
Notwithstanding the specific reference to having a depot and full-time worker based in Greenbushes, the reasons for the request can be linked to a dissatisfaction with levels of service being provided to the Greenbushes locality, in the areas of parks and gardens and infrastructure/works.

Parks and gardens service levels were prepared in 2020/21 with 3 separate council workshop/concept forum discussions being held, culminating in the service levels being completed in April 2021.

In recent months councillors and staff have identified a desire to review the service levels. Notwithstanding a recognition that absences of staff in parks and gardens in 2022 have impacted our ability to deliver the agreed service levels, feedback from councillors and members of the public have highlighted the need for a review. A conclusion from a review would be a determination on whether existing staff resources (5.4 FTE) in parks and gardens are sufficient to meet community expectations.

The review of service levels will also assist in defining what can be termed “planned work” and what is termed “reactive work”. The current level of customer service requests is drawing parks and gardens staff away from dealing with planned work that is defined by the Parks and Gardens Service Levels.

At the November Concept Forum councillors indicated general support for the current parks and gardens hierarchies so that staff could commence its work on a review of the service levels. Councillors noted that they had the discretion to further review hierarchies when considering any draft new service levels. Staff will proceed with the initial phases of the review using the 2 options (Option 1 existing resources and Option 2 1 additional FTE) before reporting back in early 2023 with draft service levels.

The proposed review of parks and gardens service levels will hopefully address the concerns that Greenbushes residents have with maintenance/upkeep of parks, ovals, verges and garden beds in the town.

The wording of the petition is quite broad and doesn’t appear to be isolated to parks and gardens area only. This was confirmed to some extent by the presentation that Mr Stallard made to the October Council Meeting where a large number of photographs of “works” issues were tabled. It is noted that many of the issues raised were outside current Shire works practices (such as pruning vegetation encroaching onto public land from private land, pruning roadside vegetation where not interfering with vehicle sightlines or power lines). A review of these types of service levels can occur once the new parks and gardens service levels are determined however Council will always have to be conscious of the ability to fund any significant increases in service levels. Also many of the photographs tabled at the October Council Meeting

suggested a need for capital works improvements such as new or renewed footpaths, drainage infrastructure and road improvements. These types of works go beyond the task of maintenance and are funded by Council as capital works each year. Council is guided each year by its 10 year strategic woks plan (working document) and this document is reviewed annually prior to commencement of annual budget deliberations. The issues raised by Mr Stallard in the photographs he tabled can be addressed in that process.

The placement of staff such as which locality and/or facility (i.e. depot or office) is an operational responsibility of the Chief Executive Officer and not a decision of the Council. Section 2.7 of the Local Government Act does state that the role of the council is to govern the local government's affairs, be responsible for the performance of the local government's functions, oversee the allocation of the local government's finances and resources; and determine the local government's policies. Section 5.41 of the *Local Government Act* defines the functions of the Chief Executive Officer, including managing the day to day operations of the local government and being responsible for the employment, management supervision, direction and dismissal of other employees.

There are some issues that would have to be assessed when considering the possible placement of a dedicated staff member in Greenbushes. These include possible work, health and safety (WHS) exposure for an employee predominantly working alone, potential duplication of machinery, equipment and vehicle, and the limited scope of work that a single worker can perform. The concerns raised in the petition would be better addressed by the Council via a review of parks and gardens service levels.

The petition requests consideration of a depot in Greenbushes. A depot would appear to be intrinsically linked to the request for consideration of a full-time worker to be based in Greenbushes. Although the petition doesn't specify a location of a depot Mr Stallard in his petition did mention the current bush fire station in Greenbushes. There is a proposal to construct a new fire station on the same location of the current fire station however no decision has been made on the future use of the current building noting its construction was funded by the State Government's emergency services levy which therefore limits use of the building to emergency services purposes only.

Planning has recently commenced for reconstruction of the Shire Depot on Les Woodhead Avenue. As part of the planning process investigation can occur into the advantages and disadvantages of establishing a sub-works depot at Greenbushes.

Noting the petition is requesting Council consider a Depot and one full time worker be based at Greenbushes the proposals contained in the officer recommendation would put in place a means for Council to consider the reasons behind the petition, being a level of dissatisfaction with levels of service being provided to the Greenbushes locality

Statutory Environment
The Local Government Act 1995 specifies the strategic role of Council and the operational role of the Chief Executive Officer.

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 budget implications of placing a dedicated worker in Greenbushes and establishing a depot at Greenbushes are unknown at this stage.

Whole of Life Accounting - Nil

Risk Management
The blurring of the lines of what is strategic and what is operational can represent a risk in compliance with legislation.

Voting Requirements – Simple Majority

ITEM NO.	C.03/1122	**FILE REF.**	203
SUBJECT	Review of Policy Manual Section 4 - Infrastructure		
PROPONENT	Council		
OFFICER	Manager Infrastructure		
DATE OF REPORT	11 November 2022		

Attachment 2 Policy Manual Section 4 (Infrastructure) with proposed amendments shown as 'track changes'

OFFICER RECOMMENDATON
That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:

1. *Endorse the following Policies with modifications as shown in Attachment 2:*
   - *Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)*
   - *Policy I.5 (Road Resumptions)*
   - *Policy I.6 (Exploration Drilling on Shire Roads and Reserves)*
   - *Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)*
   - *Policy I.13 (Gravel Road Development & Maintenance)*
   - *Policy I.14 (Restricted Access Vehicles – Applications for Council Support)*
   - *Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)*
   - *Policy I.17 (Pesticides Spraying)*
   - *Policy I.19 (Gravel Procurement)*

2. *Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required*

3. *Note that a review of Policy I.8 (Temporary Closure of a Road for an Event) is being deferred pending a standalone review of that policy*

4. *Note and retain all other policies without modification.*

Summary/Purpose
For Council to consider minor amendments to Policies in Section 4 (Infrastructure) of the Policy Manual.

Background
Earlier this year Council commenced a process for reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 4 – 'Infrastructure' has 20 policies.

Officer Comment
Section 4 was discussed at the August 2022 Concept Forum where the following matters were noted:

- **I.1 – Street Trees**
  Council at its June meeting resolved that this policy be reviewed together with **Policy I.4 – Road Verge Development Criteria** *and* **Policy I.7 – Crossovers**. This review is proceeding
- **I.2 - Provision of Roads and Associated Civil Works for Subdivisions and Developments**
  - Throughout the policy change reference of "Council" to "the Shire".
  - Section 1.2 – change reference to "qualified practicing Civil Engineer or person with relevant experience of qualification" to "Clerk of Works (a person with relevant experience or qualification)" so as to provide more clarity on what type of person can prepare construction design drawings.
  - Section 1.6 – add in following sentence: "The bond is to be paid upon practical completion of works and prior to clearance of civil works being issued. Reason - there has been previous confusion and disagreement with developers about the timing of the defect liability bond payment.
  - Section 1.8 – change reference to "site supervisor" to "clerk of works" so as to be consistent with change proposed to Section 1.2. Also add the following sentence at the end of this section: "Should there be any discrepancy between the above and the Planning and Development Act 2005 then the Act will apply". This will ensure any dispute is dealt with in accordance with the legislation.
  - Section 1.10 – change 7.5% retention bond to 5% defects liability bond so as to be consistent with section 1.6.
  - Section 2.1 – replace "Council road" with "affected roads".
  - Sections 3.1 and 4.1 – change "Shire of Bridgetown-Greenbushes" to "Shire" so as to be consistent with balance of policy.

  - Section 3.3, 3rd paragraph – replace "unless specifically approved" with "and/or as electronic pdf vector format" so that it is clear what format plans are to submitted in, noting that electronic copies are now the norm.
  - Section 3.4, 4th paragraph - change "Australian Rainfall and Runoff 1997 guidelines" with "current Australian Rainfall and Runoff guidelines" as the 1997 guidelines have been updated.
  - Section 3.4, 5th paragraph – insert the word "method" between "a" and "approved" as this word is missing.
- **I.5 - Road Resumptions**
  Add the following paragraph to Section 1: "Land acquisitions valued up to $5,000 are considered minor subject to their being sufficient funds to this value in the budget. If the negotiated value exceeds $5,000 then the acquisition requires Council authorization by resolution". This paragraph is proposed in order to provide a definition of what is a minor land acquisition. Likewise under Section 2 add the following paragraph: "A land acquisition is considered Major if the estimated value exceeds $5,000" or is less than $5,000 but there aren't sufficient funds available in the budget for this acquisition".
- **I.14 – Restricted Access Vehicles – Applications for Council Support**
  - Amend title to "Restricted Access Vehicles"
  - A large number of changes are recommended – refer Attachment 5 for track change copy including staff comments where relevant.
- **I.17 – Pesticides Spraying**
  - Section 2, 2nd paragraph – delete URL link and reference the "Western Australian Health Department website" as URLs can be subject to change.
  - Update sign graphics (no change to wording, just improve quality of the pictures)
- **I.19 – Gravel Procurement**
  - Under "Background" delete everything after first 2 paragraphs. Staff are of the view that the balance of the "background" section confuses the policy. Shire staff are well aware of the existence of geological survey mapping and it does not need to be detailed in the policy. These maps are a guide only and suitable gravel can be found outside the CZL and Tg areas.
  - Under "Policy" delete clauses 2, 3 and 5.
  - Under "Policy" delete the table in clause 4. The specifications contained in the table are in the reference document and should not be repeated in the policy
  - In clause 6 add a 6th dot point to read "viability of blending materials in order to meet specifications".
  - Renumber Clauses 4 and 6 to 2 and 3.

Councillors agreed with the proposed changes outlined above and added others, being:

- **I.3 Timber Royalties**
  - Staff to investigate what restrictions are placed on the taking of timber from road reserves when that timber is felled for road construction requirements. If necessary a standalone review of this policy may be required.
- **I.9 Private Works Plant and Equipment Accessed by Shire Staff**
  - Reformat this policy and improve grammar.
- **I.13 Gravel Road Development & Maintenance**
  - Delete reference to Strategic Community Plan in opening paragraph.
  - Part 2, 2nd dot point – delete "subject to Council requirements".

- **I.15 Lawn Cemetery – Reservation of Grave Sites**
    - Clarification of what the last paragraph of the policy means and if necessary reword to better explain the responsibility of the Funeral Director in this circumstance.

The various proposed changes to policies are shown in the attachment as "track changes" including staff comments where relevant. This includes a number of changes to Policy I.9 and the deletion of the last paragraph in Policy I.15 as that sentence is deemed unnecessary.

Since the August Concept Forum staff have identified an additional policy amendment, being:

- **I.6 - Exploration Drilling on Shire Roads and Reserves**
  Section 3 – Removed mention of fee value and replaced with reference to current fees and charges to avoid potential inconsistency.

Also, the need for a standalone review of **Policy I.8 (Temporary Closure of a Road for an Event)** has been identified. Much of the procedural matters included in the current policy are legislated and should not be outlined in the policy and the traffic management plan documents mentioned are out of date or no longer relevant.

Statutory Environment – Not Applicable

Integrated Planning

- Strategic Community Plan
  Outcome 13 Proactive, visionary leaders who respond to community needs
  Objective 13.2 Embrace innovation and a 'can do' attitude
  Outcome 14 Effective governance and financial management
  Objective 14.1 Achieve excellence in organizational performance and service delivery

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

Policy/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management
Regular review of Council policies ensures they remain contemporary and effective.

Voting Requirements - Simple Majority

ITEM NO.	C.04/1122	**FILE REF.**	
SUBJECT	Review of Policy Manual Section 9 – Other		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	14 November 2022		

Attachment 3 Policy Manual Section 9 (Other) with proposed amendments shown as 'track changes'

OFFICER RECOMMENDATON

That with respect to Section 9 (Other) of the Policy Manual, Council:

1. *Endorse the following Policies with minor modifications as shown in Attachment 3:*
   - *O.1 Vandalism*
   - *O.2 Policy for Allowing Functions in Shire Reserves or Parks*
   - *O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory*
   - *O.5 Provision of Refreshments to Firefighters by Incident Controller*
   - *O.14 Australia Day Events*

2. *Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly*

3. *Note and retain all other policies without modification*

4. *Note that the following policies will be subject to standalone review in 2022/23:*
   - *O.8 Bridgetown-Greenbushes Visitor Centre Membership*
   - *O.9 Bush Fire Brigade Personal Protective Equipment*
   - *O.11 Use of Chainsaws by Bush Fire Brigades*
   - *O.15 Fire Protection – Shire of Brigade Owned Fire Fighting Appliances.*

Summary/Purpose
For Council to consider minor amendments to Policies in Section 9 (Other) of the Policy Manual.

Background
Earlier this year Council commenced a process for reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 9 – 'Other' has 15 policies.

Officer Comment
Section 9 was discussed at the November 2022 Concept Forum where the following matters were noted:

- **O.1 Vandalism**
  - Change "Council" to "Councillors".
- **O.2 Policy for Allowing Functions in Shire Reserves or Parks**
  - Change Title of Policy to 'Functions in Shire Reserves or Parks'
  - New Clause (i) under Guidelines to read "All events to be managed in compliance with the Shire's events procedure" and renumber existing clauses accordingly.
- **O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory**
  - delete wording in clause 3 so that this clause reads "Advertise notice of the proposal to update the Inventory".
- **O.5 Provision of Refreshments to Firefighters by Incident Controller**
  - 6th paragraph under 'Background' – delete sentence that states "these funds are currently derived from the bush fire service charge collected at the time of rating".
  - Various re-wordings to improve flow and legibility of the policy.
- **O.7 Genetically Modified Organism (GMO) Free Zone**

  At the November Concept Forum councillors discussed the applicability, relevance and need for this policy and queried what scenarios would this policy have any effect?

  This policy was first adopted by Council in 2003. Of note is that the Western Australian Government repealed the *Genetically Modified Crops Free Areas Act 2003* (GMCFAA) with effect from 28 October 2016. Following repeal of the GMCFAA, WA growers are now free to grow GTR licenced commercial GM crop varieties without the need for a WA exemption order. To date GM canola, GM cotton and GM safflower are the only commercial crops that are approved for commercial release in Australia. GM blue-flowered carnations are approved for commercial cultivation in Australia and to be imported from overseas.

  The Australian Government's Office of the Gene Technology Regulator does periodically refer to local government authorities notice of proposals for commercial release of GM crops such as canola. In making this referral the Regulator invites comments on issues relating to the protection of human health and safety and the environment. Issues such as food safety and labelling, agricultural chemical use and marketability and trade implications don't fall within the scope of the evaluations conducted under the applicable legislation as these are the responsibility of other agencies and authorities. The notice doesn't identify specific locations for the proposed release of the GM crop with typically the locations described as "Australia wide". With the scale of cropping in our Shire being low submissions aren't made on these types of referrals. Shire staff don't have the technical expertise to evaluate possible impacts that the proposed release would have on human health and safety and the environment within our district.

  Based on the above comments it is recommended this policy be revoked.

- **O.14 Australia Day Events**
  - Change reference to "Greenbushes Ratepayers & Residents Association" to "Grow Greenbushes".

Discussion at the November Concept Forum also noted the intention of staff to conduct standalone reviews of four other policies contained in Section 9 of the Policy Manual. These are:

- **O.9 Bush Fire Brigade Personal Protective Equipment; O.11 Use of Chainsaws by Bush Fire Brigades and O.15 Fire Protection – Shire of Brigade Owned Fire Fighting Appliances**
  A sub-committee of the Bush Fire Advisory Committee are currently reviewing the Shire's Bush Fire Brigade Local law and Council's bush fire policies with the intent of recommending a new procedures manual for all brigades to follow. The need for Policies O.9, O.11 and O.15 can be determined at that time.
- **O.8 Bridgetown-Greenbushes Visitor Centre Membership**
  With the new Manager Visitor Servicing recently commencing a separate review of this policy will occur.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
  Outcome 13 Proactive, visionary leaders who respond to community needs
  Objective 13.2 Embrace innovation and a 'can do' attitude
  Outcome 14 Effective governance and financial management
  Objective 14.1 Achieve excellence in organizational performance and service delivery

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

Policy Implication
This item addresses a review of Part 9 of the Policy Manual.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management
Regular review of Council policies ensures they remain contemporary and effective.

Voting Requirements – Simple Majority

ITEM NO.	C.05/1122	**FILE REF.**	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	15 November 2022		

Attachment 4 Rolling Action Sheet – November 2022

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

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

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

Statutory Environment – Nil

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.06/1122	**FILE REF.**	131
SUBJECT	October 2022 Financial Activity Statements and List of Accounts Paid in October 2022		
OFFICER	Manager Finance		
DATE OF REPORT	17 November 2022		

Attachment 5 October 2022 Financial Activity Statements
Attachment 6 List of Accounts Paid in October 2022

OFFICER RECOMMENDATION
That Council receive the;
1. *October 2022 Financial Activity Statements as presented in Attachment 5*
2. *List of Accounts Paid in October 2022 as presented in Attachment 6.*

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

Background
In its monthly Financial Activity Statement a local government is to provide the following detail:
(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
(e) the net current assets at the end of the month to which the statement relates.

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

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

The Financial Activity Statement and accompanying documents referred to in sub-regulation 34(2) are to be:
(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
(b) recorded in the minutes of the meeting at which it is presented.

Where the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:
(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

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

Statutory Environment
Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government *(Financial Management)* Regulations 1996 apply.
Regulation 35(5) of the Local Government *(Financial Management)* Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2022/23 budget resolved as follows:

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

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

Integrated Planning
- Strategic Community Plan
  Outcome 14 Effective governance and financial management

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

Policy Implications
F.5. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications
Expenditure incurred in October 2022 and presented in the list of accounts paid, was allocated in the 2022/23 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Community, Infrastructure & Development

ITEM NO.	C.07/1122	**FILE REF.**	203
SUBJECT	Proposed New Local Planning Policy – Exemptions from Development Approval		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	14 November 2022		

Attachment 7 Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption

Note Council at its ordinary June 2022 meeting resolved to adjourn debate on Item C.12/0622 so that specified information could be provided. That information is provided below together with the agenda item from the June Council meeting.

Sub-Clause 12.2(2) of Council's Standing Orders Local Law applies for recommencement of debate on adjourned items. This sub-clause states:

(2) Where debate on a motion is interrupted by an adjournment under subclause (1) –
(a) the debate is to be resumed at the nominated time and date at the point where it was so interrupted; and

(b) in the case of a Council meeting:
(i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and

(ii) the provisions of clause 9.5 apply when the debate is resumed.

At the June 2022 meeting the officer recommendation was moved by Cr Quinby and seconded by Cr Rose. This motion was:

Moved Cr Quinby, Seconded Cr Rose
That Council pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 proceed with (adopt) the Local Planning Policy – 'Exemptions from Development Approval' in the revised format as per Attachment 25.

Cr Quinby in opening debate didn't speak to the motion and instead moved an amendment which was seconded by Cr Pratico. This amendment was carried and read:

Amendment Moved Cr Quinby, Seconder Cr Pratico
Council note the minor changes to the draft policy tabled as in Attachment 32.

Carried 7/0

With the amendment carried debate returned to the amended substantive motion. Cr Quinby spoke to the motion, Cr Rose reserved her right to speak as seconder and after provision of various comments by officers the Council carried the following procedural motion:

C.12.0622 That in accordance with Clause 11.1(b) of the Standing Orders debate on this matter be adjourned by the September 2022 Ordinary Council Meeting with the following specified additional information being provided:
1. Overview on how state legislation and the draft policy interact
2. Response addressing the points raised in Bruce Bebbington's submission.

In order to satisfy Resolution C.12/0622 a report was presented to the September 2022 Council meeting where Council resolved:

C.10/0922 That Council note a report to consider the Local Planning Policy – Exemptions from Development Approval will be presented to a future meeting of Council.

Although the report to the September 2022 meeting satisfied the timeline stated in the procedural motion carried at the June 2022 meeting it didn't contain the 'specified additional information' requested in the procedural motion. That information is provided in this report included in the November agenda. Therefore under the requirements of Sub-Clause 12.2(2) of Council's Standing Orders Local Law debate on the adjourned motion is to recommence. This motion, incorporated the amendment carried at the June 2022 meeting reads:

Moved Cr Quinby, Seconded Cr Rose
That Council pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 proceed with (adopt) the Local Planning Policy – 'Exemptions from Development Approval' in the revised format as per Attachment 25 and Attachment 32.

Noting the new information provided in the current report, including proposed additional changes to the draft policy, it is the recommendation of officers that the adjourned motion be defeated and debate on the new officer recommendation commence.

An updated report, building on the report presented to the June 2022 meeting and containing the specified information requested by Council in its procedural motion is set out below. This contains an updated officer recommendation:

OFFICER RECOMMENDATON

That Council, pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopt the Local Planning Policy – 'Exemptions from Development Approval' in the revised format as per Attachment 7.

Summary/Purpose

For Council to proceed with the new Local Planning Policy (LPP) – 'Exemptions from Development Approval'

Background
Council at its ordinary September 2021 meeting resolved the following:

> *C.07/0921 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:*
> *1. Remove paragraph 3.3 clause (b);*
> *2. From clause (c), remove the words "In the case where a building envelope does not apply" and renumber this clause (b).*

Officers facilitated the public consultation process and one submission was received. The proposed LPP was subsequently presented to Council at its ordinary May 2022 meeting where it resolved the following:

> *C.11/0522 That consideration of this item be deferred to the June 2022 Council Meeting.*

Subsequent to the May 2022 ordinary meeting the merits of the proposed LPP has been discussed at the June concept forum where the application of the LPP in an operational capacity was workshopped and clarified further.

Council at its ordinary June 2022 meeting resolved the following:

> *C.12.0622 That in accordance with Clause 11.1(b) of the Standing Orders debate on this matter be adjourned by the September 2022 Ordinary Council Meeting with the following specified additional information being provided:*
> *1. Overview on how state legislation and the draft policy interact.*
> *2. Response addressing the points raised in Bruce Bebbington's submission.*

The draft LPP has been extensively discussed on several occasions at various concept forums and Council meetings over the time it was first presented to Council in September 2021.

Officer Comment
Discussion is provided below to:
1. Address the resolution from the June 2022 ordinary Council meeting; and
2. Reaffirm the merits of the proposed LPP.

1. Overview on how state legislation and the draft policy interact

The interaction between state planning legislation and the draft Policy is complex and multi layered. In summary the various relevant components and their relationships are as follows:

1. *Planning and Development Act 2005*
   - Defines the term 'development' for the purposes of statutory planning.

2. *Shire of Bridgetown Greenbushes Town Planning Schemes 3 and 4*
   - Specify the types of development which do not require the planning approval of the Council.

3. *Planning and Development (Local Planning Schemes) Regulations 2015*
    - Include the Deemed Provisions for Local Planning Schemes. (The term Local Planning Scheme is simply the contemporary term for Town Planning Scheme). The Deemed Provisions are read as if they part of the Town Planning Schemes 3 and 4, and, where they are inconsistent with the Town Planning Schemes, the Deemed Provisions prevail.
    - Include a further list of the types of development which do not require the planning approval of the Council, and provisions enabling this list to be added to through the preparation of a Local Planning Policy.
    - The Deemed Provisions also contain a number of provisions relating to bushfire risk management within bushfire prone areas. These include specifying the forms of development which require an approval, requirements for preparation of a bushfire attack level assessment and matters to be given due regard within dealing with development applications.
    - The approval requirements of the Deemed Provisions apply irrespective of any exemptions in the Scheme or Local Planning Policy.

4. *State Planning Policy (SPP) 3.7 – Planning in bushfire prone areas*
    - State Planning Policies are prepared by the WA Planning Commission and approved by the Governor under the *Planning and Development Act 2005*. The Act requires that local government give due regard to the provisions of an SPP where preparing a new local planning scheme, and provide the Minister with power to direct an existing Local Planning Scheme to be amended to be made consistent with an SPP.
    - An SPP in itself does not bind a local government in the determination of a planning application (unless of course the SPP is included in the Local Planning Scheme by reference). The Deemed Provisions (and consequently the Shire of Bridgetown Greenbushes Schemes) list the content of SPP's as a matter to be given due regard in determining planning applications.
    - In terms of dealing with planning applications, SPP 3.7 (Planning in bushfire prone areas) deals with information to be submitted as part of the application, requirements for applications involving vulnerable or high risk land use, minor and unavailable development, imposition of conditions and embodies a precautionary principle approach to planning for bush fire prone areas.

5. *WAPC / DPLH Guidelines for Planning in Bush Fire Prone Areas*
    - These Guidelines are not referred to in any planning law. They are intended to assist in the interpretation of SPP 3.7 and cover all the areas noted above.
    - A reasonable and practical approach to the Guidelines is that the Council give these due regard in decision making.

2. Response addressing the points raised in Bruce Bebbington's submission.

Following the June 2002 ordinary meeting, staff held a meeting with Mr Bebbington on the 15th September 2022 where three specific areas were discussed, namely;

1. Habitation occurring in sheds without approval within fire prone areas;
2. The possibility of excessively large sheds being built in rural areas impacting on visual amenity; and

3. Removing exemptions in Special Residential areas where, owing to smaller lots, impacts of exempted development might be greater on Amenity.

Habitation in Sheds
The question relating to habitation in sheds is considered more relevant for consideration within the context of the proposed Planning Compliance Policy that is planned to be presented to Council at a future meeting to set the direction on how staff will strategically manage compliance matters. Notwithstanding the above the draft LLP is a mechanism to guide staff how to assess and approve development of sheds and not how they are used which is a matter to be dealt with separately.

Large Sheds and Effect on Visual Amenity
Some minor changes are recommended in the draft LPP to remove the exemption for development approval for sheds that are in excess of 120m² in floor area on all zoned land except Rural Zones 1,2,3 and 4 of TPS No 4.

It is recognised that the land holdings in the Rural zones in TPS 4 are generally used for bona fide agricultural purposes and will often require larger sheds for storage as part of their agricultural operations and the issue of amenity being impacted by larger sheds is of a lower weighting aligning with the objectives of the land to support continued agricultural development and growth.

Exempted Development in Special Residential Areas
Staff have considered removing the exemption within the draft LPP from areas that are zoned Special Residential. However there is no sound reason to do so as the controls that are already provided for within the scheme to control amenity and how the draft LPP would be applied in terms of assessment of setbacks, shed sizing etc. will ensure that amenity is evaluated as if standards are not met then the default position is that development application would be required.

3. Reaffirming the Merits of the Local Planning Policy – Exemptions from Development Approval
Currently all development on land not zoned 'residential' within the Shire of Bridgetown-Greenbushes (The Shire) requires development approval. Exemptions for development approval for development within the residential zone is already provided through an amendment to the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Deemed Provisions) that was undertaken several years ago by the State as part of its land use planning reform agenda.

The LPP aims to achieve the following objectives:
- To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.
- To specify the development for which a development approval is not required and the requirements to be satisfied.
- To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

The proposed LPP accepts that if prescriptive standards (such as compliance with lot boundary setbacks, location of development on site etc.), are met it would be considered acceptable and exempt from requiring development approval. Where

the standards are not met, a development application will be required and the application assessed against the criteria set out in planning legislation and guidelines.

As a result of this review, a new LPP is proposed that aims to exempt specified development from the requirement for development approval. This will streamline the approval processes for minor/compliant development and reduce cost for local residents, builders and industry and achieve a balance between an effective and efficient planning services, within existing human resources for day to day statutory planning, thus enabling greater focus on strategic planning for the Shire.

The Draft LPP will:

- Balance the obligations of the Shire under its town planning scheme(s) with its other objectives of running an efficient and customer focused planning system that is consistent with the broad state driven planning reform agenda; and
- Streamline the approval processes for minor/compliant development and reduce cost for local residents, builders and industry resulting in more efficiency.

Following the extensive process of consultation, submissions received and review, the LPP contains several modifications from that originally proposed and Council is advised to adopt the LPP as presented.

Statutory Environment

The Planning and Development (Local Planning Schemes) Regulations 2015, outlines the procedure for making a LPP. Council must resolve to adopt a LPP for the purpose of public advertising for a minimum of 21 Days. Any submissions are to be considered by Council. Council is then required to resolve to proceed with the LPP with or without modifications or not to proceed with the LPP.

Integrated Planning

- Strategic Community Plan
  Outcome 7 responsible and attractive growth and development
  Objective 7.1 plan for a diverse range of land, housing and development opportunities to meet current and future needs
  Outcome 13 proactive, visionary leaders who respond to community needs.
  Objective 13.2 embrace innovation and a ‘can do’ culture

- Corporate Business Plan
  Objective 7.1 plan for a diverse range of land, housing and development opportunities to meet current and future needs
  Objective 7.1.2 provide improvements to the building and development application approvals process.
  Objective 13.2 embrace innovation and a ‘can do’ culture
  Objective 13.2.1 provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience

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

Policy Implications
The Planning and Development (Local Planning Schemes) Regulations 2015, Part 7, cl. 61, provides for a LPP to specify development works and uses that do not require development approval. Adopting this proposed LPP will provide the necessary local planning provisions to exempt certain development with the Shire from requiring development approval.

Budget Implications
If the draft LPP is adopted, it is projected that up to $10,000 - $15,000 per annum in income from development applications will not be received based on income received in previous financial years.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.08/1122	**FILE REF.**	A29359
SUBJECT	Land Untidy – Lot 69, 38 Warner Street Hester		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	15 November 2022		

OFFICER RECOMMENDATON
That Council;
1. *Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and*
2. *Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.*

Summary/Purpose
A resolution of Council is required to initiate legal action against the owner of Lot 69, 38 Warner Street Hester to clean up the land following the buildings on the land being destroyed from fire given the land remains in a state of untidiness and poses a safety risk.

Background
On the 5 February 2022 the dwelling and associated outbuildings were destroyed by fire. Burnt miscellaneous rubbish and debris remain onsite and is providing a negative effect on the amenity in the area and a potential safety risk to neighbours as staff have received complaints about loose fire damaged steel cladding being caught in wind gusts and landing in neighbouring properties.

Officer Comment
Staff have attempted to contact the owner on numerous occasions via phone and email since the property was damaged by fire to ascertain the owner's intentions with

the clean-up of the property. No return contact has been made with Shire staff. This situation remains in abeyance.

Subsequently staff issued a formal notice via registered mail on 9 September 2022 under *Section 3.25 of the Local Government Act 1995* to remove 'rubbish' from the land and gave the owner 31 days to comply with the Notice. The Notice and associated documentation was 'returned to sender' as the Notice was unclaimed.

The Notice was sent to the last known address of the owner where the Shire sends rate notices and other correspondence. By taking this action the local government has fulfil its obligations in accordance with the law for serving notices.

As the owner has failed to comply with the Notice the recommendation is to activate the next stage of the process which is to prosecute the land owner for non- compliance with the Notice and take action to clean up the site and seek to recover costs as a debt due from the owner.

Statutory Environment
Local Government Act 1995
Section 3.25(1)

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

Schedule 3.1, Division 1 (that provides powers under notices to owners or occupiers of land to local government)

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

Section 3.26

> *(2) If the person who is given the notice (notice recipient) fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.*
>
> *(3) The local government may recover the cost of anything it does under subsection as a debt due from the person who failed to comply with the notice.*

Integrated Planning

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

Policy Implications - Nil

Budget Implications
There are sufficient funds in the 2022/23 Budget to fund this legal action.

Costs associated with any legal action and potentially undertaking the clean-up of the site on the owner's behalf by default. A quote has been sought for the clean-up by a demolition contractor for $10,909 (excluding GST). If the Shire was unsuccessful in compelling the Owner to clean up the site through legal action then it could authorise the clean up on the owners behalf and recover the costs through Court.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.09/1122	**FILE REF.**	072.5
SUBJECT	Budget Amendment – Bridgetown Railway Station Conservation and Renewal Project		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	10th November 2022		

OFFICER RECOMMENDATON
That Council:
1. *Amend the 2022/23 budget by increasing the expenditure allocation in account 1350040 (Job No. 57BU) 'Major Strategic Project-Bridgetown Railway Station Restoration' by $50,000, from $585,905 to $635,905*
2. *Fund the additional expenditure allocation via a transfer of $50,000 from the 'Building Maintenance Reserve'.*

Summary/Purpose
A resolution of Council is sought to amend the 2022/23 budget to increase funds in the Expenditure Account 1350040 by $50,000 for the Bridgetown Railway Station Conservation and Renewal Project (The Project) to provide additional contingency to complete the Project.

Background
The Shire entered into contract with BRC Building Solutions Pty Ltd (BRC) to deliver construction and renewal services for this Project in February 2022 at a price of $865,786 (Ex-GST). BRC took site possession in February 2022 and the project has progressed to 63% of the construction program.

Shire also engaged Stephen Carrick Architects to provide Architectural and Superintendence Services for specialist heritage advice and project control for the delivery of this Project.

Officer Comment
The Project requires additional contingency funding. To date 31 variations have been approved which is as a result of the following:

- The Railway Station is in excess of 100 years old and areas of the building are severely dilapidated which includes extensive termite damage and rot;

- Some specialised heritage materials have increased – E.g. Roof and rainwater goods have had supply issues and subsequent price increases of 17% since the works was priced by BRC at the tender stage;
- Structural Engineer issuing instructions for additional building treatments due to structural defects discovered during the renewal works;
- The Architect and Shire staff agreeing to modify scope to take advantage of improving the level of service within the building given the high end use opportunities in the future use is critical to a successful outcome with the Project. E.g. Door Hardware upgraded to accommodate future use for all building classifications and the concrete slab in the store area removed and relayed given its poor workmanship to support renewal works.

A majority of the variations that have been approved have resulted from unknowns not being captured at the planning and scoping stage prior to tender and these issues being identified during the works, costed and then rectified. The total cost of the variations to date is $82,396.00. This is 9.5% of the contract value which is within normal thresholds for heritage buildings that have deteriorated over time and require significant renewal works.

BRC advise that now that the roof has been removed there should not be any more major 'unknowns' however it is prudent that an additional amount of contingency be set to enable staff to guide this project to conclusion.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
  Outcome 8 Local history, heritage and character is valued and preserved
  Objective 8.1 Identify, preserve and showcase significant local history and heritage

- Corporate Business Plan
  Objective 8.1 Identify, preserve and showcase significant local history and heritage
  Action 8.1.2 Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project

- Asset Management Plans
  As the infrastructure involved in the Project will be constructed on Shire managed land this infrastructure will be included in Councils Asset Management and Building Maintenance Plans on completion of the project.

- Workforce Plan
  The detailed design stages of project planning include an assessment of the maintenance requirements to identify the whole of life cycle costings associated with infrastructure maintenance and the required workforce implications

- Other Integrated Planning - Nil

Policy Implications - Not applicable

Budget Implications
The recommendation to this report seeks an increase to the expenditure amount of $50,000 to Account 1350040 - *Major Strategic Project-Bridgetown Railway Station Restoration* for the Bridgetown Railway Station Conservation and Renewal Project.

This will be funded by transferring $50,000 from the Building Maintenance Reserve to Account 1350040.

Whole of Life Accounting - Not applicable

Risk Management - Not applicable

Voting Requirements – Simple Majority

ITEM NO.	C.10/1122	**FILE REF.**	
SUBJECT	Sustainability Advisory Committee Membership		
PROPONENT	Council		
OFFICER	Waste & Environmental Officer		
DATE OF REPORT	14 November 2022		

Attachment 8 Sustainability Advisory Committee Instrument of Appointment & Delegation 2021-2023

OFFICER RECOMMENDATION:
That Council:
1. *Note the resignations of Adrian Williams and Ingrid Barker from the Sustainability Advisory Committee*

2. *Endorse the appointment of Nathan Milne and Jarod Santana as community representatives to fill the current vacancies on the Sustainability Advisory Committee*

3. *Amend the Sustainability Advisory Committee Instrument of Appointment to reflect the change in membership.*

Summary/Purpose
There is currently a vacancy for 2 community representatives on the Sustainability Advisory Committee following Adrian William's retirement and Ingrid Barker's recent resignation. Nathan Milne and Jarod Santana both nominated to be on the Sustainability Advisory Committee. The current Committee members ask Council to endorse the appointments of Nathan and Jarod as the fifth and sixth community representatives.

Background
The Sustainability Advisory Committee's objective and role is outlined in the Instrument of Appointment & Delegation 2021-2023 (Attachment 1).

The Sustainability Advisory Committee is made up of a maximum of six community representatives and two elected members, along with the CEO Representative (Waste & Environmental Officer).

The vacancy left by departing long time member Adrian Williams caused the Shire to put the call out for nominations, of which two community members applied. Following Ingrid Barker's more recent resignation due to family health commitments, this opened up positions for both Nathan and Jarod to join.

Officer Comment
The addition of Nathan Milne as a community representative on the Sustainability Advisory Committee will be of benefit with his current studies in Sustainability Operations (how businesses can become more sustainable environmentally and socially) and background working in the gardening and landscaping sector, as well the solar industry.

Jarod Santana brings a wealth of experience in the regenerative agricultural sector and has experience in holistic management – addressing the social, economic and environmental side of decision making within business and other organisations. He runs a local business 'Successional Land Solutions' with a focus on sustainable farming.

The skillsets of Nathan and Jarod are especially relevant as the Shire works towards committing to Climate Change actions, following recent endorsement of the Warren Blackwood Alliance of Councils Climate Change Policy Statement and Action Plan.

The endorsement of this recommendation brings the total membership number for Sustainability Advisory Committee to 8 members:

- 2 elected member representatives
- 6 representatives from the community (noting Cr Christensen serves as a community representative as he was appointed prior to be elected to Council).

Statutory Environment
The *Local Government Act 1995* Section 5.10*,* Committee members, appointment of.

Integrated Planning

- Strategic Community Plan
  - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate related hazards and natural disasters.
  - Objective 5.1 Develop Community readiness to cope with natural disasters and emergencies.
  - Objective 5.2 Encourage the adaptation of sustainable practices.

- Corporate Business Plan
  - Outcome 13 Proactive, visionary leaders who respond to community needs.
  - Objective 13.1 Strengthen leadership and advocacy.

- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications – N/A

Whole of Life Accounting – N/A

Risk Management – N/A

Voting Requirements – Absolute Majority

ITEM NO.	C.11/1122	**FILE REF.**	203
SUBJECT	Review of Policy A.23 Banners		
PROPONENT	Council		
OFFICER	Manager Community Services		
DATE OF REPORT	November 2022		

Attachment 9 Policy A.23 with proposed amendments shown as 'track Changes'

OFFICER RECOMMENDATION
That Council;

1. *Adopt Policy A.23 with minor changes as shown in Attachment 9*

2. *Adopt the fee of $195 to cover half the estimated cost of installation and removal of the banners from the banner poles at the northern entrance to Bridgetown*

3. *Approve the unbudgeted expenditure of $2,000 for the installation and removal of six [6] sets of community group/event banners, with the expenditure to be reflected in the 2022-23 Budget*

4. *Approve the unbudgeted income of $1,000 as payment of the fee for the installation and removal of six [6] sets of community/event banners, with the income to be reflected in the 2022-23 Budget*

5. *Request that the CEO begin the planning process for the Shire owned welcome banners and include $2,000 in the 2023-24 Budget to cover the costs of graphic design and the production of the set of six [6] two sided Welcome banners.*

Summary/Purpose
For Council to consider minor amendments including a new fee and charge associated to Policy A.23 (Banners).

Background
Policy A.23 (Banners) was discussed at the October Concept Forum as it relates specifically to the six banner poles that are located along the northern entrance to Bridgetown on the South West Highway, across from Nelson Street and the Repertory Theatre.

This Policy was brought to the concept forum due to a number of enquiries received from community groups regarding the possibility of installing their own banners to promote celebrations/events.

Officer Comment
The following points were noted as a result of discussions at the October Concept Forum;

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

These matters are reflected as proposed amendments to Policy A.23 as seen in attachment 9 as track changes.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan

Outcome 13	Proactive, visionary leaders who respond to community needs
Objective 13.2	Embrace innovation and a 'can do' attitude
Outcome 14	Effective governance and financial management
Objective 14.1	Achieve excellence in organizational performance and service delivery

- Corporate Business Plan

Objective 13.2	Embrace innovation and a 'can do' attitude
Action 13.2.1	Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience.

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

Budget Implications
As the expenditure and income associated with installing and removing banners for community groups/other organisation is unbudgeted, Council will need to approve the unbudgeted expenditure ($2,000) and unbudgeted income ($1,000) associated with the new fee if recommendation 2 is to be approved. If recommendation 5 is approved by Council the cost of designing and producing the Shire Welcome banners will be reflected in the 2023-24 budget.

Whole of Life Accounting - Nil

Risk Management
Reviewing Council Policies when there is a shift in service level ensures the policies remain effective and provide applicable guidance to staff.

Voting Requirements – Absolute Majority

ITEM NO.	C.12/1122	**FILE REF.**	
SUBJECT	Proposed New Policy – Advisory Committees		
OFFICER	Chief Executive Officer		
DATE OF REPORT	14 November 2022		

Attachment 10 Draft 'Advisory Committee Policy'

OFFICER RECOMMENDATON
That Council;
1. *Revoke Policy M.20 Establishment of Council Committees*
2. *Adopt the draft policy M.42 'Advisory Committee' as shown in Attachment 10.*

Summary/Purpose
A draft policy has been prepared to broaden the scope of the current policy to clearly outline the function, membership and governance of Council's advisory committees and the associated responsibilities of the nominated officer, as well as the establishment of Council committees.

Background
Council has 7 Advisory Committees (excluding the CEO Performance Review and Audit Committees)

- Access and Inclusion Advisory Committee
- Bush Fires Advisory Committee
- Cultural Inclusion Advisory Committee
- Local Emergency Management committee
- Sustainability Advisory Committee
- Trails Advisory Committee
- Youth Services Advisory Committee

At the Concept forum held on 13 October 2022 a general discussion was held with councillors regarding the purpose of advisory committees, the roles of committee members and the requirements of the nominated responsible officer. The points discussed included;

- Frustration experienced by some committee members when expectations are not met by shire officers
- The role of Chairperson on an advisory committee,
- The roles of the Committees, including whether they should be more project based or more general in scope, and
- The role of Shire Officers in supporting advisory committees regarding officer time and shire resources.

The draft Advisory Committee Policy has been developed to clearly outline roles and responsibilities, governance, membership, member training and education and officer responsibilities in response to the discussion to clarify existing uncertainty for councillors, committee members and provide guidance for officers.

Officer Comment

The draft policy addresses the follow areas;

- Objectives
- Scope
- Definitions
- Policy including;
    - Formation of Advisory Committees
    - Powers and functions
    - Membership
    - Advisory Committee Governance
    - Officer Responsibilities
    - Committee Recommendations
- Applicable Legislation and Documents
- Administration
- Standard Instrument of Appointment

Clarification on membership and the composition of advisory committees was made in the policy including;

- Setting the total membership of any advisory committee to ten (10)
- Setting maximum number of councillors appointed to any advisory committee at three (3)
- Establishing that a councillor must sit as Chair of all advisory committees. Note this is to be phased in, either after next ordinary council elections in 2023 or if a committee chair resigns before then
- Highlighting that any councillor can attend any advisory committee meeting, however unless appointed to that committee will not have voting rights.

The Advisory Committee Policy also outlines the power and function of the advisory committees which is Advisory Committees do not have any executive, financial or delegated powers, but can provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council. Advisory Committees can also offer specialised advice and assistance with research on issues of interest to Council and the community.

The roles and responsibilities of the shire officer appointed to any committee will include administrative support, guidance for the chair relating to governance and research and support to the committee. Workload will be balanced with other duties and where there is insufficient capacity to undertake work, this matter will be referred to the officer's manager for determination of workload priorities.

Statutory Environment

- *Local Government Act 1998* (s 5.9) Committees, types of

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
The proposal recommends the replacement of M.20 Establishment of Council Committees with the draft Advisory Committees policy which broadens the scope of the policy to also cover committee function, membership, roles and responsibilities, providing clarity for members, Councillors and staff.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management
The recommendation seeks to mitigate Council's exposure to risk by clearly identifying roles, responsibilities and process with regard to Councils advisory committees.

Voting Requirements – Simple Majority

ITEM NO.	C.13/1122	**FILE REF.**	223.1
SUBJECT	Trails Masterplan 2022-27		
PROPONENT	Council		
OFFICER	Manager Community Development		
DATE OF REPORT	November 2022		

Attachment 11 Draft Trails Masterplan 2022 - 2027

OFFICER RECOMMENDATION
That Council;
1. *Note the draft Trails Masterplan 2022-2027 as shown in Attachment 11*
2. *Authorise the CEO to seek community comment on the document for a period of 6 weeks prior to formal endorsement.*

Summary/Purpose
These recommendation seek to progress trails development within the Shire.

Background
Council's informing plans are prepared to provide a snap shot of a current situation and offer action items that provide a strategic pathway for development over a specific time-period, normally 4 to 5 years. During the execution period of the plan, when the plan's actions are being prioritized and implemented the plan may undergo several desk-top reviews updating the plan to reflect the actions have been completed and

those that are yet to be implemented. At the end of the term covered by the plan a full review, including community engagement is considered best practice.

Officer Comment
The draft Trails Masterplan provides a clear snapshot of the extent of Council's previous achievements in the area of trails development and also outlines the current situation and the proposed future direction of trails development based on current state, national and international trends, community engagement and economic and environmental opportunity.

The draft Trails Masterplan 2022-2027 identifies the importance of diversification in trails development to provide for a wide variety of recreational and cultural interests and supports trails tourism using the existing strengths, natural and built, of the Shire.

Underpinning the draft Trails Masterplan is the State Governments' 8 stage trails guideline developed by the Department of Biodiversity, Conservation and Attractions. The 8 stage process ensures a strategic approach to trails design and development, supporting a whole of life approach to assure a quality experience for trail users over time.

Maintained trails are regularly assessed for safety including inspection of trees in close proximity to the trail, header signs, trail markers and trail classification. Well maintained trails ensure the safety of the environment and the safety of the user and therefore ongoing maintenance underpins the capacity for the Shire to promote and market these trails to visitors/tourist with confidence. The Shire works with community interest groups (walking groups, Bridgetown Mountain Bike and Cycling Club, Friends of Jarrah Park) and DBCA to maintain current trails. Members of these groups are registered volunteers for DBCA and work on DBCA managed land to maintain trails. Larger tasks such as earth-moving and tree removal are handled by the land manager (either DBCA or Shire)

Trails development priority areas in the draft Trails Masterplan are categorized by trail and user type including;

- Walk – town, bush, heritage, birdwatching and art
- Cycle – road and mountain bike
- Water – canoe and swim
- Drive – regional, scenic and gourmet
- Bridle – local loop trails and shared trails
- Off Road – 4X4 and motocross

The plan has been developed through consultation with the Trails Development Advisory Committee representing a variety of local trails user groups and representatives of the Department of Biosecurity Conservation and Attractions (DPaW), internal and external stakeholders and a community wide engagement.

Although the Corporate Business Plan states that the plan should be costed, this is not possible without engaging specialist consultants to prepare cost estimates. The cost estimates included in the plan may not be an accurate estimate of each projects cost depending on when the action is prioritised and implemented. Due to this, cost estimates will be undertaken as projects are recommended to Council for consideration.

It is proposed that the draft Trails Masterplan 2022-2027 be presented to the community for comment for a 6 week term. At the end of the 6 weeks the community comments will be collated and addressed in a schedule of comments. Feedback from community will also be included in the plan where possible/applicable. The final version of the draft Trails Masterplan will be submitted to Council for endorsement at the January 2023 Council meeting.

Statutory Environment - Nil

Policy – Nil

Integrated Planning

- Strategic Community Plan
  Outcome 9 Safe, affordable and efficient movement of people and vehicles
  Obective 9.3 develop a safe, connected network of paths and trails for all users

  Corporate Business Plan
  Action 9.3.1 Provide a review of the Local Trails masterplan including a costed implementation schedule in accordance with Council's project framework.

- Long Term Financial Plan – Nil

- Asset Management Plans
  Proposed trails developments included in the draft Trails Masterplan 2022-2027 which are constructed in the future will be included in Council's Property Infrastructure Asset Management Plan.

- Workforce Plan
  Proposed trails developments included in the draft Trails Masterplan 2022- 2027 will require an assessment of the capacity of the workforce to absorb any construction and maintenance requirements or outsource these requirements once the plan has been endorsed and during its implementation. This will be undertaken in the annual maintenance budget allocations and service level planning.

Budget Implications – Not Applicable

Whole of Life Accounting
The content of this report outlines a trails development process which seeks to identify whole of life cycle implications associated with the development and maintenance of trails infrastructure to assist Council in current and future decision making.

Risk Management
The recommendation seeks to mitigate Council's exposure to risk by clearly identifying community need through consultation with stakeholders and community to ensure the strategic document is reflective of the community need and will provide sound direction for Council's future decision making.

Voting Requirements – Simple Majority

ITEM NO.	C.14/1122	**FILE REF.**	
SUBJECT	Updated MOU between Shire of Bridgetown-Greenbushes and Greenbushes Community Garden Committee		
PROPONENT	Council		
OFFICER	Admin Support Officer		
DATE OF REPORT	November 2022		

Attachment 12 Draft Revised MOU with track changes

OFFICER RECOMMENDATON
That Council;

1. *Endorse the updated Memorandum of Understanding (MOU) between the Shire of Bridgetown-Greenbushes and Greenbushes Community Garden Committee as per Attachment 12*

2. *Instruct the Chief Executive Officer to execute the MOU on behalf of the Council with the Greenbushes Community Garden Committee*

3. *Continues to allocate $1,000 per annum towards the Greenbushes Community Garden Committee to assist with the purchase of reticulation, plants and seedlings.*

Summary/Purpose
To endorse a revised Memorandum of Understanding with the Greenbushes Community Garden Committee (GCGC) for maintenance of the Greenbushes Town Square.

Background
A previously revised MOU between the Shire and the GCGC was endorsed at the December 2020 Council Meeting to set parameters and conditions associated with the undertaking by the GCGC of a maintenance service of the Greenbushes Town Square.

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

The proposed changes to the MOU as set out in Attachment 12 will allow for Shire staff to use cuttings and prunings of local native flora derived from the Greenbushes area to be converted to mulch and deposited at the GCGC for their use on garden beds at the Greenbushes Town Square when required. In addition, clarification around weed spraying requirements as part of the Shires normal spraying program has been added.

Contact details of the Manager Works are to be provided to the GCGC.

The timeframe of the MOU between the Shire and GCGC has been previously open-ended. It is anticipated that this document will now be reviewed bi-annually in November. The MOU can be discontinued by either party subject to three months' notice being provided.

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

- Assist with the costs for purchase of reticulation, seedlings and plants within the Greenbushes Town Square. A maximum amount of $1,000 per annum will continue to be budgeted for these purposes
- Supply mulch upon request from the Committee (when available) to keep the area covered, reduce evaporation and generation of weeds. In the event mulch stores are unavailable, Shire staff are to use cuttings and prunings of local native flora derived from the Greenbushes area to be converted to mulch and deposited at the GCGC when required
- Carry out large pruning such as lopping of trees on request from the committee, noting that these works are subject to funds being available in the Council Budget
- Carry out weed spraying on the Stanifer Street roadside verge in the Town Square as part of the Shire's Parks and Gardens program
- Pay the water accounts and on-charge 50% of the water consumption charges and service charges to the GCGC
- All works provided by Shire staff will be subject to works schedules, programs and availability
- Provide contact details of the Manager Works to the Coordinator of GCGC.

Under the revised MOU the responsibilities of the Greenbushes Community Garden Committee will remain the same:

- Plant and maintain appropriate plantings (predominantly natives) to keep area filled, ensure visibility of the Town Square wall and ensure plantings are replaced when needed
- Keep the plants pruned
- Install and maintain reticulation off the Community Garden Building water supply
- Spread the mulch supplied by the Shire
- Keep the plants watered (initially with new seedlings and during dry periods).
- Keep the area weeded
- Maintain existing gazebo, table and benches.

These changes have been made in close consultation and agreement with the Coordinator of the Greenbushes Community Garden Committee.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
  - Outcome 2 Good health and community wellbeing
  - Objective 2.4 Build community capacity by supporting community organisations and volunteers
  - Outcome 7 Responsible and attractive growth and development
  - Objective 7.3 Create vibrant, attractive and welcoming towns
  - Objective 7.5 Provide attractive and sustainable parks, playgrounds, reserves

- Corporate Business Plan – Not Applicable
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable

- Other Integrated Planning - Nil

Policy Implications – Not Applicable

Budget Implications
$1,000 is included in the annual budget for the purchase of seedlings, plants and reticulation.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	C.15/1122	**FILE REF.**	
SUBJECT	Fees and Charges' Correction		
PROPONENT	Council		
OFFICER	Coordinator Recreation & Leisure		
DATE OF REPORT	7 November 2022		

OFFICER RECOMMENDATON
That Council authorise a reduction to the Shires Bookeasy commission received for Bookeasy accommodation booking system from 12.75% to 12.5% in the 2022/23 Fees and Charges and give local public notice of this charge.

Summary/Purpose
The purpose of the recommendation is to correct an administrative error by reducing the Bookeasy commission from 12.75% to 12.5% in the 2022/23 Fees and Charges.

Background
In July 2021 the Bridgetown Visitor Centre received notification of a 0.25% increase in the fees charged by WA Holidays for each WA Holiday booking. This altered the WA Holidays commission from 2.5% to 2.75% for each accommodation booking.

WA Holidays are a separate organisation to Bookeasy and WA Holidays charge a separate commission of 2.75% that is passed onto the Visitors Centre Members (Accommodation Providers). When guests book accommodation through WA Holidays the Visitor Centre Members (Accommodation Providers) are charged a commission of 15.25%, 2.75% which is passed onto WA Holidays and the Shire retains 12.5% commission. If guests book accommodation directly through the Bookeasy platform the Visitors Centre Members (Accommodation Provider) are charge the Shire Commission of 12.5% only.

The 0.25% WA Holidays commission increase has already been applied to the WA Holiday commission rate and the Visitor Centre Members (Accommodation Providers) have been notified of this increase and are currently paying a commission rate of 2.75% to WA Holidays.

Whilst setting the fees and charges for the 2022-23 budget the 0.25% that was applied to WA Holidays was also applied to the Shires Bookeasy commissions in error. As a result the Visitor Centre members (Accommodation Providers) would have been paying the 0.25% commission increase twice.

When Guests make a booking via WA Holidays or Bookeasy the Shire receives the full payment from the guest. The Shire provides the Visitor Centre Members (Accommodation Provider) the balance after the commission has been deducted. When Accommodation is booked through WA Holidays a commission fee of 15.25% is applied with 2.75% commission being forwarded to WA Holiday and the Shires Bookeasy Commission of 12.5% is retained. When Accommodation is booked directly through Bookeasy the Shires 12.5% commission is retained.

Officer Comment
As WA Holiday Commission rate increase of 0.25% had already been applied to the commission for WA Holidays. At the time of budget review the 0.25% commission was also applied to the Shires Bookeasy commission in error.

It is the officer's recommendation that the Shires Bookeasy Commission in the 2022/23 budget be corrected and reduced from 12.75% to 12.5%.

The incorrect increase in the Fees and Charges 2022-23 was identified prior to the increase being implemented and has not been passed on to Visitor Centre Members (Accommodation Providers) so no members have been impacted.

Statutory Environment
Local Government Act 1995 s6.16, Imposition of fees and charges.

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

Policy Implications - Nil

Budget Implications
Nil – the additional fee was not reflected in the 2022/2023 Budget, estimated income for accommodation booking commission remained the same from the previous year.

Whole of Life Accounting - Nil

Risk Management
The recommendation mitigates Council's risk by reducing the commission rate in the Fees and Charges 2022-23 to reflect the correct amount bringing the financial and operational practises into alignment.

Voting Requirements – Absolute Majority

Receival of Minutes from Management Committees

Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended Items C.16/1122, C.17/1122 and C.18/1122 be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

Item C.16/1122

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

C.17/1122

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

C.18/1122

- The personal affairs of any person.

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

ITEM NO.	C.16/1122	**FILE REF.**	TEN 511.72
SUBJECT	RFT 02/2122 Bridgetown Town Hall Conservation and Adaptation Project		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services (Project Manager)		
DATE OF REPORT	14 November 2022		

ITEM NO.	C.17/1122	**FILE REF.**	
SUBJECT	Code of Conduct Complaint		
OFFICER	Chief Executive Officer		
DATE OF REPORT	14 November 2022		

Attachment 13 Complaint Report

ITEM NO.	C.18/1122	**FILE REF.**	244
SUBJECT	2023 Community Citizen of the Year Awards		
PROPONENT	Council		
OFFICER	Executive Assistant		
DATE OF REPORT	14 November 2022		

Attachment 14 2023 Community Citizen of the Year Awards report

Closure
The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1	C.02/1122	Petition
2	C.03/1122	Policy Manual Section 4 (Infrastructure) with proposed amendments shown as 'track changes'
3	C.04/1122	Policy Manual Section 9 (Other) with proposed amendments shown as 'track changes'
4	C.05/1122	Rolling Action Sheet – November 2022
5	C.06/1122	October 2022 Financial Activity Statements
6	C.06/1122	List of Accounts Paid in October 2022
7	C.07/1122	Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption
8	C.10/1122	Sustainability Advisory Committee Instrument of Appointment & Delegation 2021-2023
9	C11/1122	Policy A.23 with proposed amendments shown as 'track Changes'
10	C.12/1122	Draft 'Advisory Committee Policy'
11	C.13/1122	Draft Trails Masterplan 2022 - 2027
12	C.14/1122	Draft Revised MOU with track changes
13	C.17/1122	Complaint Report
14	C.18/1122	2023 Community Citizen of the Year Awards report

Agenda Papers prepared and recommended by E Matthews, Executive Assistant		18 November 2022
Agenda Papers authorised by T Clynch, CEO		18 November 2022

Attachment 1

Shire of Bridgetown-Greenbushes
File No: 100
Document No: I-CO2022/7669
17 OCT 2022
Officer OGO
Copy

To The CEO of The Bridgetown-Greenbushes Shire

Please accept the attached Petition from the Residents of Greenbushes.

T Stallard.

T J Stallard

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
30-9-22	TRISHA HALL	28 JEPHSON ST GREENBUSHES	
1.10.22	T. BEDNALL	68 Blackwood Rd GBS	
1.10.22	T Jensen	18 Jephson ST	
1.10.22	S McCallum	45 Telluride Street.	
1-10-22	D. A. HORNBY	76 STEERE ST B'TOWN	
2/10/22	G IGNAFEM	4 Hillcrest Rise B'town	
3.10.22	J RONEY	21 GEORGE ST	
3.10.22	N McDonald	5 COLLINS ST	
3.10.22	R SMITH	104 BLACKWOOD RD GREEN	
3.10.22	N. McGINTY	40 Catterick Rd	
3.10.22	J. ROBERTS	22364 S.W. Hwy	
3.10.22	M. BELL.	89 BLACKWOOD RD. G/B.	
3.10.22	K. Grigg	Greenbushes	
4.10.22	J. Matthysen.	110 Telluride St, Greenbushes	
4.10.22	B ILPEERS	DIORITE ST,	
4.10.22	P DAFF	70 Telluride	
4.10.22	PETER NEWMAN	70 JAMES ST GREENBUSHES	
4.10.22	GILLIAN HESKETH	66 WOODWARD STREET GBS	
4.10.22	Tarlisha O'Donnell	34 Jephson St Greenbushes	
4.10.22	Jack Potter	34 Jephson St Greenbushes	
4.10.22	ROBIN PARKER	40 DIORITE ST GREENBUSHES	
4.10.22	Simone Taylor	9 Diorite St Greenbushes	
4.10.22	Kirrylie Bacq	108 Blackwood Rd Greenbushes	
4.10.22	Tennille Pettersen	38 Diorite St Greenbushes	
4.10.22	HOLLAND HLADLO	287 ROSE ROAD COTTAGE	
4.10.22	Robyn Warnesley	15 Jephson St, GB.	
5.10.22	Malayka Kawin	99 Telluride Street	
5.10.22	ALAN JORDAN	90 BLACKWOOD RD G/B	
5.10.22	CARLA JORDAN	90 BLACKWOOD RD	
7.10.22	Warren Christian	11 Jephson St	
7.10.22	Ash Dilley	63 Telluride St	
7.10.22	Linda Clayton	12 Telluride St	
7.10.22	JUSTIN MATTHEWS	96 BLACKWOOD ROAD	
7.10.22	Sharon Robatson	Diorite	
8.10.22	ANN BEDFORD	106 TELLURIDE ST.	
8.10.22	E. DELAPORTE	41 TELLURIDE ST	
8.10.22	SHAREN PETTERSEN	97 WOODWARD STREET	
8.10.22	TREVOR PETTERSEN	97 WOODWARD STREET	

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
30/9/2022	BRENDON LONGBOTTOM	35 JEPHSON ST GREENBUSHES	
30/9/22	RODNEY BUNTER	93 TELLURIDE ST GB.	
3/10/22	RICK FRYER	36 TELLURIDE GB	
3/10/22	CYNTHIA MATTHYSEN	1130 MARANUP FORD RD 6256	
3/10/22	A CASHMERE GREEN	4 THROSSELL ST 6254	
3/10/22	Lorraine Jackson	16 Telluride St 6254	L. Jackson
3/10/22	Warren Chapman	45 Blackwood Rd 6254	
3/10/22	NORM RENSHAW	39 TELLURIDE ST 6254	
3/10/22	Caprece Spear	95 Blackwood Rd 6254	
4/10/22	Gail Aldridge	PO Box 93 Greenbushes	
4/10/22	John Carson	60 Blackwood Rd	
4/10/22	K CHRISTIAN	29 DIORITE ST GREENBUSHES	
4/10/22	M.A. Hladio	287 WILGA RD	M.A. Hladio
5/10/22	Margaret Wallbank	55 Blackwood Greenbushes	M. Wallbank
5/10/22	J. WOODS	98 BLACKWOOD RD	
5/10/22	S RUSSELL	32 JEPHSON ST GREENBUSHES	
5/10/22	D. VIAL	6 THROSSELL ST NORTH GREENBUSHES	D. Vial
6/10/22	W. Symington	Lot 22 Hartson Rd Manup	
6/10/22	E. CARROLL	60 BLACKWOOD GREENBUSHES	
7/10/22	W. Christian	PO Box 165 Greenbushes	
7/10/22	G. JAMES	31 GEORGE G/BUSHES	
10-10-22	G STANTON	PO Box 73 G/BUSHES	
10-10-22	Bonnie	Greenbushes	
10/10/22	R. Horsfield	95 Telluride ST	
11-10	E DELAPORTE	41 TELLURIDE ST	
11-10	A BRENNAN	PO BOX 266 GREENBUSHES	
12-10	S. Woodall	34 Diorite Greenbushes	S. Woodall
	J Hogarth	P.O. Box 5 Balingup	
14/10/22	BRIAN GILLINGHAM	FORESTVIEW CT N. GREENBUSHES	
✓	JEANNETTE GILLINGHAM	✓ ✓ ✓	
14/10/22	Steve Smith	43 DIORITE ST	
14/10/22	Michael Woodhouse	100 Blackwood Rd	
14/10/22	Bonnie Woodhouse	100 Blackwood Rd. Greenbushes	

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
17-10-22	Harlie Kerrin	19 Diosma Street	
17.10-22	Tyson Christian	11 Jephson St	
17.10-22	Kallen Lovell	71 Blackwood Rd	
18.10.22	Ashley Dilley	63 Tellundestreet	
20-10	CHRIS HARRISS	65 TELLURIDE ST	
20/10	ZOE ALLINGTON	167 DARLONGUP RD	
20/10	ROGER DAVIS	41 BLACKWOOD Rd.	

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
30/9/22	L. Butler	29 Telluride Street	
1/10/22	Edna Fryer	26 Stawyer Street	
4/10/22	Judith Atkin	24 Diorite St	
04/10/22	DAVID ROBERTSON	23 TELLURIDE ST	
04/10/22	BRUCE FISHER	107 BRAMLEY PLACE, BOYANUP	
05-10-22	J. Grant	PO Box 114 Nth Greenbushes	
05.10.22	M Penny	65 Turner Rd Bridgetown	
06/10/22	S Fraser-Butler	29 Telluride St Greenbushes	
06/10/22	J. Grew	39 Jephson st	
6/10/22	K. PICKERING	14 TELLURIDE ST	
"	G. Pickering	"	
12/10/22	A. Terriano	768 Catterick Road	
18/10/22	M. Schroosl	9 Nicholson Pl Kenyorchilly	
19/10/22	M. MOSS	17 GEORGE ST	
24/10/22	J Hyde	1 Hester Hall rd	

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
5-10-22	M'Gourty	P.O Greenbushes	
9-10-22	Jess. Dinan	Greenbushes	
9-10-22	Monte Ling	5 Jephson ST.	
10-10-22	Crystal Ebeling	PO Greenbushes	
10-10-22	Gina Oliva	Greenbushes	
10-10-22	Barbara Vanderpant	[illegible]	
10/10/22	Kim Della Pona	527 Greenbushes Boyburup	
11/10/22	Sue TYLOR	57 Telluride St Greenbushes	S Taylor
13-10-22	[illegible]	DIORITE ST.	
13-10-22	J. L. DeRonch	9 STANLIFER ST	J.L DeRonch
13.10.22	CARROLL	60 Blackwood Rd	
13/10/22	L-Wapp	PO Box 296 Bfor	
14-10-22	WARWICK HANCOCK	6 TOURMALINE ST	
15-10-22	Julie Nook	Greenbushes	
16-10-22	JULIE RUSSELL	"	
" " "	BRUCE WILSON	"	
17/10/22	Fiona Roberts	Cutten'ck Rd Bridgetown	
17/10/22	Joe Mosca	SMITH ST NORTH GROVE	
17/10/22	M.E Gongol	BALDWIS	
18/10/22	NICOLE PIENAAR	GREENBUSHES / GRIMWADE RD	
19/10/22	Gareth Streeter	Smith St Greenbushes	
19-10-22	DOMENICO IACOPETTA	BLACKWOOD RD	
19 10 22	GLENN COLLIER	15 JEPHSON ST	
19/10/22	michelle Dilkes	92 Blackwood Rd Greenbushes	
21/10/22	Tim Hingston	15 Diorite St Greenbushes	
21/10/22	Dylan McKay	75 Oldmill RD Greenbushes	
25/10/22	LINDSAY SKELLY	21 WILLIAMS ST NTH GREENBUSHES	
26/10/22	Sue Pember	Greenbushes	
25/10/22	Jim Brown	54 BLACKWOOD RD	

To The President of Bridgetown-Greenbushes Shire

We the undersigned request that the council consider a Depot and one fulltime worker be based at Greenbushes.

This being because of the general lack of maintenance and numerous safety issues not being rectified.

Notice to the petitioners can be given to Trevor Stallard, 61 Jephson St Greenbushes 6254

Date	Name	Address	Signature
30-9-22	T STALLARD	61 JEPHSON ST GREENBUSHES	T Stallard
30.9.22	J R Hughes	42 Dirot St.	J R Hughes
30 9.22	B D S Smith	89 TELLURIDE ST	[illegible]
3 10.22	A. STALLARD	61 JEPHSON ST GREENBUSHES	[illegible]
7-10-22	H. Lovett	71 Blackwood Rd G'Bushes	Heather E Lovett
7-10-22	R Lovett	71 Blackwood Rd Greenbushes	R. Lovett
8.10.22	G JONES	73 Blackwood Rd Greenbushes	G Jones
8-10.22	F. Jones	73 Blackwood Rd G.B.	F Jones
8-10-22	E.M. WHELAN	97 TELLURIDE ST G.B	Elizabeth M Whelan
8-10-22	L.C. WHELAN	97 TELLURIDE ST. G.B.	[illegible]
11-10-22	J McGHIE	101 TELLURIDE ST G B	J. McGhie
11-10-22	D. Papasergio	71 Telluride St G-bushes	D. Papasergio.
11.10-22	A. POULTON.	14 BLACKWOOD Rd	[illegible]
11-10.22	T PIETROBONI	175 GRIMWADE RD G.BUSHES	[illegible]
11-10-22	B Taylor	80 Telluride street	[illegible]
11-10-22	H HANTWELL	49 JAMES ST NORTH GREENBUSHES	[illegible]
11-10.22	T TAYLOR	80 Telluride St	[illegible]
11-10-22	ANDREW HESKETH	280 DARONCHS RD	A Hesketh
14-10-22	E COOPER	25 GEORGE ST GREENBUSHES	E Cooper
14.10-22	J Cooper	42 Jephson St	[illegible]
14.10.22	J. HEBB	70 BLACKWOOD RD G'BUSHES	J Hebb
14.10.22	G BACCI	108 BLACKWOOD RD	Bacci X10
14-10-22	N ALDRIDGE	PO BOX 36 BALINGUP WA6253	Aldridge.
14-10-22	M ALDRIDGE	JAYES RD BALINGUP	M [illegible]
14-10-22	Macen aldridge	160 prowse RD Balingup	[illegible]
14-10-22	Louise Rodgers	12 Papalias Rd Balingup/Nth Greenbushes	L Rodgers
14.10.22	Jason Rodgers	12 Papalias Road Balingup/Nth Greenbushes	[illegible]
19-10-22	CHARLIE SZOMKOWSKI	60 JEPHSON ST G'BUSHES	[illegible]
19.10.22	M. BUNTER	93 TELLURIDE ST	[illegible]
25.10.22	Lynette Vernon	30 Jephson St G/bushes	L Vernon.
25.10.22	Bruce Vernon	30 Jephson St G'Bushes	B Vernon
25.10.22	Murray Pettersen	telluride	[illegible]
25.10.22	Catherine Pettersen	telluride	C Pettersen

Attachment 2

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INFRASTRUCTURE

POLICY NO.	I.1
POLICY SUBJECT	Street Trees
ADOPTION DATE	29 March 2007
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Planting

1. Street trees are to be installed as per this policy or at the discretion of the CEO or nominated officer.

2. Planting of approved street trees by the CEO (or nominated Officer) shall be decided on in each case on merit and location.

3. Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependant on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

4. Street trees will be varieties that have the following characteristics:
   - Require minimal pruning
   - Are not hyper allergenic
   - Have a non invasive root system
   - Are non toxic
   - Do not produce thorns, a prickle or spur seed, not or fruit that will case a hazard
   - Will typically grow no taller than six metres or three metres if under power lines
   - Generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.

5. Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1metre in diameter to minimise potential damage to Council infrastructure.

6. Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

Maintenance

7. Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget. Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).

8. Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the CEO or nominated officer.

9. Street trees in the centre of Roe Street Bridgetown and Blackwood Road Greenbushes be allowed to grow unpruned unless they infringe on Western Power power lines, constitute a traffic hazard or show a high risk of imminent danger or at the discretion of the CEO or nomination officer.

10. Council will progressively implement programs for the removal of Queensland box trees in residential areas and replant one tree per lot with a suitable variety with the exception of Steere Street and Roe Street in Bridgetown and Blackwood Road in Greenbushes.

Removal of Street Trees

11. **By Council Staff**: The CEO shall have the delegated authority to approve the removal of trees on Council property by Council staff should tree(s) be required to be removed for reasons other than that outlined in clauses 8 and 10, such as:

    11.1 Roadworks (including footpaths, etc) associated with the annual works program;
    11.2 Trees that are dead, dying, deformed, damaged or in poor health;
    11.3 Trees considered unsuitable for the streetscape;
    11.4 Trees considered to be located in a hazardous or dangerous position, or in a location contributing to a hazardous or dangerous situation;
    11.5 Or other rational reason associated with the operations of the Works and Services Department.

    The above delegation notwithstanding, where a tree is considered:

    (a) Contentious or large costs are to be incurred;
    (b) A heritage or significant specimen; or
    (c) A Council response is necessary

    A report regarding the tree removal will be submitted to Council prior to any action being undertaken.

12. **Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners:** Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the

removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Council property by adjacent landowners as a consequence of development should the application meet with Officer approval.

The applicant is to be advised of any condition(s) which shall include (but not limited to):

12.1 Replacing any removed street tree with the same or similar tree;
12.2 All vegetation removed from the road reserve shall be disposed of appropriately.
12.3 The adjacent landowner (applicant) is responsible for all associated costs, including verge/footpath reinstatement if required.

The above delegated authority notwithstanding, where a tree is considered:

(a) Contentious or large costs are to be incurred;
(b) A heritage or significant specimen; or
(c) A Council response is necessary

A report regarding the tree removal will be submitted to Council prior to any action being taken.

It is recognised that Council also receives requests from property owners to remove trees for reasons other than as a consequence of development or redevelopment. Generally Council will not support the removal of trees for reasons other than those given in clauses 11 and 12 above. However, any application to remove a tree or trees will be evaluated with the following foreseeable outcomes:

- Application rejected, no further action taken.
- Tree or trees found to be Council responsibility (such as in clauses 11.2, 11.3, 11.4); action taken by Council staff subject to budgetary constraints.
- Application approved subject to costs being met by property owner.
- Report to Council prior to any action being taken.

Native Vegetation on Council Verges

13. Any removal or maintenance of native vegetation on Council verges is at the discretion of the CEO or nominated officer.
Should a land owner adjacent to a Council verge wish to remove or maintain native vegetation on that verge, it is the adjacent landowner/s responsibility to obtain any/all approvals to remove vegetation (eg; Department of Environment and Conservation). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the CEO or nominated officer. All vegetation removed from the road reserve shall be disposed of appropriately. The adjacent landowner is responsible for all associated costs unless otherwise agreed to by the CEO or nominated officer.

POLICY NO.	I.2
POLICY SUBJECT	Provision of Roads and Associated Civil Works for Subdivisions and Developments
ADOPTION DATE	27 September 2007
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Comment [SA1]: Throughout the policy change reference of "Council" to "the Shire".

1. PRELIMINARY

1.1 It is the responsibility of subdividers who have received conditional approval which includes the provision of roads and associated civil works to deliver to ~~Council's~~ the Shire's Chief Executive Officer (CEO) full drawings designs and information which would enable the CEO to make a decision on approving this work.

1.2 A qualified Consulting Engineer or Clerk of Works (a person of relevant experience or qualification) ~~qualified practicing Civil Engineer or person with relevant experience or qualification~~ approved by the CEO must be engaged to prepare detailed design drawings and specifications sufficient to show exact details of materials, locations (both horizontal and vertical) and construction methods of all physical features such as, but not limited to, roads, drainage, sewage, earthworks, landscaping, signage (regulatory and directional), guideposts and all necessary works.

Comment [SA2]: Changed for clarity

1.3 Plans need to be submitted to the CEO for approval following amendment and revision (if required).

1.4 If the subdivider does not accept the Shire's ~~Council's~~ requirements the subdivider may appeal to the Minister for Planning and Infrastructure within 30 days. The State Administrative Appeals Tribunal is the sole arbiter on the matter as per the Local Government Miscellaneous Provisions Act, Clause 2.95.

1.5 When an approved plan is available the subdivider may call tenders or engage a contractor of their choice.

1.6 A defects liability bond to the value of 5% of the total cost of the work shall be paid to ~~Council~~ the Shire to cover any defects which may arise in the first 12 months after clearance of the relevant Planning Commission condition(s) relating to roads and/or drainage, landscaping or any other details included within the Council or CEO approved plans or specifications. The bond is to be paid upon practical completion of works and prior to clearance of civil works being issued. The bond may take the form of a payment to ~~Council~~ the Shire or alternatively an irrevocable Bank Guarantee. Unused portions of the bond are refundable.

Comment [SA3]: Add this line - There has been previous confusion and disagreement with developers about the timing of the defect liability bond payment.

1.7 It is the subdividers responsibility to ensure that the contractor engaged has the capacity to fully complete the work in accordance with the approved plans and to the applied standards.

1.8 If day to day site supervision is to be provided by the Consulting Engineer or Clerk of Works~~Site Supervisor~~, the subdivider must pay to the ~~Council~~ Shire an amount of 1½% of the total cost of construction as estimated by ~~Council~~the Shire, to cover the costs incurred by Council through activities such as officer attendance at site meetings/inspections etc.

If day to day site supervision is not provided by the Consulting ~~engineer~~ Engineer or Clerk of Works ~~Site Supervisor~~ then the amount required is 3%. Should there be any discrepancy between the above and the Planning and Development Act 2005 then the Act will apply.

Comment [SA4]: Changed 2 instances of Site Supervisor to Clerk of Works to be consistent within this policy and with the Planning and Development Act 2005 (where this fee is legislated).

Comment [SA5]: Added this line to ensure the Act is adhered to.

1.9 Public access to all or part of the roads as applicable within the subdivision will not be allowed until a certificate of completion from the Consulting Engineer is given and accepted by the CEO.

1.10 Clearance of the subdivision by the CEO shall be granted at such time as the subdivisional civil works are fully completed, all other relevant conditions set by the Planning Commission are satisfied, supervision fee (1.5% or 3%) paid, and the 5.0% defect liability bond is in place. ~~7.5% retention bond is in place as per clause (e) above~~.

Comment [SA6]: Corrected bond inconsistency.

Clearance may also be granted to an uncompleted subdivision whereby bonds will be negotiated to cover the cost of the incomplete works or relevant conditions. This will be decided, at the discretion of the CEO, on a case by case basis however generally bonds will only be permitted where the majority of the work or the majority of the relevant conditions set by the Planning Commission have been satisfied. Bonds will be held until such time as the outstanding issues are completed to the satisfaction of the CEO.

The amount of the bond will be determined based on the value of the work subject to the bond plus 20%.

2. CONTRIBUTIONS TO UPGRADING ADJOINING AND FEEDER ROADS

2.1 Subdivisions which increase the volume of traffic on ~~Council~~ Shire controlled roads may attract a contribution from the subdivider for the upgrading of the ~~Council road~~affected Shire roads.~~.~~

2.2 In instances where a subdivision attracts a road upgrading condition, the CEO shall specify and justify the work in the response to the Planning Commission. Depending upon the size and scale of the proposed subdivision the CEO is to either stipulate the specific road upgrading requirements (eg; upgrade 'x' road to 6m seal from intersection with 'y' road to entrance of proposed internal access road of subdivision) or a financial contribution towards the future upgrading of the subject road.

In some instances the size of the subdivision will generate such a significant increase in traffic volume on an existing road that a total (100%) contribution towards the upgrading of the road will be required.

~~This is to allow appeal by the subdivider through the normal appeal process.~~

Comment [SA7]: Removed a redundant line that appears to have been overlooked in a previous edit.

2.3 All financial contributions received from subdividers not expended in the same year as receipt are to be placed in reserve and quarantined for use on the nominated road.

3 OUTLINE SPECIFICATION FOR BITUMEN CONSTRUCTION

3.1 *General*

All work should be carried out to the complete satisfaction of the Shire ~~of Bridgetown-Greenbushes~~ and in accordance with best accepted engineering practice. As a guide, developers should refer to the text "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division), ISBN 0-646-36284-4.

3.2 *Design*

A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person (as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work.

It is important that subdividers establish road standards with the Shire before commencing design.

3.3 *Design Drawings*

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

Cross sections shall be included for all roads.

The design shall be forwarded to the CEO for approval in two hard copies minimum drawing size A1 and/or as electronic pdf vector format.~~unless specifically approved~~. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

Comment [SA8]: Use of electronic files in now standard practice.

All geometric design to be based on a minimum Design Speed of 80km/h unless ground conditions make this impossible. Where this occurs the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

3.4 *Drainage*

Drainage detail should be specific and include constructional detail of all structures being utilised.

Storm water should be discharged as soon as possible onto the land surface or to a natural water course.

Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the CEO.

All storm water drainage is to be designed in accordance with the current Australian Rainfall and Runoff ~~1997~~ Guidelines and the relevant Austroads Guides. Flow widths along kerb lines are not to exceed 2.0m from the face of kerb and water velocity is not to exceed the scour velocity of the road and kerb surface. Kerbing is to be provided as required in in the section of this policy entitled 'Road Standards'.

Comment [SA9]: 1997 Document is not the current version.

All drainage discharge points shall be protected against erosion in a method approved by the CEO.

All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipe such as PVC or polypropylene) for the proposed installation situation. Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc., shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

3.5 *Earthworks & Formation*

Subgrade
Roads shall be formed and compacted true to location, level and grade as shown on the design drawings. All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable angles of repose. All material used in fills must be capable of compaction as per Main Roads Western Australia specifications. The CEO reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

3.6 *Pavement Design*

Road base material shall be laterite gravel (or other approved material) taken from a pit approved by the ~~CEO~~ CEO. Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications. Details submitted in the design shall include the materials and the pavement structure being proposed.

Road base depth shall be not less than 200mm compacted unless approved by the Shire or justified by laboratory test results on the sub-grade and base material.

3.7 *Surface Treatment*

The Consulting Engineer shall submit a seal design to the CEO giving full details of the proposed seal treatment(s). Seals shall conform to Main Roads Western Australia specifications. No seal shall be applied prior to the seal design being approved by the ~~CEO~~ CEO. The approval process will include an inspection of the base course.

4. OUTLINE SPECIFICATION FOR UNSEALED (GRAVEL) CONSTRUCTION

4.1 *General*

All work should be carried out to the complete satisfaction of the Shire ~~of Bridgetown-Greenbushes~~ and in accordance with best accepted engineering practice. As a guide, developers should refer to the texts "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division), ISBN 0-646-36284-4 and ARRB's 'Unsealed Road Manual – Guidelines for Good Practice'.

4.2 *Design*

A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person (as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work.

It is important that subdividers establish road standards with the Shire before commencing design.

4.3 *Design Drawings*

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

Cross sections at a scale of 1 in 200/100 (H/V) should be provided where cross falls exceed 10% or cut or fill depths exceed 1 metre.

The design shall be forwarded to the CEO for approval in two hard copies minimum drawing size A1 and/or as electronic pdf vector format.~~unless specifically approved~~. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

Comment [SA10]: Use of electronic files in now standard practice.

All geometric design to be based on a minimum Design Speed of 80km/h unless ground conditions make this impossible. Where this occurs the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

4.4 *Drainage*

Generally drainage on gravel roads will consist of open drains with culverts with headwall structures installed transversely beneath the road surface.

Drainage detail should be specific and include constructional detail of all structures being utilised

Storm water should be discharged as soon as possible onto the land surface or to a natural water course.

Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the CEO.

All storm water drainage is to be designed in accordance with the current Australian Rainfall and Runoff ~~1997~~ Guidelines and the relevant Austroads Guides.

Comment [SA11]: 1997 Document is not the current version.

All drainage discharge points shall be protected against erosion in a manner approved by the CEO.

All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipe such as PVC or polypropylene) for the proposed installation situation. Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc., shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

4.5 *Earthworks & Formation*

Subgrade
Roads shall be formed and compacted true to location, level and grade as shown on the design drawings. All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable

angles of repose. All material used in fills must be capable of compaction as per Main Roads Western Australia specifications. The CEO reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

4.6 *Pavement Design*

Road base material shall be laterite gravel (or other Shire approved material) taken from a pit approved by the Shire. Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications. Details submitted in the design shall include the materials and the pavement structure being proposed. Crossfalls shall not be less than 5%.

Road base depth shall be not less than 200mm compacted unless approved by the Shire or justified by laboratory test results on the sub-grade and base material.

4.7 *Surface Treatment*

The surface shall be water bound, compacted and shaped as per the design to give a smooth and solid running course with a minimum of loose material.

5. SUBDIVISIONAL ROAD REQUIREMENTS

5.1 Internal Roads (Access Roads) - The full cost of all internal roads will be at the cost of the developer.

The standard of road will conform to ~~Council's~~ the Shire's Road Standards, and the level of construction will be as dictated by the number of lots serviced, terrain, number of spur roads, and potential traffic generated.

5.2 Servicing by Existing Roads - When subdivisional lots are permitted to be serviced by existing roads a contribution will be required to upgrade the road to an acceptable standard dictated by the number of lots and the volume of potential additional traffic.

5.3 Feeder Road Upgrading (District Distributor B Roads) - Where subdivisional roads connect to an existing Shire feeder road which is of a standard inadequate for the potential traffic after the subdivision is fully developed, a contribution sufficient to raise that standard to an acceptable level will be required after taking into consideration future contributions from other adjacent subdividable land.

NOTE: A feeder road standard not less than that required for the internal road provided for the subdivision will be required.

5.4 Major Feeder Road Connection (Primary Distributor, District Distributor A or Regional Distributor Roads) - Where subdivisional roads connect to an existing

major feeder road (eg. highway or secondary road) already adequate in standard, a contribution will be required for any traffic controlling treatments, containing drainage, entry treatments, and dealing with specific safety problems such as visibility, signage etc. Where the feeder road is a highway or secondary road under the control of Main Roads Western Australia approval from Main Roads Western Australia is required prior to submission of design drawings to the Shire.

5.5 Connecting Road Presently Not Existing - Where a subdivision is created which will require connection to a feeder road or highway and no formed road exists then the full cost of this connecting road to a standard dictated by the number of created lots and potential volume of traffic generated will be required.

5.6 Additional or Connecting Roads - Where contributions have been assessed in accordance with this Policy, ~~Council~~ the Shire reserves the right to fully utilise the contribution on the section of adjoining or connecting road with the greatest priority.

5.7 Road Standards

5.7.1 *Minimum Gravel Track* - Farm gate situation servicing 1 - 4 rural properties. Formed road, sheet with suitable pavement material where required. Minimum width 5.0 metres.

5.7.2 Standard Gravel Road - Typical rural road servicing 5 - 10 rural properties. Formed road with a gravel pavement minimum width 6.0 metres.

5.7.3 Bitumen - 4 metre - Acceptable for short internal spur road only when servicing maximum 5 lots in acceptable terrain only.

5.7.4 *Bitumen - 6 metre without Kerbs* - Minimum main internal road for Special Rural subdivision. Kerbing required for drainage, traffic control and entry only.

5.7.5 *Bitumen - 6 metre with Kerbs* - Minimum Residential standard. Minimum standard for Special Residential.

5.7.6 *Bitumen - 7.4 metre without Kerbs* - Main internal Special Rural/Residential road if planned to be extended as a feeder road. Kerbing required for drainage, traffic control and entry only.

5.7.7 *Bitumen - 7.4 metre with Kerbs* - Main internal distributor in a large Special Rural/Residential subdivision. Residential distributor road.

POLICY NO.	I.3
POLICY SUBJECT	Timber Royalties
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Timber removed from road reserves be used at the discretion of the CEO, this includes sale of timber or retention of timber for Shire or community projects.

POLICY NO.	I.4
POLICY SUBJECT	Road Verge Development Criteria
ADOPTION DATE	28 September 2006 (C.13/0906)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Council's policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.

2. Council does not approve the full gravelling of verges in urban areas because:
   a) This is not in keeping with the amenity of the area.
   b) The action will tend to encourage undesirable verge parking on a semi-permanent basis.

3. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm. Approved pop-up type sprinklers shall only be used.

4. A plan showing the proposed verge development must be provided by the applicant. The plan is to show the area for the proposed development, location and type of flora, location of any service pits or power poles, location of any crossover or accesses, location of any other significant item such as existing trees. All costs for preparing or amending any plan shall be the responsibility of the applicant/s. Approval is at the discretion of the CEO or nominated officer.

5. Trees are to be planted as per policy I.1 – Street Trees.

6. Generally, all verge development is to stop 2.5 metres before the back of kerb or road shoulder and if no kerb or should currently exists, then from the edge of seal. Fully lawned development may be permitted to the back of kerb only where a kerb currently exists. A dry garden style of small vegetation, shrubs and ground covers may be established. No large rocks or non frangible items can be placed on the road reserve. Weed control using aggregate, tan bark, pine chips overlay is acceptable. Loose material is to be kept 2.5m clear of the back of the kerb.

7. Any improvements placed or constructed on the verge is placed there at the risk of the property owner.

8. By developing the road verge, the property owners shall accept responsibility for all costs associated with the development, ongoing operation and maintenance.

9. All verge development works must have finished levels that tie into adjacent verges, footpaths, property lines, accesses and service pits, and shall not create a hazard to pedestrians. They must not cause water to pond or cause run-off to become a hazard or a nuisance.

10. At the discretion of the CEO or nomination officer the applicant may be directed to remedy or remove any unsatisfactory improvements or items at the applicants cost.

POLICY NO.	I.5
POLICY SUBJECT	Road Resumptions
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Negotiated Land Acquisition (Minor)

   The CEO (or nominated Officer) may negotiate and approve minor land acquisitions that involve road improvements, alignment and safety.

   Land acquisitions valued up to $5,000 are considered minor subject to their being sufficient funds to this value in the budget. If the negotiated value exceeds $5,000 then the acquisition requires Council authorization by resolution.

Comment [SA12]: This paragraph is required in order to provide a definition of what is a Minor land acquisition.

2. Negotiated Land Acquisition (Major)

   Council authorise by resolution any major land acquisition in conjunction with the approval of the submitted plans. The CEO (or nominated Officer) may negotiate with the landowner once Council permission is granted.

   A land acquisition is considered Major if the estimated value exceeds $5,000 or is less than $5,000 but there aren't sufficient funds available in the budget for this acquisition.

Comment [SA13]: This paragraph is required in order to provide a definition of what is a Major land acquisition.

3. Compulsory Land Acquisition

   Council authorise by resolution any compulsory land acquisitions if the negotiated land acquisition has failed and it is seen to be an important resumption for future road requirements.

POLICY NO.	I.6
POLICY SUBJECT	Exploration Drilling on Shire Roads and Reserves
ADOPTION DATE	29 April 1999
LS REVIEW DATE	26 November 2020 (C.05/1120)

Comment [SA14]: Throughout the policy change reference of "Council" to "the Shire".

It is Council's policy that the following conditions be imposed on all licences to carry out exploration drilling on Shire roads and reserves.

1. The applicant is required to indemnify the ~~Council~~ Shire at all times against liability arising from the work.

2. The applicant shall provide ~~Council~~ the Shire with a plan showing the site number and location of proposed drill holes with the completed application form.

3. Application fees to be paid for a licence by applicants for exploration or investigation for minerals, water and other purposes in the road reserve shall be according to the current Schedule of Fees and Charges~~$20.00 per drill hole or seismic hole~~.

Comment [SA15]: Fees values should not be stated in policy since this can create inconsistency with the council endorsed list of fees and charges.

4. Where an applicant is a company actively mining or drilling in the district and holds a mineral lease that attracts ~~Council~~ Shire rates, a discount of 20% will apply to the licence fee payable.

5. A refundable bond being the same amount as the licence fee, is payable to the Shire. No discount will apply to the bond. The bond shall be refunded at the discretion of the CEO or nominated officer on the satisfactory completion of works.

6. The applicant is required to meet the cost of any damage to any ~~Council~~ Shire or private property.

7. All holes, trenches and other excavations are to be backfilled with approved soils and compacted sufficiently to prevent future subsidence. All excess soil to be removed where requested. Capping an uncased hole is not permitted.

8. Excavation and bores are to be located a minimum distance of 2 metres from any bitumen road, drain, fence or driveway.

9. All works within road reserves are to comply with the current Road Traffic Act, Mainroads WA Code of Practice and all other relevant legislation.

10. The applicant is to be covered by a Public Risk policy (minimum $20 million) and appropriate Worker's Compensation policies, as the ~~Council~~ Shire will not be liable for any costs arising from the operation.

11. The applicant is responsible for locating the position of all public services including underground services and avoiding damage to them.

12. Polluted discharges occurring from the work site are to be trapped and only clean waters will be accepted to the public drainage system.

13. Large volume discharges are to be dispersed slowly to avoid erosion and scours to land and drain surfaces.

14. The applicant is required to inform the CEO of significant materials encountered, eg; laterite gravels, limestones, granites, water, etc.

15. Once approval is grant the applicant shall give a minimum of three (3) days notice prior to commencement of works and submit a timed schedule of works.

POLICY NO.	I.7
POLICY SUBJECT	Crossovers
ADOPTION DATE	29 November 2012 (C.16/1112)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Definition
A "crossover or crossing" is the vehicular access to a property or private thoroughfare, between the property boundary and the edge of the road carriageway.

The edge of the road carriageway is the top of shoulder for unsealed roads and edge of seal or face of kerb for sealed roads.

Purpose
To create a consistent quality standard for the construction of crossovers throughout the Shire of Bridgetown-Greenbushes.

Relevant Legislation
Schedule 9.1 cl 7(1-5) of the Local Government Act 1995 (as amended) relates directly to the issue of crossings from public to private land.

Section 3.25-26 of the Local Government Act 1995 (as amended) deals directly with non compliance of regulations and recovery of costs.

Application & Approval
Any construction of a crossover on Council land requires prior written approval.
(*Regulation 12.2 - Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2) – Penalty $5,000*)

To construct a crossover the landowner/s or their nominated agent must submit an application on the approved crossover application form to the Shire of Bridgetown-Greenbushes and receive written approval prior to any works being undertaken.

Validity
All approvals for crossovers will only be valid for a two year period from the date of approval. If this approval lapses then a new application is to be submitted.

Crossovers started within the two year period must be completed within the same period. Council must be notified within 28 days of the completion of the crossover construction.

Development on a Lot
Within the Shire of Bridgetown-Greenbushes where an approved standard crossover does not already exist, it is a requirement that the Land Owner or Developer is to construct an approved minimum standard crossover as part of any external development on a lot (eg. a new building or car port addition) or if a change in use of a lot is affected.
(Regulation 13. Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))
Access to a site for construction OR demolition vehicles will require appropriate partial construction of an approved crossover (eg formed and compacted sub-base) to the satisfaction of The Shire. The total completion of the crossover is to be done in conjunction with the completion of the development.

Any gravel/roadbase(s) and/or other debris which is eroded and/or transported by vehicle movement, storm water etc or in any other matter onto the road and/or into road drainage systems from a part constructed crossover shall be removed at the owners cost immediately from the affected area as and when directed by and to the satisfaction of the Executive Manager Works and Services.

Minimum Standard Crossovers

Rural Standard Crossover
All gravel (unsealed) crossovers shall be constructed of 200mm thick (minimum) compacted gravel or road base and are applicable if accessing gravel roads only.

If a rural crossover is to be an access from a sealed road then the crossover is to be sealed with a minimum 2 coat bitumen seal.

Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Rural Type 1	Crossover (no pipes) Gravel or 2 coat bitumen seal as per Drawing WS7-R1
Rural Type 2	Crossover (with pipes) Gravel or 2 coat bitumen seal including: 1. Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete pipes;

2. Headwalls;
3. Two white guideposts (with reflectors) as per Australian Standards;

as per Drawing WS7-R2.

NOTE: If the crossover exceeds a 1 in 6 gradient then the crossover is required to be constructed to a sealed standard at the discretion of the Chief Executive Officer.

Final pipe and drainage requirements are at the discretion of the Chief Executive Officer.

Urban Standard Crossovers – Applicable if accessing a sealed road from a residential lot

Urban Crossovers and Driveways are to be constructed using one of the following material specifications:

(a) Concrete - minimum of 25 MPa with F52 mesh and 100mm depth on a bed of sand with a minimum compacted depth of 50mm.

(b) Pavers - manufactured for residential crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.

(c) 2 coat bitumen seal or 20mm thick asphalt - using aggregate size between 5 and 10mm over a gravel base of 150mm (minimum) compacted depth, water bound and compacted to a standard as determined by the Executive Manager of Works and Services.

Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Urban Type 1 — Specification a, b or c crossover (no pipes) as per Drawing WS7-U1A, WS7-U1B and WS7-U1C respectively.

Urban Type 2 — Specification a, b or c (with pipes) including:

1. Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes;
2. Headwalls;
3. Two white guideposts (with reflectors) as per Australian Standards;

as per Drawing WS7-U2A, WS7-U2B and WS7-U2C respectively.

NOTE: Final pipe and drainage requirements are at the discretion of the Chief Executive Officer dependant on the physical characteristics of the land and existing drainage lines.

Prior to sealing the crossover must be inspected by a Shire Officer.

Commercial Crossovers - Applicable if accessing a sealed road from a Commercial Lot or Industrial Lot

Commercial Crossovers and Driveways are to be constructed using one of the following material specifications:

(d) Concrete – minimum of 25MPa with F82 mesh and 150mm depth on a bed of sand with a minimum compacted depth of 50mm.

(e) Pavers – manufactured for commercial and industrial crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.

(f) 2 coat bitumen seal or 25mm thick asphalt – using aggregate size between 5 and 10mm over a gravel base of 200mm (minimum) compacted depth, water bound and compacted to a standard as deteremined by the Chief Executive Officer. Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Commercial Type 1	Specification d, e or f crossover (no pipes) as per Drawing WS7-C1D, WS7-C1E and WS7-C1F respectively
Commercial Type 2	Specification (d), (e) or (f) crossover (with pipes) including: 1. Three 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes; 2. Headwalls; 3. Two white guideposts (with reflectors) as per Australian Standards; as per Drawing WS7-C2D, WS7-C2E and WS7-C2F respectively.

NOTE: Final pipe and drainage requirements are at the discretion of the Chief Executive Officer dependant on the physical characteristics of the land and existing drainage lines.

Prior to sealing the crossover must be inspected by a Shire Officer.

General

The owner, or his nominated contractor, shall construct the crossover to the Councils specifications.

The owner, or his nominated contractor, shall give 24 hours notice prior to construction work commencing in the first instance.

The constructed crossover must marry into the verge and any footpath with no erosion problems or steps.

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction through the entire depth of material. The general test for compaction will be that the surface shall not show any

depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry.

Where fill is required in the construction of a crossover, compaction will be required in layers no greater than 200mm.

No changes shall be made to any existing verge and/or road drainage without prior agreement from the Manager of Works and Services.

Location of Crossovers

A crossover (this includes the crossover turnout and culvert headwalls) shall be at least 1m offset clear of any side boundary.

Crossovers are not to be located closer than 6m from the property line at a road intersection or corner nor within a corner truncation.

Crossovers are to be clear of power poles to Western Powers specifications as well as other utility service providers assets. Some service providers may provide trafficable assets.

Crossovers shall be located to comply with the Approach Sight Distance (ASD) in Table 1 - Minimum Sight Distance. If the sight distance is restricted and can not comply with the ASD in Table 1, then the crossover may be approved at a location with the best possible sight distance.

speed limit (km/h)	ASD (m)
40	40
50	55
60	73
70	92
80	114
90	139
100	165
110	193

Approach sight distance (ASD) at 2.0s Derived from Table 3.1, Main Roads Supplement to Austroads Guide to Road Design - Part 4A
(as of 10 July 2012)

SEALED ROADS - FLAT GRADE

The sight distance values shown in this table should be increased generally for design on unsealed roads.

TABLE 1 - Minimum Sight Distance

NOTE: The applicant may be requested to carry out additional works within the road reserve to enhance safe sight lines for entering vehicles (such as vegetation removal,, earthworks and appropriate signage/delineation).

Any variation to crossover standards must have prior approval from the Executive Manager Works and Services.

Shared Crossovers

Shared crossovers for use by two adjoining properties may be considered subject to the location having acceptable sight distances and complying with the standard requirements for a crossover.

Vegetation
It is the landowner/s responsibility to obtain any and all approvals (eg; Shire and/or Department of Environmental & Conservation Clearing Permit) **prior to** removing any vegetation. Clearing must be kept to a minimum and must be in accordance with Shire policy WS1 (Street Trees) Clause 12 - *Removal of Street Trees*; and/or Clause 13 - *Native Vegetation on Council Verges*.

All vegetation removal and associated costs are the responsibility of the property owner unless otherwise determined by the Chief Executive Officer.

Drainage
The position and size of piping must not interfere with the flow characteristics of any existing water or drainage course.

Piping must be installed with the classification stamp facing up and must not be covered over until after being inspection by a Shire Officer.

Piping must be installed to manufacturer's specification (including the depth of cover).

Only spigot and socket pipes shall be installed with the socket or 'bell' end facing 'upstream'.

Non Standard Headwalls
All headwall structures other than standard precast concrete headwalls (such as grouted stone pitched) must be approved prior to construction.

All maintenance and/or replacement costs of non standard headwalls are the responsibility of the property owner.

Multiple Crossovers
An application for an additional crossover to a property (eg; to allow a "U" shaped driveway , alternate access to a shed/carport or a corner block) may be permitted on a case by case basis. Any additional crossover must be accommodated within the property frontage and constructed as per this policy.

The property owner is responsible for the full construction and all future maintenance costs for any additional crossovers.

Additional crossovers are not eligible for Council's Shire Crossover Contribution.

Council's Crossover Contribution
The Shire will contribute fifty percent of the cost to construct an approved minimum standard crossover (one crossover per property) up to the maximum stated respectively in the Schedule of Fees & Charges.

Council's Crossover Contribution applies to a residential, commercial, or industrial lot as well as grouped dwellings. For strata titled lots, a contribution will apply for each standard crossover up to the number of dwellings.

To qualify for a Shire contribution the applicant and/or their nominated agent must:

(a) Inform Council within 28 days of completion of an approved standard crossover.

(b) Provide a copy of the tax invoice itemising the square area of the crossover, the class and lengths of piping including headwalls.

(c) Be the original applicant.

(d) Claim the contribution within 21 days.

If a road reserve is greater than 20m in width and the resulting oversize crossover is in excess of 7 metres in length, it may qualify for an additional Council crossover contribution.

Council's maximum contribution for a minimum standard crossover (as determined by Council) is listed each year in the "Schedule of Fees & Charges".

If a crossover must be installed as per a specific condition stated in a planning approval for a development then it does not qualify for Council's crossover contribution. In these instances the conditional requirement to construct the crossover is made under the relevant section of the *Planning and Development Act 2005* dealing with Subdivision and Development Control and is deemed part of the development and associated costs.

Maintenance

The property owner is responsible for all maintenance costs for all crossovers to their property.

Council may give notice requiring a crossover that is unsafe or in a state of disrepair, to be repaired. If the person given notice fails to undertake the repairs then Council may undertake the required works and may recover costs as a debt due from that person.

Unauthorised Works and Non Compliance

In regards to crossovers any 'Unauthorisied Works' and/or non Ccompliance with Council policy or notice can attract a fine of $5,000 plus additional costs.

Traffic Management

A traffic management plan conforming to Australian Standard 1742.3-2009 must be submitted to the Shire prior to any works commencing.

Underground Services

Utility services pits, poles etc must be located and considered when determining the location of crossovers. The applicant must locate the service utilities within the road reserve **prior** to commencing earthworks by contacting *Dial-Before-You-Dig* on 1100. Where applicable cover and/or clearances to any utility service providers asset must be as stated or agreed with by each respective utility service provider.

Occupational Safety & Health, Traffic Management

All works performed with the road reserve must comply with the Occupational Safety & Health Act 1984, Occupational Safety & Health Regulations 1996 and The Manual of Uniform Traffic Control Devices AS 1742.3 – 2009 (Part 3).

Shire of Bridgetown-Greenbushes
... simply beautiful
Website: www.bridgetown.wa.gov.au

Crossover Application Form

PO Box 271
Bridgetown WA 6255
Ph: 08 9761 1555
Fax:08 9761 2023
Email: btnshire@bridgetown.wa.gov.au

Applicant Name & Contact Information

Land Owners Name: _____
(APPLICANT) (FIRST NAME) (SURNAME)

Postal Address: _____

Phone No: _____ Mobile No. _____

Email: _____

Property Address for Crossover Application

House No. _____ Lot No. _____ RSN: _____ LOCALITY: _____

Road/Street Name: _____

Type of Crossover Standard Applying for (MINIMUM STANDARD CROSSOVERS AS PER COUNCIL POLICY No. WS7-CROSSOVERS)

	GRAVEL		SEALED
RURAL TYPE: 1	☐	OR	☐
RURAL TYPE 2:	☐	OR	☐

URBAN TYPE: 1.a.	☐	OR 2.a.	☐
URBAN TYPE: 1.b.	☐	OR 2.b.	☐
URBAN TYPE: 1.c.	☐	OR 2.c.	☐

COMMERCIAL TYPE: 1.d	☐	OR 2.d	☐
COMMERCIAL TYPE: 1.e	☐	OR 2.e	☐
COMMERCIAL TYPE: 1.f	☐	OR 2.f	☐

Contractors Details for Crossover Application

Contractors Company Name: _____ Contact Name: _____

Contact Phone No: _____

Sub-division
Does this application form part of a sub-division application or condition? YES or NO

Plan of Proposed Crossover Size and Location

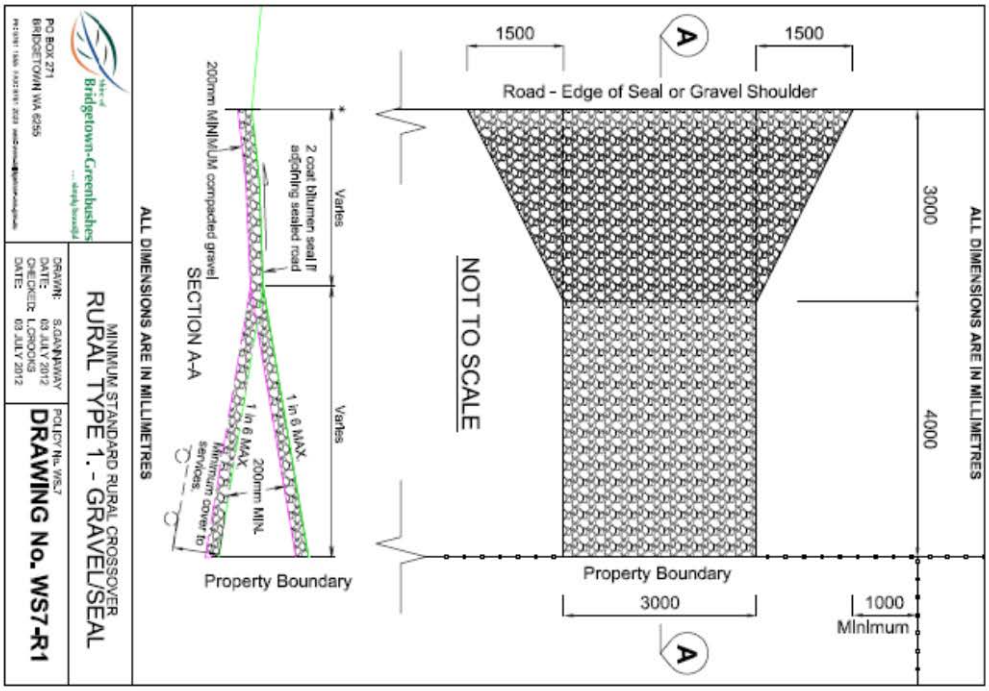
SKETCH PLAN OF BLOCK SHOWING PROPOSED CROSSING TO THE PROPERTY (Attach any additional information on a separate page)
* SHOW CROSSING WIDTH (Minimum width at property boundary as per Policy WS.7 - Crossovers)
* SHOW DISTANCE FROM SIDE BOUNDARY (Minimum distance 1m)

Applicants Declaration

I/We wish to apply to construct a crossover as per this application. I/We understand that the crossover must be constructed in accordance with Council's Policies and to the satisfaction of the Shire of Bridgetown-Greenbushes.

Inspections must be arranged to ensure compliance with Council policy WS.7 - Crossovers. Failure to arrange required inspections may result in non-payment of any applicable crossover contribution.

Applicants Signature: _____ Date: _____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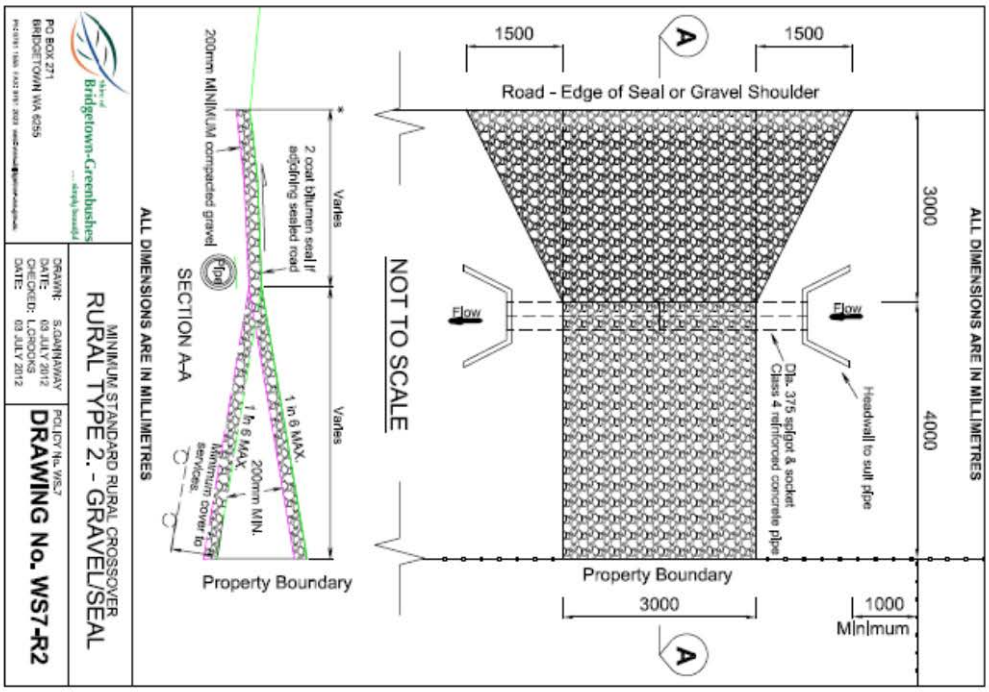
1500
1500
A
Road - Edge of Seal or Gravel Shoulder
3000
4000
NOT TO SCALE
Property Boundary
3000
1000
Minimum
A
Varies
2 coat bitumen seal if adjoining sealed road
200mm MINIMUM compacted gravel
SECTION A-A
1 in 6 MAX
1 in 6 MAX
200mm MIN.
Minimum cover to services
Property Boundary
ALL DIMENSIONS ARE IN MILLIMETRES
Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROOKS
DATE: 03 JULY 2012
MINIMUM STANDARD RURAL CROSSOVER
RURAL TYPE 1. - GRAVEL/SEAL
POLICY No. WS7
DRAWING No. WS7-R1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1500
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Road - Edge of Seal or Gravel Shoulder
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4000
NOT TO SCALE
Flow
Flow
Dia. 375 spigot & socket Class 4 reinforced concrete pipe
Headwall to suit pipe
Property Boundary
3000
1000
Minimum
A
Varies
2 coat bitumen seal if adjoining sealed road
200mm MINIMUM compacted gravel
SECTION A-A
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200mm MIN.
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Property Boundary
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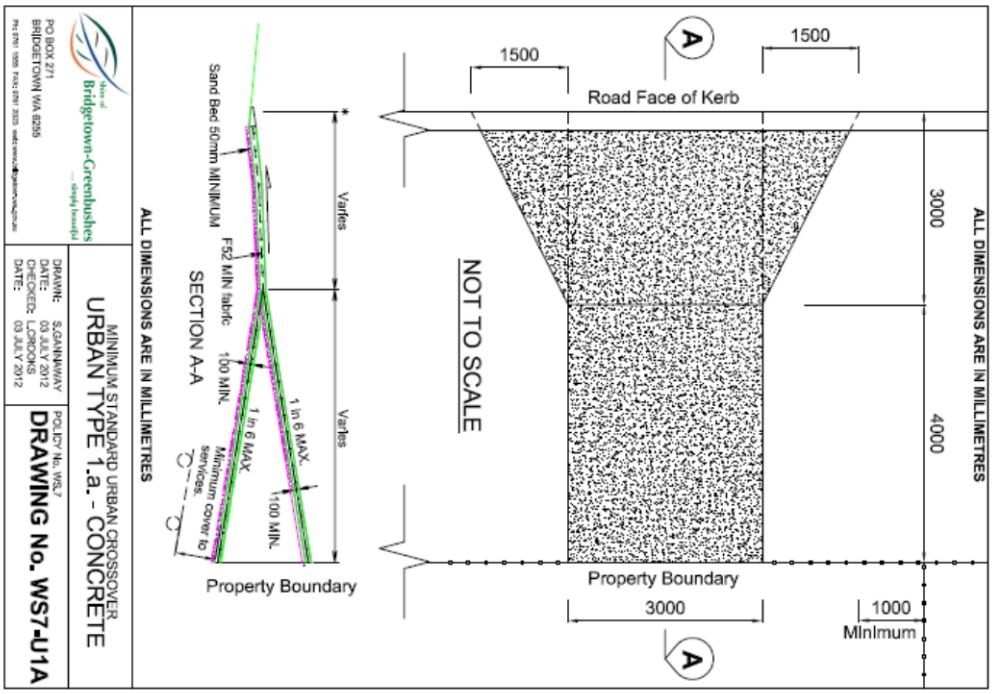
MINIMUM STANDARD RURAL CROSSOVER
RURAL TYPE 2. - GRAVEL/SEAL
POLICY No. WS7
DRAWING No. WS7-R2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simply beautiful
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Ph: 9761 1555 FAX: 9761 2033 web:www.bridgetown.wa.gov.au
DRAWN: SJGANNAWAY
DATE: 03 JULY 2012
CHECKED: LOBROOKS
DATE: 03 JULY 2012
POLICY No. WS7
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 1.a. - CONCRETE
DRAWING No. WS7-U1A
ALL DIMENSIONS ARE IN MILLIMETRES
A
1500
1500
Road Face of Kerb
3000
4000
NOT TO SCALE
Property Boundary
3000
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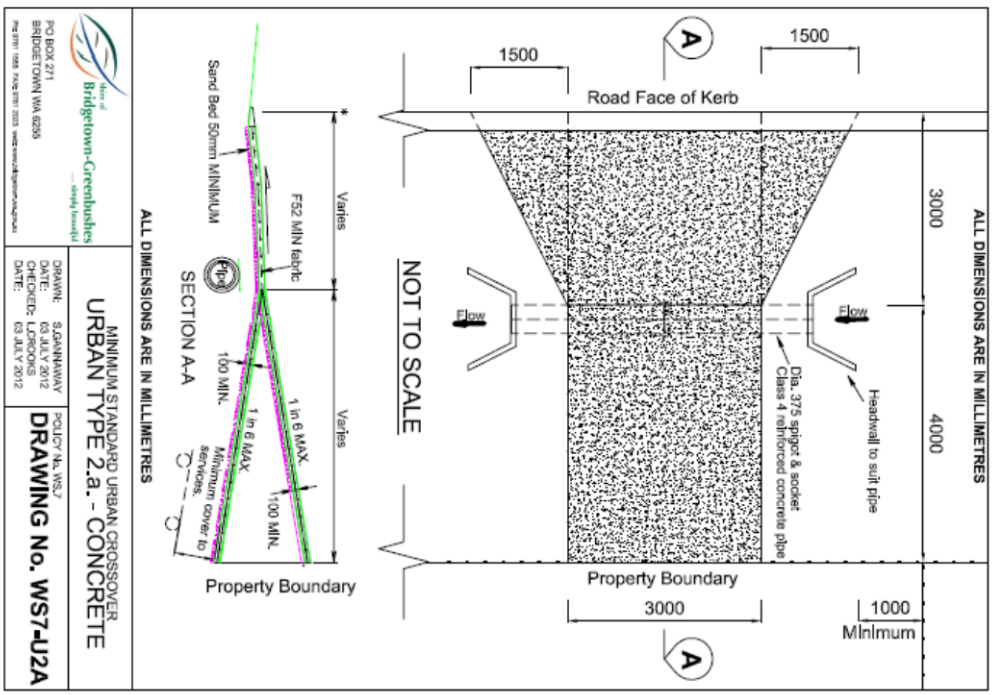
Minimum
A
ALL DIMENSIONS ARE IN MILLIMETRES
Sand Bed 50mm MINIMUM
F52 MIN fabric
100 MIN.
1 in 6 MAX.
Minimum cover to services.
Varies
*
Varies
1 in 6 MAX.
100 MIN.
SECTION A-A
Property Boundary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POLICY No. WS7
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 2.a. - CONCRETE
DRAWING No. WS7-U2A
ALL DIMENSIONS ARE IN MILLIMETRES
A
1500
1500
Road Face of Kerb
3000
4000
Flow
Flow
Dia. 375 spigot & socket
Class 4 reinforced concrete pipe
Headwall to suit pipe
NOT TO SCALE
Property Boundary
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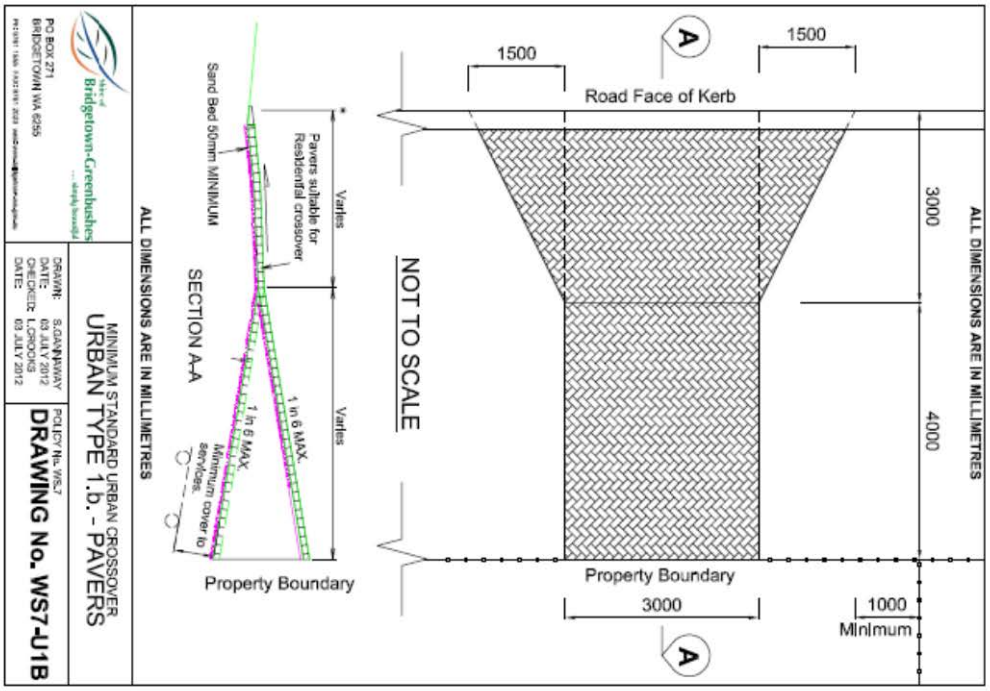
Minimum
A
ALL DIMENSIONS ARE IN MILLIMETRES
Sand Bed 50mm MINIMUM
F52 MIN fabric
100 MIN.
1 in 6 MAX.
Minimum cover to services.
Varies
*
Varies
1 in 6 MAX.
100 MIN.
SECTION A-A
Property Boundary


Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CHONG
DATE: 03 JULY 2012
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 1.b. - PAVERS
POLICY No. WS-7
DRAWING No. WS7-U1B
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
Sand Bed 50mm MINIMUM
Pavers suitable for Residential crossover
Varies
1 in 6 MAX.
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
1500
3000
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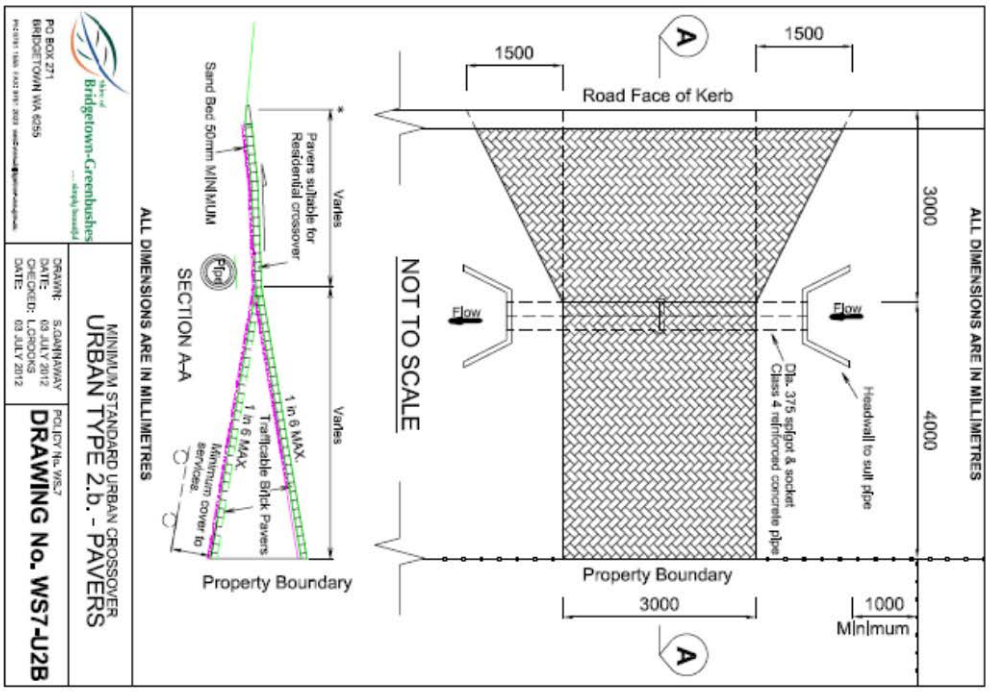
Minimum
A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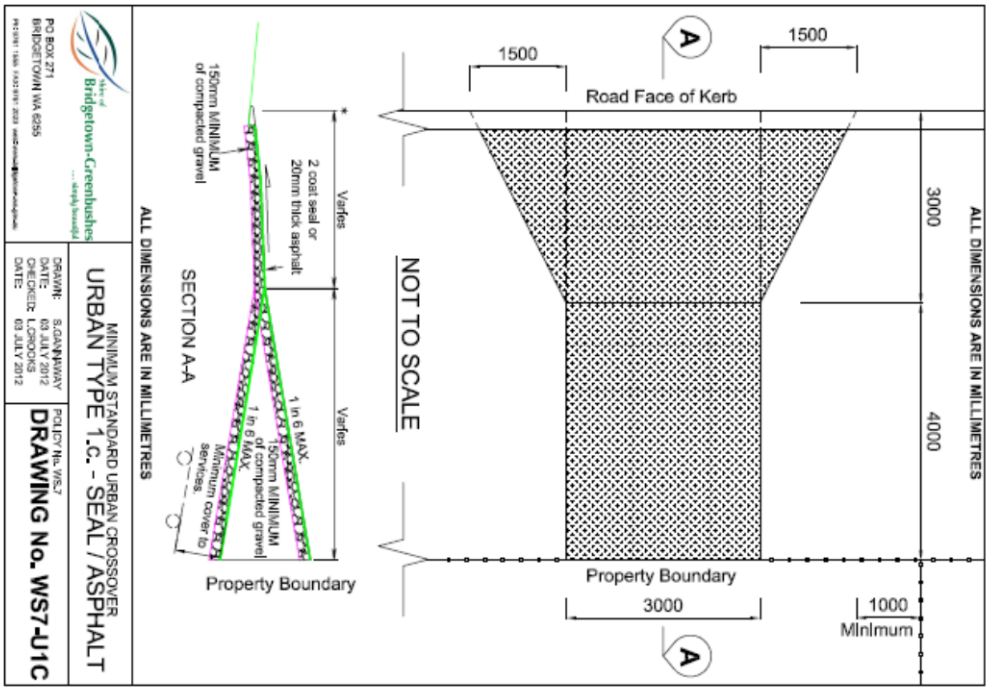
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CHONG
DATE: 03 JULY 2012
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 2.b. - PAVERS
POLICY No. WS-7
DRAWING No. WS7-U2B
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
Sand Bed 50mm MINIMUM
Pavers suitable for Residential crossover
Varies
1 in 6 MAX.
Trafficable Brick Pavers
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
Flow
Dia. 375 spigot & socket Class 4 reinforced concrete pipe
Headwall to suit pipe
1500
3000
4000
1000
Minimum
A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DATE: 03 JULY 2012
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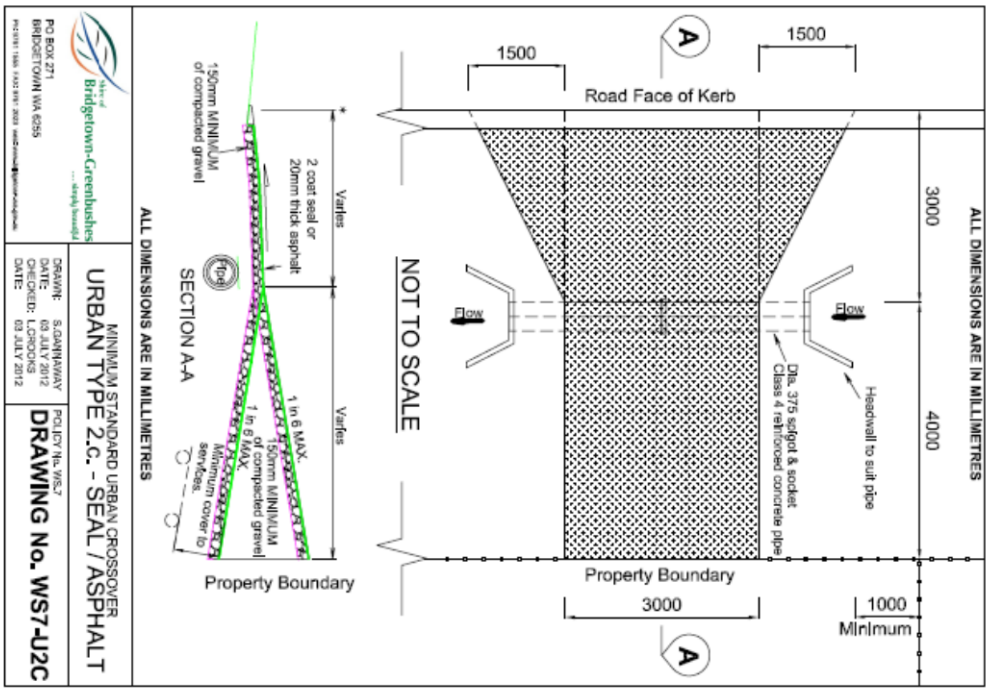
DATE: 03 JULY 2012
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 1.c. - SEAL / ASPHALT
POLICY No. WS-7
DRAWING No. WS7-U1C
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
150mm MINIMUM of compacted gravel
2 coat seal or 20mm thick asphalt
Varies
1 in 6 MAX.
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
1500
3000
4000
1000
Minimum
A


Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROOKS
DATE: 03 JULY 2012
MINIMUM STANDARD URBAN CROSSOVER
URBAN TYPE 2.c. - SEAL / ASPHALT
POLICY No. WS-7
DRAWING No. WS7-U2C
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
150mm MINIMUM of compacted gravel
2 coat seal or 20mm thick asphalt
Varies
1 in 6 MAX.
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
Flow
Dia. 375 spigot & socket Class 4 reinforced concrete pipe
Headwall to suit pipe
1500
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Minimum
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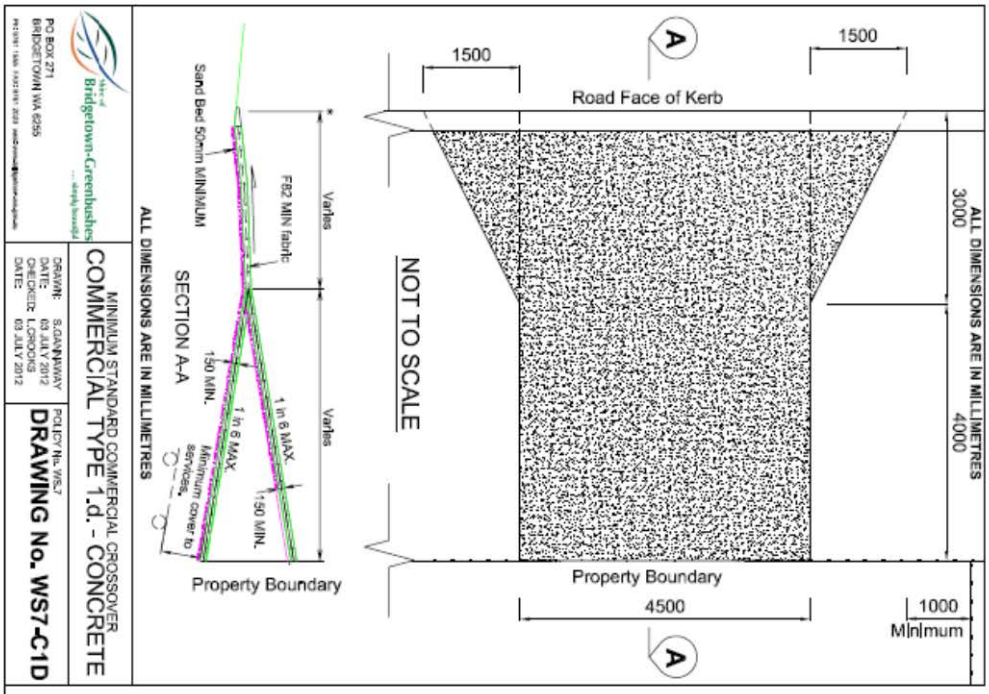
A
1500
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Road Face of Kerb
ALL DIMENSIONS ARE IN MILLIMETRES
3000
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NOT TO SCALE
Property Boundary
4500
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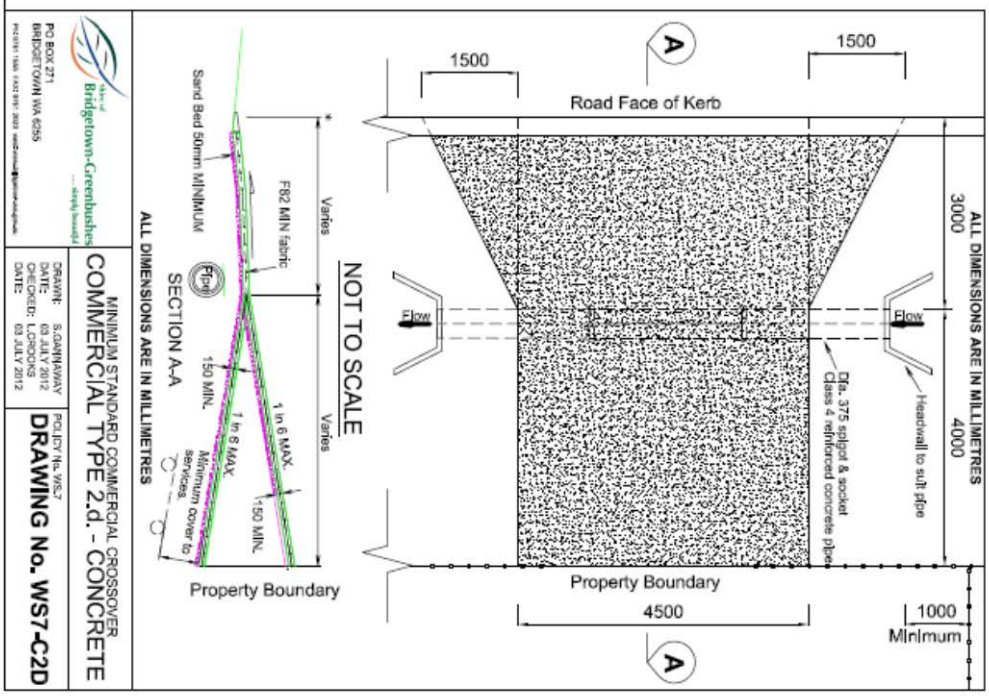
Minimum
A
Sand Bed 50mm MINIMUM
F82 MIN fabric
Varies
Varies
SECTION A-A
150 MIN.
1 in 6 MAX.
150 MIN.
Minimum cover to services.
Property Boundary
ALL DIMENSIONS ARE IN MILLIMETRES
Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 1.d. - CONCRETE
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROOKS
DATE: 03 JULY 2012
POLICY No. WS-7
DRAWING No. WS7-C1D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Road Face of Kerb
ALL DIMENSIONS ARE IN MILLIMETRES
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NOT TO SCALE
Flow
Flow
Headwall to suit pipe
Dia. 375 spigot & socket
Class 4 reinforced concrete pipe
Property Boundary
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Sand Bed 50mm MINIMUM
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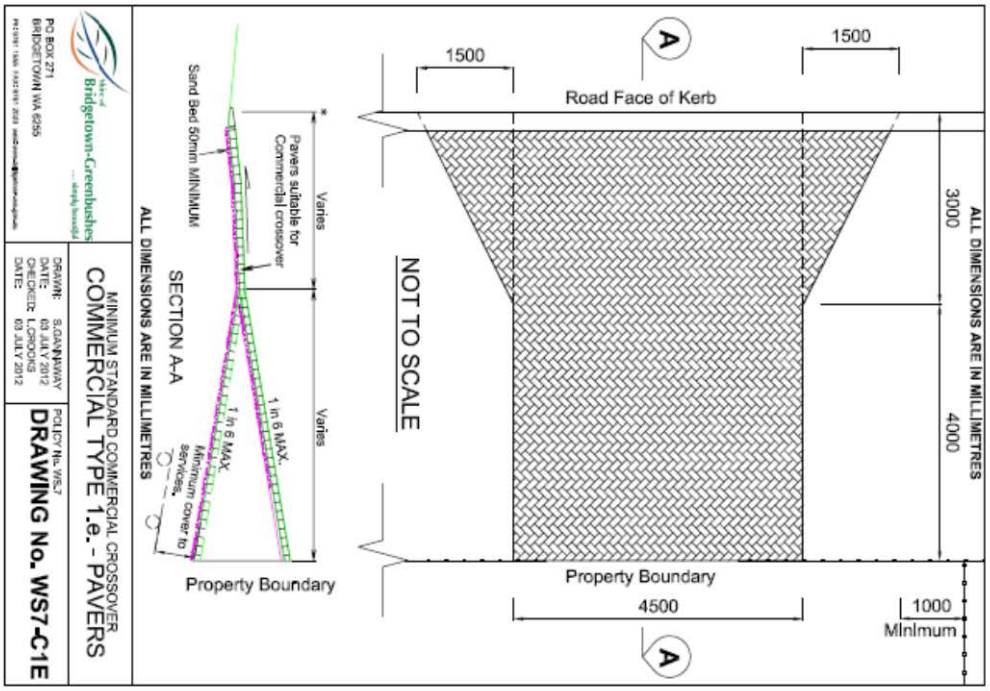
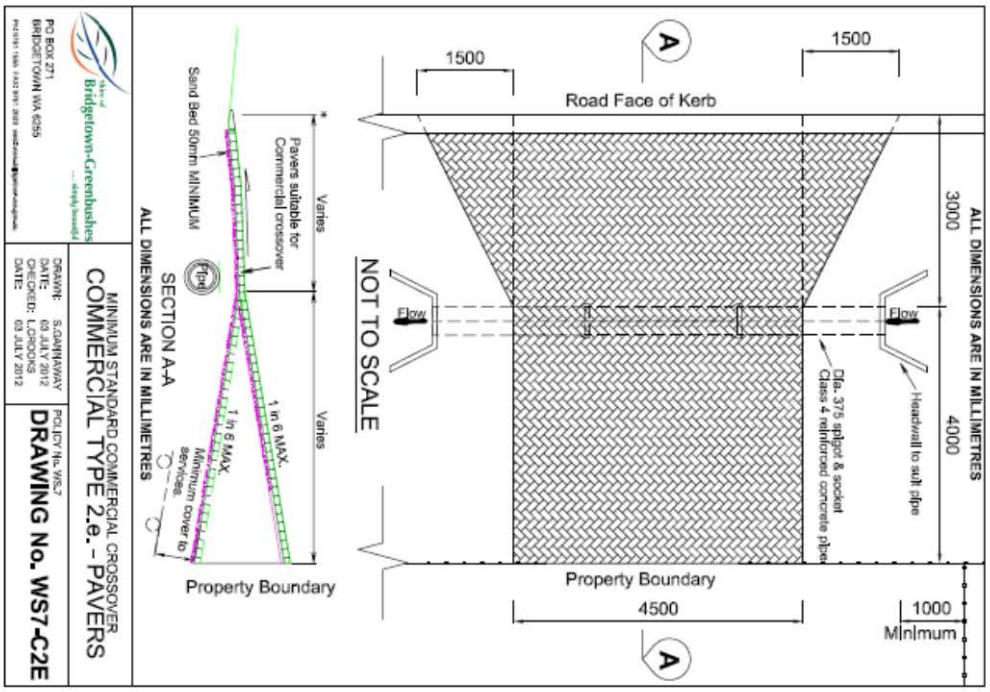
Varies
Flow
SECTION A-A
150 MIN.
1 in 6 MAX.
150 MIN.
Minimum cover to services.
Property Boundary
ALL DIMENSIONS ARE IN MILLIMETRES
Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 2.d. - CONCRETE
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROOKS
DATE: 03 JULY 2012
POLICY No. WS-7
DRAWING No. WS7-C2D


Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROCKS
DATE: 03 JULY 2012
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 1.e. - PAVERS
POLICY No. WS7
DRAWING No. WS7-C1E
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
Sand Bed 50mm MINIMUM
Pavers suitable for Commercial crossover
Varies
1 in 6 MAX.
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
1500
3000
4000
4500
1000 Minimum


Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.GANNAWAY
DATE: 03 JULY 2012
CHECKED: L.CROCKS
DATE: 03 JULY 2012
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 2.e. - PAVERS
POLICY No. WS7
DRAWING No. WS7-C2E
ALL DIMENSIONS ARE IN MILLIMETRES
SECTION A-A
Sand Bed 50mm MINIMUM
Pavers suitable for Commercial crossover
Varies
1 in 6 MAX.
Minimum cover to services
Property Boundary
NOT TO SCALE
Road Face of Kerb
Flow
Dia. 375 spigot & socket Class 4 reinforced concrete pipe
Headwall to suit pipe
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3000
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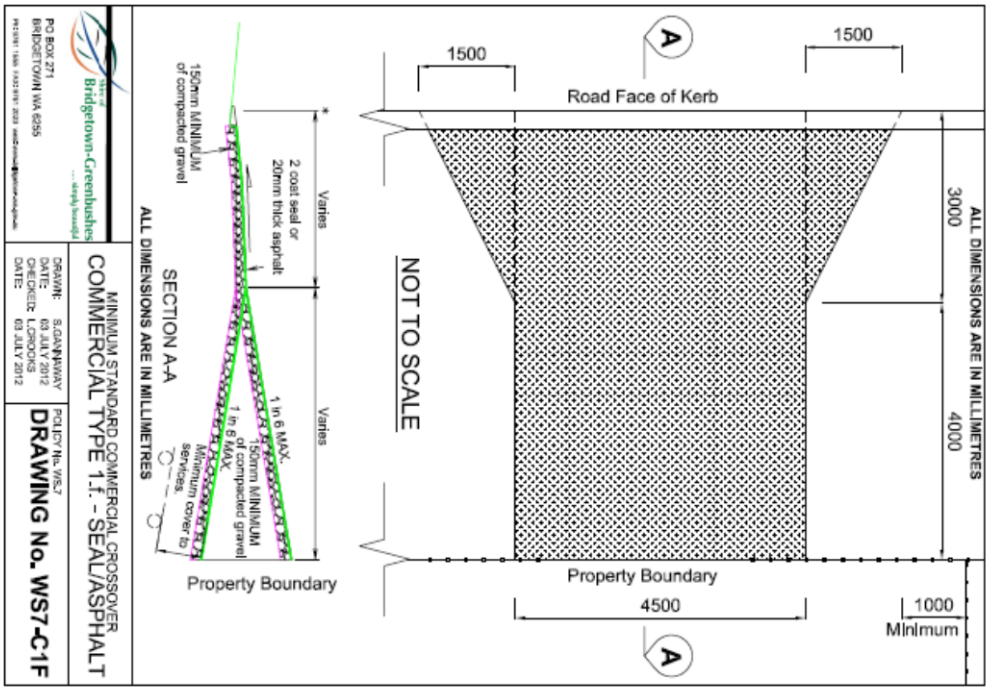
4500
1000 Minimum


Road Face of Kerb
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ALL DIMENSIONS ARE IN MILLIMETRES
NOT TO SCALE
Property Boundary
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Minimum
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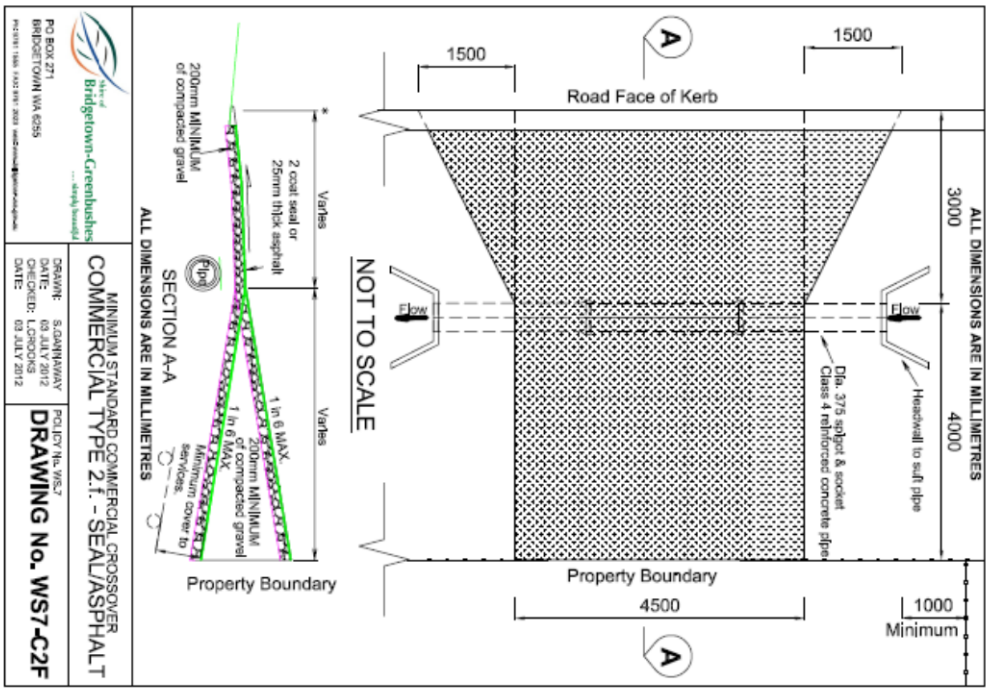
SECTION A-A
ALL DIMENSIONS ARE IN MILLIMETRES
150mm MINIMUM of compacted gravel
2 coat seal or 20mm thick asphalt
Varies
*
Varies
1 in 6 MAX
150mm MINIMUM of compacted gravel
1 in 6 MAX
Minimum cover to services
Property Boundary
Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.DANNAWAY
DATE: 03 JULY 2012
CHECKED: L.GORDON
DATE: 03 JULY 2012
POLICY No. WS7
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 1.f. - SEAL/ASPHALT
DRAWING No. WS7-C1F


Road Face of Kerb
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ALL DIMENSIONS ARE IN MILLIMETRES
NOT TO SCALE
Flow
Flow
Dia. 375 spigot & socket Class 4 reinforced concrete pipe
Headwall to suit pipe
Property Boundary
4500
1000
Minimum
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A
SECTION A-A
ALL DIMENSIONS ARE IN MILLIMETRES
200mm MINIMUM of compacted gravel
2 coat seal or 25mm thick asphalt
Varies
*
Varies
1 in 6 MAX
200mm MINIMUM of compacted gravel
1 in 6 MAX
Minimum cover to services
Property Boundary
Shire of Bridgetown-Greenbushes
PO BOX 271
BRIDGETOWN WA 6255
DRAWN: S.DANNAWAY
DATE: 03 JULY 2012
CHECKED: L.GORDON
DATE: 03 JULY 2012
POLICY No. WS7
MINIMUM STANDARD COMMERCIAL CROSSOVER
COMMERCIAL TYPE 2.f. - SEAL/ASPHALT
DRAWING No. WS7-C2F

POLICY NO.	I.8
POLICY SUBJECT	Temporary Closure of a Road for an Event
ADOPTION DATE	27 March 2014 (C.18/0314)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	28 November 2019 (C.06/1119)

Comment [SA16]: Policy needs a complete rewrite. Much of the procedural matters are legislated and should not be outlined in the policy. The requirement for all road closures to require 2/3 affected landowner consent seems to be at odds with the policy intent. Traffic management plan documents mentioned are out of date or no longer relevant.

Council Policy is to consider all requests from the community for temporary closure and detours of a road for a community event. The closure will be granted provided, in the opinion of the Chief Executive Officer or the CEO's nominated representative, the closure will not unduly inconvenience the wider community.

Procedure

Application Forms and Processes

All requests for a temporary road closure are to be made on the appropriate Schedule 1, Form 1 - "*Application for an Order for a Road Closure*". This form is available from any WA Police Station. The completed application form is to be submitted to the WA Police with the appropriate regulatory application fee. The application must be submitted within the prescribed period as stated in the Schedule 1, Form 1.

Applications for a temporary road closure for roads under the control of Main Roads WA are to be approved by that Department prior to the road closure proceeding. In addition, all applications for a road closure for an event are to be approved by WA Police prior to the road closure proceeding.

The applicant is to obtain the approval in writing of at least two-thirds of the adjacent property occupiers that are affected by the road closure as stated on Schedule 1, Form 1.

The applicant is to approach each adjacent or affected property occupier either by writing or in person and receive from them a signed response citing their objection or consent (as per Road Traffic Regulation 6(2), Schedule 1, Form 1). In the case of a non-response, the applicant is to provide evidence that an approach was made and that no response was received.

Signed responses can take the form of a simple register (ie. separate lists for consent/objection with signatures with a third list indicating non-response) or individual written and signed responses (which can take the form of a 'fax-back' or 'mail-back type letter). Approval will only be considered if at least two-thirds of the adjacent or affected property occupiers indicate consent to the proposed temporary closure.

The applicant must also comply with Council's 'Public Consultation Policy' and is to pay the full cost of all advertising and public notification.

Evaluation of Traffic Management Plans

Applicants must submit a Traffic Management Plan to the Shire for assessment, accompanied by the fee listed in the Schedule of Fees and Charges. [It should be noted that separate fees apply for submitting plans more than fourteen (14) days

prior to the proposed event and for submitting plans more than seven (7) days prior to the proposed event].

Once the Traffic Management Plan is received, the Shire will endeavour to provide a quotation to the applicant within five (5) working days if the Shire is to undertake the proposed road closure and detour (for large events, the CEO reserves the right to extend the quotation period).

If the proposed road closure and detour is to be undertaken by a third party, the Shire will assess the Traffic Management Plan and provide a response to the applicant within ten (10) working days to either approve, reject or request additional information.

All Traffic Management Plans and the physical closures and detours are to comply with Australian Standard 1742.3 – 2009 – *Traffic Control for Works on Roads*, the Main Roads WA *Traffic Management for Events Code of Practice* and the *Road Traffic (Events on Roads) Regulations 1991.*

POLICY NO.	I.9
POLICY SUBJECT	Private Works Plant and Equipment Accessed by Shire Staff
ADOPTION DATE	28 September 2000
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Comment [SA17]: Policy reformatted and reworded to improve grammar and clarity.

Policy objectives

- To ensure Shire employees receive no more or less than benefit than other members of the community in relation to accessing the Shire service of private works or private use of Shire equipment.
- ~~To ensure Shire employees receive no more rights or no less rights and at the same cost than other members of the community in relation to accessing the Shire service of private works.~~

- To ensure there is a mechanism in place to adequately address and manage the issue of accountability where Shire employees are engaging the Shire to perform works.

Policy

'The Client' with respect to this policy means a Shire employee, Councilor, or closely associated persons (as defined in the Local Government Act 1995) to employees.

Any staff member wishing to engage the Shire to perform private works shall in the first instance forward a written request to their supervisor (the CEO would refer his request to the Shire President) for referral to the appropriate employees responsible for preparing the quote.

Current Shire process regarding private works will be followed in full and undertaken independently to the Client with all due regard to impartiality. This includes but is not limited to costing, performance and supervision of the works, timesheets, and accounts.

The Client will take no action other than from the perspective of any other community member. The Client shall make this known to Employees involved in the process whenever dealings are being undertaken.

Employees involved in the process coming into contact with the Client will treat the Client without fear or favour in the same manner as any other community member.

~~All private works jobs will be costed and quoted independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor).~~

~~All works will be costed and quoted in accordance with Council's published schedule of rates and charges (inclusive of profit and GST).~~

~~No work will be performed until and unless the quoted amount is paid and received by the Shire up front.~~

~~All private works jobs will be performed, supervised and timesheets checked and the account issued independently to the client, (where it is acknowledged the client~~

~~might be a Shire employee or Councillor). Any variations will be authorised by the client in writing before they are performed.~~

~~No plant or equipment will be hired on a 'dry hire' basis.~~

~~Any staff member wishing to engage the Shire to perform private works (including occasional 'wet hire' of plant or equipment), shall in the first instance forward a written request to their supervisor who will then refer the matter with the relevant employees responsible for preparing the quote (the CEO would refer his request to the Shire President).~~

~~After payment of the quoted amount (where it is acknowledged that if made on estimates of time, further payment or reimbursements will be made once all costs have been finalised), the employee will take no further action in any way other than from the perspective of the client and this shall be made known whenever dealings are being undertaken.~~

~~Those employees involved in the process coming into contact with the client will treat the employee (who is the client) without fear or favour in the same manner as any other client.~~

~~This policy also applies to clients who are closely associated persons (as defined in the Local Government Act 1995) to employees.~~

POLICY NO.	I.10
POLICY SUBJECT	Private Works by Council
ADOPTION DATE	25 September 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy objectives

- To outline the procedures for undertaking Private Works requests by residents, organisation, and others.

- To ensure that any Private Work complies with the Western Australian Policy on Competition Neutrality.

  "The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership."

- To ensure Council does not directly compete with local businesses or contractors.

- To ensure a mechanism is in place to supply a project estimate and receive payment for any Private Work.

Policy

The CEO (or nominated officer) is to determine whether work constitutes "private works" or "minor works". Minor works encompasses works such as driveway grading, tree removal, drainage maintenance, etc and is charged on an hourly rate in accordance with Council's Schedule of Fees & Charges.

All private works jobs will be costed independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor).

All works will be costed in accordance with Council's published schedule of rates and charges (inclusive of 30% private works 'mark-up', profit and GST).

A project estimate shall be provided to the client, in writing, outlining the costs, the timeframe, clearly state that this is an "ESTIMATE ONLY", and shall include provision for recouping additional money should the cost of the project exceed the estimate.

A timeframe must also be provided to the client as to when the works can be undertaken. No Private Works shall take precedent over the completion of Council's annual works program.

All private works jobs will be performed, supervised and timesheets checked and the account issued independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor). Any variations will be authorised by the client in writing before they are performed.

No plant or equipment will be hired on a 'dry hire' basis.

Standard practice is that fees & charges are paid 'up-front' prior to the service or work being undertaken. In the case of minor works, delaying commencement of work until the client has paid the necessary fee can be impractical. Often the necessary machinery is on or adjacent to the site where minor works are proposed. The CEO (or nominated officer) is therefore authorised to proceed with minor works jobs prior to payment being received.

POLICY NO.	I.11
POLICY SUBJECT	Trench Reinstatement
ADOPTION DATE	17 December 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council Policy is to approve all pipes and other services crossing and within existing formed road reserves, paths and Council controlled land. The CEO (or nominated representative) shall inspect the location prior to commencing excavation to issued approval to commence with works. If deemed necessary the CEO or authorised officer is to inspect the works to ensure compliance to Council's policy has been achieved.

Procedure

Any person proposing to locate any duct, pipe or pipeline beneath a road, path or council controlled property, whether formed or unformed, shall lodge with Council, for retention, a plan showing the proposed position of the pipeline with full details as to the purpose for which the pipe or pipeline shall be used.

Minimum cover to the proposed pipeline shall be 600mm to any portion of the road or path. Cover less then 600mm shall be approved in only exceptional circumstances and written approval stating this shall be required prior to commencing works.

The applicant shall indemnify the Shire of Bridgetown-Greenbushes against any claims that it may receive because of works conducted by the applicant. The applicant shall take all reasonable precaution to protect the works and public from loss or injury or damage.

The Shire of Bridgetown-Greenbushes deems possession of site to the applicant to begin at the commencement of works and cease once signed approval from the CEO or their nominated representative.

All excavations shall be filled, compacted and the surface re-instated to the original condition within 5 working days of completion of the work, to the satisfaction of the CEO Shire of Bridgetown-Greenbushes.

If the applicant conducting these works fails to backfill the excavation or to reinstate the surface of the road or footpath to a suitable standard within 5 working days following written notification to the applicant, the Shire of Bridgetown-Greenbushes will do so and recover costs from the applicant at council's private works rate.

The minimum application requirement is a plan showing the exact location and details of a duct, pipe or pipeline and methods of permanent delineation. The approval letter shall be attached and a copy will be returned with the original for retention by the Shire of Bridgetown-Greenbushes.

POLICY NO.	I.12
POLICY SUBJECT	Use of Section 3.27 for Taking of Materials from Private Land
ADOPTION DATE	31 March 2005
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The taking of materials from private land under S 3.27 of the Local Government Act not occur where the material is to be extracted from a pit that has been granted Planning Approval or an Extractive Industry Licence by the Shire (either Extractive Industry – On Site Works or Extractive Industry – Standard). Nothing is to stop however the Shire utilizing S 3.27 of the Local Government Act to access gravel from another portion of the same property where it is clear that the Shire's extraction activities are separate from the private extraction activities of the land owner".

POLICY NO.	I.13
POLICY SUBJECT	Gravel Road Development & Maintenance
ADOPTION DATE	24 November 2005 (C.16/1105)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

In keeping with Council's current ~~Strategic Community Plan Roads~~ roads ~~Strategy~~ strategy to *"Expand the development of best practice principles in regards to preservation and enhancement of our transport network"* a gravel road development and maintenance procedure/programs be implemented to address the following items:-

Comment [SA18]: Removed redundant reference.

1. A five year plan to incorporate the development of the Shires gravel road network taking into consideration:-
   - State and Federal Government funding and capital works program
   - Traffic count and business and community serviced
   - 5 year sealing and re sheeting program
   - Planning/subdivisional approval including developers contributions

2. Performance Indicators (Continuous improvement philosophy) for the completion of the 5 year plan:-
   - Report to Council on a quarterly basis that identifies how works in progress are proceeding
   - Six or twelve month bus inspection to include Councillors and senior staff ~~(subject to Councils requirements)~~

Comment [SA19]: Removed unnecessary statement.

3. To develop and maintain the Shires gravel road network in accordance with Australian "best practice and value for money principles for unsealed roads" procedures such as and not limited to:-
   - Australian Standards
   - Commonwealth Department of Transport and Regional Services
   - ARRB transport research

4. Development of strategically placed gravel pits throughout the Shire and subsequent agreements for the sourcing of gravel resources to potential reduce costs and increase value for money principles.

5. Ensure a minimum standard of maintenance is preformed to include one winter and one summer grading is undertaken on the entire Shire's gravel road network, subject to adverse weather conditions and the supply/existence of suitable gravel.

6. To ensure consistency throughout the Shire's work practices and develop a continuous improvement culture a "Works Procedure Manual" be developed to address gravel roads, ie; culverts etc.

7. The "Works Procedure Manual" will be developed in conjunction with Councils 5 year Plan and include areas such as foot paths, drainage etc.

POLICY NO.	I.14
POLICY SUBJECT	Restricted Access Vehicles ~~– Applications for Council Support~~
ADOPTION DATE	25 May 2006 (C.23/0506)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

This Policy is to provide guidance for the application, conditions and approval to use Restricted Access Vehicles (RAV) on roads under the Shire of Bridgetown-Greenbushes authority.~~Multi-Combination Vehicles on Local Access Roads within the Shire of Bridgetown-Greenbushes.~~

Comment [SA20]: Clarified term used. Technically a vehicle can be a RAV without being a MCV

Policy

~~The definition of Restricted Access Vehicle (RAV) as defined by Main Roads WA (MRWA) is:~~

~~*Effective as of the 1 December 2012, Main Roads published a Restricted Access Vehicle (RAV) Notice for standard Class 2 & 3 vehicle combinations. A RAV Notice is a prescribed instrument for granting road access to a RAV.*~~

~~*An approved vehicle combination is any vehicle combination stipulated in the Prime Mover, Trailer Combination Operating conditions; or the Truck, Trailer Combination Operating Conditions. The RAV Network 1 to 10 Road Tables and associated addendums list the roads that are approved for the particular combinations.*~~

~~*The Operating Conditions, RAV mapping tool and further details on WA Heavy Vehicle Accreditation can be found on the Main Roads website at www.mainroads.wa.gov.au under the "Heavy Vehicles" section.*~~

~~The State Government through Main Roads Western Australia is the only agency authorized to issue oversize permits. Local Shires are requested to give approval with any relevant conditions to use any local road.~~

Main Roads Western Australia (MRWA) is responsible for administering access for Restricted Access Vehicles (RAVs) on all public roads in Western Australia. Current information regarding definitions, permits, RAV network access, etc. should be obtained directly from MRWA.

Roads on the RAV network may stipulate a condition requiring Local Government approval for use of the road by RAVs. In such cases, and where the road is under the authority of the Shire of Bridgetown-Greenbushes, written application is to be made to the shire requesting permission.

The application is to specify the road(s) required and sections to be used, type of freight, trips per day, total overall tonnage to be freighted, time frame of haulage program, contractors undertaking carting (if applicable), and contact details of haulage manager.
The roads requested will then be assessed by Shire officers and if acceptable for use by RAV's, the Shire will then invite the applicant to enter into an "Agreement of Conditions for the use of Restricted Access Vehicles on Local Roads". This agreement will list all relevant information and stipulate conditions as set by the Shire such as curfew times and road repair/maintenance.

With regard to roads under the authority of the Shire that do not require Shire approval for RAV use, there is an expectation that operators maintain the road in original and safe condition. Under the Road Traffic (Administration) Act 2008 the Shire may temporarily close any road under its authority when considered unsafe.

~~Any applicant that requires the use of a local access road for the use of multi-combination vehicles must make written application to Council. The roads requested will be assessed by an initial desktop assessment in the first instance and if deemed eligible will then be inspected by Council Officers. Following inspection, if the roads required are acceptable for use by RAV's the Shire will then invite the applicant to enter into an "*Agreement of Conditions for the use of Multi-Combination Vehicles on Local Access Roads*". This agreement will list all relevant information such as; road/s required, length of road/s, type of freight, trips per day, total tonnage to be freighted, time frame of haulage program, vehicle/trailer registration and contact details of haulage manager, the agreement will also include school bus curfew times and conditions as set by the Shire.~~

An administration fee as reviewed and set by Council each year in the Schedule of Fees & Charges is applicable to all successful applicants. One extension of time past the listed expiry date as documented in individual agreements may be approved

Comment [SA21]: This information is managed by MRWA and may change from time to time. Should not be quoted here.

Comment [SA22]: Not all local government roads require local government approval for RAV use.

Comment [SA23]: The Shire does not have this broad authority. Application is only required for roads (or sections of road) on the RAV network having the condition requiring local government permission.

Comment [SA24]: Section reworded for clarity.

Comment [SA25]: Moved this line ahead in the sequence.

on an individual application basis with no fee being applicable. Further extensions will be assessed on an individual basis and may attract further fees at the discretion of the CEO or his nominated Officer).

~~An administration fee as reviewed and set by Council each year in the Schedule of Fees & Charges is applicable to all successful applicants. Should an applicant ultimately make four loaded RAV movements or less or haul 120 tonnes or less they may make application for a refund of part of their application fee. A written application for any refund must be accompanied by documentation supporting the claim.~~ Applications totalling less than 5 RAV movements or less than 120 tonnes may be accompanied with a written request for a fee reduction. Any approval for the reduction in fees is at the discretion of the CEO or his nominated Officer only.

Comment [SA26]: Scale of haulage operations is usually known in advance. The refund process is onerous on admin. Far more efficient for everyone involved to just reduce the initial fee on a case-by-case basis.

Council reserves the right to ~~apply infringements or~~ cancel agreements for breach of conditions as listed in individual agreements.

~~*Infringements shall be applicable under section 2.1 - General Prohibitions of the Thoroughfares Local Law which states (in part):*~~

> ~~*"A person shall not……*~~
>
> ~~*Drive any vehicle on a thoroughfare contrary to a written directive issued by the Local Government, where such a directive does not conflict or cause conflict with any state law."*~~

Comment [SA27]: Local Government does not have authority to issue infringements in this way. Also, the Local Law sited does not exist.

POLICY NO.	I.15
POLICY SUBJECT	Lawn Cemetery – Reservation of Grave Sites
ADOPTION DATE	26 July 2007
LAST VARIATION DATE	30.7.20 (C.06/0720)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Introduction

The purpose of this Policy is to allow for the orderly development of the lawn cemetery section at the Bridgetown Cemetery so as to prevent or minimise damage to adjoining graves, the concrete plinth, headstones, reticulation or the grass surface.

Policy

The Shire of Bridgetown-Greenbushes will accept applications for reservation of a gravesite in the Lawn section at the Bridgetown Cemetery and allow the reopening of a grave for a second interment. Reservations will be provided on a 'next plot/s available' basis, subject to there being a sufficient number of gravesites being available within the same row to accommodate the required number of adjoining sites In the event of there being insufficient adjoining sites within the current row, reservation of sites in the next row will be permitted.

~~Officers shall request that the Funeral Director advise the family of the deceased of this Policy.~~

Comment [SA28]: Removed unnecessary statement.

POLICY NO.	I.16
POLICY SUBJECT	Placement of Memorial Plaques Outside Cemeteries
ADOPTION DATE	20 February 2010 (C.19/0210)
LAST VARIATION DATE	25 June 2020 (C.03/0620)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose
To stipulate the circumstances where a memorial plaque can be placed in public places outside the Shire's cemeteries and the conditions that apply.

Application
A small memorial plaque measuring no more than 100mm x 60mm is permitted to be placed at the base of a tree planted in a Shire of Bridgetown-Greenbushes controlled park or reserve, in memory of a recently deceased member of the Bridgetown-Greenbushes community subject to the following conditions:

- Applications including proposed wording must be in writing addressed to the CEO;
- The wording of the plaque must be approved by the CEO or his nominated officer;
- The plaque will be ordered and installed by Shire of Bridgetown-Greenbushes staff in consultation with the proponent;
- The cost of the plaque and installation shall be paid for by the proponent requesting the plaque.

Where a family wishes to place a small memorial plaque on a park bench or similar type of park furniture an application can be submitted to the Chief Executive Officer. In these instances the same conditions as contained above will apply in addition to the applicant being responsible for purchase of the item or park furniture.

If the deceased person is buried in a cemetery within the Shire or a memorial plaque (with or without ashes) has been placed in a cemetery within the Shire, an application for a memorial plaque to be placed in a public place will not be approved.

It is noted that plaques will not be approved to memorialise community members who died prior to 2009. It is also noted this policy does not extend to family pets nor to the erection of memorial crosses within road reserves to memorialise deaths from traffic accidents.

Historically there are four larger memorials located in public places within the Shire and for these the following maintenance responsibility exists:

- Scott Memorial, Bridgetown-Boyup Brook Road (note this road is under the jurisdiction of Main Roads Western Australia) – maintenance of this memorial rests with the family and not the Shire.
- Wheatley Memorial, Brockman Highway - maintenance of this memorial rests with the family and not the Shire.

- "A Man's Best Friend" plinth and plaque, Town Square, Bridgetown – maintenance of this memorial rests with the Shire of Bridgetown-Greenbushes.
  "Sunday 14th March 1954 commemoration plinth and plaque, Gifford Road - maintenance of this memorial rests with the Shire of Bridgetown-Greenbushes.

POLICY NO.	I.17
POLICY SUBJECT	Pesticides Spraying
ADOPTION DATE	27 November 2014 (C.14/1114)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Note - The use of the term 'pesticides' is generic and includes herbicides, insecticides, fungicides etc.

1. Introduction

Similar to all Local Government Authorities in metropolitan and regional Western Australia, the Shire of Bridgetown-Greenbushes is responsible for the control of pests and weeds in buildings, structures and amenity areas under its control, such as road reserves, drainage easements, rights of way, public parks and gardens and other public open spaces.

Weed control is by far the largest part of the Shire's pest control program, and the use of herbicides is the most common control method used, either by appropriately trained staff or qualified spray contractors.

Pesticides are used to control noxious weeds, to protect public property from pest damage and to protect the users of public places from nuisance or danger.

2. Use of Pesticides by Shire Staff or Contractors

All pesticide use by Shire of Bridgetown-Greenbushes staff and/or contractors engaged by the Shire is to be in conformity with the '***Guidelines for the Use of Pesticides in Non-Agricultural Workplaces'*** published by the Western Australian Department of Health and other State health agencies. The purpose of these Guidelines is to "provide practical guidance on the safe use of pesticides for the protection of human health, by assisting pesticide users to achieve a safe system of work and comply with relevant Commonwealth, State and Territory legislation".

The 'Guidelines for the Use of Pesticides in Non-Agricultural Workplaces' can be downloaded from the Western Australian Health Department website.~~at:~~

~~http://www.public.health.wa.gov.au/cproot/2158/2/Guidelines%20for%20the%20safe%20use%20of%20pesticides%20in%20non-agricultural%20workplaces.pdf~~

Comment [SA29]: Link is not current. Best not to prove a URL that may change.

Particular attention is drawn to Appendix 7 of the above Guidelines that addresses spraying in public places. This section applies to any person who uses and applies chemical products in public places and states:

i. You must only use chemical products that are registered or permitted for use on the target host.

ii. You must not apply a chemical product at variance with the label instructions, except in accordance with an authorised permit, or where it is applied at a lower rate, concentration or frequency than advised on the label.

iii. You should always use products that will do the job effectively. Where practicable, you should use those products that are least toxic to people and the environment.

iv. You must store chemical products in their original containers in a dry, well-ventilated area that is not easily accessible to children or animals. A source of water suitable for washing should be located nearby. Permanent stores must comply with the storage requirements of Australian Standard AS 2507.

v. When handling or using a product, you must be equipped with and wear the protective and safety equipment recommended on the product label, unless more effective exposure control methods are employed.

vi. You must not eat, drink or smoke while handling or using chemical products.

vii. You must maintain spray equipment in good operational order. You must not start maintenance until the equipment has been cleaned.

viii. You must not spray onto waterways or water bodies or water logged areas unless the product is approved for such use.

ix. When spraying, you must not allow a chemical product to move off target to the extent that it may adversely affect any people, their land, water, plants or animals. Areas of particular concern include schools, community halls, malls, parks and gardens.

x. You must maintain a record of spraying operations. Your records must at least include the date, location, name and rates of any chemical products applied – however you should check with the Western Australian Department of Health for the minimum requirements. These records must be made available to relevant authorities if requested.

xi. Where practicable, the spray supervisor should inform the public of impending spray operations, and notify them of current operations through the use of signage or whatever suitable means are available.

xii. You must stop spraying if a member of the public or other third party should approach the area being sprayed.

xiii. If you are approached by a member of the public with an inquiry or complaint, you should answer their questions or refer them to your supervisor. The public must be treated with courtesy at all times.

Having regard to some of the local conditions specific in the district of the Shire of Bridgetown-Greenbushes attention is drawn to the issues associated with weather conditions, particularly wind, and the consequences of spray drift when winds are too high to ensure contained spray techniques are used. The 'Guidelines for the Use of Pesticides in Non-Agricultural Workplaces' ~~don't~~ do not stipulate a maximum wind speed for effective spray operations however the experience of parks and gardens staff of the Shire of Bridgetown-Greenbushes is that spraying should not occur in urban (residential, commercial, light industrial, etc zoned land) areas when the **wind speed** is **15km/h or greater**. In non-urban areas the spray operator is to use discretion when spraying, paying particular regard to the potential spray drift onto adjoining properties.

3. Signage Requirements – Vehicles Used for Spraying

When spraying on road verges or parks, a sign will be fixed to a vehicle which is involved with the application of the pesticide. Lettering must be a minimum of 50mm in height and should be placed on the vehicle so it is easy to see by road users. The sign is to have the words 'CAUTION: (NAME OF CHEMICAL) BEING APPLIED, trade name is acceptable or active constituent. A flashing yellow light is also to be fitted to the vehicle and be activated while the vehicle is moving.

An example of this signage is shown below:

Comment [SA30]: Replace old unprofessional graphic.

4. Signage Requirements – Spraying in Parks or Similar Public Places

Whenever a liquid pesticide is being applied on a public place other than a road reserve or footpath (covered by signage requirements in Section 3 above), appropriate portable warning sign/s is displayed until the pesticide has dried on the leaf. Lettering on the sign must be a minimum of 50mm in height. The warning sign/s must display the words' CAUTION (NAME OF CHEMICAL) BEING APPLIED, AVOID CONTACT WITH AREA WHEN SIGN IS DISPLAYED. Trade name or active constituent may be used.

An example of this portable signage is shown below:

Comment [SA31]: Replace old unprofessional graphic.

5. Spraying Near Sensitive Landuses

Where spraying is proposed for areas immediately adjacent to a child care centre, kindergarten, school, hospital, nursing home or Community Garden, contact is to be made with the manager, principal or director at least 48 hours prior to the time of the proposed spraying. This will allow for arrangements for the management of those places to be put in place in the event of any concerns those facilities may have with the proposed spraying.

6. Pesticide Notification Register

Signage will be provided and installed (in the form of a yellow post and "No Spraying" wording) by the Shire at the cost of the resident for placing on the road verge adjacent to the side boundaries of the property, as a secondary precaution against spraying adjacent to the residence or workplace. The maintenance and replacement (if damaged, stolen, et) of the signage will be the responsibility of the resident.

7. Requests for Non-Pesticide Use of Section of Road Reserve Adjacent to Private Property

The Shire is aware that some people have a philosophical opposition to the use of pesticides and on their own property these people will use a number of alternative weed management techniques such as hand weeding, steaming, etc.

Often these same people will request the Shire not to use pesticides for weed control on the section of road reserve adjacent to their property. The Shire is prepared to accommodate such requests subject to the property owner committing to undertake alternative forms of weed control that achieve the same results that would be achieved by the Shire spraying the subject land with pesticides.

Applications for non-pesticide use of a section road reserve adjacent to private property are to be made in writing, stipulating the alternative forms of weed control within the subject section of road reserve to be utilised by the applicant. Subject to the Shire being satisfied that the proposed alternative methods will achieve a satisfactory level of weed control approval can be granted.

Signage will be provided and installed (in the form of a yellow post and "No Spraying" wording) by the Shire at the cost of the resident for placing on the road verge adjacent to the side boundaries of the property, as a secondary precaution against spraying adjacent to the residence or workplace. The maintenance and

replacement (if damaged, stolen, et) of the signage will be the responsibility of the resident.

In the event of the Shire being dissatisfied with the outcomes of the alternative forms of weed control correspondence to that effect will be forwarded to the property owner seeking a review of the approval.

Where such a property is located outside the urban area and has a long frontage to the road the need for additional signage will be considered on a case by case basis.

POLICY NO.	I.18
POLICY SUBJECT	Street Lighting Overspill
ADOPTION DATE	27 August 2015 C.12/0815
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Application:
This Policy shall apply to streetlights owned by Western Power and located on roads within the Shire of Bridgetown-Greenbushes.

2. Introduction
Public street lighting is primarily provided to assist in the safe movement at night of motor vehicles and pedestrians, while further providing the benefits of discouraging illegal and anti-social behaviour. While a majority of street lights installed in residential areas are accepted for their purpose, at times Council has received complaints about obtrusive light shining into residential properties from the street light fitting back spilling light.

There are a range of reasons for new obtrusive lighting complaints, including but not limited to, the change of ownership of the property, modifications to the residence, replacement of the light fitting and the construction of a new home or units on the site.

2. Definitions:
“streetlight” means a raised electric light source located on the edge of a road within the Shire of Bridgetown-Greenbushes.

“streetlight shading” means a shade installed on a streetlight by Western Power which takes the form of a metal deflector or painted-out section of lens.

3. Statement:

Council acknowledges the loss of amenity associated with unwanted or unreasonable levels of light emitted from lighting infrastructure on public land that is adjacent to private residences.

The resident can make changes within their property to minimise the impact of light emissions, including the planting of landscaping, erection of fencing or the installation of heavier curtains or blinds.

Where resident initiated changes haven't solved the issue there may be external remedies to reduce the lights impact, depending on the location of the street light. These may include:

- Adjustments to the light fitting mounting
- Relocation of the light
- Replacement of the light fitting with an alternate type (limited)
- Removal and relocation of the light

All of the above remedies will require the approval of Western Power. If Western Power resolves to pass the cost of these remedies onto the Shire then these costs will have to be met by the applicant (property resident or owner). The applicant will be provided with a cost estimate of the work and payment in full will be required before a work order is issued to Western Power or authorised contractor.
If the above remedies are not the solution then Council will consider the installation of street light shading.

In order to balance the issue of amenity loss with public safety and cost recovery, the Shire will consider requests for streetlight shading from residents in accordance with the criteria outlined below.

4. Details:

4.1. Requests for Streetlight Shading:

a. Council will consider requests for streetlight shading where:

- additional streetlights or streetlight fittings have been installed as a result of road or other works;
- additional streetlights or streetlight fittings have caused a significant change to illumination levels;
- Western Power has advised the City that streetlight shading is appropriate; and/or
- a change to illumination levels is due to lamp replacement by Western Power.

b. Council will not consider requests for streetlight shading where:

- carriageway, path and verge illumination or safety would be compromised;
- amenity to neighbouring properties would be negatively affected; and/or
- Western Power has advised the City that streetlight shading is inappropriate and/or cannot be installed.

4.2. Contribution to Cost of Streetlight Shading:

Where a decision has been made to request the installation of streetlight shading, the cost of installing the shading will be met by the applicant. The applicant will be

provided with a cost estimate of the work and payment in full will be required before a work order is issued to Western Power or authorised contractor.

5. Delegated Authority
The administration of this Policy is delegated to the CEO.

POLICY NO.	I.19
POLICY SUBJECT	Gravel Procurement
ADOPTION DATE	31 August 2017 (C.13/0817)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective
To provide guidelines for the acquisition of gravel for road construction and maintenance purposes. The policy explains the processes used by the Shire when approached by property owners seeking to sell/supply gravel as well as when the Shire approaches property owners.

Background
The taking of materials from private land is allowed under S 3.27 of the Local Government Act with the taking of materials to be subject to an agreement between the Shire and the landowner(s), including but not limited to addressing the royalty to be paid to the landowner(s) and rehabilitation of the pit area.

The Shire is continually on the lookout for prospective new gravel resources and regularly advertises its interest via notices in the Shire newsletter and in general discussions with rural land owners. Ideally the Shire would like to have suitable gravel sources throughout the Shire so that carting of materials to specific roadworks jobs can be reduced as much as possible however it is noted that this may not be possible due to the suitability and specification of gravel. Also land owners may only be interested in supplying gravel if the extraction is a “one-off” exercise and they may not be interested in allowing the Shire to develop a long term gravel source on their property.

~~The Department of Mines and Petroleum produces geological survey mapping for Western Australia. The following tertiary deposits have been identified as most likely to host gravels suitable for road construction specifications:~~

- ~~CZL – Ironstone gravel plains, Laterite, chiefly massive but it includes overlying pizolithic gravel.~~
- ~~Tg – Aluvial deposits, strongly laterized in part, conglomerate sand and clay~~

~~Two publications are extensively used in Western Australia to guide the selection of gravel for roadworks, being:~~

- ~~"A Guide to the Selection and Use of Naturally Occurring Materials as Base and Sub-Base in Roads in Western Australia" (Main Roads WA & Australian Geo Mechanics Society 2002).~~
- ~~"Standard Specification for Granular Pavement Materials" (Golder Associates on behalf of WALGA 2012). This publication specifies the requirements of unbound and lightly bound granular pavement materials including base course and sub base materials. The standard covers crushed or otherwise manufacture materials and naturally occurring materials such as laterite gravels and provides standard specifications for a range of crushed rock base course materials, gravel base course materials, ferricrete base course materials, stabilised base course materials and sub base materials. The specification has been prepared for use throughout Western Australia and different types of materials have been identified based on factors such as traffic volumes and climatic conditions.~~

Comment [SA32]: Don't believe this adds anything other than confusion to the policy. Shire staff are well aware of this in a professional capacity and it does not need to be detailed here. These maps are a guide only and suitable gravel can be found outside the CZL and Tg areas.

Policy

When contacted by land owners the Shire will conduct an assessment of the gravel source and if evidence exists that a suitably prospective supply of gravel exists the Shire will proceed to laboratory testing of the material. If quantity and quality of gravel is proven the Shire will register the location of the site and dependent upon the need for gravel a legal agreement will be entered into with the land owner identifying the location of the gravel, the responsibilities of each party (including access, recording of material taken, rehabilitation, etc.).

1. ~~When investigating potential gravel sources (i.e. when the Shire approaches land owners directly) Shire staff will focus on areas within the CZL and Tg tertiary deposits.~~

Comment [SA33]: This does not need to be stated in policy. Obviously, Shire staff will investigate sourcing gravel from where it exists.

2. ~~Notwithstanding the focus that the Shire has when investigating potential gravel sources (Part 2 above), when receiving approaches from landowners seeking to offer gravel to the Shire all prospective sites will be assessed and investigated as suitable gravels may be found in other areas as geological mapping may not have identified all existing gravel deposits within the area.~~

Comment [SA34]: Not required if part 2 is removed.

3. ~~In~~ assessing the suitability of gravel, Shire staff will have regard to the applicable specifications with the "Standard Specification for Granular Pavement Materials (Golder Associates on behalf of WALGA 2012)" ~~following table:~~

TABLE 14
Typical Selection Criteria For Lateritic Gravels Based On Grading And Classification Tests[1]

Type of Material	**Lateritic Gravel**				**Crushed Rock** [2]
Designation[3]		Lt6	Lt10	Lt16	NS
Grading [5]	Sieve Size mm	% Passing	% Passing	% Passing	% Passing
	37.5	100[4]	100[4]	100[4]	
	26.5				100
	19.0	71-100	95-100	95-100	95-100
	13.2				70-90
	9.5	50-81	50-100	50-100	60-80
	4.75	36-66	36-81	36-81	40-60
	2.36	25-53	25-66	25-66	30-45
	1.18	18-43	18-53	18-53	20-35
	0.60				13-27
	0.425	11-32	11-39	11-39	11-23
	0.30				8-20
	0.15				5-14
	0.075	4-19	4-23	4-23	5-11
	0.0135	2-9	2-11	2-11	
Dust Ratio[6]		0.3-0.7	0.3-0.7	0.3-0.7	0.35-0.6
Liquid Limit [7] %		≤25	≤30	≤35	≤25
Plasticity Index %		≤6	≤10	≤16	NS
Linear Shrinkage %		≤3	≤5	≤8	0.4-2.0
P0.425 x LS[8]		≤150	≤200	≤250	NS[11]
Expected maximum Dry Compressive Strength[9] kPa		≥1700 Note [10]	≥1700 Note [10]	≥1700 Note [10]	≥1700
Particle Toughness Dryback %		≤ 85[12]	≤ 85[12]	≤ 85[12]	35 ≤60[12]

4.

5. Source: "A Guide to the Selection and Use of Naturally Occurring Materials as Base and Sub-Base in Roads in Western Australia" (Main Roads WA & Australian Geo Mechanics Society 2002).

6.

7. Note: The Lt6 selection criteria is used for base course and is the same as used by Main Roads Western Australia to select natural occurring laterite gravels for pavement construction of most rural roads in the South-West during the past 50 years. The Lt10 selection is used for subbase and as sheeting material on low traffic unsealed roads and is also suitable for light traffic sealed roads. Therefore, for the Shire of Bridgetown-Greenbushes:

8.

9. Any material generally meeting the Lt6 selection criteria is suitable base course material for any road construction; and
10. Any material generally meeting the Lt10 selection criteria is suitable as base course for light traffic sealed roads and for unsealed roads or as a sub base material.
11. Blending of materials can be undertaken to provide sufficient binder for base course material or to reduce plasticity of other material.

12.

13. The Shire will also assess potential gravel sources against the specifications for 'Type 2.2 gravel base course material' and 'Type 2.5 gravel base course material' as specified in the "Standard Specification for Granular Pavement Materials (Golder Associates on behalf of WALGA 2012)" with the applicable specifications being:

14.

15. Type 2.2 gravel base course material – this material is suitable for use with a design traffic loading of less than 5 x 10^6 ESAs (equivalent standard axle) and is to consist of durable pebble in soil mortar. The material shall be

~~free from particles having any dimension greater than 50mm and free from clods, stumps, roots, sticks, vegetable matter or other deleterious materials.~~

~~16. Type 2.5 gravel base course material – this material is suitable for use on most local government roads with a design traffic loading of less than 5 x 10^6 ESAs and is to consist of durable laterite pebble in soil mortar. The material shall be free from particles having any dimension greater than 50mm and free from clods, stumps, roots, sticks, vegetable matter or other deleterious materials.~~

Comment [SA35]: Specifications are in the reference document and should not be in the policy.

Other factors to be taken into account when identifying potential gravel sources and procurement are:

- Proximity to planned road works
- Road access for haulage trucks
- Cost of extraction – machinery (dozer) requirements, site access, etc.
- Lifespan of pit and potential to stage extraction works
- Cost of rehabilitation
- Viability of blending materials in order to meet specifications

Comment [SA36]: Self-explanatory addition.

POLICY NO.	I.20
POLICY SUBJECT	Disposal of Liquid Waste at Bridgetown Waste Management Facility
ADOPTION DATE	29 March 2018 (C.04/0318)
LAST VARIATION DATE	29 November 2018 (C.04/1118)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The disposal of liquid waste at the Bridgetown Waste Management Facility is restricted to only that waste collected from properties within the boundaries of the Shire of Bridgetown-Greenbushes.

The Shire will assess all controlled waste tracking forms and if any breaches of the Policy occurs the Shire (via the CEO) reserves the right to suspend temporarily or permanently access to the site by any contractor who breaches the Policy.

If it can be shown there are environmental health or environmental impacts on a regional scale that would justify a one-off or greater acceptance of liquid waste from outside the boundaries of the Shire of Bridgetown-Greenbushes the CEO may waive the limitations of the Policy. In such a case a volumetric charge would be applied.

Attachment 3

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OTHER

POLICY NO.	O.1
POLICY SUBJECT	Vandalism
ADOPTION DATE	17th December 1998
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

An ongoing reward of $500 is offered for information leading to the successful conviction of any person involved in vandalism of Shire property. Councillors, staff and members of the Police force are not eligible for the reward.

POLICY NO.	O.2
POLICY SUBJECT	~~Policy for Allowing~~ Functions in Shire Reserves or Parks
ADOPTION DATE	17th December 1998
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council will allow Administration, at its discretion with/without conditions on written application, approval on non-enclosed reserves (eg. Memorial Park, Thomson Park, Blackwood River Park) to be utilised for the following types of functions:

- Fund raising functions such as fetes, bazaars, fun days, by local groups or organisations.
- Wedding ceremonies, garden parties.
- Arts and craft displays.
- Commercial displays
- Trade demonstrations
- Sales or Auctions of goods or wares
- Outdoor Screening of Films (Stand Alone or Film Festivals)
- Festivals
- Any other event not covered by guidelines

Guidelines for Functions:

i. ~~i.~~ All events to be managed in compliance with the Shire's events procedure.

ii. No function shall preclude the normal usage or enjoyment of the facility by any member of the public unless all or a subject portion of the park/reserve has been exclusively hired (and hire fee paid) in accordance with Council's Property Local Law and Schedule of Fees & Charges.

ii. No action should be taken to enclose the entire reserve or to prevent public entry to a non-hire portion of the park.

iii. The convenors shall, prior to permission being granted to use the facility, nominate a person or persons to assume control and responsibility for the event.

iv. No liquor shall be sold or consumed in the Reserve/Park unless authorised by the Council and appropriate licences approved under the Liquor & Gaming Act (liquor/drinks must be served in cans or unbreakable cups).

v. After the event all litter shall be properly disposed of and all other property brought into the reserve shall be removed. Any minor damage such as holes made in lawns or other surface should be repaired.

vi. The Convenor should notify the Council Administration as early as possible of any damage to the facility and of any incident likely to affect the Council.

vii. Competitive Sport not allowed in Memorial Park/Blackwood River Park and admission charge not permitted without Council permission.

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POLICY NO.	O.3
POLICY SUBJECT	Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory
ADOPTION DATE	22nd February 2001
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council adopts as Policy, the following procedures for adopting new sites/properties for inclusion in the Municipal Inventory:

1. Nomination Form submitted to the Shire with relevant information to support its inclusion. If the information provided is inadequate the nomination will be referred back to the nominee.

2. The owner(s) and occupier(s) of the land and any other person whose names appears on the Certificate of Title of the land as having an interest therein are to be notified.

3. Advertise notice of the proposal to update the Inventory ~~in a newspaper circulating in the district and use such other methods as the Council considers appropriate to ensure widespread notice of the proposal~~.

4. Invite submissions on the nomination within a period of not less than 28 days of the date specified on the notice under (2) and (3).

5. Council to consider any submissions made to adopt/refuse with or without modification, the nomination.

6. Forward notice of its final adoption of the nomination to the Heritage Council of Western Australia and the Western Australian Planning Commission.

The Nomination form adopted by Council is as follows:

SHIRE OF BRIDGETOWN - GREENBUSHES
MUNICIPAL INVENTORY - NOMINATION FORM

Essential information is marked with an asterisk. Otherwise please only include information where this is known to be correct or has been reasonably based on the available information. Other sections should be left blank. Any relevant information that does not fit on this form can be added as an attachment.*

GENERAL DETAILS

***Current Name** *(if the place does not have a formal name a simple descriptive name - such as 'House' or 'Former School' - should be included here):*

_____

Other/Previous Name(s) _____

***Location** *(please attach a 'mud map' if a simple street address cannot be provided):*

_____

_____

***Heritage Value** *(please tick on or more of the following)*

To be included in the Heritage Inventory a place must demonstrate one or more of the following values. Please tick the one(s) that you believe best represent(s) the cultural heritage values of this place.

If you would like to expand on any of these points or include other information/comments about the cultural heritage significance of the place, please include this as an attachment.

Aesthetic Value ☐

This may include:

- *Creative or design excellence*
- *The contribution of a place to the quality of its setting*
- *Landmark quality*
- *A contribution to important vistas.*

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. For example, simple farm buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

Historic Value ☐

A place or area included under this criterion should:

- *Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.*
- *Have a special association with a person, group of people or organisation important in shaping the locality.*
- *Be an example of technical or creative achievement from a particular period.*

☐

Research Value

A place of research value should provide, or demonstrate a likelihood of providing, important evidence about past activity OR demonstrate qualities of innovation/new achievement for its time. For example, the place may include important information about construction technology, land use, a way of life or industrial process.

Social Value ☐

A place will be considered for inclusion under this criterion if it is one that the community, or a significant part of the community, has held in high regard for an extended period (for social, cultural, educational or spiritual reasons).

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Degree/Level of Significance *(please tick, if relevant)*

In addition to the above values, a place may also be important because it is a rare or representative example of its type.

Rarity ☐

It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness ☐

It is a particularly good (and relatively intact) example of a common type of building/structure, a particular period or way of life, the work of a particular builder or architect, an architectural style etc

***Type of Place** *(please tick)*

Building	☐
Group of Buildings	☐
Streetscape	☐
Tree	☐
Historic or Archaeological Site	☐
Aboriginal Site	☐
Road/Rail Route	☐
Gravesite	☐
Mining Site	☐
Stock Route	☐
Recreation	☐
Other	☐

If other please specify

_____

***Condition** *(please tick)*

Good ☐ Fair ☐ Poor ☐

***Accessibility** *(please tick)*

Open ☐ Restricted ☐ Nil ☐

Ownership Details

Owner name(s)

_____

Address _____

Telephone _____

E-Mail _____

***PLACE DETAILS** (as applicable)*(please include the source(s) of any historical information provided - e.g. foundation stone, dated plans, oral/family history, documentary records such as books, family papers etc)*

Additional detail on the type of place *(e.g. house, barn, cider factory, road bridge, oak tree on the site of the former xxx school, historic site, archeological site, rifle range etc)*

_____

Construction Date(s) *(e.g. 1892* or *1890s* or *approx. 1890* or *possibly 1890s* or *prior to 1890, etc)*

_____

Original use _____

Later/Current use(s) _____

Construction materials _____

Major Alterations/Additions _____

Architect/Designer/Builder _____

Occupied Yes/No Occupiers Name _____

Other - If you would like to expand on any of these points or include other information or comments about the type of place or its history, please include this as an attachment

SUPPORTING INFORMATION

Photographs *(if possible, please attach copies of current photographs)*

Bibliography *(Please list any books or other published sources of information about the place and wherever possible provide full details of the author, publisher, title and date)*

_____

_____

Other sources of information *(Where additional information is known to be held as unpublished documents or known through oral history please provide relevant contact details)*

_____

_____

***DETAILS OF NOMINEE**

Name _____

Address _____

Telephone _____

E-Mail_____

POLICY NO.	O4
POLICY SUBJECT	Commercial Activities on Thoroughfares
ADOPTION DATE	27 February 2014 (C.08/0214)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1.0 Introduction

This Policy establishes a management strategy for the administration of 'Commercial Activities on Thoroughfares' in particular, being within the constructed footpath pavement and verge area of Hampton Street, and Steere Streets, within the Bridgetown CBD, and activities on thoroughfares generally.

The policy addresses approval and administration of permits for commercial activities on footpaths as Street Trading, under the provisions of the Shire's Trading in Thoroughfares & Public Places Local Law, including Outdoor Eating Areas (Alfresco Dining) and other commercial use of footpaths, while also providing support and direction to Community & Charity groups engaged in fund-raising activities.

This Policy is to be read in conjunction with the Shire's Trading in Thoroughfares & Public Places Local Law *(Gazetted June 2000*), in particular Parts 6 & 7.

Nothing in this policy extinguishes the requirement to gain approval / registration under the Shire of Bridgetown-Greenbushes Town Planning Scheme and / or the Food Act 2008 respectively.

This policy does not include 'portable signs'.

2.0 Policy Statement

Trading in public places is not to adversely impact on the amenity of an area or occur at locations which compromise public safety and access, including the safety of street traders and traffic.

Permits for commercial activities on footpaths will only be considered where it is ancillary and adjacent to an existing commercial business.

3.0 Permits

3.1 Outdoor Eating Areas

All outdoor eating (Alfresco Dining) facilities are to be established, operated and maintained in accordance with the requirements of the Local Law and conditions imposed under this policy and will only be considered where they are ancillary to an existing registered 'Food Business'.

3.2 Retail Merchandise

Retail Merchandise placed for sale on thoroughfare (Street Trading), Bridgetown, provided that a minimum 1.5metre access way, free of any obstructions, be maintained immediately adjacent to the shopfronts in this locality and there being no other access, amenity or safety issue of concern in the opinion of Council.

3.3 Festival / Event - Short term permits

The regulation of stallholders, traders and outdoor eating areas on thoroughfares during the Blues at Bridgetown Festival is referenced under Council Policy H.3 – "Trading in Public Places – Blues Festival".

For other festival/events that are staged either wholly or partly on a thoroughfare the Shire will only approve applications for new Outdoor Eating Areas, stallholders and trader's permits and liquor licensing permits (including Extended Trading Permits), for applicants that have been endorsed by the relevant Festival / Event Committee.

Holders of annual Outdoor Eating Areas permits will be able to conduct that al-fresco dinning area during the festival / event within the approved operating conditions; however any application to extend the outdoor area in the CBD, will require endorsement by the festival / event committee.

For public places not directly connected with a festival / event, normal approval processes will apply.

The Shire will not be bound to approve any activity endorsed by the festival / event committee, and reserves the right to refuse any application if that is in the best interest of the public and if refusal is in accordance with all other requirements of the relevant legislation.

3.4 Community & Charity Groups

Community & charity groups wishing to trade or conduct a stall on or within a thoroughfare are not regarded as 'commercial activities' and therefore are exempt from being required to obtain a permit.

Community & charity groups engaged in non-food fund-raising activities, must first obtain the approval of the commercial business in front of which they wish to operate and not impinge on pedestrian access in the location.

Subsequent to obtaining the approval of the adjoining commercial business community & Charity groups engaged in a food fund-raising activity are to obtain the written approval of the Council's Health Section, for the sale of the food and comply with any conditions that might be imposed

4.0 Permit Conditions of Approval

Under clause 7.6 of the Local Law, the permit granted by the Council is to be for maximum period of 12 months, being the period 1st July – 30th June and will require annual renewal, and may be granted subject to conditions relating to:

- The payment of the Application and permit renewal fees are listed in Council's Schedule of Fees & Charges contained within the annual budget.

- The physical marking of the permit area by and in a manner specified by the Shire.

- where a permit is issued for an activity which will or may cause damage to a public place, the payment of a bond against such potential damage.

- The rectification, remedying or restoration of a situation or circumstance reasonably related to the application / commercial activity.

- the obtaining of public risk insurance in an amount and on terms reasonably required by the local government. and

- the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

Further, Clause 6.11 of the Local Law sets out the matters to be considered by the Council in determining a Commercial Activities on Thoroughfares permit. The purpose of this policy is to set out specific criteria that must be considered and fulfilled by the applicant in order to obtain a permit for an outdoor eating or merchandise area:

- Obstructs the visibility or clear sight lines at an intersection;

- Impedes pedestrian access; or

- The tables, chairs, displays or other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

Under this policy the following additional criteria will apply:

- Tables and chairs, and retail displays will generally not be permitted on either side of public access along the footpath however exceptions may be permitted where the footpath is significantly wider than the rest of the footpath.

- The maximum width of the area of footpath that can be occupied by tables & chairs is 40% and retail displays is 25% of the width of the footpath in any individual locations permit. Again where a wider footpath is in existence exceptions to this clause may be approved.

This policy recognises that the predominant functionary use of a footpath is for pedestrian access and other activities / structures within a footpath will only be allowed where pedestrian access will not be impinged. Nothing in this policy contradicts requirements under the Local Law.

5.0 Indemnity & Insurance

Applicants for the establishment of an outdoor eating facility or other commercial street trading activity (other than Community & Charity Groups), will have to comply with the following:

- The owner shall indemnify and keep indemnified the Shire of Bridgetown-Greenbushes, its servants or agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be brought by any person or corporation against the Shire through:

  - The establishment of the outdoor eating facility or commercial street trading activity; and

  - Any negligence of the Shire, its servants and agents granting approval to erect the portable setting or displays, or failing to set conditions or giving or failing to give directions for the establishment of the outdoor eating facility or commercial street trading activity.

- The permit holder of an outdoor eating facility or commercial street trading activity shall, in respect of that business activity, effect and maintain a public liability policy with a reputable insurer. The policy must include a cross-liabilities clause, and be in the joint names of the permit holder and all subcontractors employed from time to time in relation to the commercial activity, and the Shire of Bridgetown-Greenbushes.

6.0 Refusal of Permit

An application for a Trading Permit under Part 6 (and subject to Section 2.4) of the consolidated Local Laws, may be refused where in the opinion of the CEO the number or type of street traders at specific locations is inappropriate.

Reasons may include obstruction to pedestrians or vehicles, or in any way contribute to safety, access or parking problems, or have insufficient toilet facilities where required.

7.0 Renewal / Cancellation of Permit

All outdoor eating facilities and other commercial activities on footpaths are to be established, operated and maintained in accordance with the requirements of the Local Law and this policy.

Clause 7.10 of the Local Law states that permits may be cancelled if the permit holder has not complied with a condition of the permit or requirement of the local law or policy.

It should not be assumed that outdoor eating facility permits or other commercial activities on footpaths will be automatically renewed each year on the basis that they have previously been granted a permit. Proof of renewal will be the receipt of the permit fee, issued by Council.

POLICY NO.	O.5
POLICY SUBJECT	Provision of Refreshments to Firefighters by Incident Controller
ADOPTION DATE	31st October 2002
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Background

~~The Shire~~Council recognises its ~~need and~~ responsibility to provide refreshments to fire fighters ~~but there is a need for a policy to provide~~with clear guidance ~~to fire fighters, particularly fire control officers,~~ on the method of purchasing to be followed ~~in purchasing refreshments on behalf of the Shire~~.

The Bush Fire Advisory Committee recognises ~~the need for~~ a policy is required to address ~~and determined that~~ the following issues~~: needed to be addressed in its contents:~~

- Who is authorised to "book-up" expenditure (noting that a purchase order can rarely be arranged at the time).
- An indication of how much expenditure is considered acceptable
- Whether any limitations on the type of refreshments is necessary.
- Who should be responsible for refreshments – Shire or~~f~~ local brigade or combination of both~~.~~?
- Whether reimbursement of cost of refreshments should be sought from landowner where incident occurred.

NB: ~~In raising the above issues it is acknowledged that often a~~Affected landowners provide refreshments to fire fighters at their own cost~~ and the Shire may not be called on to provide refreshments~~.

~~In no way should the proposal to develop a policy be construed to mean that the Shire wants to avoid having the supply refreshments to fire fighters. It is necessary to~~

It is necessary to ensure that appropriate financial mechanisms are in place, noting that under normal Council policy no goods are meant to be ordered or purchased without first providing a purchase order. Council acknowledges that this policy contravenes its purchasing policy however, in cases of emergency the formulation of this policy will ensure that appropriate financial mechanisms are in place to accommodate unforeseen and critical events

The ~~necessary~~ funds for purchase of refreshments will be set aside in the Shire's annual budget for supply of refreshments to fire fighters. ~~These funds are currently derived from the bush fire service charge collected at the time of rating.~~

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Policy

- In addition to relevant Shire staff the Incident Controller is authorised to incur expenditure for the welfare of fire fighters.

- Noting that a purchase order for purchase of refreshments can be difficult to arrange during the course of fighting a fire, the ~~above~~ Incident Controller is authorised by this policy to "book-up" expenditure at commercial outlets without providing a signed purchase order from the Shire.

- The Incident Controller must endorse any accounts after the incident and ensure that accounts are presented to the Shire at the earliest opportunity.

- A maximum of $1,000.00 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire.

- Land owners will not be required or requested to make a contribution towards the cost of providing refreshments.
- This Policy is only for the purpose of authorising expenditure by the Incident Controller. The provision of refreshments during a fire or other emergency is a standard procedure and applicable Shire staff are authorised to incur expenditure to meet the requirements of the fire or emergency.

POLICY NO.	O.6
POLICY SUBJECT	Swimming Pool Entry Age
ADOPTED	19th December 2002
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Children entering the Swimming Pool facility must be accompanied by an adult if under the age of 10 years as per the Royal Life Saving Standards.

POLICY NO.	O.7
POLICY SUBJECT	Genetically Modified Organism (GMO) Free Zone
ADOPTION DATE	24th April 2003 (C.28/0403)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council has declared the Shire of Bridgetown-Greenbushes a Genetically Modified Organism (GMO) free zone.

POLICY NO.	O.8
POLICY SUBJECT	Bridgetown-Greenbushes Visitor Centre Membership Policy
ADOPTION DATE	28th April 2005
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

CLASSES OF MEMBERSHIP

There shall be three classes of membership, being:

1. Full Membership (available to accommodation providers, visitor attractions, tours, galleries, wineries, restaurants, service providers and retail businesses operating within the locality);

2. Associate Membership (available to not for profit organisations, businesses and service providers within the locality whose core business is not directly related to tourism (eg; accountants, lawyers, industrial/service trades, real estate agents, nurseries, and any other business identified by the Visitor Centre Manager as fitting into this classification); and

3. "Out of Town" Membership (available to any business located outside the Shire of Bridgetown-Greenbushes (eg; Balingup). Nothing shall preclude a business entitled to Associate Membership or Out of Town Membership from taking out Full Membership, should that be their preference).

MEMBERS' ENTITLEMENTS

1. Full Membership
   - One quality DL sized brochure display in the Bridgetown–Greenbushes Visitor Centre.
   - One A3 page wall poster, conforming to Visitor Centre guidelines.
   - Web listing on the Bridgetown-Greenbushes Visitor Centre website www.bridgetown.com.au.
   - Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
   - Updates on industry forums, workshops and marketing opportunities.
   - Membership to the Bridgetown–Greenbushes Business & Tourism Association (BGBTA)
   - Invitation to networking and social events.
   - For restaurants and cafés, inclusion of the following:
     - Menu and contact details on the outside window of the Visitor Centre
     - Inclusion on the Daily Dining Guide, distributed to all accommodation operators in the Shire for their guests' information folders
     - Inclusion on Bridgetown's Easter & Christmas opening hours document.

2. Associate Membership
   - Website listing on the Bridgetown-Greenbushes Visitor Centre website.
   - Invitation to networking and social events.
   - One quality DL size brochure displayed in the Bridgetown-Greenbushes Visitor Centre.
   - Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
   - Updates on industry forums, workshops and marketing opportunities.

3. "Out of Town" Membership
   - Website listing on the Bridgetown-Greenbushes Visitor Centre website.

- Invitation to networking and social events.
- One quality DL size brochure displayed in the Bridgetown-Greenbushes Visitor Centre.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.

MEMBERSHIP PREREQUISITES

All new ***Full Tourism Membership*** applications/renewals shall be accompanied by the following documentation -

- Copy of business registration certificate (if expired from previous year)
- Proof of ***current*** public liability insurance commercial cover (min $5m, preferably $10m) to cover the period spanning the financial year of membership.
- Written agreement to abide by the Bridgetown - Greenbushes Visitor Centre's adopted 'Code of Ethics'.
- Note: Associate Membership businesses do not need to supply a business registration certificate or proof of public liability insurance. (Out of Shire Accommodation operators will still be required to do so).

MEMBERSHIP CRITERIA

Bridgetown-Greenbushes Visitor Centre Membership Criteria Is As Follows -

- Businesses must comply with all Commonwealth, State and Local Government Authority laws, policies, protocols and licenses to conduct their business operation. (Should operators require more information, please contact the Visitor Centre Manager)
- Businesses that accept bookings from the Bridgetown-Greenbushes Visitor Centre shall pay 12.5% commission on all bookings made, and 15% for bookings that come via www.waholidayguide.com.au.
- Members undertake to maintain all necessary licenses and insurances for the duration of their membership.
- Membership renewal must be completed within three months of the membership invoice date, or the operator's listing shall be disabled until such time as the renewal is paid.
- To maximise membership benefits, business operators are encouraged to produce a suitable quality DL sized brochure for display on the Visitor Centre racks. (For optimum presentation it is recommended that brochures be printed on minimum of 130gsm paper and no smaller than DL size)
- Accommodation operators utilising the online reservations availability function, will endeavour to keep information as up to date and accurate as possible. Realising that inaccurate information degrades the efficiency and professionalism of the system.

- Accommodation operators must complete training with either BookEasy or an accredited Visitor Centre before their business is eligible to be listed on the Bridgetown Visitor Centre website.
- Communication between visitor centre staff and accommodation businesses is vital if last minute bookings are to be secured.
- Businesses should ensure that adequate signage is installed to ensure safe and easy access to the property from main or shire roads. Where necessary, it is recommended that appropriate additional directional signage be installed on the property itself.
- Check-In: The Manager/Caretaker should ideally meet and greet guests on arrival. If this is not possible, other arrangements should be made available at the property prior to the arrival of guests.
- 24-hour contact details should be provided on site for guests (in the event of a problem) for the duration of their stay.
- Members are encouraged to obtain accreditation with the Tourism Council of Australia and /or other recognised tourism bodies.

CODE OF ETHICS

The Bridgetown – Greenbushes Visitor Centre and members strive to achieve the following Code of Ethics;

Members' Relations with Customers

- Members shall deal with visitors/clients in an open, honest, friendly and helpful manner.
- When asked for information by visitors/clients or potential visitors/clients, members shall use their best endeavours to provide information that is accurate and up to date.
- Members shall not advertise or promote their business in misleading or deceptive ways.
- Where visitors/clients have a complaint about any aspect of a member's business, the member shall address that complaint promptly and courteously.
- Members shall not change any quoted price or policy without notifying the visitor/client and giving them the option to reconsider using the member's services.
- At the earliest reasonable opportunity, members shall advise their visitors/clients in writing of any cancellation policy or service charges which apply.

Members' Relations with Other Members

- Members shall be respectful to one another and endeavour to conduct their respective businesses in a spirit of co-operation and understanding.
- Members shall strive to be fair and objective when asked for information about another member's services and shall not disparage the services offered by another member.

- Should a member receive a complaint about another member, they are encouraged to inform that member or the Visitor Centre Manager, as soon as possible, to afford the property concerned, the opportunity to resolve the problem. Alternatively, invite the guest to put the complaint in writing and address it to the Manager of the Visitor Centre.

Member/Staff Relations

- Members and Visitor Centre staff, including volunteer workers, shall deal with one another in a friendly, considerate and professional manner.
- All relevant information on bookings, events, opening hours, vacancies, new services and policy changes shall be clearly and promptly communicated by a member to the Visitor Centre and, where appropriate, by the Visitor Centre to members in the event of significant changes.
- Members shall notify the Visitor Centre of any cancellation and booking policy relating to their business and any changes to those policies.
- Visitor Centre staff shall at all times be fair, impartial and accurate in providing information to visitors and shall not promote or favour the interests of one member over those of another member.
- Where a member receives a complaint from a customer about Visitor Centre services, the member shall notify the Bridgetown – Greenbushes Visitor Centre Manager who will address the complaint in accordance with Council Policy.
- Where members provide promotional material for use or display in the Visitor Centre, that material shall be accurate, of good quality, professional presentation and conform to Visitor Centre guidelines.
- The committee, staff and volunteers of the Visitor Centre have a duty to represent all members and shall not unfairly discriminate against any member.

I/We, _____ of (enter property name) _____

have read, and by signing below do hereby accept and understand the "Code of Ethics" and all other components of the Bridgetown – Greenbushes Visitor Centre Membership Policy.

…… ……..

Tourism Operator Tourism Operator

Date: …… Date: ……...

POLICY NO.	O.9
POLICY SUBJECT	Bush Fire Brigade Personal Protective Equipment
ADOPTION DATE	27th July 2006 (C.15/0706)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective of Procedure
To ensure that the Shire of Bridgetown-Greenbushes Bush Fire Brigades members have suitable Personal Protective Equipment (PPE) and that PPE is managed correctly.

Procedure
The Shire of Bridgetown-Greenbushes currently has ten (10) Bush Fire Brigades, and over 500 registered Bush Fire Brigade Volunteers.

Council receives funding through the Emergency Services Levy (ESL) to provide PPE to its bush fire brigades. Often there is a deficiency on what is received under the ESL and what is required by the Brigades. This Policy is intended to reduce this deficiency.

1. Person to be a registered member of a Bush Fire Brigade

PPE will only be issued to people who are registered bush fire brigade members as per the Shire's/DFES's membership records.

2. PPE will be supplied to Active Firefighters/ Cadets only

Firefighting PPE will only be supplied to active firefighters and cadets (if applicable) and not to auxiliary members. Other uniforms to be considered for non firefighting members of Bush Fire Brigades.

3. PPE to be handed out to new members on completion of Bush Fire Fighting and Introduction to Fire Fighting Courses

PPE will be supplied to new members upon completion of the Introduction to Fire Fighting Course and Bush Fire Fighters Course.

4. PPE will be replaced on a fair wear and tear basis

Members requesting replacement overalls or two piece coveralls will need to produce the existing pair for inspection. Helmets will be replaced every 3 years as per the manufacturer's specification or if damaged, before that period. Gloves and Goggles will be replaced on a reasonable as needs basis.

5. Brigade Captain or FCO to be responsible for the return of PPE from Members that have left the Brigade

Should a member resign from a bush fire brigade, the Brigade Captain, or in his absence, the Brigade FCO is responsible for ensuring that the PPE is returned for reissue to other members.

6. Absentee Landowners to be issued with second hand PPE in the first instance.

Should a member of a bush fire brigade be an absentee landowner, they will be issued with second hand PPE which is suitable to be reused in the first instance. If no suitable garments are available, the provision of new PPE to absentee landowners will considered after residing members PPE requests have been accommodated.

7. The Shire of Bridgetown-Greenbushes is responsible for the purchase of PPE for Brigade members.

The Shire will not reimburse any member or Brigade who purchases PPE and produces a receipt for reimbursement without prior consent from the Chief Executive Officer.

POLICY NO.	O.10
POLICY SUBJECT	Managing the Natural Environment
ADOPTION DATE	30th October 2008 (C.14/1008)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Background and Issues

With the international debate on climate change and the resulting implications for the environment there is an evolving change in the legislative landscape in which local

government operates. This Planning Policy is a result of this changing landscape. The Shire needs to bring into its operations an awareness of the natural environment and the threats to the natural resource assets upon which we rely for our existence. This policy reviews relevant legislation and other planning policies to ensure the inclusion of sustainable natural resource management (NRM) principles into the planning framework to assist implementation of the Shire of Bridgetown-Greenbushes Town Planning Scheme No.3 and No.4 (TPS3 and TPS4).

There is a variety of legislation, strategies and policies concerned with NRM and a large number of government agencies and other stakeholders that are involved in the regulation and management of issues associated with NRM.

This Policy compliments the Western Australian Planning Commission's (WAPC) Statement of Planning Policy No.2 – Environment and Natural Resources Policy, TPS3 and TPS4 and the Shire's Natural Environment Strategy.

2. Objectives

The objectives of this Policy are to:

- within planning decisions promote conservation of ecological systems and the biodiversity they support including ecosystems, habitats, species and genetic diversity;
- within planning decisions assist in the conservation and management of natural resources, including air quality, energy, waterways and water quality, landscape, agriculture and minerals to support both environmental quality and sustainable development over the long term;
- within planning decisions adopt a risk-management approach that aims to avoid or minimize environmental degradation and hazards;
- prevent or minimise environmental problems that might arise as a result of siting incompatible land uses together;
- outline what matters Council will address through the planning system and outline which matters are addressed through other legislation and other agencies; and
- within planning decisions encourage other stakeholders to fulfill their responsibilities to NRM through an environmentally sustainable approach.

3. Areas of Application

The Policy does not bind Council in respect of any application for planning approval but Council will have due regard to the objectives and policy measures of the Policy before making its determination.

This Policy is also intended to:

- assist Council's consideration of structure plans; and
- guide Council's advice to the WAPC regarding subdivision applications.

This Policy applies throughout the Shire of Bridgetown-Greenbushes in relation to scheme amendments, structure plans, guide plans, subdivision/strata applications and development applications which are referred to as "proposals" in this Policy.

4. Links to Town Planning Scheme/Local Planning Strategy

This Policy relates directly to the provisions set out in TPS3 and TPS4, the Draft TPS5, the Shire's Natural Environment Strategy, the guidelines provided in the Shire of Bridgetown-Greenbushes Draft Local Planning Strategy and also to the overall principles and guidelines set out in the WAPC's Warren-Blackwood Regional Strategy, the Warren-Blackwood Rural Strategy and other relevant policies

5. Policy Measures

5.1 General

(i) The above objectives provide the context for the Policy measures which are set out under the following headings:
- General;
- Water Resources;
- Soil and Land;
- Biodiversity;
- Land Management;
- Carbon Sequestration; and
- Fire Management.

(ii) This Policy should be read in conjunction with the Shire of Bridgetown-Greenbushes Natural Environment Strategy.

(iii) This Policy is intended to complement and be used in conjunction with relevant Legislation, the Shire's Town Planning Scheme(s), the Shire's Local Planning Strategy, other Local Planning Policies, WAPC Policies and Strategies, and other guidelines that apply to planning and the management of natural resources.

(iv) Council may impose conditions for development applications or request conditions to be imposed subdivision applications approved by the WAPC that require the preparation and/or implementation of environment management plans that may be contained within a separate legal agreement with the proponent and or landowner.

(v) Council may require proponents and or the landowner to prepare, where appropriate, additional information that shows the "ecological footprint analysis" of the proposal to the satisfaction of Council. This may include: water management; acid sulphate soils management; fire management; waste management; and/or energy conservation.

(vi) Where, in the opinion of Council, a proposal may have a high likelihood for environmental impact, such as hydrological, biodiversity or geotechnical

implications, a robust monitoring programme should be required to properly inform the decision-making prior to Council determining the proposal and/or assist in ensuring implementation and compliance post-construction.

(vii) Assessment of any possible environmental impacts/constraints should occur at an early stage in the development process so that the proposal can be developed with required design modifications made to alleviate any possible adverse impacts to the environment.

5.2 Water Resources

(i) A proponent may be required by Council to develop a Hydrological Management Plan and/or a Drainage Management Plan to show how the proposal will suitably address possible environmental effects on surface and ground water flow and quality. This plan may need to be extended to include any off-site impacts that may result from the development. Council expects that water flows should be maintained at pre-development levels, with no significant increase or decrease (including such recurrent events as a 10 year storm flow) unless appropriately justified by the proponent and agreed to by the Council.

(ii) Nutrient levels in water resources are not to be increased as a result of the proposal, and ideally should decrease after development. If in the opinion of Council this is unavoidable Council may determine and require relevant mitigation measures.

(iii) Stormwater retention, use and quality treatment should be at source or as high as possible in the catchment and adopt best practice water sensitive design wherever possible and practical to the satisfaction of Council. This applies to all catchment scales from a residential lot to a river catchment.

(iv) Installation of wet stormwater basins as artificial ponds or lakes will not be supported unless the proponent can demonstrate long term cost effectiveness and sustainability of these structures. Areas that provide the dual function of water management and public open space (POS) may be supported where other functional POS sites exist. The POS will need to ensure that community need and the amount, function and amenity of the POS are not compromised and the water management facility does not impose an unreasonable maintenance burden on the Shire.

(v) Where there is any proposed or expected change to the hydrology such as; altering groundwater flow and/or lowering of groundwater levels or disturbance of waterlogged soils, a detailed and extensive assessment for the presence of active acid sulphate soils or passive/potential acid sulphate soils will be required to the satisfaction of Council unless appropriately justified by the proponent and agreed to by Council.

(vi) In considering proposals which may have an impact on any waterway or waterbody Council will have regard to:

- maintaining water balance;
- maintaining and where possible enhancing water quality;
- encouraging water conservation; and
- maintaining and where possible enhancing water related environmental values.

(vii) Council may require the establishment of a native vegetation buffer/riparian zone that reflects the original vegetation community type(s) along any perennial watercourse/drainage line for the protection of water quality. Unless suitably justified by the proponent and agreed to by Council, Council will apply a 50m buffer and may require other protection measures to ensure there is a lesser risk to water resource quality and the sustainability of the downstream ecosystems.

(viii) Council may require "streamlining" to enhance the biodiversity by improving the water quality and vegetation within the stormwater management system by requiring as appropriate:
- planting sedges and rushes as filter beds;
- installing pools and riffle sequences to improve aeration and oxygenation and reduce erosion events;
- create ponds, pools or stormwater gullies designed as sediment traps; and
- create watercourse profiles that provide a range of fauna habitats.

5.3 Soil and Land

(i) Where there may be a risk of creating or disturbing acid sulphate soils (whether these be active acid sulphate soils or passive/potential acid sulphate soils) in the opinion of Council and/or other government/NRM agency, a management plan or other measures will be required in accordance with the latest guidelines from the Department of Environment and Conservation (DEC) and the WAPC.

(ii) Where there is the possibility of the existence of a contaminated site proponents should minimize the risk to human health and the environment by ensuring that the proposal is such as to minimize the potential for any adverse impacts from the contaminated site to the satisfaction of Council.

(iii) Where there maybe the possibility of creating any erosion in the opinion of Council a management plan will be required to prevent or minimise the impact to the satisfaction of Council.

5.4 Biodiversity

(i) Subject to the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, proponents are required to submit an appropriate level of information and/or assessment to ensure biodiversity values are identified and maintained, and where adverse impact is unavoidable there is a plan of mitigation to the satisfaction of Council.

(ii) Clearing of high conservation value vegetation, wetlands or riparian vegetation is not supported unless in exceptional circumstances and where justified by the proponent subject to State and Federal legislation. Council encourages the retention and regeneration of native vegetation and where appropriate, replanting areas adjacent to watercourses and in other areas with local native vegetation. This is in order to promote better overall NRM practices including maintaining and improving riverine ecosystem function and water quality.

(iii) Linkages between high value conservation areas should be maintained and where possible enhanced to the satisfaction of Council.

(iv) As determined by Council, applicants will be required to provide a statement confirming whether the application proposes any clearing of native vegetation on the application site generally and/or within the adjoining road reserve(s) to achieve vehicular access. If native vegetation is proposed to be cleared, the site plan/plantation management plan will need to clearly identify these areas. Further, Council may require the proponent to prepare a flora and fauna assessment to the satisfaction of Council.

(v) Council may impose planning conditions restricting the clearing of native vegetation and/or may require any clearing requests to be separately considered by DEC as part of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

(vi) Council encourages applicants/operators to work in partnership with relevant government agencies, catchment management groups and the local community to develop relevant “best management practice” in the protection of native vegetation.

(vii) Council may require exotic/non-local native vegetation to be removed and replaced with local native vegetation, except where the exotic/non-local native vegetation has identified landscape or heritage value (and is not classified as a moderate or high risk environmental weed species).

5.5 Land Management

For “rural life-style” subdivisions (including special residential, special rural and conservation lots), Council may require the proponent to prepare or financially contribute to an education programme for the new owners, prior to the issue of titles, concerning their obligations to the environment and community including stock rates, fencing, weeds, fire-risk abatement and fire break maintenance.

5.6 Carbon Sequestration

Council acknowledges that there will be increasing efforts to minimise the production of carbon including seeking carbon sequestration. While Council supports carbon sequestration overall, it does not support the use of non-local species plantations on

rural land (freehold) throughout the Shire of Bridgetown-Greenbushes for carbon sequestration. Council is concerned for the loss of rural land for extensive periods of time which are greater than the typically one or two rotations applied to plantations. In comparison Council does support proposals for carbon sequestration that are of local native vegetation. The ultimate vegetation sink is a mixed vegetation stand that will be in situ for at least 100 years (Kyoto Protocol).

5.7 Fire management

Council will assess proposals, where relevant, against the "Planning for Bush Fire Protection" document produced by the Fire and Emergency Association (FESA) and the WAPC (December 2001) along with any associated updates. Council seeks to ensure that the safety to people and property as well as appropriate management of the natural environment is maximised in making its decisions. If proponents cannot demonstrate compliance with safety and the protection of the natural environment, then Council may refuse or not support the proposal.

6. Administration

6.1 Need for applications

Development applications and other proposals will be assessed in accordance with the principles and objectives of this Policy, the Shire's Town Planning Scheme(s), the Shire's Local Planning Strategy and other relevant strategies/documents in the opinion of Council.

6.2 Application requirements

Depending on the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, Council may require the submission of an appropriate:

- "ecological footprint analysis" (such as: water management and/or drainage management, acid sulphate soil management, flora/fauna assessment, fire management, waste management, and or energy conservation);
- biodiversity assessment;
- statement confirming whether the application proposes any clearing of native vegetation;
- water impact statement relating to water quantity and quality; and
- any other information considered necessary by Council.

6.3 Procedural requirements

The Shire administration will:

- publicly advertise proposals where required to under the relevant TPS;
- publicly advertise proposals as deemed appropriate by the Shire administration where there are likely to be significant environmental impacts; and

- seek comments, as determined by the Shire administration, from relevant government agencies, stakeholders, adjoining/nearby landowners and the community.

In the event that substantive objections are received against the application, the following will apply:

- objections from State Government authorities will require the matter to be considered by Council;
- where the objection is for matters not deemed relevant to the Council, for the purposes of this Policy (outlined in Section 5 or which can be addressed through planning conditions), then the Shire's Planning Services section will assess the application based on all relevant information and advice in accordance with the Policy, operative TPS, any Draft TPS, the Local Planning Strategy, and other relevant planning and NRM documents; and
- where the objection falls within the range of relevant issues (Section 5), then the Shire's Planning Services section will assess the application based on all relevant information and advice in accordance with this Policy, operative TPS, the Local Planning Strategy and other relevant planning and NRM documents, and determine whether the matter needs to be considered by Council.

Applications that are recommended for refusal are to be determined by Council.

6.4 Implementation

The Shire expects proposals, when approved, to be implemented under the principle of sustainable land management based on endorsed Best Management Practice/Code of Practice documents for key land, water and biodiversity areas. Additionally, any approved proposal shall be carried out in full compliance with any conditions imposed with that approval.

7. Future Directions

The Shire is reviewing TPS3 and TPS4 and will reconsider this Policy as required to ensure consistency between the gazetted Town Planning Scheme and the adopted Policy.

8. Approval Authorization

Authority to approve applications in conformity with this Policy has been delegated to the Chief Executive Officer.

9. Right of Review

Decisions made by Council with respect to applications for Planning approval under the discretionary provisions of TPS3 and TPS4 will normally afford a right to apply to the State Administrative Tribunal for a review of the decision (a process previously known as a planning appeal). Such applications must be made within 28 days of the relevant decision.

POLICY NO.	O.11
POLICY SUBJECT	Use of Chainsaws by Bush Fire Brigades
ADOPTION DATE	17 December 2009 (C.14/1209)
LAST VARIATION DATE	27 November 2014 (C.13/1114)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The Shire of Bridgetown-Greenbushes acknowledges that the use of chainsaws is part of normal Bush Fire Brigade activities.

Chainsaws will be provided to Bush Fire Brigades where necessary to undertake their functions of fire fighting.

Chainsaws are only to be used by Bush Fire Brigade members who are qualified in their use for the task they are undertaking. Operators must ensure they wear appropriate personal protection equipment (PPE) whilst operating chainsaws.

POLICY NO.	O.12
POLICY SUBJECT	Rubbish Removal for Community Events
ADOPTION DATE	30 May 2013 (C.15/0513)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective
To provide assistance in disposal of rubbish at community events having a demonstrable community benefit.

Policy
The Shire will provide assistance with rubbish disposal at community events having a demonstrable community benefit, either via picking up rubbish from mobile garbage bins after an event or by funding this service by the Shire's rubbish collection contractor.

Extent of Service

- Organisers of the event, if applying for financial assistance for rubbish disposal, must demonstrate that the event has demonstrable benefits for the broader community (and therefore is eligible for assistance with rubbish disposal) and is not just a private event. Organisers of private events can instead seek a funding contribution from Council for rubbish disposal in the annual community grants and service agreements application process.

- Rubbish will be collected at the conclusion of an event (within 5 days of the event concluding) but not during an event. Community events seeking a rubbish collection service during an event may apply for a community grant or service agreement for that service.

- The emptying of rubbish bins by either the Shire rubbish truck or the Shire's rubbish collection contractor is restricted to rubbish deposited in mobile garbage bins suitable for lifting into the rubbish truck by the automatic lifting device attached to the truck. Neither the Shire nor contractor is able to collect rubbish deposited in 44 gallon drums or other containers not able to be lifted using the automatic lifting device as lifting these containers by hand would be a breach of occupational health and safety guidelines.

- The Shire has a surplus of old mobile garbage bins at the waste disposal site that are available for use by community groups subject to the group taking responsibility for transporting the empty bins to and from the waste disposal site and event.

- If more than one event is scheduled for the same week access to the above bins will be on a "first come" basis via application to the CEO.

- Due to the problems associated with contamination of recycling bins during events (due to improper disposal of waste into recycling bins) a recycling bin collection service is not offered. If an event wishes to provide dedicated

recycling bins for use by the public the responsibility is on the organisers of the event to monitor use of those bins and to transport the bins to the waste disposal site for disposal in the recycling bins.

- The donation of rubbish disposal costs are not available to an event that already obtains Council financial assistance via a service agreement as the costs of rubbish disposal may already be factored into the service agreement. As these service agreements are renewed every third year the cost of rubbish disposal can be included.

How to Apply for Assistance

Requests for assistance with event rubbish collection can be made in writing (including email) to the CEO.

Calculating the Cost of the Assistance

Whilst there is no charge to the event organisers there is a need for the Shire to cost the provision of the rubbish disposal service against the applicable donation account. The cost of emptying a bin is the same as for a domestic rubbish service therefore each bin emptied will have a cost determined by dividing the annual domestic rubbish collection charge by 52.

POLICY NO.	O.13
POLICY SUBJECT	Closed Circuit Television (CCTV)
ADOPTION DATE	30 May 2013 (C.14/0513)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

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1. Policy Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Bridgetown-Greenbushes –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within the Shire.

2. Extent of Policy

1. This policy applies to the Shire of Bridgetown-Greenbushes owned, leased and operated CCTV systems only.

2. This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

3. Introduction

Due to high rates of graffiti, vandalism, anti social behaviour and other offences related to Statue Law, the Shire of Bridgetown-Greenbushes has undertaken to use CCTV camera recording systems within the Shire of Bridgetown-Greenbushes public areas to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Bridgetown-Greenbushes within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Bridgetown-Greenbushes. It is recognised, however, that such crime will never be totally prevented.

4. Operating Procedures and Guidelines For Use of CCTV

4.1 Role and purpose of CCTV System

The Shire utilises fixed CCTV surveillance systems throughout the locality in public areas in order to:

a. Deter and prevent offences against person or property.

b. Provide a record / evidence to events or incidents which may have occurred in the area of use.

c. Improve the safety and amenity of residents and visitors within the Shire of Bridgetown-Greenbushes.

4.2 CCTV staff

a. All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.

b. All staff shall follow the terms and procedures of this policy when dealing with CCTV.

c. All authorised staff shall sign the approved Code of Conduct contained in this policy.

4.3 Recording of Images and Still Photographs

a. Video images and still photographs are recorded by cameras fixed at sites to view identified crime “hot spot” locations within the Shire of Bridgetown-Greenbushes under the control of the CEO;

b. Downloading and storage of images or still photographs shall only occur if the Shire of Bridgetown-Greenbushes CEO is of the opinion that an offence against a Statute Law has been or is being committed;

c. At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;

d. All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Bridgetown-Greenbushes.

e. Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;

f. The date, time and category of incident shall be noted on the rear of any still photograph taken;

g. All recordings and still photographs shall be kept in secure storage under the control of the Shire of Bridgetown-Greenbushes;

h. All original recordings shall be erased and still photographs shall be shredded after forty-five days (45) after the date of the recording unless a request is made in writing for it to be held;

i. All written requests for access to original recordings shall be filed within the Shires data record system;

j. The CEO and/or authorised officer(s) may view any tape on a random basis;

4.4 Viewing of Images and Still Photographs

a. WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;

b. Such a request must specify the date, time and location of the incident which the person wishes to view;

c. Requests by lawyers and individuals shall be made in writing and lodged with the Shire;

d. Requests to view a recording shall be responded to within ten (10) working days.

4.5 Copying of Images and Still Photographs

a. The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;

b. Any recording copied is to be marked “copy” and certified as such;

c. Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident;

d. Certified copies will only be released to the parties named above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

4.6 Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument;

4.7 Joint Operations with WA Police

a. Members of the WA Police may request the cooperation of the Shire of Bridgetown-Greenbushes CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;

b. Such requests shall be made by the WA Police officer responsible for coordinating the operation;

c. The request shall detail the times and general purpose for which surveillance support is requested;

d. The CEO may decline to provide cooperation;

e. The CEO may withdraw cooperation at any time during the operation.

5. Code of Practice for CCTV Surveillance System

5.1 Key Principles

This policy contains a Code of Practice containing the basic standards with which the Shire of Bridgetown-Greenbushes CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1
The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2
The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3
The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4
The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management

and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5
The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6
The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Principle 7
Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8
Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9
Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10
Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11
Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12
The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for forty-five (45) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13
Contact related to the CCTV Surveillance System between the Shire of Bridgetown-Greenbushes and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14
The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

5.2 System Description

The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for forty-five days (45) unless they are required in relation to an investigation of crime or for court proceedings.

5.3 Purpose

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures

The primary purpose of the Shire of Bridgetown-Greenbushes CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Assault;
- Sexual assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

i) to reduce crime levels by deterring potential offenders;

ii) to reduce the fear of crime;
iii) to assist in the detection and prosecution of offenders; and
v) to help secure a safer environment for those people who live within the Shire of Bridgetown-Greenbushes.

Temporary cameras may be installed for major or special events or other operational requirements.

5.4 Responsibilities of the Shire as Owner of the System

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

5.5 Accountability

Principle 5

The Shire will be accountable to the public for effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.

5.6 Public Information

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advice will:

i) inform the public that cameras are in operation;

ii) inform people entering the area as to the possible operation and recording of activities in public areas; and

iii) identify the Shire of Bridgetown-Greenbushes as the owner of the system.

5.7 Assessment of the System and Code of Practice

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the System are being complied with and objectives are being achieved.

The Shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

5.8 Management of Recorded Information

Principle 8

Staff employed to work and access the CCTV Surveillance Camera system, whether they are operators, managers or contractors, will meet the highest standards of probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

5.9 Control and Operation of Cameras

Principle 10

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the system.

Principle 11

Information should be obtained fairly and in accordance with the privacy provisions of Principle 2.

All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outlined in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

5.10 Stills and Recorded Material

Principle 12

The retention of, and access to, photographs and recorded material will be only for the purposes provided by the Code of Practice. Photographs and recorded material will be retained for forty-five days (45) unless they are required in relation to the investigation of crime or for court proceedings.

Access to and use of recorded materials and photographs will only take place:

i) in compliance with the needs of police in connection with the investigation of crime; or

ii) if necessary for the purpose of legal proceedings.

Recorded material and photographs will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime

or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

5.11 Contact with Police

Principle 13

Contact related to the CCTV Surveillance System between the Shire and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.

Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Bridgetown-Greenbushes and will be subject to audit.

5.12 Breaches of the Code

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire of Bridgetown-Greenbushes or the needs of the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Complaints in relation to any aspect of the management or operation of the system may be made in writing or via email to the CEO.

6. Code of Conduct – Authorised Officers for CCTV Operation

This Code of Conduct has been developed to ensure that the highest ethical standards are practised by Authorised Officers who operate the Shire of Bridgetown-Greenbushes closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:

The Shire of Bridgetown-Greenbushes expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Bridgetown-Greenbushes expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Bridgetown-Greenbushes recording facility without formal authorisation of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorisation and in accordance with approved Council policies and government regulations.

- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorisation having been granted.

REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Bridgetown-Greenbushes work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

- The Shire of Bridgetown-Greenbushes takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Bridgetown-Greenbushes may take disciplinary action which may result in dismissal.

I have read and understood the above Code of Conduct and agree to abide by these conditions.

SIGNATURE:.....

DATE:.....

REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF SURVEILLANCE RECORDS

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an Incident which is the subject of Police inquires on (date and approximate time) _____be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy / photograph whilst it is in my possession and understand that I am **NOT** at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will **NOT** be released to the Media under any circumstances unless authorised by the CEO of the Shire of Bridgetown-Greenbushes.

POLICE

SIGNED: _____

NAME: _____

RANK & NO:_____

STATION/SECTION:_____

DATE: _____

SHIRE of BRIDGETOWN-GREENBUSHES

CEO or Authorised Officer Only

SIGNED: _____

NAME: _____

DATE: _____

POLICY NO.	O.14
POLICY SUBJECT	Australia Day Events
ADOPTION DATE	26 May 2016 (C.14/0516)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose
To describe the arrangement for events on Australia Day by the Shire of Bridgetown-Greenbushes.

Policy
Australia Day is a day on which all Australians should feel a degree of national and civic pride.

Council will recognise one official Australia Day event to be conducted in Bridgetown as its formal Australia Day ceremony for the presentation of Australia Day Awards to recognise outstanding community contributions by local residents. The Bridgetown ceremony will be held as a breakfast function.

Council will financially support another Australia Day event, to be held in Greenbushes and managed/hosted by ~~the~~ Grow Greenbushes ~~Ratepayers & Residents Association~~. Although the formal Australia Day Awards will be presented at the Bridgetown event ~~the~~ Grow Greenbushes ~~Ratepayers & Residents Association~~ is able to offer its own awards to local residents that have contributed to the development and capacity of Greenbushes and its surrounding districts.

The amount of financial support provided by Council to ~~the~~ Grow Greenbushes ~~Ratepayers & Residents Association~~ will be determined annually at such time as Council considers its annual community grants/service agreements/other community donations allocations.

Due to the Bridgetown event being the official event hosted by the Shire it is not possible for Shire staff to manage the Greenbushes event.

With the holding of a Greenbushes event on Australia Day the Shire will no longer provide a bus service from Greenbushes to the Bridgetown Australia Day event.

POLICY NO.	O.15
POLICY SUBJECT	Fire Protection - Shire or Brigade Owned Fire Fighting Appliances
ADOPTION DATE	22 February 2018 (C.11/0218)

Background & Issues
As a result of the Black Cat Creek Bushfire the State Government reviewed all operational Fire Fighting Fleet for crew protection in a "burn over" situation. The outcome was to fit out all State Government supplied Fire Fighting Appliances with crew protection measures (burn over blankets, AVL's, roll down in-cab curtains, in-cab air, water deluge system and shielding).

Currently the Shire of Bridgetown-Greenbushes Bushfire Brigade Network has a number of Shire or Brigade owned appliances that don't meet the current standard for crew protection in a "burn over" situation.

Objectives
To minimise the risk to volunteer fire fighters and Council when Shire or Brigade owned fire fighting appliances are used in bushfire operational roles.

Note the definition of an "appliance" is any vehicle with fire fighting capability – from a vehicle with a slip on unit upwards).

Policy Measures
The policy applies to appliances that have been purchased by either the Shire of Bridgetown-Greenbushes, a bush fire brigade or combination. The policy does not apply to private vehicles.

Shire / Brigade owned appliances that don't have the full suite of crew protection are not to be used for the following:

- Direct attack when a bushfire is burning in a forest environment.
- Fire investigation when a bushfire is burning in a forest environment.
- Any activity that may place the appliance in a "burn over" situation in a forest environment.

Shire / Brigade owned appliances that don't have the full suite of crew protection can still be used for the following:

- Prescribed burning operations conducted by brigades or the Shire.
- Runner Vehicle.
- Sector Commander Vehicles
- Fire fighting when the bushfire is burning in low lying heath lands or pasture.
- When the appliance can safely work on a large road network that has two or more escape routes.
- When a Bushfire is burning in a forest environment and has been deemed to be in the "mop-up" stage.

All Shire / Brigade owned appliances will be fitted as a minimum a WAREN Radio and Burn Over Blankets.

Explanatory Note
It is noted that in 2017/18 Council has made budget provision to install crew protection measures on the major fire fighting appliances under its ownership however even when these works are complete there will be a number of other smaller appliances (both Shire and Brigade owned) that won't have crew protection.

Attachment 4

Shire of Bridgetown-Greenbushes
.... simply beautiful

ROLLING ACTION SHEET

ROLLING ACTION SHEET

November 2022 (encompassing Council Resolutions up to Ordinary Council Meeting held 27 October 2022)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	√
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017). 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). A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018). 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). **January 2019** Refer item in January agenda.	**November 2022** A meeting of relevant agencies has been scheduled for 7.12.22	

			February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947. **September 2019** DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities. **October 2019** The process to transfer the land from State Forest is progressing. **March 2020** The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter. **May 2020**		

			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. **July 2020** A meeting with DBCA is being arranged for August. **August 2020** A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged. **September 2020** A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed. **June 2021** A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA. **July 2021** Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams. **July 2022** No progress since last report. **October 2022**		

			A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.		
C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project	That Council: 1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking & Safety Enhancement Project as per Attachment 6. 2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking & Safety Enhancement Project 3. Amends the 2020/21 budget to reflect the financial contribution by Talison Lithium Pty Ltd, being unbudgeted revenue and matching unbudgeted expenditure of $80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be received. 4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes. 5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.	T Clynch	**April 2021** 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. **May 2021** Awaiting endorsement of the subdivision application by land owners. **August 2021** Surveyor appointed to lodge subdivision application **September 2021** 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. **October 2021** Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission. **November 2021** Still awaiting approval of the subdivision application by Western Australian Planning Commission **December 2021**	**November 2022** Settlement process for acquisition of land proceeding. Contact has been made with engineer to prepare construction drawings suitable for inclusion in request for tender document.	

			Subdivision application is currently being referred by Western Australian Planning Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates. **January 2022** This project was discussed at the January Concept Forum and a report has been included in the January Council agenda. **February 2022** 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. **March 2022** Survey documents have been completed and lodged at Landgate. **May 2022** Clearance of subdivision conditions now occurring. **June 2022** A briefing/update will be provided to councillors in next 2 months. **July 2022** Awaiting finalisation of grant agreement with Australian Government for allocation of LRCIP Phase 3 funding to this project. Excision of land for purchase is currently at settlement stage. **August 2022** Land transfer process nearing completion. Awaiting final endorsement of LRCIP		

			funding application which will allocate funding to enable this project to be completed in 2021/22. **September 2022** No progress since last report. **October 2022** Offer and settlement for purchase of land has been completed. Awaiting issuing of new titles by Landgate for the transaction to be finalised. Preparation of construction drawings and tender documentation to occur. Project management options to be determined.		
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building. 2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.	T Clynch	**June 2021** This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue. **September 2021** Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre. **October 2021** The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance. **November 2021** The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building. **December 2021** No progress since last report	**November 2022** Deferred pending further discussions with Council in December on building renewal works at visitor centre.	

			January 2022 On hold pending further developments in possible redesign of visitor centre building **February 2022** On hold pending further developments in possible redesign of visitor centre building. **May 2022** The fit out plans prepared by the Bridgetown CRC do propose to improve accessibility into the building however those plans have yet to be endorsed by Council. It can be assumed that no matter what changes to the plans may occur the accessibility issues will be addressed however until such time as the plans are endorsed this item will remain on the Rolling Action Sheet. **June 2022** Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in 2022/23. **July 2022** No update since last month's report **September 2022** The general matter of upgrade works to the Visitor Centre was discussed at the September Concept Forum. The A/CEO agreed to provide a further briefing to the October forum. **October 2022** No progress since last update.		
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street	That Council: 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the	S Alexander	**August 2021** Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.	**November 2022** No update since last month's report	

Precinct	design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.		**October 2021** Some preliminary works for car parking on Stewart Street have recently commenced. **November 2021** The works will occur as part of the 2021/22 road construction program. **December 2021** No progress since last report **January 2022** No progress since last report **April 2022** The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting. **May 2022** Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority. **June 2022** The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority. **July 2022** No update since last month's report **August 2022** This work will be scheduled into the Shire's 2022/23 road construction program. **September 2022** Design of the works have been completed		

			with the calling for quotes to occur shortly. **October 2022** This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.		
C.15/0621b Proposed Land Exchange - Lot 1 (141) Hampton Street, Bridgetown and Closed Portions of Henry Street	That Council fund the $2,500 difference of $2,500 ex-GST to be paid to the State of Western Australia, necessary for finalization of the proposed land exchange of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown	T Clynch	**July 2021** Contact made with DPLH to determine process to reactivate the land exchange **August 2021** New subdivision application being prepared. **October 2021** Awaiting endorsement of the subdivision application form by the affected land owner. **December 2021** No progress since last report **January 2022** Agreement of the land owner yet to be obtained. **May 2022** A meeting has been held with the land owner and a written agreement is being prepared for consideration. **June 2022** A settlement agent has been engaged to complete the transaction. **July 2022** No update since last month's report **August 2022** Settlement process occurring. **September 2022** No further progress. **October 2022**	**November 2022** Settlement process still proceeding.	

			Settlement process occurring.		
C.02/0721 Review of Local Laws	1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws. 2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law. 3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration: (i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law (ii) Cats Local Law (iii) Fencing Local Law (iv) Health Local Law (v) Standing Orders Local Law 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: (i) Bush Fire Brigades Local Law (ii) Cemeteries Local Law (iii) Dogs Local Law (iv) Parking & Parking Facilities Local Law 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	T Clynch	**September 2021** This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda **October 2021** Report on Pest Plants Repeal Local Law presented to September Council meeting. **December 2021** Pest Plants Repeal Local Law currently being advertised **February 2022** 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. **March 2022** Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn. **April 2022** Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting. **May 2022** The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local	**November 2022** Fencing Amendment Local Law being advertised.	

	to a future Council meeting presenting a draft Local Law for consideration. 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.		Law. **June 2022** The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required. **July 2022** The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022. **August 2022** No update since last report. **October 2022** Report on Fencing Local law amendment contained in October agenda.		
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	**September 2021** Offer and Acceptance being prepared **November 2021** No progress since last update **January 2022** Agreements have been received from land owners and appointment of settlement agent is pending **March 2022** A new settlement agent is to be appointed. Agreement to be reached with land owners seeking consent to use same settlement agent. **April 2022** A settlement agent has been selected. **May 2022** Due to workload the selected settlement agent was unable to progress the transfer	**November 2022** Settlement process proceeding.	

			process so a new settlement agent is being appointed. **June 2022** A new settlement agent has been appointed. **July 2022** No update since last month's report **August 2022** Settlement process occurring. **September 2022** No further progress. **October 2022** Settlement process occurring.		
C.07/0921 Proposed New Local Planning Policy – Exemptions from Development Approval	That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – 'Exemptions from Development Approval' for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to; 1. Remove paragraph 3.3 clause (b); 2. From clause (c), remove the words "In the case where a building envelope does not apply" and renumber this clause (b).	L Guthridge	**October 2021** Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21. **November 2021** Submission period has been extended to 29.11.21 **December 2021** Report will be presented to January 2022 Council meeting **January 2022** With the commencement of the new Senior Planner this item will be progressed for inclusion in the February Council agenda. **February 2022** Due to other priorities the report will be presented to the March Council meeting. **March 2022** Due to other priorities the report will be presented to a future meeting of Council. **April 2022** No progress since last update	**November 2022** A report will be presented to the November 2022 with the recommendation to adopt the local planning policy	

			May 2022 Report to be presented to Council to adopt the Policy **June 2022** A report was presented to the May Council meeting where Council resolved that consideration of that item be deferred to the June 2022 Council Meeting. A councillor briefing was provided at the June Concept Forum and the item will be re-presented to the June Council meeting. **July 2022** Council at its June meeting resolved that in accordance with Clause 11.1(b) of the Standing Orders debate on this matter be adjourned by the September 2022 Ordinary Council Meeting with the following specified additional information being provided: 1. Overview on how state legislation and the draft policy interact. 2. Response addressing the points raised in Bruce Bebbington's submission. **August 2022** The procedural motion specified reporting back to Council's September meeting. **September 2022** Consultation with stakeholder ongoing. Further report presented to September council meeting. **October 2022** Not progressed.		
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 fee (Thoroughfares &	M Richards	**November 2021** Advertising of new fee occurred 17 November 2021. **December 2021**	**November 2022** No update since last month's report.	

Farmers Markets	Public Places Local Law) with the exception of stall holders requiring access to electricity. 2. Endorse a new fee and charge of $15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act. 3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to undertake an audit of the insurance requirements and provisions of the Blackwood River Markets.		The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence. **January 2022** No progress from last month **February 2022** No progress since last update **March 2022** LGIS (Shire's insurers) has commenced a risk assessment of the river markets and will provide a report within next 2 weeks. **April 2022** Awaiting report from LGIS. **July 2022** Report received from LGIS on 20 July 2022. The report will now be reviewed by relevant officers and the Executive. **August 2022** No update since last month's report. **October 2022** The community members driving the development of the Farmers Markets have not renewed their interest since COVID 19 restrictions. Officers will initiate contact, assess interest and report back to Council.		
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.	T Clynch	**January 2022** Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January **February 2022** Advertising to commence next week with closing date for submissions being 23 March 2022. **March 2022** Submission period ends 23.3.22 after	**November 2022** No update since last month's report.	

			which a report will be prepared for either the April or May Council meeting. **April 2022** Submissions being assessed. **June 2022** No update from last report **July 2022** Due to workload associated with development applications the relevant officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months. **August 2022** No update since last report.		
C.10/0222 Greenbushes Youth Precinct Community Consultation Report	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.	M Richards	**March 2021** Skate Sculpture has been engaged to prepare the concept design **April 2022** Concept design underway. **May 2022** Concept planning still occurring **June 2022** Concept planning still occurring. **July 2022** Awaiting finalisation of grant agreement with Australian Government for allocation of LRCIP Phase 3 funding to this project. Feature survey and geotechnical assessment in progress as part of concept planning. **August 2022** The feature survey and geotechnical assessment have been completed, the information will be passed onto the design consultants to be included in the concept	**November 2022** Report is to be presented to November Council Meeting.	√

			design. **September 2022** The consultants suggested the concept plan would be delivered before the end of September. **October 2022** Draft concept design has been completed and consultants will engage with community in early November before bringing it back to Council for approval.		
C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking	That Council: 1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays. 2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022. 3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.	T Clynch	**April 2022** Not commenced **June 2022** Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared. **July 2022** No update since last month's report **August 2022** The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget. **September 2022** No update since last report. **October 2022** This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.	**November 2022** No update since last month's report	

C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	That Council: 1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes 2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.	T Clynch	**April 2022** Not commenced **May 2022** Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA. **June 2022** A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve. **July 2022** No update since last report **September 2022** No update since last report. **October 2022** No progress since last update.	**November 2022** No update since last month's report	
C.05/0422 Stanifer Street 40km/h Speed Zone	That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.	S Alexander	**May 2022** Traffic counter has been setup on Stanifer St and will record data for 2 weeks. **June 2022** Traffic counter data being processed for submittal to MRWA. **July 2022** Request submitted to MRWA **September 2022** No update since last month's report. **October 2022** Waiting for a decision from MRWA on the application.	**November 2022** Waiting for a decision from MRWA on the application.	
C.17/0422 Nairnup Road Land Acquisition	1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion	S Alexander	**May 2022** Letter posted to land owners **June 2022**	**November 2022** Currently confirming correct legal process with a view to begin	

	of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road. 2. Note a further report be presented to Council on the conclusion of this negotiation.		Awaiting response from land owners. **July 2022** Letter response period has expired with no response received. **August 2022** No update since last month's report **September 2022** No response received from property owners. Report scheduled for October council meeting to progress the matter. **October 2022** Report to be presented to November Council meeting.	compulsory land acquisition.	
C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App	That Council: 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is $50,000 (ex-GST). 3. Accept the $25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design. 4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transfering the sum of $25,000 from the Trails Reserve. 5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from $23,243 to $73,243.	M Richards	**May 2022** Consultant has been appointed. **July 2022** Awaiting commencement of work by consultant. **August 2022** A RFQ including project scope has been sent to three trail designers. Awaiting responses. **September 2022** RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the South West. We are waiting to receive response. **October 2022** The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October**.**	**November 2022** RFQ's being assessed.	

	6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time. 7. Include the $50,000 expenditure for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.				
C.05/0622 (Parts 1, 6 & 7) Corporate Business Plan Annual Review – 2022	That Council: 1. Endorses the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in Attachments 3 and 4 subject to the addition of a new Action – Number 1.1.6 – to read "Provide the refurbishment of the Hampton Street Toilets including provision of a Parents Room facility with that action to be delivered Years 3 and 4 (2024/25 and 2025/26) with a tick to be in the appropriate column for these years. 6. Launch the Corporate Business Plan 2022-2026 at a Community Sundowner at a date to be determined in August 2022. 7. That the printing of the new Corporate Business Plan be contracted to an Australian printing company that has acquired the ISO 14001 environmental accreditation and is printed on paper that is certified as FSC® (forest stewardship council®). The inner front cover of the Plan is to include the printing company details and FSC® trademark.	T Clynch	**July 2022** Information being compiled and sent to consultant for final design and printing **August 2022** Final proof has been sent to printer. **September 2022** Artwork with printer. Expect to receive prints by the first week of October. **October 2022** Corporate Business Plan prints received. Community Sundowner/Launch now being planned – discussions to occur with councillors.	**November 2022** Councillors have agreed to change the proposed launch to manning a stall at the upcoming Bridgetown Agricultural Show	√
C.09/0622 (Parts 3-5) Review of Finance Policies	That with respect to Section 3 (Finance) of the Policy Manual Council: 3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new	T Clynch	**July 2022** Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its	**November 2022** Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.	

	single policy. 4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy. 5. Note that separate reviews of the following policies is to occur: •Policy F.7 (Reporting Forecast Budget Variations Policy) •Policy F.15 (Asset Management) •Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) •Policy F.19 (Assets Financing and Borrowings) •Policy F.21 (Risk Management)		next meeting. **August 2022** No update since last month's report. **September 2022** The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy. **October 2022** Report to Council scheduled for November.		
C.11/0622 Verge Information Sheet	That the decision to prepare a Verge Information Sheet made by Council on 26 May 2022 be revised as follows; 1. The current Council Policies on Street trees, Crossovers and Verge development be reviewed as a matter of priority. 2. On completion of the reviews referred to above, a series of Verge Information Sheets be prepared relating to the various aspects of verge management (including but not limited to the matters referred to in the decision of 26 May 2022) for the purpose of providing clear information to residents.	P St John	**July 2022** Internal review of current policies has commenced. **August 2022** No update since last report. **September 2022** Further report scheduled for the October council meeting. **October 2022** This is planned to be presented to Council in November 2022	**November 2022** Some further discussion regarding the directions of the proposed policy were held at the November Concept Forum with the intent being to submit a draft policy to the December Council meeting.	
C.10/0722 4 Review of Local Planning Schemes 3 and 4	That Council: 1. Approve the Report of Review of Local Planning Schemes 3 and 4 as shown in Attachment 9 in accordance with Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015. 2. Restate its position of September 2017 that Local	P St John	**August 2022** Nothing to report since last month. **September 2022** Yet to receive response from the WAPC. **October 2022** The WAPC has approved the approach proposed by the Council in July. The first	**November 2022** Discussion occurred at the November Concept Forum. A Council Workshop will be held in January.	

	Planning Scheme No 3 and No 4 be replaced by a single, consolidated new Local Planning Scheme No 6 encompassing all of the land within the Shire of Bridgetown-Greenbushes municipal boundary. 3. Decide that the preparation of Local Planning Scheme 6 will be a 3 stage process involving the following; Stage 1 – Preparation, adoption and completion of a new Local Planning Scheme No 6 text and maps as a simplification and administrative update of the current Schemes, with a focus on combining the two operational Schemes in a manner consistent with the Model Scheme Text and the Deemed Provisions. At this first stage, the scope of the new Scheme will be limited to include consideration of only such changes as are required by law or WA Planning Commission policy, and are necessary to enable the Schemes to be combined and updated, as listed below: (a) Remove provisions inconsistent with the Model Provisions and the Deemed Provisions as prescribed in the Planning and Development (Local Planning Schemes) Regulations 2015. (b) Restructure the scheme to follow the format of the Model Scheme Text. (c) Zone land according to the model land use zones and reserves and their corresponding objectives, as set out in the Model Scheme Text, as much on a like for like basis as is possible. In particular, this includes: i. change of existing Special Residential (generally 2,000-4,000m²) zones to Residential (R2.5 to 5) to reflect the minimum lot sizes set out in Schemes 3 and 4, also zone in a manner consistent with the Regulations, and in the WAPC position statement of May 2021 in		stage of the scheme review is now progressing and a draft is expected to be completed by Dec 2022 – Jan 2023		

	regard to the Special Residential zone; and ii. existing Special Rural (generally 1 to 4ha) estates, to be rezoned Rural Residential (1 to 4 ha), to reflect the minimum lot sizes set out in Schemes 3 and 4. (d) Rural zoned land in the Bridgetown townsite, subdivided to 1 to 4 ha, with a rural residential character and land use, to be rezoned to Rural Residential with a minimum lot size to match the prevailing lot size. (e) In the zoning table of the scheme and in Part 6 (clause 37) apply model land use definitions set out in the Model Scheme Text, which will generally be a like for like conversion. (f) Existing development control provisions will be carried over to the new scheme. (g) Existing site specific development control provisions will be carried over in the new scheme text excepting where: i. they set out provisions for the subdivision of the land and the subdivision has been completed; ii. the issues they deal with can be incorporated into generic scheme provisions; or iii. they have been overtaken by matters covered under other legislation, that has been introduced after Schemes 3 and 4 were gazetted in the 1980's. (h) Inclusion of provisions for development that does not requiring planning approval, in addition to those exemptions already required by the deemed provisions.				

	Stage 2 – Progression and finalisation of the Local Planning Strategy in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015. Stage 3 – Preparation of a series of logically grouped planning amendments to Local Planning Scheme 6 to enable the implementation of the Local Planning Strategy. 4. Recommend to the WA Planning Commission that the new scheme text and maps can be finalised prior to the completion of the Local Planning Strategy, with the 3 stages of this process, to some extent, overlapping with each other. 5. Note that although the intent of the Stage 1 is an administrative update and simplification of the existing Local Planning Schemes, it is likely that some new provisions will result in changes to the level of regulatory control and possible planning outcomes. In order that the implications of these can be properly considered, the officer report on the draft Local Planning Scheme No 6 (Stage 1) shall specifically identify where the new and consolidated provisions may change the level of regulatory control and possible planning outcomes, in order to enable their specific consideration as part of the overall consideration of the draft Scheme.				
C.12/0722 Greenbushes Community Bus Pilot Program	That Council endorses the return of the Council funded fortnightly Greenbushes Bus Service to Bridgetown for a trial period of 3 months.	M Richards	**August 2022** Planning for recommencement of the bus service is occurring. **September 2022** This will begin in October once the bus driver is available. **October 2022**	**November 2022** Trial in progress.	

			The 3 month trial period began on the 13 October with the first bus run from Greenbushes attracting 2 Greenbushes residents.		
C.11/0922 Bridgetown Railway Station - Expression of Interest	That Council: 1. Call for Expressions of Interest for the use of the Railway Station for possible commercial use 2. Approve the draft Expression of Interest (EOI) assessment criteria (Attachment 10) 3. Approve the Expression of Interest process as follows; a) Council Approval of EOI Assessment Criteria b) Advertise the EOI c) Council decision to endorse the proposed preferred tenant d) CEO to negotiate the details of the lease and fitout etc. with preferred tenant. e) Council consideration and approval of lease f) Minister of Lands approval of lease 4. Request approval from the Department of Planning, Lands and Heritage to change the purpose of the Management Order for the Bridgetown Railway Station, Reserve no: 53863 from "community use only" to "community and commercial use".	M Richards	**October 2022** The recommendation to approve the criteria and process for the EOI was supported by Council at the September Council meeting and the documentation is progressing and is proposed for release next week. The request for approval regarding the change to the Management Order for the Bridgetown Railway Station from "community use only" to community and commercial has been progressed.	**November 2022** EOI closes on 18.11.22	
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	**October 2022** Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.	**November 2022** Discussions with prospective contractors occurring.	`

C.02/1022 Proposed Amendment to Local Law Relating to Fencing	That Council give local public notice of its intention to make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 as contained in Attachment 1 and also give notice of this intention to the Minister responsible for Local Government. The purpose of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 is to introduce new requirements for licensing of an electrified fence on a commercial or industrial lot and the effect is that any electrified fence on a commercial or industrial lot is to be located on the property side of the fence, and behind a sufficient fence.	N Price		**November 2022** No update since last report	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.	S Alexander		**November 2022** Yet to be actioned. Application is planned to be submitted by the end of November.	
C.09/1022 Cultural Inclusion Advisory Committee Recommendations	3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup 4. Progress the dual naming process by agreeing to; a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River). b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman) c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required 5. Present back to Council for final determination	M Richards		**November 2022** Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.	

Attachment 5

SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 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

October 2022
February 2023 (Budget Review)
April 2023
July 2023

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Net current assets at start of year		3,106,271	3,106,271	**3,083,830**	(22,441)	(0.72%)	
Revenue from operating activities (excluding rates)							
Operating grants, subsidies and contributions		1,944,346	400,674	**400,914**	240	0.06%	
Fees and charges		1,854,982	1,211,071	**1,242,481**	31,410	2.59%	
Interest earnings		158,800	40,642	**48,900**	8,258	20.32%	
Other revenue		435,422	59,643	**31,359**	(28,284)	(47.42%)	▼
Profit on Disposal of Assets	7	51,655	0	**0**	0		
		4,445,205	1,712,030	**1,723,653**			
Expenditure from operating activities							
Employee costs		(5,609,812)	(1,734,677)	**(1,670,588)**	64,089	3.69%	
Materials and contracts		(3,879,010)	(790,072)	**(691,841)**	98,231	12.43%	▲
Utility charges		(276,002)	(68,980)	**(49,907)**	19,073	27.65%	▲
Depreciation on non-current assets		(3,650,577)	(1,216,794)	**(1,207,770)**	9,024	0.74%	
Interest expenses		(60,501)	(1,232)	**(533)**	699	56.72%	
Insurance expenses		(339,925)	(339,883)	**(340,691)**	(808)	(0.24%)	
Other expenditure		(334,246)	(124,193)	**(121,660)**	2,533	2.04%	
Loss on asset disposals	7	(28,155)	0	**0**	0		
		(14,178,228)	(4,275,831)	**(4,082,991)**			
Non-cash amounts excluded from operating activities	1(b)	3,630,769	1,216,794	**1,208,605**	(8,189)	0.67%	
Amount attributable to operating activities		**(2,995,983)**	**1,759,264**	**1,933,098**			
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		7,192,657	251,871	**251,886**	15	0.01%	
Payments for property, plant and equipment	8	(6,244,717)	(262,885)	**(258,158)**	4,727	1.80%	
Payments for construction of infrastructure	8	(5,396,669)	(2,322,720)	**(1,524,795)**	797,925	34.35%	▲
Proceeds from disposal of assets	7	346,200	0	**0**	0		
Amount attributable to investing activities		(4,102,529)	(2,333,734)	**(1,531,067)**			
FINANCING ACTIVITIES							
Repayment of borrowings	9	(160,315)	0	**0**	0		
Principal elements of finance lease paymer	9	(65,945)	(21,667)	**(21,667)**	0	0.00%	
Proceeds from new borrowings	9	475,000	0	**0**	0		
Transfers to cash backed reserves (restricted assets)	5	(780,697)	(16,371)	**(16,371)**	0	0.00%	
Transfers from cash backed reserves (restricted assets)	5	2,270,276	306,853	**306,853**	0	0.00%	
Amount attributable to financing activities		1,738,319	268,814	**268,814**			
Deficiency before general rates		**(5,360,193)**	**(305,656)**	**670,845**			
Amount raised from general rates	10	5,310,523	5,257,427	**5,280,240**	22,813	0.43%	
Net current assets - surplus/(deficit)	1(a)	**(49,670)**	**4,951,771**	**5,951,085**	**999,314**	20.18%	

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 October 2022

	Note	31-Oct-2022	Last Period	30-Jun-22
Current Assets		$	$	$
Cash and cash equivalents	4	13,116,670	10,274,734	9,564,983
Trade and other receivables		2,677,936	5,509,880	683,571
Inventories		47,997	48,362	40,835
Contract assets		322,009	322,009	245,722
Other assets		0	0	0
TOTAL CURRENT ASSETS		16,164,612	16,154,985	10,535,111
Non-Current Assets				
Trade and other receivables		172,940	172,940	172,940
Other financial assets		77,804	77,804	77,804
Property, plant and equipment		32,411,214	32,414,864	32,464,182
Infrastructure		167,678,574	166,456,463	167,034,929
Right-of-use assets		59,490	63,392	74,983
TOTAL NON-CURRENT ASSETS		200,400,022	199,185,463	199,824,838
TOTAL ASSETS		216,564,634	215,340,448	210,359,949
Current Liabilities				
Trade and other payables		2,489,094	876,545	1,119,924
Other liabilities		3,185,355	2,470,626	1,494,794
Lease liabilities	9	20,910	30,680	42,577
Borrowings	9	160,317	160,317	160,317
Employee related provisions		800,527	806,695	806,695
TOTAL CURRENT LIABILITIES		6,656,203	4,344,863	3,624,307
Non-Current Liabilities				
Lease liabilities	9	34,792	34,792	34,792
Borrowings	9	1,520,412	1,520,412	1,520,412
Employee related provisions		59,816	59,816	59,816
TOTAL NON-CURRENT LIABILITIES		1,615,020	1,615,020	1,615,020
TOTAL LIABILITIES		8,271,223	5,959,883	5,239,327
NET ASSETS		**208,293,411**	**209,380,565**	**205,120,622**
Equity				
Retained surplus		117,222,721	118,309,875	113,759,450
Reserves - cash backed	7	3,925,905	3,925,905	4,216,387
Revaluation surplus		87,144,785	87,144,785	87,144,785
TOTAL EQUITY		**208,293,411**	**209,380,565**	**205,120,622**

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

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

Note 1: NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	YTD 31 Oct 2022	Last Period	Actual 30 June 2022
		$	$	$
Current assets				
Cash and cash equivalents - unrestricted	4	9,190,765	6,348,829	5,348,596
Cash and cash equivalents - restricted	5	3,925,905	3,925,905	4,216,387
Receivables		2,677,936	5,463,129	683,571
Contract assets		322,009	322,009	245,722
Inventories		47,997	48,362	40,835
		16,164,612	16,108,234	10,535,111
Less: Current liabilities				
Trade and other payables		(2,489,094)	(876,545)	(1,119,924)
Contract liabilities		(3,185,355)	(2,470,626)	(1,494,794)
Lease liabilities	9	(20,910)	(30,680)	(42,577)
Long term borrowings	9	(160,317)	(160,317)	(160,317)
Employee provisions		(800,527)	(806,695)	(806,695)
		(6,656,203)	(4,344,862)	(3,624,307)
Net current assets		9,508,409	11,763,372	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,557,323)	(3,547,554)	(3,987,290)
Net current assets used in the Rate Setting Statement		**5,951,085**	**8,215,818**	**2,923,514**

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.

	Note	YTD 31 Oct 2022	Last Period	Actual 30 June 2022
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	0	0	(494)
Add: Loss on disposal of assets	7	0	0	496,663
Add: Depreciation on assets		1,207,770	3,915	3,555,494
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		836	181	597
Non cash amounts excluded from operating activities		**1,208,605**	**4,096**	**4,053,688**

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

Note 1: NET CURRENT ASSETS

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 31 Oct 2022	Last Period	Actual 30 June 2022
		$	$	$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(3,925,905)	(4,220,060)	(4,216,387)
Add: Current portion of borrowings		160,317	160,317	160,317
Add: Current portion of lease liabilities		20,910	32,489	42,577
Add: Current portion of employee benefit provisions held in reserve	5	187,355	186,700	186,519
Total adjustments to net current assets		**(3,557,323)**	**(3,840,555)**	**(3,826,973)**

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance $	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Other revenue	(28,284)	(47.42%)	▼	Permanent/ Timing	Variance due to reimbursement of costs associated with the vacant Risk Mitigation Officer position $14,366. Balance relates to fuel tax rebate $5,358 and insurance reimbursements claims $9,593 less than estimated at this time.
Expenditure from operating activities					
Materials and contracts	98,231	12.43%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Fire prevention non-recurrent projects $10,185 DFES bushfire expenditure $18,396 Waste site management and refuse collection $19,879 Recreation and culture non-recurrent projects $27,743 Parks and gardens maintenance $17,148 Road and verge maintenance $28,427 Expenditure on IT costs are greater than estimated at this time $35,157 Balance relates to minor variances in other expenditure items throughout the budget.
Utility charges	19,073	27.65%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.
INVESTING ACTIVITIES					
Payments for construction of infrastructure	797,925	34.35%	▲	Timing	Road construction program expenditure less than estimated at this time by $678,169, please refer to note 8 for more details.

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

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

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
22132	Greenbushes CRC shire satellite service	C.12/0822	Operating Expenses			(2,600)	(2,600)
06594	Bushfire brigade light fire vehicle	C.16/0822a	Operating Expenses			(239,000)	(241,600)
06017	Fire prevention non-recurrent grant	C.16/0822a	Operating Expenses		169,000		(72,600)
06795	Sale of asset	C.16/0822a	Capital Revenue		70,000		(2,600)
PJ139	Transfer liquid waste	C.16/0822a	Operating Expenses			(19,000)	(21,600)
12014	Satellite receiver's	C.08/0922	Capital Expenses			(10,997)	(32,597)
Res 115	SBS Communications and Tower Reserve	C.08/0922	Reserve Transfer		10,997		(21,600)
01YA	Buk kerbside collection	C.09/0922	Operating Expenses			(4,652)	(26,252)
Res 107	Sanitation Reserve	C.09/0922	Reserve Transfer		4,652		(21,600)
34912	Recreation officers salaries and wages	C.14/0922	Operating Expenses			(18,820)	(40,420)
46112	Trail booklets	C.12/0922	Operating Expenses			(6,000)	(46,420)
46123	Sale of trail booklets	C.12/0922	Operating Revenue		500		(45,920)
28MA	Depot - New pump for water tank	C.04/1022	Operating Expenses			(3,750)	(49,670)
PJ140	Local Emergency Management Arrangements	C.12/1022	Operating Expenses			(11,520)	(61,190)
06017	AWARE grant	C.12/1022	Operating Revenue		11,520		(49,670)
				0	**266,669**	**(316,339)**	

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		$	$	$	$	$		
(a) **Cash Deposits**								
Municipal Bank Account	Nil	315,225				315,225	Westpac	At Call
Municipal Funds On Call	2.55%	251,138				251,138	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			30,885		30,885	Westpac	At Call
Cash On Hand	Nil	1,850				1,850	N/A	On Hand
Term Deposits								
(b) **Municipal Funds**								
Municipal Funds	2.60%	400,000				400,000	NAB	07-Nov-22
Municipal Funds	2.85%	602,027				602,027	NAB	16-Nov-22
Municipal Funds	2.65%	1,110,427				1,110,427	NAB	16-Nov-22
Municipal Funds	2.95%	502,861				502,861	NAB	28-Nov-22
Municipal Funds	3.10%	503,594				503,594	NAB	06-Dec-22
Municipal Funds	3.25%	503,643				503,643	NAB	12-Dec-22
Municipal Funds	3.30%	500,000				500,000	NAB	14-Dec-22
Municipal Funds	3.35%	500,000				500,000	NAB	15-Dec-22
Municipal Funds	3.45%	500,000				500,000	NAB	19-Dec-22
Municipal Funds	3.60%	500,000				500,000	NAB	03-Jan-23
Municipal Funds	3.40%	500,000				500,000	NAB	03-Jan-23
Municipal Funds	3.45%	500,000				500,000	NAB	09-Jan-23
Municipal Funds	3.45%	500,000				500,000	NAB	11-Jan-23
Municipal Funds	3.50%	500,000				500,000	NAB	12-Jan-23
Municipal Funds	3.50%	500,000				500,000	NAB	16-Jan-23
Municipal Funds	3.58%	500,000				500,000	NAB	25-Jan-23
Reserve Funds	2.05%		3,925,905			3,925,905	NAB	28-Sep-22
Total		**9,190,765**	**3,925,905**	**31,840**	**0**	**13,148,510**		

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

Note 5: CASH BACKED RESERVE

2022-23										
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
		$	$	$	$	$		$	$	$
	Restricted by Legislation									
106	Subdivision Reserve	215,835	4,272	967	10,000				230,107	216,802
121	Car Park Reserve	971	19	4	0				990	975
201	Unspent Grants & Loans Reserve	422,635	0	0	0		(403,000)		19,635	422,635
	Restricted by Council									
101	Leave Reserve	186,519	3,692	836	0				190,211	187,355
102	Plant Reserve	741,712	14,680	3,323	324,000		(893,000)		187,392	745,035
103	Land and Building Reserve	687,174	13,601	2,834	0		(320,000)	(120,000)	380,775	570,008
104	Bush Fire Reserve	38,458	761	172	10,000				49,219	38,630
105	Maintenance and Renewal of Mine Heavy Haulage Roads Reserve	5,383	107	24	75,000				80,490	5,407
107	Sanitation Reserve	210,598	4,168	831	66,000		(156,432)	(55,000)	124,334	156,429
109	Recreation Centre Floor and Solar Reserve	225,005	4,454	1,008	10,000				239,459	226,013
112	Refuse Site Post Closure Reserve	239,240	4,735	1,062	5,000		(30,000)		218,975	240,302
113	Drainage Reserve	67,968	1,345	305	10,000		(4,766)	(4,766)	74,547	63,507
114	Community Bus Reserve	66,642	1,319	299	5,000				72,961	66,940
115	SBS & Communications Tower Reserve	29,250	579	131	20,000		(10,997)		38,832	29,381
118	Playground Equipment Reserve	44,750	886	200	1,000				46,636	44,951
119	Swimming Pool Reserve	4,536	0	11	0		(4,536)	(4,547)	(1)	0
125	Building Maintenance Reserve	224,804	4,450	885	9,697		(60,000)	(60,000)	178,951	165,689
126	Strategic Projects Reserve	293,633	5,812	1,188	10,000		(77,540)	(62,540)	231,905	232,282
127	Matched Grants Reserve	65,085	1,288	292	10,000				76,373	65,377
128	Aged Care Infrastructure Reserve	57,371	1,136	257	0				58,507	57,628
129	Equipment Reserve	6,155	122	28	0				6,277	6,182
130	Assets and GRV Valuation Reserve	97,446	1,929	437	24,000		(36,700)		86,675	97,882

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

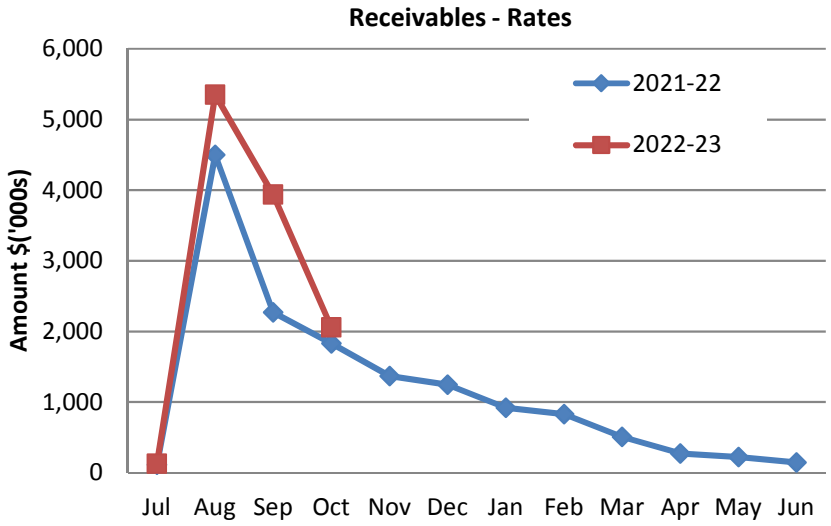
Note 5: CASH BACKED RESERVE

2022-23										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		$	$	$	$	$		$	$	$
131	Bridgetown Leisure Centre Reserve	32,878	651	147	0		(5,000)		28,529	33,026
132	Trails Reserve	36,853	729	165	5,000		(27,500)		15,082	37,018
133	Light Fleet Vehicle Reserve	214,027	4,236	959	101,000		(240,805)		78,458	214,986
135	Blackspot Reserve	1,460	29	7	10,000				11,489	1,467
		4,216,387	**75,000**	**16,371**	**705,697**	**0**	**(2,270,276)**	**(306,853)**	**2,726,808**	**3,925,905**

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

Note 6: RECEIVABLES

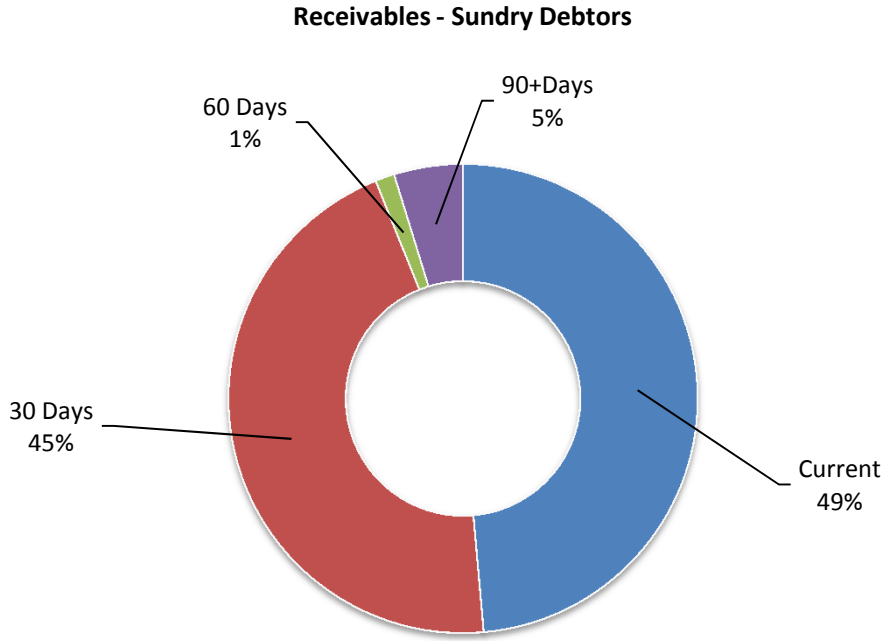
Receivables - Rates	YTD 31 Oct 2022	30 June 2022
	$	$
Opening Arrears Previous Years	147,038.27	136,951
Levied this year	5,280,240	4,849,560
Less Collections to date	(3,369,594)	(4,839,473)
Equals Current Outstanding	**2,057,684**	**147,038**
Net Rates Collectable	**2,057,684**	**147,038**
% Collected	62.09%	97.05%



Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - Sundry Debtors	35,965	33,538	977	3,522

Total Sundry Debtor Receivables Outstanding **74,002**

Amounts shown above include GST (where applicable)



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

Note 7: CAPITAL DISPOSALS

YTD Actual Replacement				Disposals		Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance			Net Book Value	Proceeds	Profit (Loss)
$	$	$	$			$	$	$
					Plant and Equipment			
				P3020	2018 Mitsubishi Outlander (Pool car)	14,592	9,930	(4,662)
				P3055	2018 Subaru Liberty (DCS)	12,500	10,225	(2,275)
				P4200	2017 Mitsubishi Triton (Bushfire Brigade)	15,000	13,390	(1,610)
				P4190	2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0
				P2082	2006 CAT Tracked Loader (Waste Site)	62,000	70,000	8,000
				P3010	2018 Nissan Xtrail (MDS)	14,500	8,970	(5,530)
				P2022	2013 Isuzu FXZ 13T Tipper	64,000	100,000	36,000
				P2111	2013 Tennant Footpath Sweeper	8,000	2,000	(6,000)
				P2076	2000 JCB Robot Skid Steer Loader	12,200	5,000	(7,200)
				P3065	2018 Ford Everest (DCID)	18,500	15,360	(3,140)
				P2045	2018 Nissan Navara (Works Coordinator)	16,700	14,685	(2,015)
				P2220	2018 Mitsubishi Triton (Plant Mechanic)	11,500	10,220	(1,280)
				P2270	2018 Mitsubishi Triton (Parks Crew)	11,600	10,220	(1,380)
				P4050	2007 Toyota landcrusier (Bushfire Brigade)	16,320	70,000	53,680
0	**0**	**0**	**0**			**283,612**	**346,200**	**62,588**

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	90,487	10,074	10,074	(0)	
Law, Order and Public Safety						
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Kangaroo Gully Bushfire Station	12BN	3,427	0	0	0	
Community Amenities						
Waste Site Recycle Shed	62BU	98,456	4,632	4,632	(0)	
Recreation and Culture						
Bridgetown Civic Centre Revitalisation	02BU	1,589,831	0	35	35	Preliminary planning
Greenbushes Hall	20BU	220,000	0	0	0	
Greenbushes Office (Old Road board Office)	21BU	40,000	0	0	0	
Bridgetown Regional Library	60BU	10,000	0	0	0	
Bridgetown Lesser Hall	61BU	3,703	1,050	1,049	(1)	
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	34,671	29,853	(4,818)	Works continuing
Greenbushes Golf Club	39BU	169,027	0	0	0	
Greenbushes Cricket Pavilion Toilets	54BU	9,145	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	4,978	0	0	0	
Bridgetown Railway Station Restoration	57BU	585,905	209,433	209,429	(4)	
Economic Services						
Bridgetown Visitor Centre	59BU	365,000	0	0	0	

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Land and Buildings (Continued)						
Transport						
Shire Depot Rebuild	08BU	658,620	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	0	0	0	
Other Property and Services						
Geegelup Brook Land	1790040	21,000	3,025	3,025	0	
Land and Buildings Total		4,538,650	262,885	258,158	(4,727)	
Roads						
Transport						
Winnejup Road Regional Road Group 21/22	RR24	228,734	20,150	20,548	398	
Winnejup Road Regional Road Group 22/23	RR21	375,000	0	0	0	
Brockman Highway	RS03	1,585,731	1,585,730	1,340,758	(244,972)	Job continuing
Kerbing	KB01	5,000	0	0	0	
Roe Street	RC38	52,500	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	5,996	0	(5,996)	Jobs not yet identified
Tweed Road	RC42	123,992	123,992	0	(123,992)	Job not yet commenced
Hester Cascades Road	RC55	55,404	0	0	0	
Hester Street	RC58	10,260	0	0	0	
Henry Street	RC59	34,884	0	0	0	
Pioneer Street	RC60	8,716	0	0	0	
Cleopatra Crescent	RC61	15,107	0	0	0	
Democrat Close	RC62	13,848	0	0	0	
Hay Road	GS12	19,314	19,314	137	(19,177)	Job continuing
Grange Road	GS34	122,094	122,094	13,323	(108,771)	Job continuing
Polina Road	GS41	180,112	180,112	4,452	(175,660)	Job continuing

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Roads (Continued)						
Transport (Continued)						
West Blackwood Terrace	GS69	40,577	0	0	0	
Greenfields Road	GS70	73,606	0	0	0	
Roads Total		2,997,379	2,057,388	1,379,219	(678,169)	
Footpaths						
Transport						
Nelson Street	FP05	80,610	0	0	0	
Footpaths Accessibility Access	FP28	5,000	0	0	0	
Allnutt Street	FP38	14,040	0	0	0	
Footpaths Total		99,650	0	0	0	
Drainage						
Community Amenities						
Nelson Street	DR16	3,635	0	5,070	5,070	Job commenced sooner than estimated
Telluride Street	DR18	30,410	0	0	0	
Four Season Estate	DR24	11,364	0	0	0	
Dairy Lane	DR38	46,307	46,307	0	(46,307)	Job not yet commenced
Connell Road	DR40	15,278	0	0	0	
Drainage Total		106,994	46,307	5,070	(41,237)	
Parks and Ovals						
Recreation and Culture						
Four Seasons Estate POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate Stream Protection	04IN	18,182	0	0	0	
Memorial Park Lights to Cenotaph	08IU	9,590	6,890	6,890	0	
Bridgetown Youth Precinct Development	16IN	187,540	0	78	78	

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Parks and Ovals (Continued)						
Recreation and Culture (Continued)						
Blackwood River Park Foreshore Development	17IN	123,160	67,323	67,473	150	
Bridgetown Leisure Centre Wet Area	18IN	28,840	0	0	0	
Bridgetown Sportsground Stairway to Toilets	21IN	5,752	5,752	3,570	(2,182)	Works continuing
Greenbushes Youth Precinct Development	22IN	450,000	0	0	0	
Bridgetown Sportsground Water Supply	23IN	20,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	105,780	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	5,617	0	(5,617)	Job not yet commenced
Parks and Ovals Total		999,915	85,582	78,010	(7,572)	
Bridges						
Recreation and Culture						
River Park Footbridge	15IU	12,500	0	0	0	
Transport						
Old Bridgetown Road Bridge 0266A	BR05	5,000	0	0	0	
Brockman Highway Bridge 0266A	BR09	15,000	0	0	0	
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
McKelvie Road Bridge 3705	BR26	8,000	0	0	0	
Greenbushes-Boyup Brook Road Bridge 3701	BR27	153,000	0	0	0	
Bridges Total		412,500	0	0	0	
Infrastructure Other						
Law, Order and Public Safety						
Bushfire Control Centre Fencing	18IU	7,690	2,020	2,020	0	

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Infrastructure Other (Continued)						
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	0	0	0	
Waste Site Fencing	17IU	52,105	52,105	20	(52,085)	Purchase order raised
Recreation and Culture						
Bridgetown Sportsground Fencing	07IU	27,690	27,690	31,470	3,780	Job completed, reimbursed by insurance
Bridgetown Tennis Club Bore	20IN	0	0	680	680	
Transport						
Depot Fencing	16IU	51,628	51,628	28,305	(23,323)	Job continuing
Greenbushes CBD Parking	CP05	546,556	0	0	0	
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
Infrastructure Other Total		780,231	133,443	62,495	(70,948)	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	45,000	0	0	0	
Law, Order and Public Safety						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	335,670	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	10,000	0	0	0	
Community Amenities						
Tracked Loader	PL14	365,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	0	0	0	

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2022 Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comment
		$	$	$	$	
Plant and Equipment (Continued)						
Recreation and Culture						
SBS FM Radio Tower Equipment	12014	10,997	0	0	0	
Transport						
Footpath Sweeper	PL06	160,000	0	0	0	
Road Grader	PL09	300,000	0	0	0	
Mono Roller (Towed)	PL20	15,000	0	0	0	
Excavator	PL21	120,000	0	0	0	
Skid Steer Loader	PL22	110,000	0	0	0	
Works and Services Fleet	1405040	193,400	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Plant and Equipment Total		1,706,067	0	0	0	
Furniture and Equipment						
Furniture and Equipment Total		0	0	0	0	
Capital Expenditure Total		11,641,386	2,585,605	1,782,953	(802,652)	

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

Note 9: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2022	New Loans	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		$	$	$	$	$	$	$	$
Community Amenities									
Loan 114 Liquid & Inert Waste Sites	25,319				25,319	25,319	0		520
Loan 115 Landfill Cell Extension	40,965				20,317	40,965	20,648		578
Loan 116 Liquid Waste Facility	72,020				9,696	72,020	62,324		1,364
Recreation and Culture									
Loan 112 Bridgetown Swimming Pool	1,259,127				75,344	1,259,127	1,183,783		50,115
Loan 117 Youth Precinct Redevelopment	171,792				17,973	171,792	153,819		2,496
Loan 118 Bridgetown Civic Centre revitalisation	111,506				11,666	111,506	99,840		1,620
Loan 119 Youth Precinct Redevelopment (Stage 2)	0		175,000		0		175,000		0
Economic Services									
Loan 120 Bridgetown Visitor Centre Building Renewal	0		300,000		0		300,000		0
	1,680,729	**0**	**475,000**	**0**	**160,315**	**1,680,729**	**1,995,414**	**0**	**56,693**

(b) New Debentures

Particulars	New Loan Term	New Loan Amended Budget	New Loan Actual
		$	$
Recreation and Culture			
Loan 119 Youth Precinct Redevelopment (Stage 2)	10 years	175,000	0
Economic Services			
Loan 120 Bridgetown Visitor Centre Building Renewal	10 years	300,000	0
		475,000	**0**

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

Note 9: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases Actual	New Leases Budget	Principal Repayments Actual	Principal Repayments Budget	Principal Outstanding Actual	Principal Outstanding Budget	Interest Repayments Actual	Interest Repayments Budget
		$	$	$	$	$	$	$	$
Recreation and Culture									
003 Gym Equipment	45,905			13,026	25,908	32,879	19,997	469	1,083
Other Property and Services									
001 CESM Vehicle	1,441			1,875	1,441	-434	0	32	1
002 Photocopies and printers	16,445			5,022	9,991	11,423	6,454	214	482
004 EHO Vehicle	13,578			1,743	5,238	11,835	8,340	17	45
005 2022 Toyota Hilux (CESM)	0		41,703		10,042	0	31,661		925
006 New Mitigation Vehicle	0		41,340		13,325	0	28,015		1,172
	77,369	**0**	**83,043**	**21,667**	**65,945**	**55,702**	**94,467**	**732**	**3,708**

(d) New Leases

Particulars	New Leases Term	New Leases Amended Budget	New Leases Actual
		$	$
Other Property and Services			
005 2022 Toyota Hilux (CESM)	36 months	41,703	0
006 New Mitigation Vehicle	36 months	41,340	0
		83,043	**0**

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

Note 10: 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
	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
Shire GRV	0.096821	1,811	27,798,488	2,691,478	5,173	14	2,696,664	2,691,478	45,000	1,000	2,737,478
Mining GRV	0.188282	1	820,000	154,391			154,391	154,391			154,391
Shire Rural UV	0.005906	467	215,910,000	1,275,165	(614)	(81)	1,274,470	1,275,165			1,275,165
Mining UV	0.070850	20	1,182,671	83,792	283		84,075	83,792			83,792
Sub-Totals		2,299	245,711,159	4,204,826	4,841	(67)	4,209,600	4,204,826	45,000	1,000	4,250,826
	Minimum										
Minimum Payment	**$**										
Shire GRV	1,048.00	667	3,652,945	699,016	15,522		714,538	699,016			699,016
Mining GRV	1,048.00	0	0				0	0			0
Shire Rural UV	1,299.00	272	41,143,420	353,328	(4,579)		348,749	353,328			353,328
Mining UV	387.00	19	31,951	7,353			7,353	7,353			7,353
Sub-Totals		958	44,828,316	1,059,697	10,943	0	1,070,640	1,059,697	0	0	1,059,697
							5,280,240				5,310,523
Discounts/concessions							0				0
Total amount raised from general rates							**5,280,240**				**5,310,523**

Attachment 6

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
MUNICIPAL FUND				
DIRECT DEBITS				
DD16340.1	05/10/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,630.80
DD16340.2	05/10/2022	UNISUPER	PAYROLL DEDUCTIONS	731.33
DD16340.3	05/10/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	532.32
DD16340.4	05/10/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16340.5	05/10/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	310.35
DD16340.6	05/10/2022	COLONIAL FIRST STATE FIRSTCHOICE SUPER	PAYROLL DEDUCTIONS	452.55
DD16340.7	05/10/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16340.8	05/10/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16340.9	05/10/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33
DD16340.10	05/10/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	336.58
DD16340.11	05/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,955.41
DD16340.12	05/10/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	417.85
DD16340.13	05/10/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	199.07
DD16340.14	05/10/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	273.65
DD16340.15	05/10/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	292.00
DD16340.16	05/10/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	315.72
DD16374.1	19/10/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,573.09
DD16374.2	19/10/2022	UNISUPER	PAYROLL DEDUCTIONS	762.83
DD16374.3	19/10/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	483.92
DD16374.4	19/10/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16374.5	19/10/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	304.62
DD16374.6	19/10/2022	COLONIAL FIRST STATE FIRSTCHOICE SUPER	PAYROLL DEDUCTIONS	300.70
DD16374.7	19/10/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16374.8	19/10/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16374.9	19/10/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33
DD16374.10	19/10/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	299.37
DD16374.11	19/10/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	587.30
DD16374.12	19/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,033.17
DD16374.13	19/10/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	194.38

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
DD16374.14	19/10/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	199.40
DD16374.15	19/10/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	310.46
DD16374.16	19/10/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	315.72
DD16377.1	07/10/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF SEPTEMBER	3,423.34
DD16377.2	02/10/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - OCTOBER	75.90
DD16377.3	01/10/2022	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT 01/10/2022 - 31/12/2022	2,879.96
DD16377.4	15/10/2022	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD16377.5	05/10/2022	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	81.00
B/S	03/10/2022	WESTPAC BANK	MERCHANT FEES	2,199.01
B/S	03/10/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	709.03
B/S	04/10/2022	WESTPAC BANK	MERCHANT EFTPOS ROLLS	51.80
B/S	05/10/2022	WESTPAC BANK	TOTAL WAGES FOR 22.09.2022 - 05.10.2022	125,508.24
B/S	19/10/2022	WESTPAC BANK	TOTAL WAGES FOR 06.10.2022 - 19.10.2022	124,527.61
B/S	16/09/2022	WESTPAC CORPORATE CREDIT CARD CEO	NATIONAL POLICE CLEARANCE	37.50
B/S	16/09/2022	WESTPAC CORPORATE CREDIT CARD CEO	NATIONAL POLICE CLEARANCE	37.50
B/S	16/09/2022	WESTPAC CORPORATE CREDIT CARD CEO	SALARY SACRIFICE - ACCOMMODATION ICMA CONFERENCE	995.30
B/S	03/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	12KL OF WATER FOR NEW TANK AT BRIDGETOWN TENNIS CLUB	380.00
B/S	03/10/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	09/09/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	3 YEAR PRACTITIONER LEVEL 1 OR 2 BUILDING SURVEYOR REGISTRATION FEE	1,071.00
B/S	15/09/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	20 X HYBRID PUNCH FIT GLOVES (L) FOR BOXFIT PROGRAM	833.20
B/S	15/09/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	50 X COTTON INNER GLOVES FOR RESALE	440.00
B/S	27/09/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	NPC CHECK FOR FINANCE ADMINISTRATION OFFICER	37.50
B/S	28/09/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	2 X NPC CHECKS FOR GENERAL HANDS	75.00
B/S	03/10/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	MONTHLY CARD FEE	10.00
BPAY				
31102022	31/10/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	3,907.99
ELECTRONIC PAYMENTS				
EFT35597	06/10/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT35598	06/10/2022	MICK TUCK GRADER SERVICES PTY LTD	GRADER HIRE AND OPERATOR FOR GRANGE & POLINA ROADS	9,528.75
EFT35599	06/10/2022	NATIONAL PROPERTY VALUERS PTY LTD	VALUATION (LEASE) FOR GREENBUSHES ROAD BOARD OFFICE	2,200.00
EFT35600	13/10/2022	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	77.15

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
EFT35601	13/10/2022	AUSTRALIA POST	POSTAGE FOR THE MONTH OF SEPTEMBER	3,797.92
EFT35602	13/10/2022	AUST COMMUNICATIONS & MEDIA	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY & SBSFM	159.00
EFT35603	13/10/2022	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR SEPTEMBER	1,914.00
EFT35604	13/10/2022	BLACKWOOD RURAL SERVICES	3 X DUO BALANCE 55 SNIPPER HARNESSES & MINOR ITEMS	451.60
EFT35605	13/10/2022	BLACKWOOD FRESH	MINOR GROCERY ITEMS	14.88
EFT35606	13/10/2022	BLACKWOOD HEAVY TILT	TRANSPORT VERMEER WOOD CHIPPER TO KEWDALE FOR REPAIRS	1,150.00
EFT35607	13/10/2022	BLACKWOOD VETERINARY CENTRE	EUTHANASE CAT UNSUITABLE FOR REHOMING	60.00
EFT35608	13/10/2022	BLACKWOOD PROPERTY MAINTENANCE	PAINT FIRE HYDRANTS IN FRONT AND REAR CARPARKS OF LEISURE CENTRE	554.85
EFT35609	13/10/2022	BRIDGETOWN MEAT SUPPLY	REFRESHMENTS FOR DEPOT FUNCTION	40.00
EFT35610	13/10/2022	BRIDGETOWN TIMBER SALES	MINOR MAINTENANCE SUPPLIES	235.27
EFT35611	13/10/2022	BRIDGETOWN BULLDOZING PTY LTD	PUSH UP GRAVEL AT WATERS PIT	4,752.00
EFT35612	13/10/2022	BRIDGETOWN GLASS SERVICE	REGLAZE GLASS WINDOW SASH (SLIDING PART) AT TENNIS CLUB	210.15
EFT35613	13/10/2022	BRIDGETOWN MITRE 10 & RETRAVISION	20 X FOLDING TABLES FOR PUBLIC HALLS, PLANTS, MARQUE & MINOR ITEMS	2,599.89
EFT35614	13/10/2022	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR SEPTEMBER	122.80
EFT35615	13/10/2022	BUNBURY MACHINERY	4 X JBC DOOR KEYS FOR SKID STEERE LOADER	69.96
EFT35616	13/10/2022	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR SEPTEMBER	29,873.13
EFT35617	13/10/2022	TIMOTHY PATRICK CLYNCH	REIMBURSEMENT OF COSTS FOR ATTENDING ICMA CONFERENCE	2,581.98
EFT35618	13/10/2022	DAVMECH	SERVICE FOR ISUZU TIP TRUCK & SWAP TYRES FOR ROAD ROLLER	2,508.70
EFT35619	13/10/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR SEPTEMBER	179.08
EFT35620	13/10/2022	FISHERS TYRE CENTRE	WHEEL ALIGNMENT FOR FORD RANGER	90.00
EFT35621	13/10/2022	FITZ GERALD STRATEGIES	ATTENDANCE AT SHIRE OFFICES FOR INDUSTRIAL RELATIONS ASSISTANCE	2,397.43
EFT35622	13/10/2022	GOOD READING MAGAZINE PTY LTD	ANNUAL GOOD READING MAGAZINE SUBSCRIPTION	114.95
EFT35623	13/10/2022	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED IT SERVICES - SEPTEMBER	2,453.00
EFT35624	13/10/2022	INTERFIRE AGENCIES PTY LTD	VARIOUS DFES EQUIPMENT & PPE	2,862.87
EFT35625	13/10/2022	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER	174.25
EFT35626	13/10/2022	ADAM JENKINS TREE SERVICES	LIMB REMOVAL OFF DEAD TREE	550.00
EFT35627	13/10/2022	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFE	295.75
EFT35628	13/10/2022	JTAGZ	ANIMAL REGISTRATION TAGS	210.10
EFT35629	13/10/2022	LOCAL GOV PROFESSIONALS WA	RECRUITMENT ADVERTISING WITH LG PROFESSIONALS	165.00
EFT35630	13/10/2022	LOCAL GOV INSURANCE SERVICES WA	22/23 INSURANCES - 2ND INSTALMENT	252,934.51
EFT35631	13/10/2022	LUSH FIRE AND PLANNING	LOCAL PLANNING STRATEGY - PART PAYMENT & BUSHFIRE ASSESSMENT	1,537.25

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EFT35632	13/10/2022	MANJIMUP TOYOTA & MITSUBISHI	15,000KM SERVICE FOR HYUNDAI KONA	366.98
EFT35633	13/10/2022	MANJIMUP MITRE 10 & RETRAVISION	2 X 64GB SAMSUNG GALAXY TABLETS WITH CASES & CABLES FOR LIBRARY	890.90
EFT35634	13/10/2022	MARK FREDERICK WEST	REFUND FOR PORTION OF DOG REGISTRATION FEE	77.50
EFT35635	13/10/2022	J.L & G.F MAY	GRAVE DIGGING	792.00
EFT35636	13/10/2022	KARINA NICOLE MITCHELL	RATES REFUND	761.00
EFT35637	13/10/2022	MUIRS MANJIMUP	SERVICE & FIT REVERSING CAMERA TO FORD EVEREST	960.81
EFT35638	13/10/2022	NATURALISTE HYGIENE SERVICES	REPLACEMENT SANITARY BIN FOR GREENBUSHES OFFICES PUBLIC	99.00
EFT35639	13/10/2022	N-COM PTY LTD	REALIGNMENT OF SATELLITE DISH TO RESTORE ABC RN & SBS FM SERVICES	3,820.00
EFT35640	13/10/2022	ORBIT HEALTH AND FITNESS SOLUTIONS	20 X BLACK TPE YOGA MAT & 2 X NBA MAT RACK FOR BLC PROGRAMS	814.00
EFT35641	13/10/2022	QUALITY PRESS	VARIOUS DFES EQUIPMENT	1,857.90
EFT35642	13/10/2022	DIANE RAYNER	RATES REFUND	123.25
EFT35643	13/10/2022	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD REQUALIFICATION COURSE	159.00
EFT35644	13/10/2022	SCOTT'S TAVERN	REFRESHMENTS FOR DEPOT FUNCTION	57.99
EFT35645	13/10/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - SEPTEMBER	685.78
EFT35646	13/10/2022	SOUTH WEST ACADEMY OF SPORT	2022/23 SWAS SPONSORSHIP	550.00
EFT35647	13/10/2022	SPRINT EXPRESS	FREIGHT CHARGES	56.43
EFT35648	13/10/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	4 X ROLLS OF GYM MAXX-PACK WIPES FOR BLC GYM	196.90
EFT35649	13/10/2022	STEWART & HEATON CLOTHING CO	3 X PAIRS OF T243 NAVY DFES CARGOS FOR PPE	551.03
EFT35650	13/10/2022	ST JOHN AMBULANCE AUSTRALIA	20 X WORKPLACE FIRST AID KITS FOR ALL OUTSIDE PLANT END VEHICLES	799.20
EFT35651	13/10/2022	SUNWISE ENERGY	CALL OUT FEE FOR REPORT OF NO POWER TO CATTERICK BFB SOLAR SYSTEM	247.50
EFT35652	13/10/2022	SYNERGY	ELECTRICITY CHARGES	6,078.19
EFT35653	13/10/2022	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	171.57
EFT35654	13/10/2022	TUCK'S GARDEN SERVICES	HERBICIDE SPRAYING OF SEALED RURAL ROAD VERGES OUTSIDE OF TOWNSITE	5,445.00
EFT35655	13/10/2022	TYRECYCLE PTY LTD	RECYCLING OF 322 X ASSORTED TYRES FROM THE WASTE FACILITY	3,608.12
EFT35656	13/10/2022	WESTSIDE MECHANICAL REPAIRS	12 MONTH SERVICE FOR WASHDOWN TRAILER	493.90
EFT35657	13/10/2022	DEBBRA ANNE WILKINSON	RATES REFUND	156.93
EFT35658	13/10/2022	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES, OFFICE FURNITURE AND VARIOUS STATIONERY	3,605.51
EFT35659	13/10/2022	WOODLANDS DISTRIBUTORS PTY LTD	60 X ROLLS OF DEGRADABLE DOG WASTE BAGS	759.00
EFT35660	13/10/2022	WEI TING WU	RATES REFUND	1,737.00
EFT35668	20/10/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2022	133,685.00
EFT35669	20/10/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15

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EFT35670	27/10/2022	2R ELECTRICAL	SUPPLY & FIT NEW STEEL METER BOX AT THE TROTTING CLUB	1,680.00
EFT35671	27/10/2022	ABLE SALES	FUEL SOLENOID FOR GENERATOR	150.00
EFT35672	27/10/2022	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BLC - SEPTEMBER	821.56
EFT35673	27/10/2022	AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE OF POOL EQUIPMENT	799.83
EFT35674	27/10/2022	CONCETTA BALLARDIN	RATES REFUND	798.69
EFT35675	27/10/2022	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT - SEPTEMBER	201.93
EFT35676	27/10/2022	BKS REFRIGERATION & AIRCONDITIONING	DEGASSING OF 66 X FRIDGES/AIR CONDITIONERS AT WASTE FACILITY	1,089.00
EFT35677	27/10/2022	BLACKWOOD RURAL SERVICES	REPLACEMENT TOOLS LOST IN FIRE, BRUSHCUTTER REPAIRS & MINOR ITEMS	1,281.30
EFT35678	27/10/2022	BLACKWOOD PLUMBING AND GAS	2 X UNBLOCKING OF CARAVAN DUMP POINT AT TOWN SQUARE	192.50
EFT35679	27/10/2022	BLACKWOOD RIVER ARTS TRAIL INC	2022/23 SERVICE AGREEMENT	1,000.00
EFT35680	27/10/2022	BLISS FOR DESIGN	REPLACE BELT ON EDGER	67.76
EFT35681	27/10/2022	BLUES AT BRIDGETOWN	22/23 COMMUNITY GRANT	9,046.40
EFT35682	27/10/2022	BLUE FORCE PTY LTD	150 X RFID KEY FOBS FOR BLC 24HR GYM	2,161.50
EFT35683	27/10/2022	BOOKEASY AUSTRALIA PTY LTD	MONTHLY BOOKEASY COMMISSIONS - SEPTEMBER	220.00
EFT35684	27/10/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35685	27/10/2022	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN RAILWAY STATION PROJECT - CLAIM 9	63,486.53
EFT35686	27/10/2022	BTOWN MUFFLER & TOWBAR CENTRE	SERVICE OF MUX B8834 & RANGER B16182	868.00
EFT35687	27/10/2022	BRIDGETOWN MEDICAL CENTRE	4 X PRE-PLACEMENT EMPLOYMENT MEDICALS	540.00
EFT35688	27/10/2022	BRIDGETOWN BOWLING CLUB	CEO DONATION FOR BOWLING CLUB 2022/23 DASH FOR CASH	250.00
EFT35689	27/10/2022	BTOWN VOLUNTEER BUSH FIRE BRIGADE	CATERING FOR VOLUNTEERS BUSHFIRE FIGHTING SKILLS TRAINING	525.00
EFT35690	27/10/2022	BRIDGETOWN MITRE 10 & RETRAVISION	WEEPING MULBERRY TREE FOR BRIDGETOWN CEMETERY & MINOR ITEMS	198.51
EFT35691	27/10/2022	BRIDGETOWN TYRES	CHANGE REAR TYRES ON SHIRE LIGHT TANKER, NEW BATTERY & TYRE REPAIR	1,179.00
EFT35692	27/10/2022	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	1,093.83
EFT35693	27/10/2022	BCITF	BCITF LEVIES COLLECTED FOR SEPTEMBER	2,388.26
EFT35694	27/10/2022	LEIGH DESMOND CARROLL	REFUND OF COUNCIL NOMINATION FEE FOR 2022 LOCAL ELECTION	80.00
EFT35695	27/10/2022	CATTERICK DISTRICT PROGRESS	2022/23 SERVICE AGREEMENT (2ND YEAR)	700.00
EFT35696	27/10/2022	CEMETERIES & CREMATORIA ASSOC WA	2022/23 ANNUAL ORDINARY MEMBERSHIP	125.00
EFT35697	27/10/2022	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,093.83
EFT35698	27/10/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SEPTEMBER	13,687.45
EFT35699	27/10/2022	CLOVERS GENERAL STORE	GROCERIES FOR LEISURE CENTRE	4.25
EFT35700	27/10/2022	HELEN CONNOLLY	RATES REFUND	696.00

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EFT35701	27/10/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF OCTOBER	519.77
EFT35702	27/10/2022	DAVMECH	SCHEDULED SERVICE FOR CAT TRAXCAVATOR	1,443.71
EFT35703	27/10/2022	DEPT OF LOCAL GOV, SPORT & CULTURAL	RETURN OF UNSPENT GRANT FOR TENNIS CLUB CHANGEROOMS	1,185.80
EFT35704	27/10/2022	DEPT OF MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR SEPTEMBER	2,768.25
EFT35705	27/10/2022	DOMESTIC MAINTENANCE SW	ANNUAL OILING OF POOL GAZEBOS & DECKS AND SOMME PARK BENCHES	1,875.00
EFT35706	27/10/2022	DORMAKABA AUSTRALIA PTY LTD	4 MONTHLY SERVICE OF AUTOMATIC DOORS AT BLC & LIBRARY	605.00
EFT35707	27/10/2022	ECOCYCLE PTY LTD	RECYCLING OF 198KG OF FLUORESCENT GLOBES FROM WASTE FACILITY	1,666.17
EFT35708	27/10/2022	ENVIRO & AG TESTING SERVICES	WATER TESTING OF LIQUID WASTE EVAPORATIVE POND FOR WATER CORP	847.00
EFT35709	27/10/2022	LGRCEU	PAYROLL DEDUCTIONS	132.00
EFT35710	27/10/2022	DEPT OF FIRE & EMERGENCY SERVICES WA	2022/23 ESL INCOME LOCAL GOVERNMENT	5,406.02
EFT35711	27/10/2022	G.C. SALES (W.A.)	PURCHASE OF 90 X RUBBISH & RECYCLING BINS, 25 X LIDS & 200 X LID PINS	5,285.23
EFT35712	27/10/2022	GREENBUSHES MASONIC LODGE	HALL HIRE BOND REFUND LESS CLEANING CHARGES	150.00
EFT35713	27/10/2022	GROW GREENBUSHES INCORPORATED	HALL HIRE BOND REFUND	200.00
EFT35714	27/10/2022	GUSTO RESTAURANT & CATERING	CATERING FOR 5 X COUNCIL MEETINGS FOR JUNE - SEPTEMBER	1,250.00
EFT35715	27/10/2022	HANSEN'S HOT BREAD SHOP	LUNCHES FOR TRAFFIC MANAGEMENT TRAINING & OSH MEETING	522.40
EFT35716	27/10/2022	HENRI NOUWEN HOUSE	2022/23 NON-CONTESTABLE GRANT	11,000.00
EFT35717	27/10/2022	KAREN ANN HOLLINGTON	ACCOMMODATION & MEAL EXPENSES FOR LICENSING TRAINING	511.35
EFT35718	27/10/2022	IMPART MEDIA	ANNUAL HOSTING FEE FOR VC WEBSITE FOR 30/06/2022 - 29/06/2023	1,320.00
EFT35719	27/10/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - OCTOBER	130.90
EFT35720	27/10/2022	LYNNE JONES	RATES REFUND	663.25
EFT35721	27/10/2022	LANDGATE	LAND VALUATION ENQUIRY CHARGES	910.53
EFT35722	27/10/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35723	27/10/2022	LIFESPORTS BRIDGETOWN	2 X BADMINTON SHUTTLECOCKS FOR BLC	69.98
EFT35724	27/10/2022	LOCAL GOV PROFESSIONALS WA	REGISTRATION TO 2022 LOCAL GOVERNMENT PROFESSIONALS CONFERENCE	1,510.00
EFT35725	27/10/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,487.35
EFT35726	27/10/2022	MAMMOTH SECURITY PTY LTD	QUARTERLY ALARM MONITORING CHARGE	628.95
EFT35727	27/10/2022	MARKETFORCE	VARIOUS SHIRE ADVERTISEMENTS	1,102.73
EFT35728	27/10/2022	J.L & G.F MAY	ADDITIONAL EARTHWORKS REQUIRED TO TENNIS CLUB TANK PAD	330.00
EFT35729	27/10/2022	METAL ARTWORK CREATIONS	VARIOUS NAME BADGES & NAME PLAQUES	146.36
EFT35730	27/10/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,367.91
EFT35731	27/10/2022	MUIRS MANJIMUP	160,000 KM SERVICE FOR B8598	630.53

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EFT35732	27/10/2022	NEXTMEDIA PTY LTD	ANNUAL GARDENING AUSTRALIA MAGAZINE SUBSCRIPTION	62.00
EFT35733	27/10/2022	NICHOLAS COLE	CHECK OPERATION OF AIR CONDITIONER IN ADMIN SERVER ROOM	95.00
EFT35734	27/10/2022	NJ MECHANICAL	SUPPLY AND INSTALL NEW CHARGING SYSTEM TO HESTER LIGHT TANKER	1,226.50
EFT35735	27/10/2022	NOVOTEL LANGLEY HOTEL	ACCOMMODATION FOR EMPLOYEE ATTENDING POOL OPERATOR COURSE	597.00
EFT35736	27/10/2022	OFFICEWORKS LTD	1 X NEW iPHONE, 5 X SCREEN PROTECTORS, 6 X CASES & 4 X CHARGERS	1,251.32
EFT35737	27/10/2022	PERTH SCIENTIFIC PTY LTD	PH & ORP SENSOR EQUIPMENT FOR WASTE FACILITY BORE SAMPLING	930.60
EFT35738	27/10/2022	VERRELL EVA PETTERSEN	RATES REFUND	696.00
EFT35739	27/10/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35740	27/10/2022	PRIME CONTRACTING PTY LTD	DEMOLITION OF FIRE DAMAGED SHEDS AT DEPOT & WASTE FACILITY	19,620.00
EFT35741	27/10/2022	QUALITY SHOP	2 X FRAMES FOR CITIZENSHIP CERTIFICATE	43.98
EFT35742	27/10/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35743	27/10/2022	RICHFEEDS AND RURAL SUPPLIERS	1KG APPARENT SHATTER, SILVAN SPRAYER PARTS & RETIC SUPPLIES	1,582.00
EFT35744	27/10/2022	STEWART CHARLES RICHMOND	RATES REFUND	688.43
EFT35745	27/10/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT35746			CANCELLED	
EFT35747	27/10/2022	RYNAT INDUSTRIES AUSTRALIA PTY LTD	6 X SS TWIN JUMBO ROLL TOILET PAPER DISPENSERS FOR PUBLIC TOILETS	2,094.40
EFT35748	27/10/2022	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC - SEPTEMBER	126.50
EFT35749	27/10/2022	SCHWEPPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFE	266.48
EFT35750	27/10/2022	SIGMA POOL & SPA SUPPLIES	VARIOUS SWIMMING POOL CHEMICALS	1,605.45
EFT35751	27/10/2022	SLATER-GARTRELL SPORTS	TABLE TENNIS TABLE, NETS, BATS & TABLE TENNIS BALLS FOR BLC	731.50
EFT35752	27/10/2022	SOFT LANDING	RECYCLING OF 55 X MATTRESSES FROM BRIDGETOWN WASTE FACILITY	1,936.00
EFT35753	27/10/2022	SOUTH WEST FIRE UNITS	REPAIRS TO GREENBUSHES 3.4 PUMP	12,183.88
EFT35754	27/10/2022	SOUTH WEST ISUZU	FILTER BOX ASSEMBLY FOR ISUZU TRUCK B0102	198.39
EFT35755	27/10/2022	STEWART & HEATON CLOTHING CO	50 X SHIRE BUSH FIRE SERVICES SHOULDER BADGES	396.55
EFT35756	27/10/2022	SYNERGY	ELECTRICITY CHARGES	6,006.63
EFT35757	27/10/2022	TALISON LITHIUM AUSTRALIA PTY LTD	HALL HIRE BOND REFUND LESS CLEANING CHARGES	150.00
EFT35758	27/10/2022	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	77.62
EFT35759	27/10/2022	THE PRINT SHOP BUNBURY	PRINTING OF 500 X DOUBLE SIDED PVC LIBRARY CARDS	797.50
EFT35760	27/10/2022	SUSAN ELAINE THOMPSON	DONATION TOWARDS INSURANCE FOR BRIDGETOWN FOR FREE XMAS PARTY	314.19
EFT35761	27/10/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY - OCTOBER	290.40
EFT35762	27/10/2022	TUCK'S GARDEN SERVICES	WEED SPRAYING AT THE WASTE FACILITY	2,200.00

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
EFT35763	27/10/2022	TYREPOWER MANJIMUP	REPAIR LEAK IN LOADER TYRE	242.00
EFT35764	27/10/2022	RONALD JOHN VAUGHAN	RATES REFUND	701.01
EFT35765	27/10/2022	VESTONE CAPITAL PTY LIMITED	QUARTERLY RENTAL OF BLC GYM EQUIPMENT FOR 03/10/2022 - 31/12/2022	7,422.49
EFT35766	27/10/2022	MICHAEL LEN VLAHOV	RATES REFUND	328.97
EFT35767	27/10/2022	WALGA	2022/23 WALGA SUBSCRIPTIONS	28,412.07
EFT35768	27/10/2022	WINC AUSTRALIA PTY LTD	VARIOUS CLEANING SUPPLIES & EQUIPMENT AND OFFICE STATIONERY	717.03
EFT35769	27/10/2022	M WRIGHT	COMMUNITY STALL BOND REFUND	50.00
DIRECT DEBITS - LICENSING				
27516	03/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/10/2022	2,839.85
27517	04/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/10/2022	4,402.40
27518	05/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/10/2022	4,908.00
27519	06/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/10/2022	2,292.05
27520	07/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/10/2022	2,543.50
27521	10/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/10/2022	4,275.75
27522	11/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/10/2022	4,297.60
27523	12/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/10/2022	4,640.15
27524	13/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/10/2022	2,605.55
27525	14/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/10/2022	3,671.80
27526	17/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/10/2022	5,225.10
27527	18/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/10/2022	6,231.65
27528	19/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/10/2022	2,311.10
27529	20/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/10/2022	5,413.90
27530	21/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/10/2022	2,870.35
27531	24/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/10/2022	2,630.35
27532	25/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/10/2022	4,249.60
27533	26/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/10/2022	2,976.15
27534	27/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/10/2022	1,245.15
27535	28/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/10/2022	5,412.65
27536	31/10/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/10/2022	3,504.60
CHEQUES				
300215	13/10/2022	WATER CORPORATION	WATER USAGE	65.42

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount $
300216	13/10/2022	ERIC WHEATLEY	RATES REFUND	123.25
300217	27/10/2022	ELIZABETH KAYE ROWE	RATES REFUND	726.19
300218	27/10/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED	277.50
300219	31/10/2022	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATIONS	229.45
300220	31/10/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR OCTOBER	970.00
300221	31/10/2022	WATER CORPORATION	WATER USAGE	3,694.30
				1,149,479.62
CHEQUES - VISITOR CENTRE TRUST				
200037	20/10/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED FOR SEPTEMBER	489.96
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT35661	20/10/2022	BGBTA	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2022	107.25
EFT35662	20/10/2022	ANNE HARSE	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2022	33.75
EFT35663	20/10/2022	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2022	40.50
EFT35664	20/10/2022	MCSWEENEY PUBLISHING	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2022	18.75
EFT35665	20/10/2022	LARA MORRELL	ACCOMMODATION REFUND FOR IT10731987	183.00
EFT35666	20/10/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR SEPTEMBER 2022	438.81
EFT35667	20/10/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR SEPTEMBER 2022	19.80
V300217	12/10/2022	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF SEPTEMBER 2022	2,220.18
				3,552.00

This schedule of accounts paid for the Municipal Fund totalling $1,149,479.62 and for the Trust Fund totalling $3,552.00 which was submitted to each member of the Council on 24th November 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 31/10/2022 is $1,799,216.00

CHIEF EXECUTIVE OFFICER 24 November 2022

Attachment 7

TOWN PLANNING

The following Local Planning Policy is prepared under Schedule 2, Part 2, Division 2 and Section 4 of the *Planning and Development (Local Planning Schemes) Regulations* 2015. This Policy is cited as Local Planning Policy TP27 – Exemptions from Development Approval Requirements.

POLICY NO.	TP27
POLICY SUBJECT	Exemptions From Development Approval Requirements
ADOPTION DATE	

Definitions:
"Outbuilding – an enclosed non-habitable structure that is detached from any dwelling".

"Single House – a dwelling standing wholly on its own green title or survey strata lot together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property."

Note: the definitions are derived from the R-Codes

1.0 Application of this Policy

The specific policy requirements below apply to specified land as per this Policy within the Shire of Bridgetown-Greenbushes two (2) operative Town Planning Schemes being:

1. Town Planning Scheme No. 3; and
2. Town Planning Scheme No. 4.

This Policy does not exempt development from obtaining any other approvals and compliance with relevant local laws, statutes and policies including building and health approvals.

2.0 Policy Objectives

2.1 To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.

2.2 To specify the development for which a development approval is not required and the requirements to be satisfied.

2.3 To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

3.0 Limitations and Exclusions

This Local Planning Policy does not deal with exemptions for:

1. Development as provided under clause 61 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015;*
2. Signs that are administered under separate provisions of the respective town planning schemes;
3. Fences that are administered under separate legislation outside the local planning framework.

4.0 Policy Requirements

Exemptions - Town Planning Scheme No 3

The following development does not require the development approval of the local government:

(a) the erection, extension, addition or alteration to a single house, outbuilding, carport, incidental structure (and the like) or the siting of a rain water tank of 5000 litre capacity or less on a lot in the Rural, Special Rural, Residential Development and Special Residential zone where:

i) in the Rural Zone the development is:

- compliant with the setback requirements set out in Section 4.5.1 of the TPS 3
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

ii) in the Special Rural zone, the development is:

- in the case of a single house, is not constructed of materials that are wholly or predominantly:
  - Second hand or damaged materials;
  - Corrugated iron;
  - Re-used.

  As these building elements are deemed to have a negative visual appearance potentially effecting the amenity of the locality as set out in Section 4.6.10;
- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.6.11;
- compliant with Section 4.6.12 relating to the provision of a potable water supply;

- compliant with Section 4.6.13 relating to siting of effluent disposal systems;
- compliant with any specific requirements set out in Schedule 1 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

iii) in the Residential Development zone, the development is

- compliant with the setback requirements set out in Section 4.7.4 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

iv) in the Special Residential zone, the development is:

- compliant with Section 4.10 of the TPS 3;
- compliant with any specific requirements set out in Schedule 3 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

(Note: This Local Planning Policy negates the requirement to comply with Section 4.10.6 of the TPS No 3)

(b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

Exemptions - Town Planning Scheme No 4

The following development does not require the development approval of the local government:

(a) the erection, extension, addition or alteration to a single house, outbuilding, carport, incidental structure (and the like) or the siting of a rain water tank of 5000 litre capacity or less on a lot in the Rural 1, 2, 3 and 4, Special Rural, Special Residential and Special Use zones where:

i) in the Rural 1,2,3,and 4 zones the development is:

- compliant with the setback requirements set out in Section 4.6 of the TPS 4;
- is not contained within a Tree Preservation Area set out in Section 4.5.7 of TPS 4.

ii) in the Special Rural zone, the development is:

- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.5.6 of the TPS 4;
- compliant with any specific requirements set out in Schedule 3 of the TPS No 4.
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

iii) in the Special Residential zone, the development is:

- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.11.3 of the TPS 4;
- compliant with Section 4.11.7 relating to use of second hand materials;
- compliant with Section 4.11.13 relating to siting of effluent disposal systems;
- compliant with any specific requirements set out in Schedule 7 of the TPS No 4.
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

iv) In the Special Use zones (SU1 and SU3), the development is:

- compliant with any specific requirements set out in Schedule 6 of the TPS No 4.
- in the case of an outbuilding is of a size that is equal or less than:
  - 120m² in floor area;
  - wall height of 3.0m; and
  - apex height of 4.0m

(b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

5.0 References to related documents

- Shire of Bridgetown-Greenbushes Town Planning Scheme No.3
- Shire of Bridgetown-Greenbushes Town Planning Scheme No.4
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Attachment 8

BRIDGETOWN-GREENBUSHES SUSTAINABILITY ADVISORY COMMITTEE
(2021-2023)

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Sustainability Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *Bridgetown-Greenbushes Sustainability Advisory Committee.*

3. Objectives

The objectives and role of the Committee are:

3.1 To provide advice to the Council on sustainable natural environment, social and economic issues such as:

- Air Quality
- Biodiversity
- Land Degradation
- The Built Environment
- Water
- Waste Management
- Community Infrastructure
- Community Engagement

3.2 To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-

- Reduce the impacts on the natural environment
- Reduce the impacts on the climate
- Initiate sustainable management of resources

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

4. Membership

4.1 Council will appoint two (2) elected members as Council's representatives on the Committee.

4.2 Council will appoint a maximum of six (6) representatives from the community, being:

- Mikkel Christensen
- Adrian Williams
- Hal Reid
- Floyd Browne
- Ingrid Barker
- Michael Kaye

43. The CEO or a representative of the CEO shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

The Committee shall meet on at least one occasion every four months.

6.1 Notice of meetings shall be given to members at least 6 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7. Quorum

The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.

8. Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9. Termination of Committee

Termination of the Committee shall be:

a) in accordance with the Local Government Act 1995 (i.e. 16 October 2021)
b) at the direction of Council

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

Attachment 9

POLICY NO.	A.23
POLICY SUBJECT	Banners
ADOPTION DATE	25 September 2008 (C.18/0908)
LAST VARIATION DATE	28 April 2022 (C.08/0422)
LAST REVIEW DATE	28 April 2022 (C.08/0422)

Policy Intent
This policy sets out Council's position regarding the use of the banners, including the six banner poles situated adjacent to Nelson Street along the northern South West Highway entrance to town.

Introduction
Council is committed to the promotion of local events and celebrations and to provide a welcoming and vibrant atmosphere to its town sites.

To achieve this Council has developed a policy regarding the display of promotional banners.

Council has a responsibility to ensure that banners displayed in public areas do not cause offence.

Banner poles are to be utilised for festivals, special events and general promotion of Bridgetown and Greenbushes.

Council banners celebrating significant cultural dates will be considered a priority.

Exclusions
This policy specifically excludes any form of commercial advertising. Council reserves the right to exclude any events that are not legally, socially or politically in keeping with community values.

Definition of an Event
An event can range from a Council sponsored event such as Anzac Day or Australia Day through to a major national awareness campaign. An "event" is defined the following way:

- A cultural, sporting, recreational and/or charity event or festival that is community based.
- Major events that result in an influx of visitors.
- Conferences/conventions/meetings being hosted that warrant a community awareness campaign.
- Community minded messages or campaigns.

Procedure
Applicants book the banner poles by submitting a written request to the Shire a minimum of 6 weeks prior to installation of banner(s). The application is to include a photograph or graphic design component that enables the design of the banner to be clearly ascertained. Where the banners are for an annual event and remain unchanged from the previous year this requirement will be waived and only advance notification of dates for displaying of the banners is required.

Banners are to be delivered to the Shire Depot a minimum of five working days prior to the proposed installation date and will be installed for a minimum of two weeks and a maximum of six weeks (due to the rapid deterioration of the banners from sun and wind conditions). Once removed, all banners must be collected from the Shire Depot within 14 days.

The installation and removal of the banners will be undertaken by Council's Works & Services staff at a subsidised charge outlined in the annual Fees and Charges.

Where annual events and booking times are contested Shire officers will fairly rotate between groups over alternate years.

Community owned banners will only be installed for a period of two (2) weeks unless otherwise agreed.

The Shire Welcome Banners (once designed and produced) will be installed and remain in place when other event or celebratory banners are not installed.

Standard Banner Size

Banner measurements - 6 x Double sided banners. No pocket, just 4 eyelets in each corner, top and bottom. 1.85 m x 1.2 m. Banners are required to ~~be of a sufficient~~ meet the size and specifications ~~specification~~ to enable the banner to fit the banner poles, with ~~sufficient~~ eyelet reinforcing and rope for the purpose of anchoring the banner to its mounting.

M.41 – Advisory Committees

1 Objectives

The objectives of this policy:

- To support Council in ensuring sound governance and management of Advisory Committees
- To ensure consistency in the formation and operation of all of Council's Advisory Committees.
- To provide a clear pathway for community to provide advice and recommendations to Council
- To outline roles and responsibilities of Advisory Committee members and Shire officers.

2 Scope

This policy applies to all of Councils Advisory Committees, Councillors while remaining members of an Advisory Committee, and employees responsible for Advisory Committees. The policy is also relevant to all staff and community members who may interact from time to time with an Advisory Committee.

3 Definitions

3.1 The Act - the Local Government Act 1995.

3.2 Advisory Committee - means an Advisory Committee established under 5.8 of the Local Government Act. In this policy a reference to advisory committee is a reference to an advisory committee of the Shire of Bridgetown-Greenbushes.

3.3 Committee Member – an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.

3.4 Member Organisation – an organisation/community group that is appointed as a Committee Member represented by a delegated person who has authority to represent the organisation/community group in decision making. The organisation/community group must be based in the shire of Bridgetown-Greenbushes.

3.5 Member Organisation Representative – a person representing a Member Organisation with delegated authority to represent the organisation in decision making.

3.6 Responsible Officer – a Shire staff member that is nominated by the CEO to provide administrative and governance support to an advisory committee.

3.7 Advisory Committee Meeting - a Meeting of an Advisory Committee.

3.8 Councillor - a current elected Councillor of Council.

3.9 Instrument of Appointment and Delegation - a document which outlines the scope, purpose, authority and protocols of a Committee.

3.10 Quorum - at least 50% of the number of offices whether vacant or not; a Quorum is required to hold a formal meeting of an Advisory Committee where recommendations to Council can be made.

4 Policy

4.1 Formation of an Advisory Committee

Advisory Committees must be formed (and rescinded) by Council Resolution, and the Instrument of Appointment and Delegation, and membership must also be decided by Council.

4.2 Powers and Functions of an Advisory Committee

Advisory Committees do not have any executive, financial or delegated powers.

Advisory Committees do not have the power to sub-delegate or form sub-committees. The role of an Advisory Committee generally is to provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council.

An Advisory Committee can offer specialised advice and assistance with research on issues of interest to Council and the Community.

4.3 Membership

All Advisory Committees must have a minimum of five members, comprising of:

- A minimum of one Councillor; and
- A minimum of four committee member(s)/member organisation(s).

Advisory Committee memberships will be capped at ten, being a minimum of one Councillor, and a maximum of three, and a minimum of four independent members, with a maximum of nine. Where a Committee has two Councillor Representatives, up to eight independent members can be appointed, but where a Committee has three Councillor Representatives, up to seven independent members can be appointed.

Any Committees currently in existence that exceed this membership limit may continue to operate, but as members vacate the positions, they will not be replaced to allow the Committee to transition to the recommended membership.

Any community member may become a member of an Advisory Committee if appointed by Council, and any such member will have the same entitlement to participate as the Councillor Representative/s. Weight will be given to ensuring diversity of membership and skills on an Advisory Committee.

All Advisory Committees will have an elected Chairperson, who must be a Councillor, and will, where necessary, have the casting vote.

Advisory Committee members must adhere to the same standards of conduct as elected members, as defined in the Code of Conduct (Members and Staff).

Advisory committee meetings will be included in the Councillors Calendar. Any Councillor is able to attend a meeting of any advisory committee. Only Councillors who are appointed to the committee may vote.

Training will be provided to first time Advisory Committee Members prior to the first formal meeting of the committee after it is formed and/or reviewed at the commencement of each Council Term.

4.4 Advisory Committee Governance

Advisory Committees are subject to an Instrument of Appointment and Delegation (IoA). There is a standard IoA attached to this policy, and the IoA may be amended slightly, but must be adopted at the time the Committee is formed and/or reviewed at the commencement of each Council Term.

Advisory Committees are assigned a responsible officer by the CEO, to provide administrative support, ensure that the objectives of the IoA are met and to provide support and advice to the

Chair in relation to governance. The Officer has no delegated power and is not a voting member of the committee.

Committees are subject to the Shire of Bridgetown-Greenbushes Standing Orders. These Standing orders apply generally to the proceedings of committees, with the exception of;

a) Clause 9.1 in respect of the requirement ot rise;
b) Clause 9.5 limitation of the number of speeches

4.5 Officer Responsibilities

The nominated responsible officer will;

- Prepare agendas and distribute not less than 3 days before each meeting
- Compile the draft minutes and distribute them to committee members no less than 14 days after the meeting and no less than 7 day prior to the next meeting.
- Compile Council agenda reports outlining all recommendation of the advisory committee to be considered by Council.
- Provide reasonable support to the Advisory Committee through research to assist the Committee with its deliberations. However, work undertaken on behalf of the Advisory Committee will be balanced with other duties assigned to the officer. Where there is insufficient capacity to undertake work on behalf of the Committee, this matter will be referred to the officer's manager for determination of workload priorities.
- Provide the Chair with support and guidance on governance.

4.6 Committee Recommendations – Actions and Proposals

- All actions/proposals made by an Advisory Committee will be taken to Council as recommendations for consideration.

5 Applicable Legislation and Documents

Act	Division 2 — Council meetings, committees and their meetings and electors' meetings Subdivision 2 Committees and their meetings of the Local Government Act 1995,
Regulation	Part 2 Council and committee meetings of the Local government (Administration) Regulations 1996
Local Law	Standing Orders Local Law
Shire Policies	M.12 Code of Conduct (Members and Staff) M.13 Anti-Discrimination, Sexual Harassment and Bullying M.20 Establishment of Council Committees M.21 Community Engagement/Consultation Policy A.16 Records Management Policy
Related Documents	Advisory Committee Standard Instrument of Appointment and Delegation
Related Procedure	

6 Administration

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

7 Standard Instrument of Appointment and Delegation

Shire of Bridgetown-Greenbushes
.... simply beautiful

BRIDGETOWN-GREENBUSHES STANDARD ADVISORY COMMITTEE
(20XX-20XX)

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *(Name)* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *(Name)*

3. Objectives

The objectives and role of the Committee are:

3.1 To advise Council on;

3.2 To advise Council on ways to develop and implement (*Document/s)* strategy.

4. Membership

4.1 Council will appoint minimum of one (1) elected members as Council's representative(s) on the Committee.

4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members number of being:

4.3 One CEO appointed shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7. Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8. Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9. Termination of Committee

Termination of the Committee shall be as at 21 October 2023 or as otherwise specified in the Local Government Act 1995.

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Attachment 11

Trails Masterplan

2022-2027

Shire of Bridgetown-Greenbushes
.... simply beautiful

This plan is available in electronic format and hard copy, both in standard and large print, by email and online at www.bridgetown.wa.gov.au

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Vision

Trails in the Shire of Bridgetown-Greenbushes will cater for local people and visitors. Our focus will be on quality trails that are well maintained and promoted to enrich the users' experience and knowledge of the natural beauty and the rich history of the shire. This focus will deliver economic, health, well-being and other benefits to visitors to the region and the local community.

To achieve this vision the following objectives have been adopted in line with the WA Trails Blueprint:

- **Access**
  Consideration is given to ease of access for all members of community including local residents and visitors.
- **Consumer Focus**
  Trails are planned and developed to match current community and market needs and respond to future change.
- **Consistency**
  Lead agencies and relevant stakeholders work together to ensure planning, development and management of trails within the Shire
- **Sustainability**
  Trails planning and development takes into account short and long-term community, health, social, economic and environmental considerations.
- **Evidence Based**
  Effective monitoring and evaluation are undertaken to contribute to planning.
- **Innovation**
  Advances in trail development are reflected in local trails development, planning, construction and improvements. Creative trails design and placement are considered.
- **Community Benefit**
  Trails offer economic, health, wellbeing and community connection outcomes for local residents and visitors.
- **Visitor Economy Contribution**
  Opportunities are realised for trails to support growth in tourism resulting in increased visitors, spend, new business enterprises and job creation.
- **Engagement**
  The community and user groups have the opportunity to inform the trail sector through consultation, feedback and active participation in trail use and events.
- **Quality Trails**
  Good planning, maintenance and support networks result in a diverse network of fit-for-purpose, sustainable and high quality trails.
- **Aboriginal Participation**
  Opportunities are realised that contribute to awareness of Aboriginal culture and values through trail initiatives with a focus on the Indigenous history.
- **Environment and Culture**
  Trails help protect, interpret and conserve environmental, cultural and heritage values.

1. Executive Summary

1.1. Introduction

The Bridgetown-Greenbushes Trails Masterplan 2021-2026 has been developed to inform the planning, implementation and promotion of existing and proposed trails throughout the Shire of Bridgetown-Greenbushes and to work towards developing Bridgetown as a trails town.

Located approximately 300km south of Perth, Bridgetown is known for its lifestyle opportunities, with beautiful landscapes, heritage architecture, a strong sense of community, a vibrant arts community and access to a wide range of unique natural and built assets.

Located 18km north of Bridgetown lies Greenbushes, a historic timber and mining town founded in 1888 after the discovery of tin in a creek in 1886. Surrounded by natural bushland and pioneering heritage Greenbushes offers a unique experience for community members and visitors alike.

The majority of the Shire lies within the Blackwood Catchment area. The Blackwood River and its tributaries remain a highlight of the Shire surrounded by the undulating landscape which provides a picturesque backdrop to the town of Bridgetown and the Blackwood River. The many hectares of national park and state forest surrounding Bridgetown, Greenbushes and the smaller townships provides the perfect environment for a variety of nature based activities such as walking, canoeing, swimming, mountain bike riding, bird watching, horse riding and camping along with simply exploring the magnificent forest areas.

A wide range of gourmet foods, wines and beer are available from local primary producers through door sales, or available to enjoy in local cafes, restaurants, the Cidery and the pubs. There is also a strong and vibrant arts and creative sector within the community, which is strongly reflected in the public art installations in both Bridgetown and Greenbushes.

The community values the benefits of trails and the opportunities that develop as a consequence of providing well planned and promoted trail networks. Being able to provide a unique experience by offering a network of multi-disciplinary, single and mixed use trails is seen as an important way of attracting additional visitors to the Shire, increasing the length of time visitors stay and ensuring a greater number of return visits.

1.2. Definition of Trails

For the purpose of this plan and to accurately reflect the variety of trails already in existence, currently being developed or planned within theShire and drawing a line between formal pathways and trails, (as is generally the case in Australia) the definition used throughout this plan is;

“A recreation trail is any corridor, route or pathway identified for recreation, tourism and appreciation of natural and cultural values.”

1.3. Purpose of This Plan

The Bridgetown-Greenbushes Trails Masterplan is part of a broader approach by Council to encourage growth and development that supports the community’s environmental goals and encourages a strong, diverse and resilient economy that supports local employment and enhances the quality of life for residents and visitors to the Shire.

The Bridgetown-Greenbushes Trail Masterplan is an informing document to be used for the consistent and coordinated planning, development and management of quality trails and trail experiences throughout the Shire. It provides a vision, guiding principles and actions for Council and the community.

Trails planning is not an isolated endeavour – it links in with a whole range of other planning processes including tourism, open space planning, economic development and resource management. The Trails Masterplan places trails planning and development within a wider context.

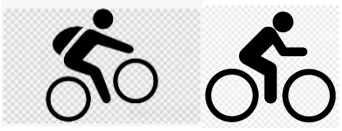
The Trails Masterplan has been developed to investigate opportunities to increase and enhance trails and trail-based activities throughout the Shire in a considered and sustainable way. This document will allow Council to plan and prioritize trail development and maintenance to ensure community and Shire resources are available and appropriately allocated to ensure the trails networks remain safe, enjoyable, user friendly and sustainable.

1.4. Plan Scope

The scope of this Plan includes the trail types available or proposed within the Shire boundaries. For simplicity, several trail types have been grouped together e.g. Walking includes bush walking, urban walking and trail running.

Walking/Bushwalking

Cycling



Aquatic

Off Road

Drive

Equestrian

Public Art

Heritage

Gourmet

1.5. Trail "Clusters"

The Western Australian Strategic Trails Blueprint identifies that the opportunities linked with trails, for local people and visitors, are enhanced by the development of clusters of linked trails in localities. The different categories of trail clusters are;

Trail Town A population centre which has been assessed and accredited as a destination for its trails offering through the provision of high quality:

- Trails (single or mixed use);
- Outdoor experiences that encourage extended visitation;
- Trail-user related facilities and services (including accommodation);
- Trail-user related businesses; and
- Trail branding and signage

Trail Centre A managed multiple trail facility with dedicated visitor services supported by high quality:

- Trails (single or mixed use);
- Outdoor experiences that encourage single day visitation;
- Trail user related services; and
- Trail branding and signage

A Trail Centre can stand alone in an individual location or may be positioned within a Trail Town.

Trail Network A multiple trail facility with limited or no visitor services, supported by high quality:

- Trails (single or mixed use);
- Outdoor experiences that encourage single or part day visitation; and
- Trail branding and signage

A Trail Network may be a stand-alone facility or form part of a Trail Town or Trail Centre.

2. The Benefits of Trails

Worldwide, trails have been shown to provide a variety of impactful benefits for the environment, the economy of the town and region in which they are situated, and the health of the community, locally, regionally and for visitors to the area. Some of those benefits include:

Encouraging more frequent outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical expenses

Improved lifestyle due to opportunities for outdoor recreation by individuals, groups, education and community organisation.

Providing low cost facilities for recreation accessible to many different groups in community.

Economic benefits from employment and business opportunities in trail development, management, maintenance, events and supporting products and services.

Tourism growth to trail destinations with resulting economic stimulus of local economies.

Protection and showcasing of natural, cultural and historic area by providing for sustainable access routes.

Improved sustainability of local communities by making them more attractive places to live.

Opportunities for social interaction and development of community identity through participation in trail activities, maintenance and conservation.

Trails are considered a unique community asset, creating economic, social and environmental value for individuals, local communities, Western Australia and Australia.

3. Trends in Trails

It is widely recognised that there has been a global increase in the development, use and demand for trails to service growth and change in participation in outdoor activities across the globe.

The popularity of individual fitness and recreation activities is increasing while that of organised team sport is static or declining. This is accompanied by a growing diversity in recreation activities aided by developments in technology and affordability of equipment. Many of these activities have a strong lifestyle and adventure focus and motivated supporters who are closely involved in the development and maintenance of the trails developed in their area(s).

While these trends are positive for the health and wellbeing of communities, the increase in demand for outdoor spaces can put pressure on natural assets (ultimately resulting in environmental degradation). Trail activities and infrastructure therefore needs to be developed and managed carefully to ensure that the trail corridor can sustain the potential use by trails enthusiasts.

Walking, bushwalking and horse-riding are long established ways of experiencing natural environments, and have been joined by mountain biking and trail running over the past decade. These trends are growing rapidly with the emergence of electric assist bikes (e-bikes).

The growth of paddling and under-water sports has led to a demand for water-based trail facilities while the popularity of two and four wheel off-road motor activities has resulted in requests for the development of additional trails and routes to cater for these activities.

There has also been a marked growth in tourism based around cultural trails including public art, gourmet and heritage trails. These trails provide a sense of place for community, a point of difference for visitors to the region and offer opportunities to diversify trail based tourism. Cultural trails help to educate visitors and locals about the rich history of the Shire and the wealth of talent and creativity of the local community. These opportunities offer a unique experience and stimulate the local economy.

Understanding the changes in trends is crucial to understanding current participation and potential future demand in trail based activities. Drivers of trail based activities include:

Covid 19 The consequences of lockdown and social restrictions, especially inside buildings has meant that the number of people seeking outdoor recreation and cultural opportunities has seen a large and sudden increase since the beginning of the relaxation of COVID restrictions.

Changes in Lifestyle There are a wide range of demands for trails; on one hand the population is living longer and healthier lives and wish to continue with recreational pursuits later in life. This is often supported through technological developments and the availability of different difficulty levels within trail networks. People are also seeking more adventurous nature based activities such as mountain bike riding, trail running and hiking, canoeing, enduro motorcross and horse riding. Demand for trails is on the increase and evident in all cohorts of the population. This supports the evidence suggesting the increase in popularity and participation in non-organised/flexible recreation activities.

Increased health and environmental awareness People are becoming increasingly aware of their health, with conditions such as obesity and stress on the rise. This, combined with society's growing awareness of the environment and climate change, has facilitated a growth in visitation to natural areas. Returning to nature is a term now used where people feel the desire to become reconnected to their natural environments from which they can escape their modern lives.

Increased affluence and expectations of recreation As individuals become more affluent the proportion of income spent on goods and leisure increases. As people spend more money on outdoor recreation and associated equipment an increase in outdoor recreation activities previously offered by commercial operations has been observed. As such, a diversification for natural areas offering unique experiences and higher levels of infrastructure are often in demand.

Technological advances Significant technological advances in equipment design and function have created new forms of outdoor activities and extended the scope and levels of participation for the general population such as e-bikes for mountain bike enthusiasts.

With the pervasive influence of the internet, smart phones and apps, people are able to obtain information, communicate with each other very quickly and provide feedback on their recreation experience at any time. Many outdoor recreation enthusiasts make their decisions on where to recreate based on the information available via the internet including blogs, forums and social media.

Changes in technology for recreation are also bringing about an increasing divergence of outdoor recreation activities. Participants are able to map and record their journey, recording times and uploading digital images of their experience allowing them to compete and compare results with past and future users. Growth in these activities has encouraged research into more refined technologies to encourage wider participation such as geocaching and mountain biking.

In general people are making increased lifestyle choices that are associated with greater access and contact with the natural environment. Furthermore, findings from the AusPlay 2020 report shows:

Across Australia participation in sport related activities hasn't increased, while at the same time non-sport physical activities have increased significantly – by more than 20 percentage points from 2001 to 2020.

Of the top 10 sport and recreational activities in Australia, listed in the AusPlay report, 7 are recreational and 3 are organised sports activities

3.1. Walking Trends

Walking is by far the most popular form of physical activity including sporting and recreational activities. In 2020, 47% of all people undertaking sport and recreational activities were walking. This has increased from 28.85% in 2001. The peak age for participation is 65+ for males and 55-64 for females with the gender participation rate of 38% male and 62% female. In the AusPlay 2020 report, this does not include bushwalking which accounts for a further 8.9% of all people undertaking sport and recreational activities. Bushwalking was recorded as the 6th most popular sporting/recreational activities. Combined, walking accounts for 55.9% of all sport and recreation activites.

Trails are now seen to be an important resource for walkers as well as the smaller, more traditional bushwalking community. The peak age for recreational walkers is 55–64 for females and 65+ for males. Hiking is also having a positive influence on the popularity of longer distance trails. However, there is still a general preference for shorter walks (up to 6km and taking between 30 minutes and two hours to walk). The success of the Great Short Walks of Tasmania program is testimony to the fact that there is a significant market for these walking distances. While a trail network should cater for a range of trail users it should focus on those areas of most demand.

There is limited research on the demand for long walk trails. There are long walk trails in Australia aimed to cater for those seeking such an experience. In the case of the Bibbulmun Track (WA), many users access the track for short to medium walks (2 hours up to a weekend), rather than attempts to walk the entire trail (some 7-8 weeks). Long walk trails need significant investment and often cross local government boundaries and, thus, require significant coordination between land managers.

The Trails Development Advisory Committee has been instrumental in developing, mapping and marking a number of walk trails around the Shire. Walking is one of the most enjoyed forms of recreation as it is free, can be done at an individual pace, provides a sense of belonging and improves mental and physical health.

3.2. Cycling Trends

Cycling is the fourth most popular form of non-organised sporting/recreational activity. Cycling has been amongst the top five activities during the past decade and has had a notable increase in participation rates from 11.3% (2010) to 14.3% (2020) of the total number of people in Australia undertaking sport and recreation activities are participating in cycling.

Cycling attracts 12% of the Australian population with a peak participation age of 45-54 for both adult males and females, and the gender participation rate of 38% female and 62% male. There are more males than females cycling at each age range. Cycling has a higher rate of participation in the major cities than it does in either regional or remote areas, with 59% of participants taking part in cycling at least once per week.

Mountain biking attracts 1.3% of the adult population with its peak participation age between 35–44 for both males and females with the gender participation rates 17% female and 83% male. The highest participation is located in regional centres with 45% of participants taking part in mountain biking at least once per week.

Mountain biking and cycle tourism more broadly, is dubbed one of the fastest growing recreational activities globally. In the last 5 years, Mountain Bike Australia reported a membership increase of 60%, resulting in a membership record of 17,625 members nationwide.

In a report completed by AusCycling in March 2021 "*Mountain biking in Australia: an Economic and Participation Analysis*", researchers considered the estimated economic contribution of mountain bike riders riding at their local trails throughout Australia, based on average expenditure and both the participation rate calculated as part of this project and the AusPlay participation rate. Based on the participation rate calculated as part of this project, mountain bike participants directly spend $136.9 million and support a total of 1,323 full time equivalent employees annually through riding at their local trails.

Based on the AusPlay report 2020 participation rates, mountain biking participants directly spend $630.8 million and support a total of 6,095 full time equivalent employees annually through riding at their local trails. The top three industries which are supported the most from mountain bike riders within Australia are the retail trade, accommodation and food service,s and the professional, scientific and technical services industries.

Table 3: Economic contribution of mountain bike riders to Australia, per annum

Impact2	Output ($M)	Value Add ($M)	Wages and Salaries ($M)	Employment (FTE)
Based on participation of 73,823 (identified as part of this project)				
Direct Impact	$136.9	$77.7	$50.7	903
Indirect (Type 1 Impact)	$73.6	$33.9	$17.1	167
Indirect (Type 2 Impact)	$96.2	$50.9	$21.7	252

Cycle tourism is a growing market within the Australian tourism sector, particularly within the nature based tourism sector.

Over the past decade, mountain biking has been a growing recreational pastime and is creating an ever growing demand for off-road cycle trails. Much of the trail planning and building activity across Australia has focused on mountain bike trails, either within reserves or in specifically prepared mountain bike parks.

3.3. Horse Riding Trends

Horse riding is an activity undertaken by 1.0% of the Australian adult population, approximately 198.8K participants, with the peak age of participation for males between 55-64 and 18-24 for females and a gender participation rate of 85% females and 15% males. Participation for horse riding is situated mainly in regional and remote locations with 67% of participants taking part in equestrian activities at least once per week. Equine based trails tourism is very popular and providers are very limited so there is an opportunity for business development in this area to take advantage of the completion of the Warren Blackwood Stock Route.

3.4. Canoe

The Shire of Bridgetown-Greenbushes is built around the Blackwood River Valley providing the perfect opportunity for canoe trails to be a focus of local and visitor participation. Approximately 1.5% of the Australian adult population participate in canoeing/kayaking annually (at least once per year). The peak ages for participation is 55-64 for males and 45-54 for females. Adult participation in canoeing by gender is 42% female and 58% male. The majority of canoeing/kayaking is focused in regional and remote areas, with 17% of people that participate in canoeing do so at least once per week.

3.5. Trail Bike

Recreational off road motorcycling attracts 0.9% of the Australian adult population with peak participation ages of 45-54 for males and 15-17 for females and a gender participation rate of 10% female and 90% male. The majority of this activity is undertaken in regional and remote areas. WA is the only state in Australia that allows unlicensed riders and non-road registered bikes to ride in specially designated legal off-road vehicle areas of which there are currently 5 in the state. Trail bikes are not permitted in national parks or on walk or mountain bike trails. There are many trail bike participants riding in state forest unlawfully, for safety and to protect the environment, there may be a need to support community to develop a designated area, for example a ride park.

3.6. Nature Based Tourism Trends

Tourism Trends

The events of 2020 have changed the landscape of travel; from how tourism businesses operate to what travellers prioritize when planning a trip. Tourism Australia's managing director, Phillipa Harrison, identified Australia's top forecasted travel trends for 2021 and into the near future:

Trend 1: Naturally wide-open and remote destinations deemed safer

With people craving wide-open spaces, fresh air and nature more than ever, Australia's nature will be more desirable over the next 5 years. Tourism Australia's most recent consumer research, called the Consumer Demand Project, demonstrates that destinations with wide-open spaces feel safer for travellers—and, after spending more time at home during the pandemic, than ever before, people are developing a new appreciation for being out in nature.

Trend 2: Safety is key

In the eyes of international travellers, Australia's association with safety and security has risen from 43 percent to 49 percent, and from 47 percent to 56 percent in relation to nature and wildlife. This shift shows elements that were once perceived as Australia's barriers—isolation from the rest of the world and a large, sparsely populated land—are more desirable amongst travellers, post-COVID-19. Tourism Australia's most recent research shows global travellers' perceptions of Australia as a safe destination is increasing, and Australia is now the country most associated with safety and security, moving ahead of Japan.

Trend 3: Travel as a force for good

Today's travellers are increasingly seeking out brands and experiences that are not only good for them, but good for the world around them. This can take many forms, from supporting local businesses by shopping big at a local winery, bakery or butcher, to getting hands-on with bushfire restoration efforts via recovery tours and experiences such as planting a tree to help re-establish koala habitats in affected areas. Tourism Australia's consumer research supports this "force for good" trend, showing that 91 percent like to travel to become more open-minded and knowledgeable about the world, and 74 percent are actively seeking out travel experiences that allow them to give back to a destination.

Trend 4: Indigenous experiences on the rise

Australia's Aboriginal and Torres Strait Islander peoples have a rich, living culture dating back at least 60,000 years. Year on year, more and more travellers actively seek out and discover Indigenous tourism experiences throughout the country that allow them to connect with and learn more about Australia's First Nations People. Warm, welcoming and generous of spirit, they offer a means of connecting with Australian places and cultures quite unlike anything else. According to the International Visitor Survey, in 2019 alone, approximately 1.35 million international visitors took part in an Indigenous experience on their holiday—a figure that has grown by 5 percent each year over the past six years.

Trend 5: Travel to regenerate

Following the turbulence of 2020, the desire to use travel as a moment to reconnect and regenerate will dominate in 2021. Soft adventure experiences like multi-day walks and wellness travel (i.e., spa holidays, yoga retreats) have been growing in popularity over the past few years, and the pandemic has only amplified the desire for this style of holiday. Destinations and experiences that leave travellers feeling calm and rejuvenated—whether it's an all-inclusive multi-day hike or an off-grid eco-cabin stay—are expected to be popular with travellers.

Based on the Warren Blackwood Alliance of Councils Visitor Servicing Business Plan, tourism across the three LGA's of the Warren Blackwood (Manjimup, Nannup and Bridgetown-Greenbushes) is primarily distributed amongst:

- Nature/recreation, which accounts for 30% of product,
- Water activities, which comprise 12% of product; and
- Museum/historical, comprising 12% of product.

It is critical to consider the needs of visitors as they provide much of the economic benefits associated with trail development. Recreation trails provide an important piece of tourism infrastructure and provide experiences in the eco-tourism market.

Visitors are interested in what is local and authentic. Successful tourism destinations are built on factors that give a place its own distinctive character. These factors are lifestyle, heritage, cultural activities, landscape, flora and fauna; characteristics of the basic tourism product of a destination. Recreational trails provide opportunities to highlight many of these characteristics.

3.7. Cultural Trails Tourism Trends

Globally, heritage tourism has become one of the largest and fastest growing tourism sectors, with the United Nations World Tourism Organisation estimating that more than 50% of tourists worldwide are now motivated by a desire to experience a country's culture and heritage.

Gains from heritage tourism are amplified throughout the global economy with economic, social and environmental benefits generally much larger than direct spending levels. Research indicates that visitors

to heritage-based activities are more likely to seek high value experiences and deliver a higher spend than nature-based activities.

Of all international visitors to Australia in 2017, 43% participated in a cultural activity and 33.9% in a heritage activity. Cultural and heritage sectors have grown at 7.5% and 11.2% respectively over the past four years. These growth rates and the spend per visitor night demonstrate the enormous potential for further growth if attractive new products and experiences can be established to meet the needs of visitor markets.

Heritage tourism activities contribute to longer stays, as well as attracting new visitor markets to regional Australia.

Tourism across the globe is becoming more about journeys and experiences than simply viewing or visiting places and destinations. Research has repeatedly found that what encourages a visitor to a certain destination is its ability to engage in unforgettable and truly inspiring experiences that touch visitors in an emotional way and connects them with special places, people and cultures. Excelling in the art of storytelling and using innovative presentation skills to connect the visitor to a desired time and place are essential for Australia's heritage tourism attractions to compete on a global scale.

Successful heritage tourism creates an environment where:

- *Authenticity and significance of heritage places can be conserved, protected and shared by investing in people and place;*
- *Heritage can deepen, drive and strengthen the tourism story;*
- *Mutually beneficial partnerships can be fostered and grown;*
- *Enjoyable and enriching visitor experiences can be delivered through engaging story telling;*
- *Customers are embraced at all levels as our greatest ambassadors;*
- *Commercially robust products, services and sustainable business models are established; and Skills and capacity are nurtured and fostered, particularly in regional*

Cited: "*Australian Heritage Tourism Directions Paper*" National Trusts of Australia 2018.

4. Stakeholders

4.1. The Trails Development Advisory Committee

The Shire of Bridgetown-Greenbushes Trails Development Advisory Committee (TDAC, herein "the Committee") was established in 2011 under the powers given in Section 5.8, 5.9(2) (c) and 5.17(c) of the *Local Government Act 1995*.

The official Instrument of Appointment for this Committee identifies that the purpose of the Committee is to provide advice to Council on four key objectives relevant to trails development:

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

The Trails Development Advisory Committee (TDAC) is an advisory committee to Council working on the identification and development of trails, locally and regionally, over the last 10 years. The committee of volunteers consist of members with varied trail focused interests including walking, mountain biking, art, motorbike and horse riding and canoeing.

The Committee works closely with the Department of Biodiversity Conservation and Attractions Parks (DBCA) and local community groups and business to support the development of local walk, mountain bike, canoe, motor bike, art and heritage, gourmet and bridle trails.

Regionally, the Committee has completed two regional trails projects. The first was a detailed map of the Blackwood River from Boyup Brook to Nannup and the second was the completion of the Warren Blackwood Stock Route, a 320km bridle trail with camp sites and horse facilities across three Shires of Nannup, Manjimup and Bridgetown-Greenbushes. Both projects were identified as high priority in the Warren Blackwood Regional Trails Master Plan.

The Trails Development Advisory Committee also commissioned the regional trails website for the Warren Blackwood Alliance of Councils to promote regional trails to trail enthusiasts locally, nationally and internationally: www.totaltrails.com.au

4.2 Trails Development Advisory Committee Achievements

2012

- Ongoing allocation in Councils annual budget
- Attendance of Committee members to trail conferences
- Template of trail head signage in partnership with DBCA for ongoing use across trails traversing land managed by different government bodies
- Marked Old Abattoir Walk – trail markers
- Marked River Walk – trail markers

2013

- Regional trail website launch
- Canoe signage complete;
    - Winnejup
    - Sunnyside
    - Maranup Ford
    - Rocky Bluff
    - Evans Bridge
    - River Park
- Regional Canoe Map complete
- Support for the incorporation of the local horse riding club – Bridgetown Equine Inc.
- Revival of the Golden Horse Shoe annual endurance ride

2014

- Warren Blackwood Stock Route – Regional Bridle Trail Feasibility Study presented to Warren Blackwood Alliance of Councils
- Installation of Heritage Trail Walk plaques
- Golden Horse Shoe endurance ride
- Collection of farming families oral histories of stock droving in the region complete

2015

- Completion of the Old Abattoir Walk including;
    - Shelter
    - Trail head signage
    - Interpretative signage
    - VRM
    - Trail markers
- Ocean to Ocean MTB race complete

2016

- Wandoo Walk complete
- Golden Horse Shoe endurance ride
- Maintenance Guidelines for the Old Abattoir and Wandoo Walks between DBCA and Shire of Bridgetown-Greenbushes
- Little Schools Trail – Map and official opening
- Support for the local Mountain Bike riding club – Blackwood Mountain Bike Club Inc.
- Trail Locator signage installed
- Consultation with local Aboriginal consultant regarding the potential naming of the Mountain Bike Trails Network
- Geegelup Mountain Trail Network, with the first trail loop to be called the Yonga Trail
- River Walk trail head and interpretive signage installed
- Second stage planning for the Warren Blackwood Stock Route Bridge Trail complete
- Trail counter installed at the Old Abattoir Walk

2017

- Greenie Loop trail markers replaced
- Geegelup Mountain Bike Trail Network GPS complete
- Jarrah Park trail loops cleared
- Little Schools Trail included on Shire maintenance schedule
- Funding for the construction of Regional Stock Route approved
- Sub-committee for development of Mountain Bike Network
- Planning began for the Blackwood River Foreshore Development
- DBCA Funding for Jarrah Park

2018

- Walk Trail Booklet, 2nd edition, reviewed and reprint
- Aboriginal Heritage Survey on Blackwood Foreshore complete
- Bird Watching Trail brochure designed and printed
- Signage design for Jarrah Park

2019

- Bird Watching brochure launch
- Wording of signage for Jarrah Park complete
- Mountain Bike Session with the High School by Bridgetown Mountain Bike and Cycling Club
- Annual Jarrah Park clean-up by Bunbury Pre-release Unit
- Bridgetown Art Trail
- Warren Blackwood 2050 Cycling Strategy endorsed by Council
- 5 year priority actions for cycling endorsed by Council

2020

- Draft detailed Plans for the Blackwood River Foreshore completed
- Removal of boardwalk in preparation for Blackwood Foreshore Development
- Inclusion of Gourmet Trails representative on committee
- Inclusion of Trail Bike representative on Committee
- Review of Trail Bike plan

2021

- Completed construction of Warren Blackwood Stock Route
- Framework finalized between Bridgetown Mountain Bike and Cycling Club and DBCA
- Trail Masterplan reviewed
- Construction of the Rectory Walk Trail and Shelter
- Resurfacing of a large section of the River Walk
- Completion of the Hygiene Report and the Flaura and Fauna Survey for the Geegelup Mountain Bike Trail Network

- Agreement with Bridgetown Golf Club to use facilities as the Trail Head for the Geegelup Mountain Bike Trail Network

4.3. The Walking Groups

There are several Walking Groups in the Shire. There is an informal group of local walking enthusiasts that meet every Thursday morning. The group consists of up to 40 walkers of all age groups and walking capabilities. They generally use a "buddy-up" system to ensure no-one is left behind. The group meets in a central location to select a walk trail. The group sets off for between 1-2 hours. Once completed, they share morning tea and social networking.

4.4. Bridgetown Mountain Bike and Cycling Club

Interest in cycling and mountain bike riding has continued to grow since the incorporation of the Bridgetown Mountain Bike and Cycling Club (BMBCC) in 2016. The membership in 2020 was 50 riders. The members of the mountain bike club participate in mountain bike riding locally and regionally, they are passionate and focused on the development of mountain bike trails and a potential pump track within the Shire to encourage the development of skills and new mountain bike enthusiasts.

BMBCC have been working closely with DBCA on the trails approval process for 36km of off road mountain bike trails to the north of Bridgegown. Once complete these two loops will form the first stage of a two stage trail network development. An additional 20km of trails is already identified and will comprise the second stage of mountain bike trails development.

4.5. Running Groups

The Bridgetown Primary School are providing opportunities for students to increase their fitness through participation in a running club. The club meets two times per week before school. Parents and children are invited and participant numbers range from 20-50 children and parents.

4.6. Motor-Cross/Off Road Motor Cycling

There is a strong local group of enthusiasts with an interest in motocross and trail bike riding activities. Over the past 12 years there has been a motorcycling event held in September that attracts people from around the state to compete in racing on a motocross/enduro track set up on private property. The event targets all age groups and people camp on site and enjoy a weekend of riding and competing.

There is a proposed off road vehicle area that has been under consideration as a possible site for a motocross practice track since 2006. The site is located near Greenbushes parallel to the South West Highway. The Trails Development Advisory Committee is working with the relevant stakeholders to continue to progress this development. However, until such time as the Off Road Vehicle Areas Act is reviewed by the State Government (currently pending) it is unlikely that State funding will be made available to develop this project.

4.7. Horse Riding Groups

There is a strong local contingent of the community that participate in equine pursuits without a formal or organised club or grounds. The Blackwood Horse and Pony Club facilitates monthly rallies for riding enthusiasts interested in developing their horse riding skills, from leadline ponies and bush rides to dressage and jumping. This is held at the Bridgetown Pony Club Grounds on the Bridgetown-Boyup Brook Road.

4.8. Arts Groups

The Shire has always had a strong creative contingent in the community including visual and performing arts. A vibrant arts collective is located at the local Rabbit Hole and an incorporated arts group, Blackwood Creatives, exists to represent the local artists and creatives.

The Bridgetown Art Trail was conceived with the goal of bringing the art created in the community to the public and join together new and existing public art pieces to create a comprehensive trail. A bequest by Dr Henry Schapper provided the beginnings of the art trail which was then added to by local community members to create the Bridgetown Art Trail. Local community have worked together to provide an art trail around the Greenbushes town centre. Both of the trails will be further developed as pieces are added to them over time.

5. Scope and Methodology

This plan is focused on existing and proposed recreation trails that are:

- Located within the Shire of Bridgetown-Greenbushes boundary;
- Located within Government owned or managed natural recreation areas, namely, state forests as well as natural areas managed by the Shire of Bridgetown-Greenbushes;
- The proposed activity and/or infrastructure must fit the purpose of the tenure vesting;
- The proposed trail must be used for nature-based recreation, tourism, heritage and cultural activities.

5.1. Methodology

a) **Background research and desktop analysis**
- Review documentation
- Research
- Desktop assessment of existing natural areas and trails

b) **Site audits and trail mapping**
- Site audits and analysis of the existing trail network (TDAC)
- TDAC & stakeholder consultation

c) **Consultation**
- TDAC & trails interest groups
- Stakeholders
- Council
- Community wide survey

d) **Trails plan**
- Collating and documenting draft plan:
  - Refining and summarising the findings
  - Setting the direction for the future planning of trails
  - Develop promotions initiatives
  - Staging and prioritizing of proposed trail development

e) **Endorsement**
- Finalize the draft plan
- Council endorsement of draft plan for community comment
- Community and stakeholder comment
- Amendment of plan based on community comment
- Adoption of plan by Council

5.2. Supporting Documentation

State Government and Council have developed a number of documents and plans that have been considered when making recommendations on current and future development of trails in this shire.

The relevant documents of interest;

- The Shire of Bridgetown-Greenbushes Strategic Community Plan
- The Shire of Bridgetown-Greenbushes Corporate Business Plan
- The Shire of Bridgetown-Greenbushes Age Friendly Community Plan
- The Shire of Bridgetown-Greenbushes Disability Access and Inclusion Plan
- The Warren Blackwood Trails Master Plan
- The Western Australian Trails Strategy
- The Western Australian Mountain Bike Strategy
- The South West Mountain Bike Strategy
- The Western Australian Recreational Horse Trail Strategy

6. Existing Trails

This section of the plan documents the location, extent and provision of the existing trails networks within the Shire of Bridgetown-Greenbushes including the type, length and difficulty of each of the existing formal trails.

6.1. Trail Audit

Annual detailed site audits have been undertaken by TDAC and DBCA to document and identify the formal trail routes that have existed within the Shire boundary since 2011. Only recognised trails have been included in the trail audit. “Recognised” means that the trail has some or all of the following characteristics:

- They are recognised by the land manager (DBCA, Shire of Bridgetown-Greenbushes, Brookfield Rail, the Water Corporation); or
- They have sign posting (trail directional markers, trailhead signage, interpretive signage); or
- There is available information or mapping pertaining to the trail (map contained in a brochure); or
- Regularly inspected to ensure user safety and trail amenity

The table overleaf lists the existing approved trails within the Shire of Bridgetown-Greenbushes. The table describes each trail type as well as providing relevant information pertaining to that particular trail. Only trails that are regarded as being recognised are included in the table.

Definitions for Difficulty Grades can be found on the Department of Biodiversity, Conservation and Attractions website, “*Users guide to the Australian Walking Track Grading System*”.

Table1. Trail Audit

Trail Name	Location	Type	Land Manager	Trail contact	Features	Length	Rating
Greenbushes Loop Walk	Heritage Park, Blackwood Road, Greenbushes	Walk	Shire & DBCA	Greenbushes Discovery Centre, Talison Lithium and DBCA	Interpretive signage and trail markers, Discovery Centre Walk Trail Map. Joins the Bibbulmun Track	15km	4
Greenbushes Pool Walk	Spring Gully Road, Greenbushes	Walk & Canoe	Shire	Greenbushes Discovery Centre, Talison Lithium and DBCA	Interpretive signage and Trail markers. Toilets, picnic, BBQ and short term camping facilities	513m	1
Mine Heritage Walk	Heritage Park, Blackwood River Road, Greenbushes(?)	Walk	DBCA	Greenbushes Discovery Centre, Talison Lithium and DBCA	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	3km	2
New Zealand Gully Walk	Heritage Park Blackwood Park Road, Greenbushes(?)	Walk	DBCA	Greenbushes Discovery Centre, Talison Lithium and DBCA	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	7km	3
The Waterbird (Schwenke's Dam) Walking Trail	Spring Gully Road, Greenbushes	Walk	DBCA	Grow Greenbushes Talison Lithium and DBCA	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	3.5km	2
Greenbushes Heritage Amble	Town Centre, Greenbushes	Walk	Shire	Grow Greenbushes, Shire, Greenbushes	Interpretive signage at each historic location and trail map. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	2km	1

				Discovery Centre			
Blackwood River Walk	River Park, Bridgetown	Walk	Shire	TDAC &Shire	Site interpretive signage, Trail head signage, trail markers, map	2.5km or 5.7km	3
Rectory Walk	Timber Bridge, Bridgetown	Walk	Shire	TDAC &Shire	Trail markers	1.7km	2
Somme Creek Fitness Trail	Somme Creek, Bridgetown	Walk	Shire	Shire	Cement path, flat, outdoor gym equipment along walk, map, site interpretive	500m	1
Bridgetown Heritage Walk	Town Centre, Bridgetown	Walk	Shire	Shire	Information booklet at Visitors Centre, interpretive plaques at each stop	2km-5km	1
Bridgetown Jarrah Park	20km from Bridgetown along Brockman Highway	Walk	DBCA	TDAC, Shire, DBCA	Currently working on upgrade, choice of 4 trails, trail head and interpretive signage, trail markers	~7km with shorter options available	3
Wandoo Valley Walk	Power line off Winnejup Road, 8.2km from Bridgetown	Walk	DBCA	TDAC, Shire, DBCA	Choice of two trails, trail head signage, interpretive signage, trail markers, map	3.7km with shorter options available	2
Old Abattoir Walk	Boyup Brook Road (1km past Krsuls Road), 5.4km from Bridgetown	Walk	DBCA	TDAC, Shire, DBCA	Picnic area and shelter at trail head - signage, trail markers, interpretive signage, Choice of 2 trails	3.1km with shorter options available	2-3
Blackwood River Canoe Trail	Trigwell Bridge Shire of Boyup Brook – Bridgetown, Bridgetown – Nannup, Nannup-Sues Bridge Shire of Nannup	Canoe & Kayak	Deptartment of Water and Environmental Regulation	Shire (access points)	Map identifies access points and difficulty rating along the river.	Various	Seasonal flatwater, Class 1 to Class 4 depending on rains and water flows.

Little Schools Trail	240km drive trail including 23 little school sites.	Drive	Shire & Main Roads	Shire	Map identifies each site including GPS, interpretive and photos. Plaque indicates each site	240km	2
Bird Watching trails	Greenbushes	Walk	Shire and DBCA	Shire	Map shows access points, feature locations	3.3km return	2
Geegelup Mountain Bike Trail	Hester State Forest	Mountain bike	DBCA	Shire and DBCA	Audit and identification of potential features for existing 33.7km unapproved x-country trail, detailed design of 2.3 km of single track. Concept plan for ride park consisting of approximately 20km of trail	36km existing, 20km concept design.	2-4
Bridgetown Art Trail	Bridgetown	Walk	Shire	Shire	17 public art installation in existing trail – under review to be extended to include new artworks.	2-3 km	1
Greenbushes Art Trail	Greenbushes	Walk/Drive	Shire	Shire	Under review to be included in the Shire Art Trail booklet – currently 10 art installations	5km	2
Warren Blackwood Stock Route	Shires of Bridgetown-Greenbushes, Nannup and Manjimup	Horse Ride	Shires of Bridgetown-Greenbushes, Nannup and Manjimup, DBCA, Department of Water, Mainroads, Western Power	Warren Blackwood Alliance of Councils	Completed and under the management of the WBAC and each Shire involved, feature 320km of marked trail, 8 horse friendly camp sites including historical interpretation, 2 stop overs.	320km	

6.2. Condition of Existing Trails

There has been a targeted system of trail upgrades over the past 10 years driven by members of TDAC. The trails are subject to an annual inspection and formal audit process based on DBCA's risk management practises either through the Shire or through DBCA. Any identified issues are then passed onto the appropriate party via the TDAC Shire representative and onto the project partner responsible for addressing any maintenance or safety issues; as per the Walk Trail Maintenance Guideline.

Directional signage that conforms to recognised International Mountain Biking Association standards have been installed along all of the recognised trails. Trail head and interpretative signage has also been included to meet State Government Land Management standards. This template is used for all trail signage throughout the Shire on public land managed by the Shire and DBCA, to ensure continuity and branding of trail networks. The trail head signage includes length of trail, duration, difficulty level, points of interest, local access points and connections, safety information and code of conduct for trail user groups.

Attention to trail surfaces, structures (steps, culverts etc.) and trail infrastructure has been an integral component of the trail upgrade program undertaken by TDAC and have included shelters, seating, trail modification and culverts.

6.3. Trail Maps

The following trail maps are available at Appendices 1 - 23

- Blackwood River Walk
- Old Rectory Walk
- Somme Creek Fitness Trail
- Bridgetown Town Heritage Walk
- Wandoo Valley Walk
- Old Abattoir Walk
- Blackwood River Canoe Trail
- Little Schools Trail
- Greenbushes Loop trail
- New Zealand Gully Walk I
- Mining Heritage Walk
- The Waterbird (Schwenke's Dam) Walk
- Greenbushes Pool Walk
- Greenbushes Heritage Amble
- Bridgetown Jarrah Park
- WBSR
- Bridgetown Heritage Trail
- Art Trail –Bridgetown
- Art Trail Greenbushes
- Gourmet trail – Shire/region
- Tour of the Blackwood
- Villages in the Valley
- Bird Watching Trail
- Warren Blackwood Stock Route

* The trails information and maps are also available on the regional Total Trails website: www.totaltrails.com.au

7. The Trails Development Process

It is important to develop well designed trails in the most appropriate locations with the support and approval of stakeholders to ensure that trails are sustainable and an asset to the landowners, land managers, trail users and the community, rather than a liability (*WA Mountain Bike Management Guidelines, 2016*).

Trails, like any other facility development on Shire or State managed land is subject to an approval process. Trails development on DBCA managed land requires a standardised development process as a method of staged approval. This to ensure conservation and sustainability are considered and the quality of trails development is consistent across the state. The TDAC use this process for all trails development across local government and state government managed land to maintain consistency throughout the Shire.

The trails development process involves eight stages and encompasses a consistent evaluation, review and improvement process as trails are being extended or revised. Refer to Table 2 below for a condensed summary of DBCA trail development process. The process is adaptable for the development of every category of trail.

Table 2. Trail Development Process

Stage	Outcome
1. Proposal	The proposed area is either supported in principle for trail development or is not supported due to environmental, social or cultural constraints. Or proposal to identify suitable areas.
2. Framework	A project outline developed by project steering group (stakeholders) including: project objectives, project management model, stakeholder roles, target market requirements, standards, execution and ongoing trail management model.
3. Site Assessment	Undertake a broad scale study of the area and identify constraints, soil types, vegetation, venue safety, parking etc.
4. Concept Planning	Identify opportunities and conceptual trail plan including infrastructure requirements produced. Broad trail corridors are physically flagged in the field.
5. Corridor Evaluation	Detailed assessment of corridor where relevant.
6. Detailed Design	Detailed design produced and physically flagged in the field, including; trials classifications, technical trail features (TTFs), construction types and specifications. Relevant approvals where necessary.
7. Construction	Trail is constructed in line with the detailed design, where relevant.
8. Management	Management plan implemented detailing maintenance and monitoring requirements.

8. Trails Projects 2021-2026

The purpose of the Trails Plan is to provide;

- A guide to Council regarding the furture direction of trails development in the Shire,
- Support to Shire staff in planning future maintainence and development works and
- to identify and work collaboratively with trails groups and trail users to ensure the focus of Shire resources is on maintaining the trails already available and working with stakeholders to provide new and exciting trails opportunities into the future.

8.1. Trail Development Priority Areas

Walk	Cycle	Water	Drive	Bridle	Off Road
- Town - Bush - Heritage - Bird watching - Art	- Road - Mountain bike	- Canoe - Swim	- Regional - Scenic - Gourmet	- Local loops trails - Shared trails /MTB	- 4x4 - Motocross

Walk Trails Goal: To encourage community members and visitors to the Shire to enjoy the variety of walk trails.

Strategy Walk – The Shire has a variety of well maintained, marked and mapped walk trails

#	Action	Measure	SoBG Role	Time Frame	Partners
W.1	Include approved bush walking trails on Shire managed land in the annual works schedule	• Walk trails are reviewed • regular maintenance complete once per year • Emergency maintenance completed when required • Signage Audits are complete dby TDAC members	Lead	2022	TDAC, Bunbury Prison Work Release Unit
W.2	Approved bush walking trails on DBCA land are maintained.	• Visitor Risk Management is undertaken by DBCA annually • Communication regarding maintenance and safety issues are shared with DBCA • Signage audits are completed byy TDAC members with recommendations communicated to DBCA	Partner	2022	DBCA, TDAC, Walking Groups
W.3	Walk Trail booklet are reviewed regularly to keep up to date	• Walk trail booklets are reviewed by TDAC when the current print has been exhausted to ensure details of the booklet remain accurate • Any newly approved walk trail details are included in the review walk trail booklets • Trails are mapped accurately for inclusion in the booklets	Lead	Ongoing	TDAC, DBCA
W.4	The Bridgetown Heritage Walk is complete and Booklet is designed and printed	• Work with the Historical Society to fact check the original pamphlet. • Work with Historical Society to design the extension of the Bridgetown Heritage Walk	Lead	2022	TDAC, Bridgetown Historical Society, building/land owners

		• Reprint booklet • Promote through VC • Work with Historical Society to write the information of the locations of the extended walk • Install the plaques on the new sites • Design the new booklet including map, historical photographs,			
W.5	The Bridgetown Greenbushes Art Trail is revised and Booklet is designed and printed	• Work with the the Arts community to collate Artist Bios for installations not included in the first edition of the Art Trail booklet. • Work with a local photographer to take photos of works to be included in the new edition. • Map the wallk to include to include new additions. • Design the new booklet including map, photographs and bios.	Lead	2022	Artist Community, Building/Land owners
W.6	Complete the Somme Creek Fitness Trail	• Organise the installation of the final replacement equipment pieces. • Liaise with the Degisner and printer re: pamphlets. • Order printing	Lead	2022-23	Contractor, Works Department
W.7	Formalise the Winnijup Walk	• Map the Walk • Develop trail markers and signage • Print map • Include on Total Trails website and in the Walk Trail booklet	Lead	2023	TDAC, Works Department, DBCA
W.8	Investigate Cultural Walk	• Identify significant cultural sites. • Design route • Produce information on each site	Partner	Future Development	Cultural community groups, TDAC, DBCA,
W.9	Seek external funding to assist with the cost of resurfacing the second half of the River Walk	• Complete external funding application • Include resurfacing in10 Year Path Maintenance Plan	Lead	2026	Infrastructure, Works Department,

Strategy Cycle/Bike – The Shire develops a variety of well maintained, marked and mapped mountain bike and road cycle trails

#	Action	Measure	SoBG Role	Time Frame	Stake-holders

C.1	Investigate developing a shared path along the rail corridor from Bunbury to Northcliffe	• Consult with Stakeholders – shires, Arc Infrastructure, Public Transport Authority • Other Government Departments • Feasibility Study • Cost estimates	Partner	Future devel-opmen t	Shire along the Rail Line, Arc Infrastructure
C.2	Investigate Developing a Blackwood Valley Touring Trail	• Consult with stakeholders • Map the route using back roads, firebreaks and forestry tracks linking Boyup Brook, Bridgetown, Balingup and Nannup • Identify an gaps in route infrastructure • Cost estimate for development • Trail marking and signage plan	Partner	2025-27	Shire of Nannup, Donnybrook-Bailingup Other State Government Departments
C.3	Develop a cycle path along Blechynden and Rowley streets (from Spencer Street to Giblett Road),	• Design cycle path • Cost project • Include in the Shire 10 year path plan • improving cycling access to Bridgetown High School.	Lead	2025	Manager Infrastructure, Works Department, Impacted community members
C.4	Develop a shared path along Bridgetown-Boyup Brook road (from Forrest Street to Les Woodhead Avenue) creating a walking and cycling link to the Bridgetown Sports Ground.	• Design shared path • Cost project • Include in the Shire 10 year path plan • improving cycling access to BridgetownSports Ground.	Lead	2024	Manager Infrastructure, Works Department, Impacted community members
C.5	Extend the Spencer Street shared path south to Layman Street, providing an additional connection to the Blackwood River trail circuit.	• Design shared path • Cost project • Include in the Shire 10 year path plan • improving access to river Walk	Lead	2025-26	Manager Infrastructure, Works Department, Impacted community members
C.6	Develop a local route along Mica Street and Spring Gully Road, linking the town centre to Greenbushes Pool.	• Design shared path • Cost project • Include in the Shire 10 year path plan • improving access to river Walk	Lead	2023-24	
C.7	Formalise the local leg of the Tour of Margaret River cycling race.	• Assess the feasibility-consult with partner shires • Develop the route along Brockman Highway, Nannup-Balingup Road, Jayes Road, Grimwade-Greenbushes Road and Maranup Ford Road.	Partner	2025-27	Shires of Nannup, Donnybrook-Balingup, Trails Development Consultant,

		• Trail marking and signage plan for the 105km long route • Cost project			
C.8	Develop the Geegelup Mountain Bike Trail Network including 2 loops and Ride Park	• Audit the existing 33.7 km (2 loops) of X country track and identify where feature can be included to improvement user experience • Detailed design of 2.3 km of single track • Concept design for 20 km of track for the Geegelup Mountain Bike Ride Park	Lead	2022/23	Bridgetown Mountain Bike and Cycling Club, Trail Development Consultant, DBCA
C.9	Implement Geegeulup Trail 33.7 km Audit suggested features	• Review proposal design and costs • Seek funding • Construct features	Lead	2023-24	Bridgetown Mountain Bike and Cycling Club, Trail Development Consultant, DBCA
C.10	Implement Geegeulup Trail 2.3 km single track design	• Review proposal design and costs • Seek funding • Construct features	Lead	2023-24	Bridgetown Mountain Bike and Cycling Club, Trail Development Consultant, DBCA
C.11	Geegelup Trail Network ride Park detailed design and cost estimates	• Draft concept design to Council • Draft concept design to community for comment • Incoporate any changes to design • Detailed design based on concept	Lead	2024-25	Bridgetown Mountain Bike and Cycling Club, Trail Development Consultant, DBCA
C.12	Implement the Detailerd design of the Geegelup Mountain bike Ride Park	• Review proposal design and costs • Seek funding • Contract consultants • Construct ride Park	Lead	2025-27	Bridgetown Mountain Bike and Cycling Club, Trail Development Consultant, DBCA

Strategy - Water Recreation – The Shire develops and maintains infrastructure to support access to the Blackwood River and other water bodies for recreational activities and events.

#	Action	Measure	SoBG Role	Time Frame	Stake-holders
Wa.1	Review and reprint the canoe map of the Blackwood River	• Review the current map fotr accuracy • Reprint when required	Lead	Ongoing	Visitor Centre, TDAC,

Wa.2	Greenbushes Pool	• Maintain	Partner	Ongoing	Discovery Centre, Grow Greenbushes
Wa.3	Support the organisation of events such as the Blackwood 500	• Process events application • Asist with promotion to community	Partner	Ongoing	Power Boat groups, Canoe WA,
Wa.4	Develop Concept Plans and detailed design and cost estimates for the Greenbushes Sports Ground and Recreational Precinct	• Community engagement • Concept Plans • Community comment • Council approval • Detailed designs and costs • Council adoption	Lead	2022-23	Greenbushes Discovery Centre, Department of Water, Grow Greenbushes

Strategy Drive – The Shire supports the development and promotion of scenic, heritage and culinary drive trails

#	Action	Measure	SoBG Role	Time Frame	Stake-holders
D.1	Little Schools Map	• Reprint when required	Lead	Ongoing	VC, TDAC
D.2	Support the existing gourmet trails by including information/booklets at the Visitor Centre	• IncludeWA Trails booklets in VC • Promote gourmet trails through VC	Partner	Ongoing	WA Trails, Tourism WA
D.3	Develop other scenic drive trails close to the main towns	• Identify potential drive trails • Develop routes • Design booklet • Produce maps • Print Booklets • Promote through VC	Lead	24-25	

Strategy Bridle– The Shire develops a variety of well maintained, marked and mapped bridle and shared trails

#	Action	Measure	SoBG Role	Time Frame	Stake-holders
B.1	Maintain the Stock Route (regional bridle trail) within shire boundries	• Maintain the Wheatley campsite • Support the annual trail audit	Partner	Ongoing	WA Trails, Tourism WA, WBAC, Shires of Nannup and Manjimup
B.2	Assess the feasibility of developing bridle	• Identify potential loop trails • Undertake stakeholder engagement	Lead	Future	DBCA, local horseriding groups,

	trails within the shire	• Develop routes with land manager approvals • Concept design and cost estimates			community members

Strategy Off Road – Support the development of Off Road Driving and Motocross trails and ride parks within the shire.

#	Action	Measure	SoBG Role	Time Frame	Stake-holders
OR.1	Support the development of a Motocross Ride Park	• Work with community to support the development of the proposed Ride Park within the	Facilitate	2023-24	Business Developers
OR.2	Investigate unsanctioned DBCA 4x4 Drive trails	• Review available maps of 4x4 drive trails within the Shire • Work with DBCA to assess approval	Advocate	24-26	DBCA, 4WD Club of WA
OR.3	Investigate the feasibility of 4x4 drive trails	• Review current documents/legistlation • Engage DBCA • Engage other stakeholders • Compile feasibility study	facilitate	Future develop ment	DBCA, community, 4WD Club of WA

10. Glossary of Terms

Term	Definition
Adventure Tourism	A type of tourism involving travel to remote or exotic locations in order to take part in physically challenging outdoor activities.
Bridle Trail	Designated and approved trail for horse riding.
Department of Biodiversity, Conservation and Attractions	DBCA is the state government department responsible for protecting and conserving the State's natural environment on behalf of the people of Western Australia.
Horse Riding	Activities conducted on horseback including cross country, recreational, endurance and long distance horse riding.
MTBA	Mountain Bike Australia (www.mtba.asn.au)
Mountain bike riding	While there are a range of forms of mountain bike riding, for the purpose of this document the term refers to endurance mountain bike riding, mountain bike touring
National Park	A national park is a relatively large area set aside by the state government for its predominantly unspoiled natural landscape, flora and fauna, permanently dedicated for public enjoyment, education and inspiration and protected from all interference other than essential management.
Passive recreation	Outdoor recreational activities, such as nature observation, hiking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the recreational site. Read more at http://www.yourdictionary.com/passive-recreation.
State Forest	Areas of natural bush land, managed for many purposes—timber, recreation, grazing, wildlife, fish and more.
Tracks and Trails	Any clearly defined tack, trail, corridor, route or path.
Trails Development Advisory Committee - TDAC	To provide advice to Council regarding trails and to implement Council's economic strategies via identified and proposed tasks, to progress the development of a mountain bike trail business and concept plan, add value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Alliance of Councils Regional Trails Master Plan projects and to identifying trail based tourism opportunities.
Trailhead	The point where a trail begins. Usually trail heads include information pertaining to the trail (maps, signage, regulatory considerations and other information) as well as other supporting facilities (such as car parking, toilets, seating, shelter, picnic facilities etc.)

11. References

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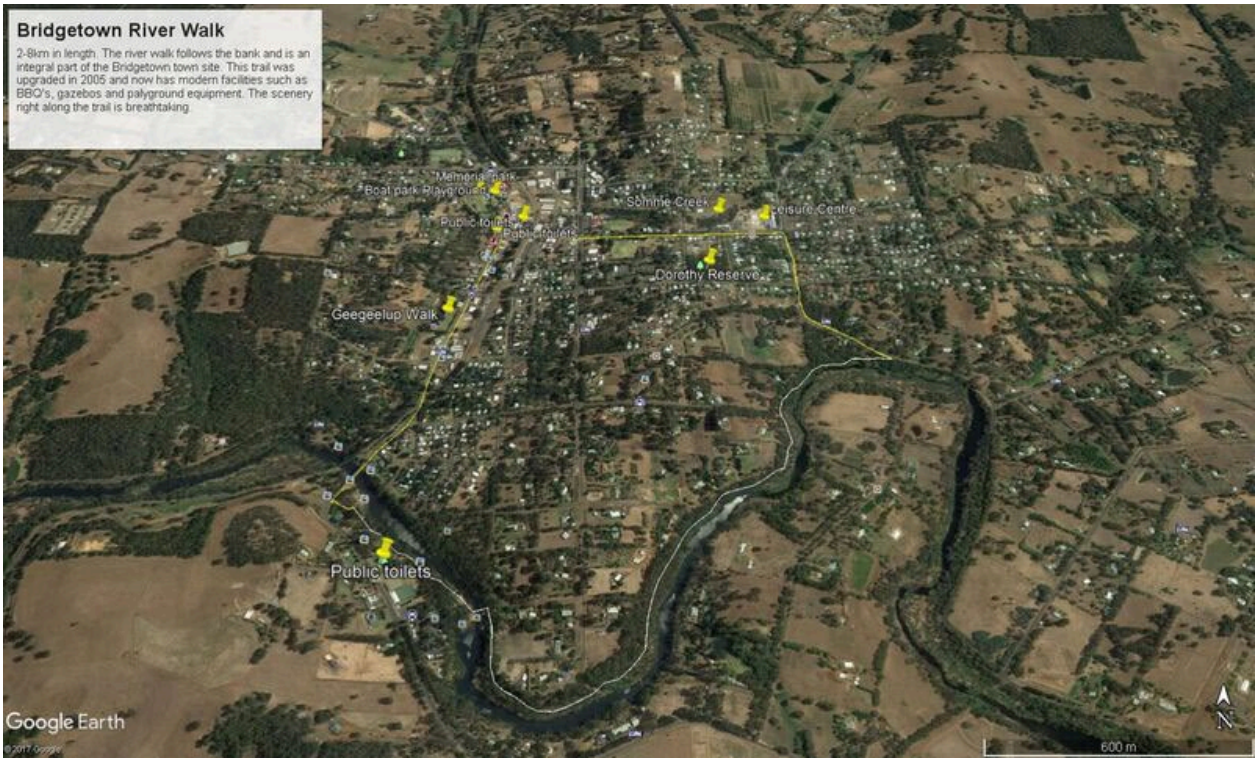
12. Appendices

1) Blackwood River Walk
2) Old Rectory Walk
3) Somme Creek Fitness Trail
4) Bridgetown Town Heritage Walk
5) Wandoo Valley Walk
6) Old Abattoir Walk
7) Blackwood River Canoe Trail
8) Little Schools Trail
9) Greenbushes Loop Trail
10) New Zealand Gully Walk l
11) Mining Heritage Walk
12) The Waterbird (Schwenke's Dam) Walk
13) Greenbushes Pool Walk
14) Greenbushes Heritage Amble
15) Trails Survey and Results

Appendix 1



Appendix 2

Old Rectory Walk

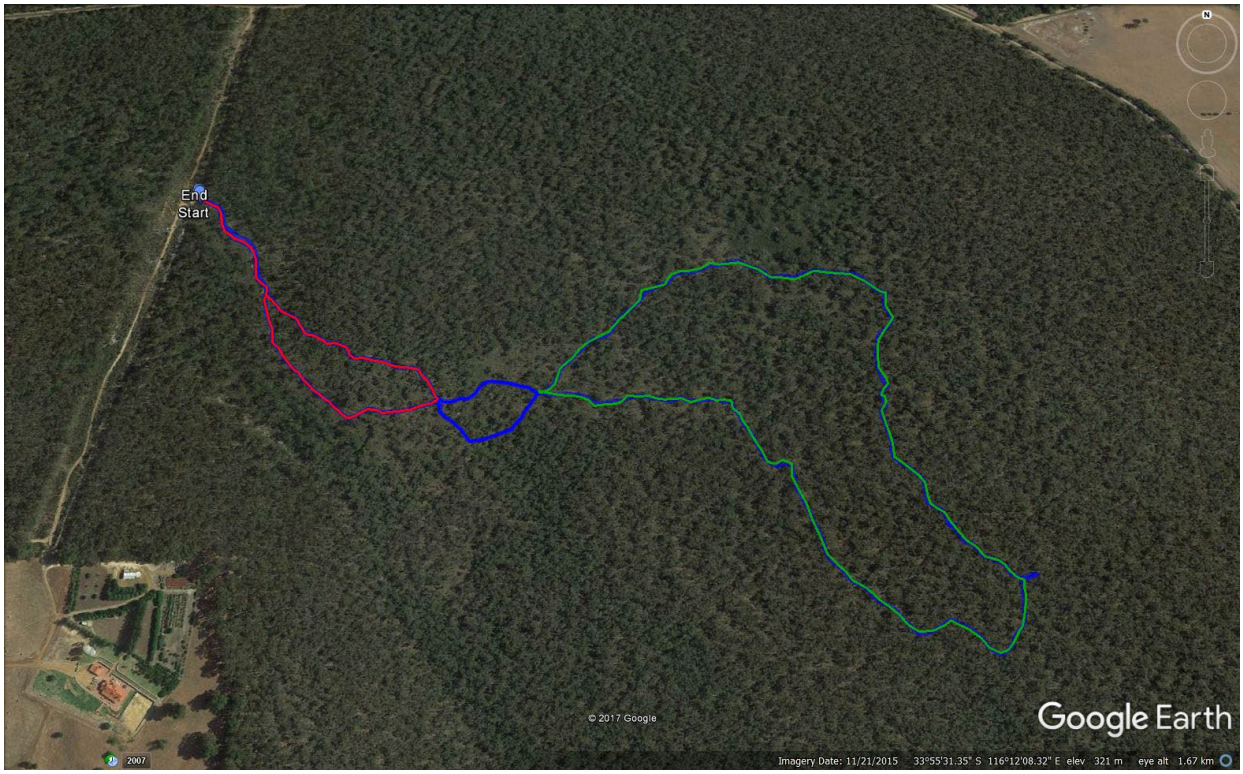
Appendix 3

Somme Creek Fitness Trail

Appendix 4

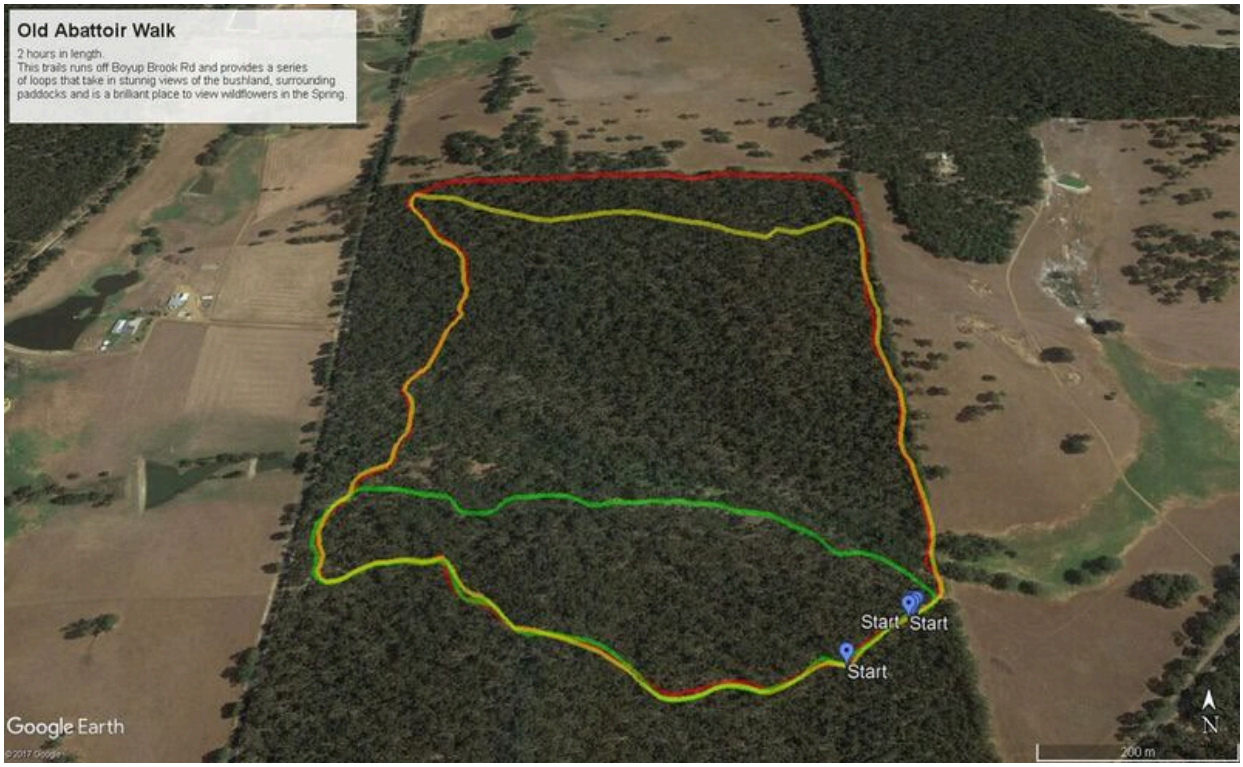
Bridgetown Town Heritage Walk

Appendix 5

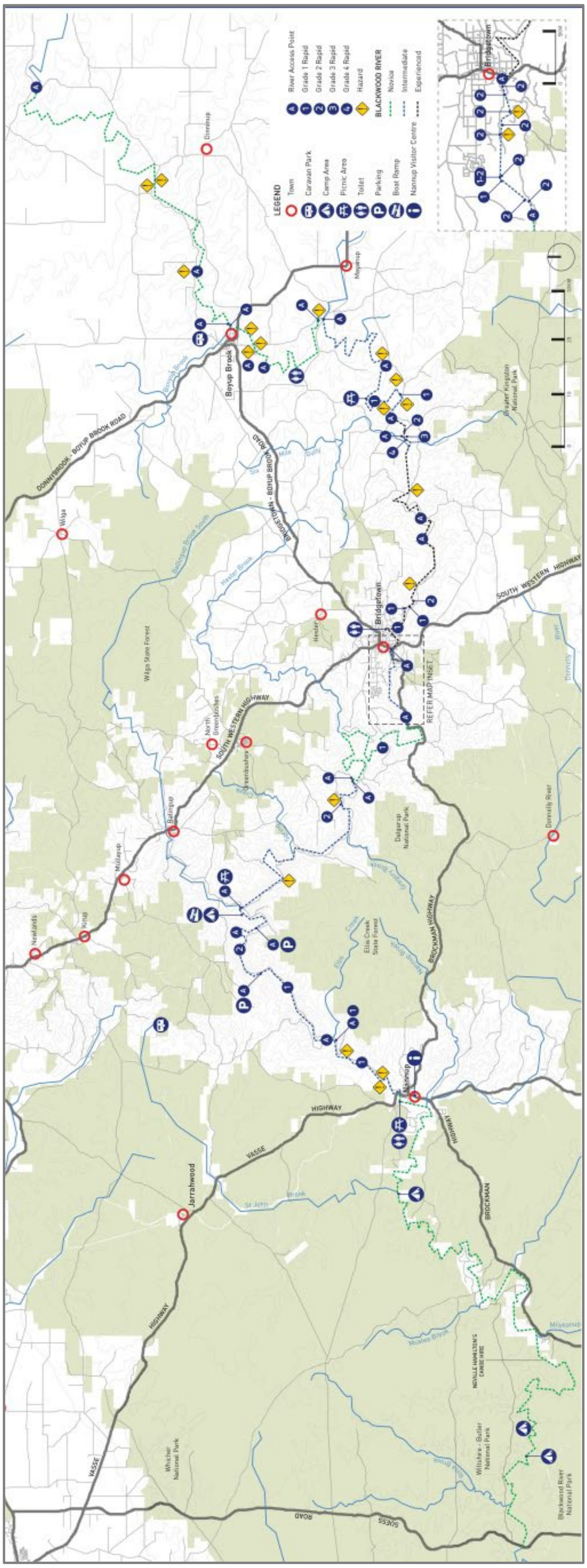


Wandoo Valley Walk

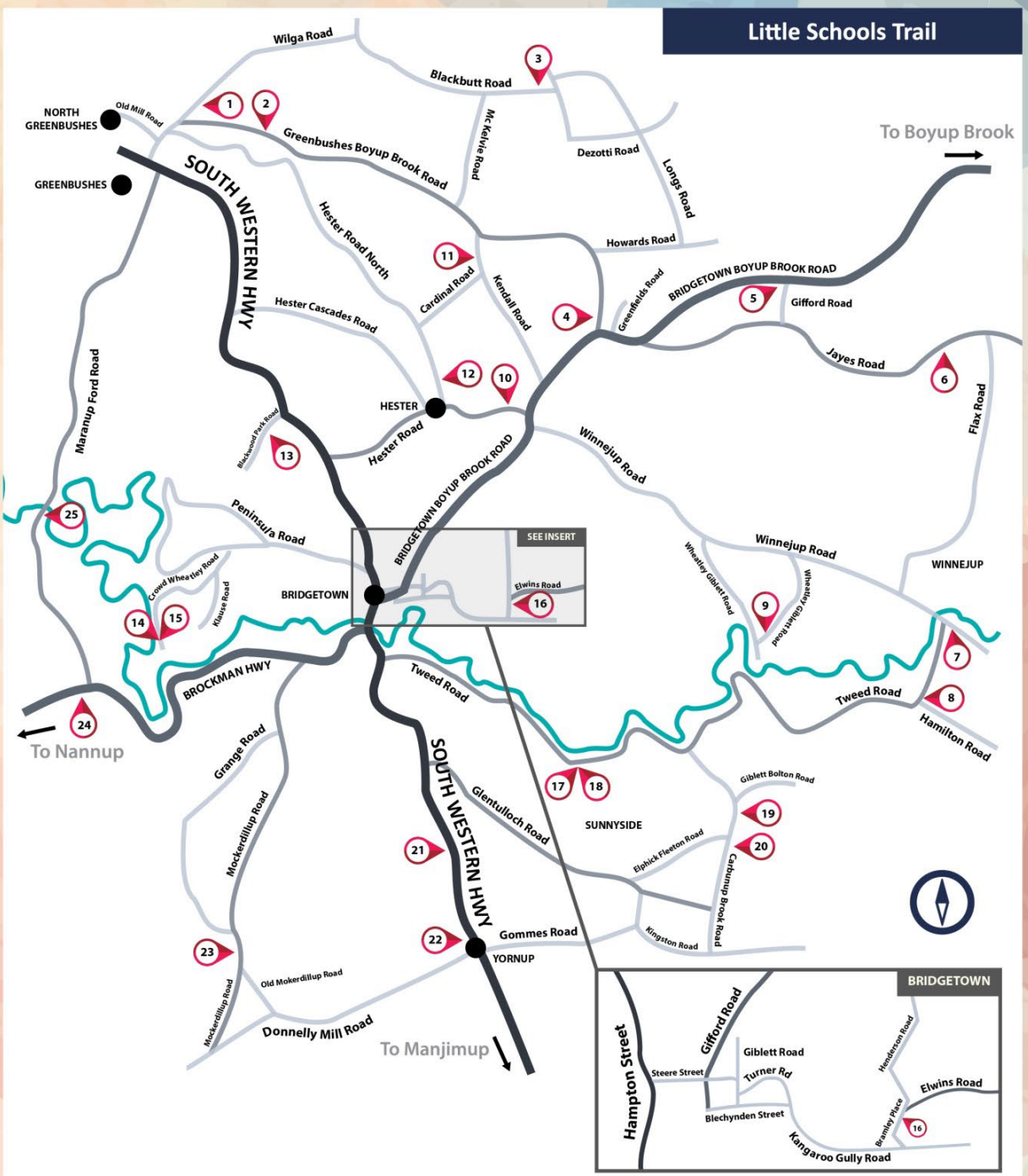
Appendix 6



Appendix 7


LEGEND
Town
Caravan Park
Camp Area
Picnic Area
Toilet
Parking
Boat Ramp
Nannup Visitor Centre
River Access Point
Grade 1 Rapid
Grade 2 Rapid
Grade 3 Rapid
Grade 4 Rapid
Hazard
BLACKWOOD RIVER
Novice
Intermediate
Experienced
Boyup Brook
Bridgetown
Nannup
Jarrahwood
SOUTH WESTERN HIGHWAY
BROCKMAN HIGHWAY
VASSE HIGHWAY
REFER MAP INSET

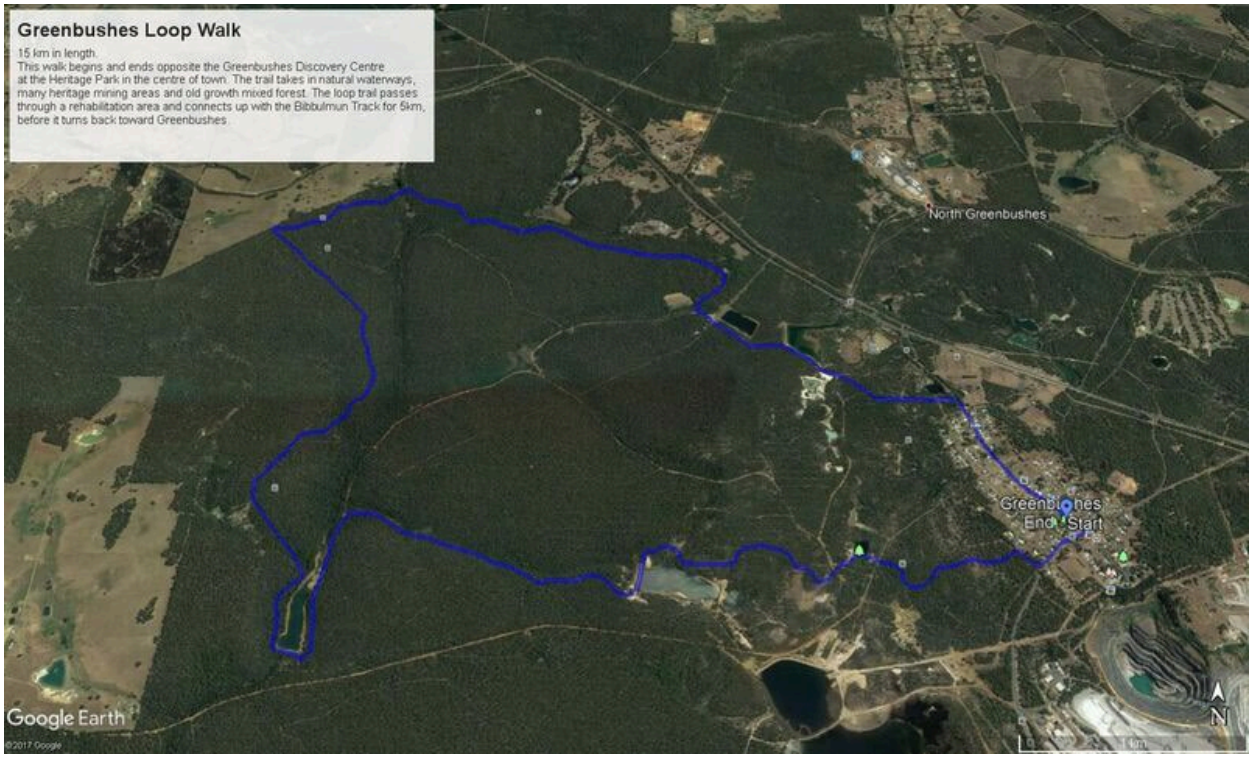
Appendix 8



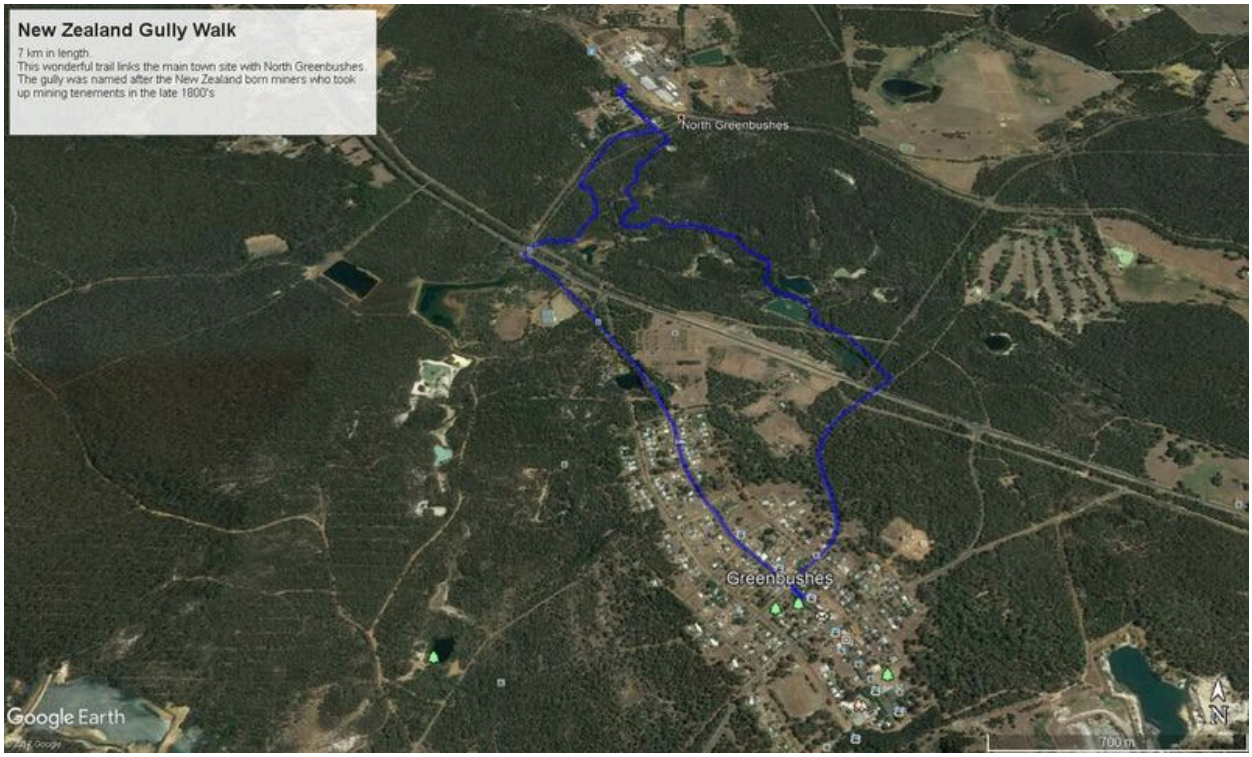
SCHOOL KEY: INCLUDES GPS LOCATIONS

1. Greenbushes Mill School **33°49'28.8"S 116°04'48.06"E**
2. Eleura School **33°49'57.18"S 116°06'12.78"E**
3. Group 131 & 132 School **33°49'19.74"S 116°11'41.16"E**
4. Eight Mile Well School **33°53'11.04"S 116°12'36.84"E**
5. Boronia School **33°52'23.70"S 116°16'21.60"E**
6. Scammell's School **33°53'36.48"S 116°19'11.70"E**
7. Winnejup School **33°58'08.10"S 116°19'37.86"E**
8. Mossvale school **33°59'27.30"S 116°19'07.32"E**
9. Tee Tree School **33°58'20.82"S 116°15'54.18"E**
10. Old Hester School **33°54'38.70"S 116°11'04.92"E**
11. Group 126 School **33°52'07.02"S 116°10'17.04"E**
12. Hester School **33°54'19.44"S 116°09'34.14"E**
13. Blackwood Park School **33°54'49.32"S 116°05'58.68"E**
14. Parkville School (new) **33°58'16.92"S 116°03'58.98"E**
15. Parkville School (original) **33°58'16.92"S 116°03'58.98"E**
16. Kangaroo Gully School **33°57'36.48"S 116°10'59.70"E**
17. Glenlynn School **34°00'16.44"S 116°12'20.46"E**
18. Glenynn-Sunnyside School **34°00'16.44"S 116°12'20.46"E**
19. Glentullock School **34°01'09.06"S 116°15'20.40"E**
20. Brooklyn School **34°01'54.12"S 116°15'05.46"E**
21. Springside School **34°01'49.08"S 116°04'08.76"E**
22. Yornup Primary School **34°03'10.74"S 116°10'05.82"E**
23. Wandillup School **34°03'22.98"S 116°05'23.40"E**
24. West Bridgetown School **33°59'0.12"S 116°02'33.84"E**
25. Maranup Ford School **33°56'13.68"S 116°01'25.86"E**

Appendix 9



Appendix 10



Appendix 11

Appendix 12

Appendix 13

Greenbushes Pool Boardwalk
513m in length.
The trail includes 230m of decked boardwalk and 286m of gravel pathways around and along the water's edge.
The boardwalk is accessed via the longer Greenbushes Loop Walk Trail from Maranup Ford Road or by walking directly along Spring Gully Road.
Start
End
Google Earth
N
60 m

Appendix 14

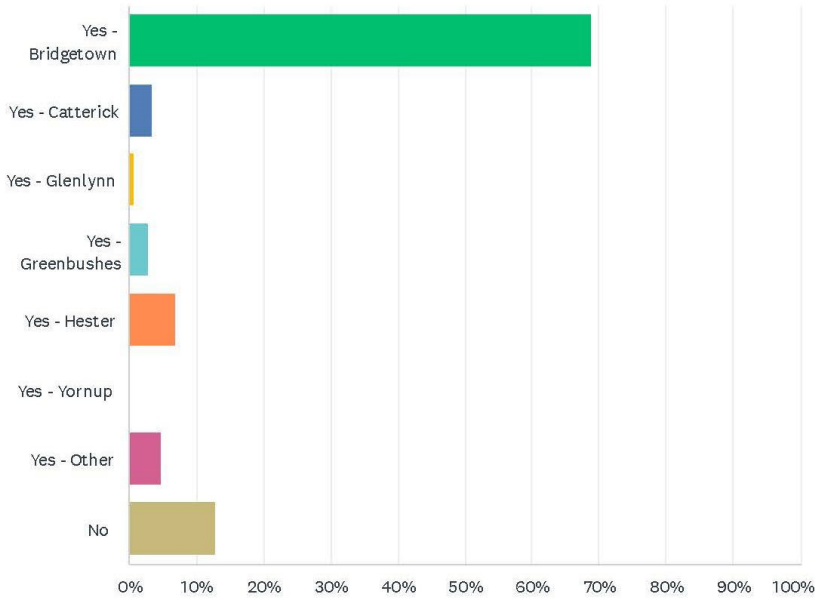
Greenbushes Heritage Amble

Appendix 15

Trails Survey

Q1 Do you live in the Shire of Bridgetown-Greenbushes?

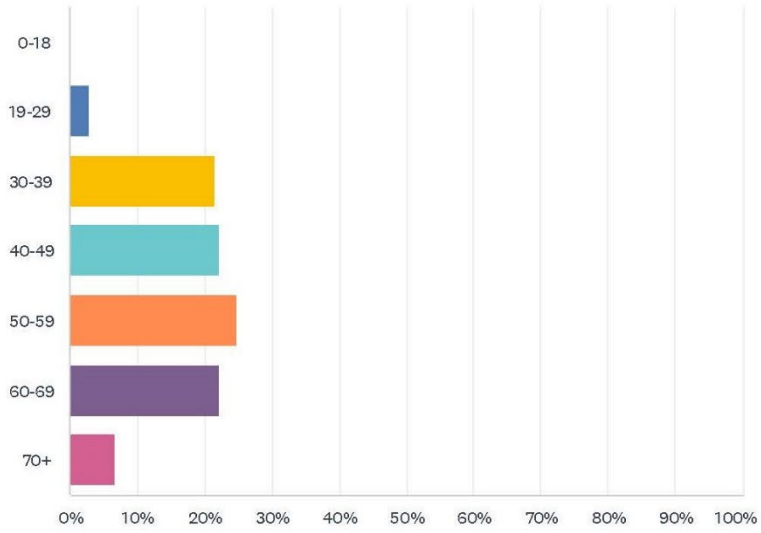
Answered: 148 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes - Bridgetown	68.92%	102
Yes - Catterick	3.38%	5
Yes - Glenlynn	0.68%	1
Yes - Greenbushes	2.70%	4
Yes - Hester	6.76%	10
Yes - Yornup	0.00%	0
Yes - Other	4.73%	7
No	12.84%	19
TOTAL		148

Q2 What is your age range?

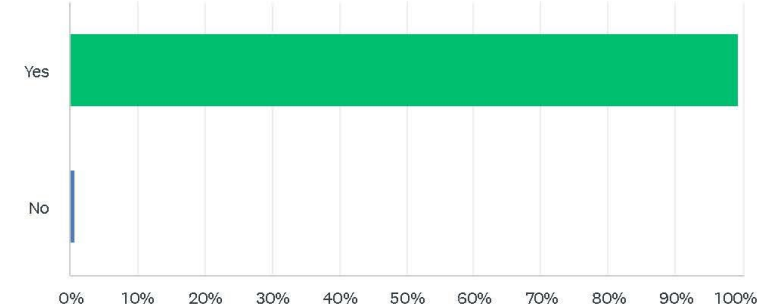
Answered: 149 Skipped: 1



ANSWER CHOICES	RESPONSES	
0-18	0.00%	0
19-29	2.68%	4
30-39	21.48%	32
40-49	22.15%	33
50-59	24.83%	37
60-69	22.15%	33
70+	6.71%	10
TOTAL		149

Q3 Are you a trail user?

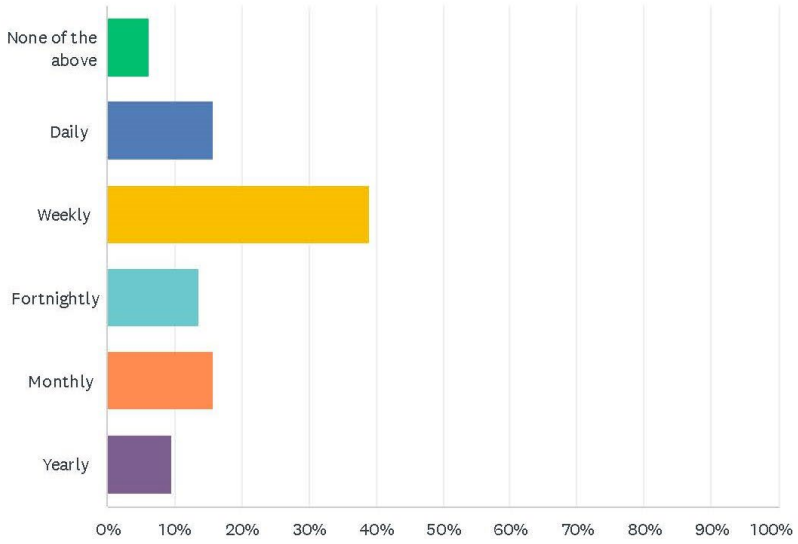
Answered: 147 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	99.32%	146
No	0.68%	1
TOTAL		147

Q4 How often do you use the trails in this Shire?

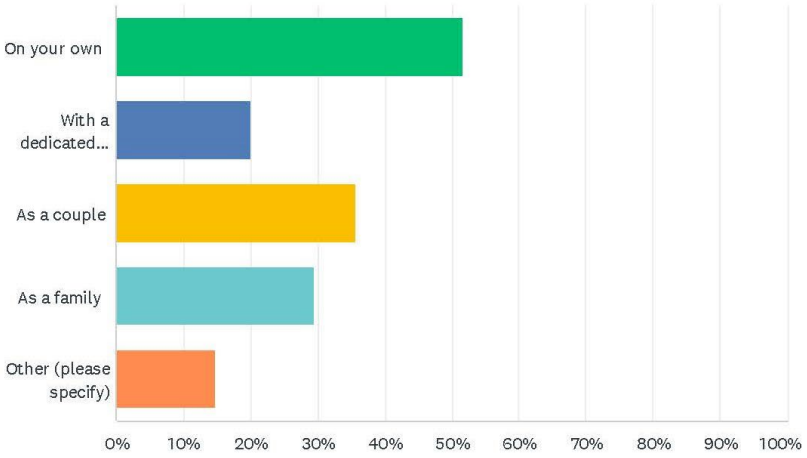
Answered: 146 Skipped: 4



ANSWER CHOICES	RESPONSES	
None of the above	6.16%	9
Daily	15.75%	23
Weekly	39.04%	57
Fortnightly	13.70%	20
Monthly	15.75%	23
Yearly	9.59%	14
TOTAL		146

Q5 How do you normally use trails?

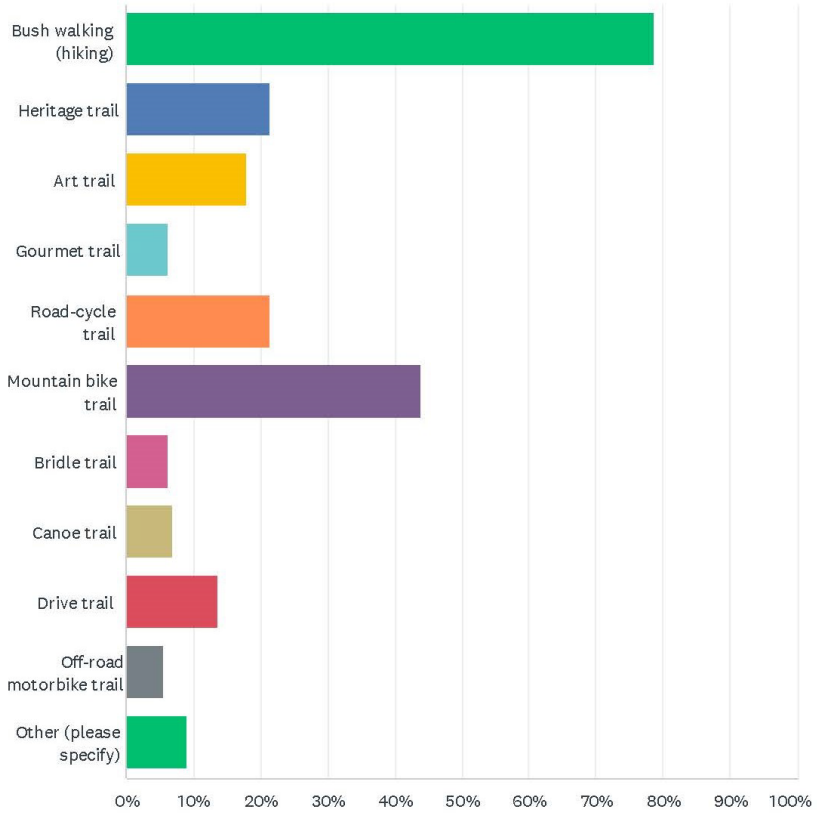
Answered: 149 Skipped: 1



ANSWER CHOICES	RESPONSES	
On your own	51.68%	77
With a dedicated group/team	20.13%	30
As a couple	35.57%	53
As a family	29.53%	44
Other (please specify)	14.77%	22
Total Respondents: 149		

Q6 What types of trails do you currently use in this shire?

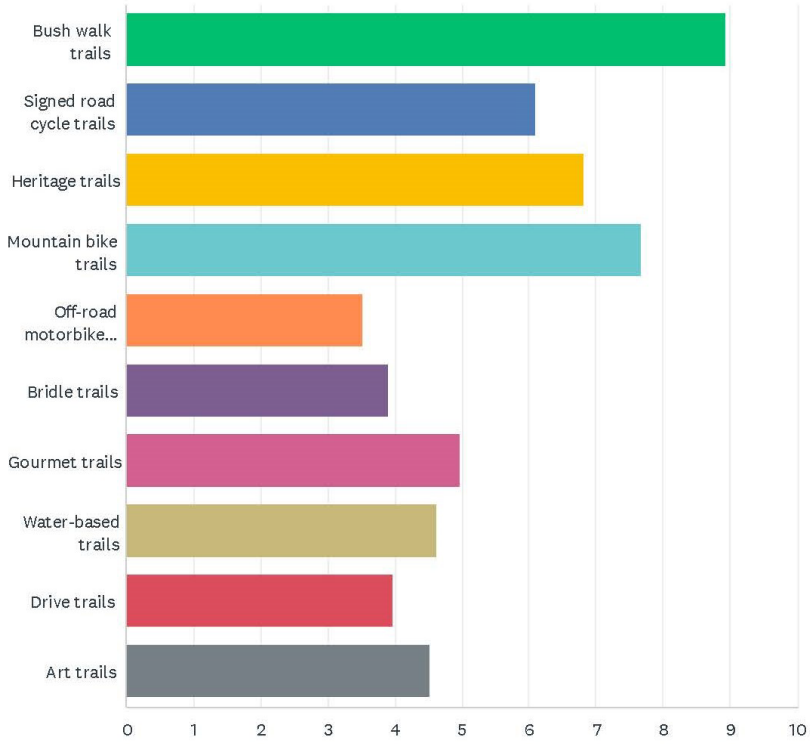
Answered: 146 Skipped: 4



ANSWER CHOICES	RESPONSES	
Bush walking (hiking)	78.77%	115
Heritage trail	21.23%	31
Art trail	17.81%	26
Gourmet trail	6.16%	9
Road-cycle trail	21.23%	31
Mountain bike trail	43.84%	64
Bridle trail	6.16%	9
Canoe trail	6.85%	10
Drive trail	13.70%	20
Off-road motorbike trail	5.48%	8
Other (please specify)	8.90%	13
Total Respondents: 146		

Q7 Which trails do you think Council should prioritise for development? Please rank from 1 to 10 with 1 being the top priority.

Answered: 148 Skipped: 2



	1	2	3	4	5	6	7	8	9	10	TOTAL
Bush walk trails	47.62% 70	28.57% 42	12.24% 18	4.08% 6	3.40% 5	2.04% 3	0.00% 0	0.68% 1	0.00% 0	1.36% 2	147
Signed road cycle trails	4.17% 6	16.67% 24	18.75% 27	15.28% 22	7.64% 11	7.64% 11	9.03% 13	6.25% 9	8.33% 12	6.25% 9	144
Heritage trails	4.83% 7	19.31% 28	19.31% 28	15.17% 22	20.69% 30	8.97% 13	3.45% 5	2.76% 4	3.45% 5	2.07% 3	145
Mountain bike trails	36.05% 53	15.65% 23	8.16% 12	13.61% 20	6.80% 10	6.12% 9	1.36% 2	6.12% 9	3.40% 5	2.72% 4	147
Off-road motorbike trails	1.40% 2	4.20% 6	2.10% 3	6.99% 10	10.49% 15	5.59% 8	11.19% 16	12.59% 18	16.08% 23	29.37% 42	143
Bridle trails	3.47% 5	2.08% 3	6.25% 9	2.78% 4	7.64% 11	13.89% 20	17.36% 25	13.19% 19	9.03% 13	24.31% 35	144
Gourmet trails	1.40% 2	4.20% 6	10.49% 15	5.59% 8	14.69% 21	16.08% 23	22.38% 32	15.38% 22	8.39% 12	1.40% 2	143
Water-based trails	0.70% 1	2.10% 3	6.99% 10	14.69% 21	10.49% 15	14.69% 21	13.29% 19	20.28% 29	11.19% 16	5.59% 8	143
Drive trails	0.00% 0	4.20% 6	6.29% 9	6.29% 9	6.29% 9	13.29% 19	13.99% 20	14.69% 21	25.87% 37	9.09% 13	143
Art trails	0.70% 1	4.20% 6	9.79% 14	14.69% 21	11.89% 17	11.19% 16	6.99% 10	8.39% 12	14.69% 21	17.48% 25	143

Q8 Which existing trails in our Shire do you feel need further maintenance or upgrading?

Answered: 99 Skipped: 51

#	RESPONSES	DATE
1	All roadside footpaths, and walk trail that used to connect Bridgedale to river walk to the East . Also the old railway bridge needs upgrading to take walkers and cyclists.Existing pedestrian walkway too narrow for dogs, people, bicycles to pass one another. I have never driven a car, so walk everywhere.	1/7/2022 11:45 AM
2	The river walk	1/5/2022 6:41 PM
3	Blackwood river walk. Maybe another dog bag dispenser closer to the start of the trail at the car park for people who don't bring them.	1/5/2022 6:05 PM
4	River side trails	12/29/2021 10:15 AM
5	All trails	12/22/2021 5:11 PM
6	Hester MTB trails Leda MTB trails	12/17/2021 3:50 PM
7	MTB Trails	12/16/2021 4:44 PM
8	The Dugong and Elephant trails	12/16/2021 11:18 AM
9	The mountain bike trail network needs to be sanctioned and advertised to encourage mountain bike tourism. Bridgetown works also benefit from a mountain bike park. The shire would then see the tourism benefits that Margaret River, Pemberton, Dunsborough and now Nannup are all receiving.	12/16/2021 7:09 AM
10	Mountain bike trails	12/16/2021 5:52 AM
11	Mountain bike trail need to be extended and current trails signage updated. Extension of the Blackwood River trail to the east	12/15/2021 9:40 PM
12	Mountain hiking, walking, heritage	12/9/2021 1:58 PM
13	All the mountain bike trails that the shire was supposed to assist with the planning and development of. Developing a walk trail into town from highlands	12/9/2021 9:26 AM
14	All trails	12/8/2021 5:22 PM
15	River trail	12/7/2021 8:12 PM
16	The river trail that was destroyed in the recent floods needs to be a priority	12/7/2021 1:41 PM
17	Mtb	12/7/2021 12:23 PM
18	River park	12/7/2021 11:35 AM
19	Dugong MTB trail need to be signposted, maintained and promoted. I have come across tourists on multiple occasions that have gotten lost whilst riding on them.	12/7/2021 10:59 AM
20	Mtb trails	12/7/2021 9:59 AM
21	Dugong MTB trail need to be signposted, maintained and promoted. I have come across tourists on multiple occasions that have gotten lost whilst riding on them.	12/7/2021 9:49 AM
22	Bridgetown Jarrah Park signs. Abotoir walk wooden bridge that was removed. Damaged riverside walk paths.	12/7/2021 9:40 AM
23	MTB trails are non-existent and the unsanctioned trails that are in place are of a very poor standard, not maintained and mostly are fire trail. Almost every other south west town has some sort of MTB trail facilities, and after visiting Bridgetown last weekend for the purposes of potentially relocating and buying property locally, this was a major disappointment for me and basically made it non-viable as a hub for me and my family.	12/5/2021 5:13 PM

24	Mountain bike trails	12/4/2021 3:39 PM
25	River trail river trail	12/1/2021 7:42 PM
26	The art trail around the Somme Creek - especially where there is no trail to access & view the art sculptures near the pond. These were not included in the recent Art Trail booklet. Currently there is only a rough bush track that can be boggy/slippery in winter & overgrown /snake danger in summer- it is very forgotten about with the shires annual general maintenance. This has been reported this several times over the last few years - as some maintenance has been required. Also signage would be extremely important to include -to direct locals & tourists to see the magnificent 4 art pieces (that are hidden & hardly anyone knows about) & a path created that would allow access for all - at this stage there is no access for anyone with limited mobility. Signage, access & maintenance would also show respect for the valuable artwork that has been installed & provided for the community. The other trail that needs some upgrading is the path from the River park that leads south to the small bridge across the river - when the river floods there is no access as the bridge is sometimes also flooded - maybe a suspension bridge like the one at One Tree Bridge would allow all year access. Also, it would be great to be able to do a bridge to bridge loop - as the trail kind of disappears when you get close to Bridgedale House & you are then required to walk along the road. Some clear parking near this area would also be useful - as recently I needed to park there & found it confusing as where to park & where the trail was from the gazebo.	11/29/2021 9:34 AM
27	The one along the river. Bridge to The Rectory. It is in shocking condition.	11/28/2021 4:04 PM
28	all	11/27/2021 3:18 PM
29	Post winter, some of the river walk trails need repair.	11/27/2021 11:32 AM
30	Walk trail	11/27/2021 8:25 AM
31	Mtb trails	11/26/2021 1:49 PM
32	The washed out sections of the river trail and bridge across the river would be a priority.	11/26/2021 12:40 PM
33	the ones along the Blackwood river	11/26/2021 12:27 PM
34	Hester Mountain bike trails	11/26/2021 10:07 AM
35	The trails behind the substation on Hester rd. The walking trail along the river going west from the bridge needs to be finished...	11/26/2021 7:59 AM
36	Jarrah	11/26/2021 7:43 AM
37	MTB trail to Hester and back	11/26/2021 6:47 AM
38	All of them.	11/26/2021 6:16 AM
39	Water trails	11/25/2021 10:15 PM
40	Wandoo walk and Abattoir walk	11/25/2021 10:05 PM
41	River side park/ caravan park	11/25/2021 9:24 PM
42	All greenbushes trails	11/25/2021 8:14 PM
43	Greenbushes	11/25/2021 8:11 PM
44	rail trail e.g. bridge repairs to culvert bridge just south of Hester	11/25/2021 7:39 PM
45	Heritage trail through bridgedale house needs clear path and dog litter bags and signage.	11/25/2021 6:55 PM
46	River walks. Completely destroyed, when are they going to be repaired?	11/25/2021 6:17 PM
47	Signs on walk trails out of town	11/25/2021 5:59 PM
48	Blackwood Riverside at Bridgetown. Bridgetown Library walk.	11/25/2021 3:04 PM

49	Be good to have some maintenance done on the Abattoir and Wandoo Tracks just to ensure the tracks are kept safe underfoot for walking and also to enable one to check for snakes! I don't mean bitumenising - just clear of debris.	11/25/2021 12:40 PM
50	River paths	11/25/2021 12:35 PM
51	Complete an official Bridgetown to Greenbushes trail via railway	11/25/2021 11:52 AM
52	Sunnyside reserve needs toilets of some kind & the track down to the river bank needs grading	11/25/2021 9:55 AM
53	Communication I am new to Bridgetown and dont know where the hiking trails are! People love nature. Investing in all of the above will bring visitors and maintain a vibrant community.	11/25/2021 9:44 AM
54	All river trails from Old Rectory to Greys Hill. A link to Geegelup Brook into town. Extend beyond Old Rectory. Extend beyond Grets Hill. This trail area is the most accessible to locals and tourists. More mapped mountain bike trails and more mountain bike trails in general. Compared to somewhere like Collie Bridgetown is far behind and will miss out on a golden opportunity if something isn't done quickly to extend and enhance the mountain bike trail network.	11/25/2021 9:05 AM
55	Maslin Reserve into town	11/25/2021 9:03 AM
56	All	11/25/2021 8:42 AM
57	Bridgetown Jarrah Park - signage gets people lost Stock Route/Horse Trail - no info about where it goes or how to get from hut to hut	11/25/2021 8:17 AM
58	Walking trails	11/25/2021 8:06 AM
59	Riverside trail, old rectory trail.	11/25/2021 8:05 AM
60	Not sure. I like the abattoir and Wandoo trails. I think mountain biking is a huge opportunity but maybe we have missed the boat there.	11/25/2021 7:47 AM
61	Mountain bike trails around Hester	11/25/2021 7:09 AM
62	Not sure	11/25/2021 6:40 AM
63	Bridgetown Jarrah Park	11/25/2021 2:41 AM
64	The river walk under the bridge. Sunny side needs a drop toilet.	11/24/2021 11:48 PM
65	river park trails post-flood damage	11/24/2021 11:40 PM
66	Entry road to Abattoir Walk. And i believe signage at Jarrah Park is dangerously faded.	11/24/2021 9:48 PM
67	Most of them	11/24/2021 9:39 PM
68	All	11/24/2021 9:20 PM
69	Need some dedicated MTB trails	11/24/2021 9:17 PM
70	River Path	11/24/2021 9:16 PM
71	Mtb	11/24/2021 9:07 PM
72	Most of them! The river walk trail is our most used (?) trail and should be constantly maintained and upgraded. The Jarrah Park trails and signage could be top class but are a disgrace	11/24/2021 8:58 PM
73	River walk to north of town	11/24/2021 8:57 PM
74	Road cycle trails - trails to the side of the highways so no chance of car vs cyclist events	11/24/2021 8:54 PM
75	Mountain bike	11/24/2021 8:44 PM
76	Greenbushes heratige trail	11/24/2021 8:39 PM
77	Blackwood river trail	11/24/2021 8:38 PM
78	Around Schenke Dam. The signage is dreadful. There needs to be a drop toilet at the start of each trail, especially the more remote ones.	11/24/2021 8:24 PM

79	Foot paths in towns, safe walk space near blind orners and hills.	11/24/2021 8:17 PM
80	River walk at the river park needs an elevated walkway which wont be washed away with flood waters	11/24/2021 8:11 PM
81	River park walk	11/24/2021 8:06 PM
82	Greenbushes loop,	11/24/2021 8:02 PM
83	All of them	11/24/2021 7:39 PM
84	I would like to see more sealed trails suitable for young kids on bikes	11/24/2021 7:28 PM
85	Rectory Walk	11/24/2021 7:26 PM
86	Maslin reserve	11/24/2021 7:21 PM
87	New Zealand gully	11/24/2021 7:21 PM
88	All of them	11/24/2021 7:16 PM
89	River walk near the bridge	11/24/2021 7:10 PM
90	Mountain bike trails need the most amount of work as we may attract more tourists, more money flowing into the shire	11/24/2021 7:09 PM
91	Hester mountain bike trails and the signage is terrible to know where existing trials are or starts and finish	11/24/2021 7:04 PM
92	Just needs more mountain bike trails, fire trails are okay for a bit but needs more for sure!	11/24/2021 7:00 PM
93	All of the walk trails need consistent signage and upgrades	11/24/2021 6:56 PM
94	The river walk in both directions from the river walk, the Abbitiour walk and wandoo walk	11/24/2021 6:48 PM
95	Greenbushes mining heritage trail, and links to the pool.	11/24/2021 6:45 PM
96	River walk as the flooding has damaged it	11/24/2021 5:44 PM
97	Town walk	11/24/2021 5:21 PM
98	The river walk needs serious fixing up in patches and maintenance from the flooding of the walk bridge also needs fixing up. It's dangerous for walkers and the like.	11/24/2021 5:17 PM
99	No comment	11/24/2021 1:11 PM

Q9 What is your favourite local trail & why?

Answered: 118 Skipped: 32

#	RESPONSES	DATE
1	Greenbushes loop - has alot of variety of views/dams/bush/old mine stuff	1/17/2022 10:54 AM
2	The river walk trails, love the water and wildlife and close to my home.	1/7/2022 11:45 AM
3	The river walk	1/5/2022 6:41 PM
4	Blackwood river. Beautiful walk good upgrade on first half from the river.	1/5/2022 6:05 PM
5	river walk. Accessible and maintained.	1/5/2022 5:52 PM
6	Hester forests and Wandoo walktrail, many wildflowers in seison, walking our dogs freely.	12/29/2021 10:15 AM
7	Hester Mountain Bike trail because it's about the only trail in the shire.	12/22/2021 5:11 PM
8	Hester MTB trails, I use them as part of group rides and also training for cross country MTB races	12/17/2021 3:50 PM
9	Dugong Good cross country trail	12/16/2021 4:44 PM
10	Dugong for mountain bike and running/hiking.	12/16/2021 11:18 AM
11	Eagles nest, still one of the best we have to offer.	12/16/2021 7:09 AM
12	Hester, close to our home	12/16/2021 5:52 AM
13	Hester mountain bike trail, Jarrah park, River trail	12/15/2021 9:40 PM
14	River Variety Shade Good surface Dog friendly	12/15/2021 8:33 PM
15	Nil	12/9/2021 1:58 PM
16	The mtb loops. I like to ride mtb trails	12/9/2021 9:26 AM
17	Any Mountain Bike trails	12/8/2021 5:22 PM
18	Wandoo Walk	12/7/2021 8:12 PM
19	The riverwalk- easily accessible and beautiful	12/7/2021 1:41 PM
20	Hester mtb trails	12/7/2021 12:23 PM
21	Abbatoir walk... peaceful	12/7/2021 11:35 AM
22	Dugong MTB trail	12/7/2021 10:59 AM
23	Dugong	12/7/2021 9:59 AM
24	Dugong MTB trail	12/7/2021 9:49 AM
25	Abotoir walk. Close to town, flat and shady.	12/7/2021 9:40 AM
26	River walk and jarrah forest.	12/5/2021 5:13 PM
27	Don't know as don't know where many of the mountain bike trails actually are.	12/4/2021 3:39 PM
28	River trail	12/1/2021 7:42 PM
29	Any that create a loop - from 30 minutes to an hour. Great for exercise, quick walks in lunch breaks & also for tourists -as then they don't need to back track.	11/29/2021 9:34 AM
30	The above. It is convenient, good parking, popular for exercise.it needs to be maintained with a grader annually after river rise.it does not need touristification.	11/28/2021 4:04 PM
31	River trail.	11/27/2021 9:04 PM

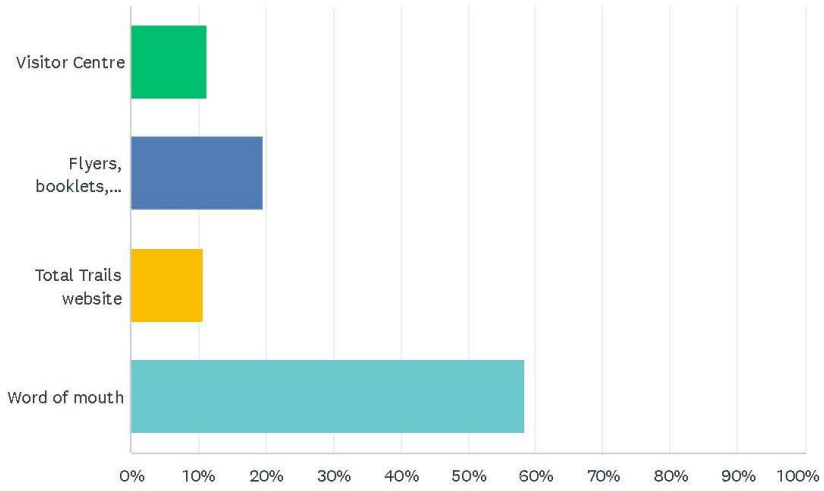
32	The river walk, the Blackwood River is beautiful but wish it was longer	11/27/2021 6:03 PM
33	Wandoo valley	11/27/2021 3:18 PM
34	Abattoir walk	11/27/2021 11:32 AM
35	All Live the area	11/27/2021 8:25 AM
36	Dugong	11/26/2021 1:49 PM
37	Regularly walk along the river trail.	11/26/2021 12:40 PM
38	I prefer the river walks - the river is ALWAYS flowing and is always a pleasant backdrop to a walk. Also, innate to being a river, there is less inconvenience to have walks along it in comparison to most other places	11/26/2021 12:27 PM
39	Blackwood River Walk as it's easy to get to, Sidings Rail trail and Timberline trail for mountain- biking - a great trail with beautiful scenery and a good mix of trail and single track riding.	11/26/2021 10:07 AM
40	The river walk trail from the main bridge to grey hills road.	11/26/2021 7:59 AM
41	Wandoo	11/26/2021 7:43 AM
42	River walk. Accessible and picturesque	11/26/2021 7:10 AM
43	Good length and endurance factor	11/26/2021 6:47 AM
44	River walk Tranquility	11/26/2021 6:37 AM
45	Abattoir	11/26/2021 6:16 AM
46	Riverside trail because it it the most relaxing and beautiful walk	11/25/2021 10:15 PM
47	Wandoo its closest	11/25/2021 10:05 PM
48	Trail 2 (off Winnejup rd)	11/25/2021 9:24 PM
49	Pool	11/25/2021 8:14 PM
50	Greenbushes loop	11/25/2021 8:11 PM
51	Blackwood River northbank footpath	11/25/2021 7:39 PM
52	River trail , beautiful setting and the up grade is well done..	11/25/2021 6:55 PM
53	River walk.	11/25/2021 6:17 PM
54	Walk trails number 2, quiet.	11/25/2021 5:59 PM
55	Along the River	11/25/2021 3:23 PM
56	Blackwood Riverside at Bridgetown. We just love strolling by the river. Peaceful and relaxing. Nature lovers. Good exercise for us older folk.	11/25/2021 3:04 PM
57	NZ gully, its local and has nice wide tracks	11/25/2021 1:14 PM
58	Dwellingup, lots of trails with town and accomodation	11/25/2021 1:11 PM
59	Abattoir and Wandoo; beautiful wildflowers in season, peaceful, safe, rejuvenating to walk in all weathers, always love being out there. My dog is well behaved, stays on the track and never chases anything. She enjoys it too.	11/25/2021 12:40 PM
60	River trail	11/25/2021 12:35 PM
61	Greenbushes loop	11/25/2021 11:52 AM
62	River walk	11/25/2021 10:56 AM
63	Any old bush track. Just hate that they are closing old roads.	11/25/2021 10:54 AM
64	Hester and Catterick because it's so peaceful	11/25/2021 10:52 AM
65	The river walk. It is long, you can start/finish from anywhere and it is beautiful	11/25/2021 10:20 AM
66	Sunnyside as a essential to open grass area, river, shelter & bush tracks all in 1 area. Lack of toilet makes for shortened visits some times though.	11/25/2021 9:55 AM

67	River walk	11/25/2021 9:44 AM
68	Maslin Reserve because of location and wildflowers	11/25/2021 9:28 AM
69	Hester beginning at the corner of Boyup Brook Road and Hester Road. It is accessible and hS a number of variations. The Greenbushes Loop is also a great mtb trail	11/25/2021 9:05 AM
70	River walk	11/25/2021 9:03 AM
71	none	11/25/2021 8:42 AM
72	River walk. It is peaceful and passes close by where I live .	11/25/2021 8:39 AM
73	Greenbushes Heritage Trail - it's different. the "pick a person" game/interactive is great. Jarrah Park - it has different walk lengths in the one place.	11/25/2021 8:17 AM
74	Wandoo Valley Trail - good distance, variable loops, lovely flora.	11/25/2021 8:05 AM
75	I love the river trail. From the river park to Mattamatup Rd is my favourite section.	11/25/2021 7:47 AM
76	Eagles nest, is challenging, fast but accessible to everyone	11/25/2021 7:09 AM
77	Kalamunda and goat Farm as they are close to home	11/25/2021 6:54 AM
78	Abbatoir trail & Hester for walking and riding horses. Serenity, peace and is for all kinds of fitness levels. River walk - just beautiful and easy access.	11/25/2021 6:41 AM
79	The road cycling is fabulous and gravel cycling has lots of potential	11/25/2021 6:40 AM
80	We try and explore them all	11/25/2021 6:01 AM
81	Wandoo Quiet and goes through such different country	11/25/2021 6:00 AM
82	Greenbushes, can remember the one of the trail but it's a multipurpose trail that heads out into the bush, perfect for young kids learning to ride. Would be great to link it into a mtb network	11/25/2021 4:10 AM
83	Wandoo Valley Walk Trail or Old Abbotoir Walk Trail, beautiful native flora. Bridgetown River Park- easily accessible for prams and kids scooters	11/25/2021 2:41 AM
84	Sunny side, the wildflowers and along Petterson Road, also wildflowers.	11/24/2021 11:48 PM
85	Abbatoir walk - off lead for dogs, quiet	11/24/2021 11:40 PM
86	Greenbushes, any of them are great out there.	11/24/2021 9:52 PM
87	Abattoir Walk. Close to town. Dog friendly. Well sign posted, with options for how far you want to go. River Walk is excellent too for on lead dog walking.	11/24/2021 9:48 PM
88	River walk and art trail	11/24/2021 9:39 PM
89	River Walk- it's by the beautiful Blackwood River. It highlights the bridge and the river and epitomises so much of the essence of Bridgetown, past and present. As shared with the Council over many years to no avail, I (and many others) see great potential grossly under- developed and under- utilised trail. It's simply stunning by the river. Could- should already have been - developed as a multifaceted interactive trail for locals and tourists alike. This would cater to and include a broad range of diverse interest groups. Imagine a single river trail including elements of history/art/nature studies/ nature playground/walk/run/cycle/ parkrun and more. One does not to venture far from this Shire to find other community minded and engaged Shires that have developed such trails that are used by SO many in the community!!!	11/24/2021 9:20 PM
90	Wandoo - totally natural experience	11/24/2021 9:16 PM
91	Turnip patch fun and challenging	11/24/2021 9:07 PM
92	The mountain bike trails around Hester. They are easily accessible, close to town and are in pristine bush. They allow us to ride without traffic issues.	11/24/2021 8:58 PM
93	Wandoo walk trail because of its wildflower diversity	11/24/2021 8:57 PM
94	Kendall rd / Boyup Brook- Greenbushes rd loop	11/24/2021 8:54 PM

95	Bush walking	11/24/2021 8:44 PM
96	Greenbushes pool walk. Because its easy for kids to walk too, nice board walk and wide path	11/24/2021 8:39 PM
97	The abattoir walk, lots of wildflowers but no toilet — why?	11/24/2021 8:24 PM
98	River walk, the quiet and the new upgrade work	11/24/2021 8:17 PM
99	River walk as its shady and follows the river	11/24/2021 8:11 PM
100	Greenbushes loop, it has a great range of things to see.	11/24/2021 8:02 PM
101	River trail - easily accessible and close to town for families.	11/24/2021 7:44 PM
102	Old abattoir. Beautiful secenary	11/24/2021 7:39 PM
103	Along the river	11/24/2021 7:36 PM
104	Birds nest trail Hester	11/24/2021 7:28 PM
105	Old Abbatoir walk cos it's closest to Home & a fairly flat trail.	11/24/2021 7:26 PM
106	Maslin reserve close to home	11/24/2021 7:21 PM
107	River trail	11/24/2021 7:21 PM
108	River park trail	11/24/2021 7:16 PM
109	River walk as it is tranquil and full of so many types of birds.	11/24/2021 7:10 PM
110	Abbatoir walk, not far from town, not many people use it, beautiful bush	11/24/2021 7:09 PM
111	Eagles nest for riding with my kids and the abbotoir walk to walk my dog	11/24/2021 7:04 PM
112	Dugong loop trail	11/24/2021 7:00 PM
113	Bridgetown Jarrah Park because of the diversity	11/24/2021 6:56 PM
114	The rectory walk, it is an excellent daily walk to exercise my dog in the early morning. Unfortunately it has been recently closed for upgrades and since ruined due to flooding	11/24/2021 6:48 PM
115	Greenbushes mining trail. It's suitable for most levels, has heritage and could include art.	11/24/2021 6:45 PM
116	The river walk as it's used for exercise, walking to town for coffees and festivals and markets	11/24/2021 5:44 PM
117	The river walk	11/24/2021 5:17 PM
118	No comment	11/24/2021 1:11 PM

Q10 Where do you normally find local trail information?

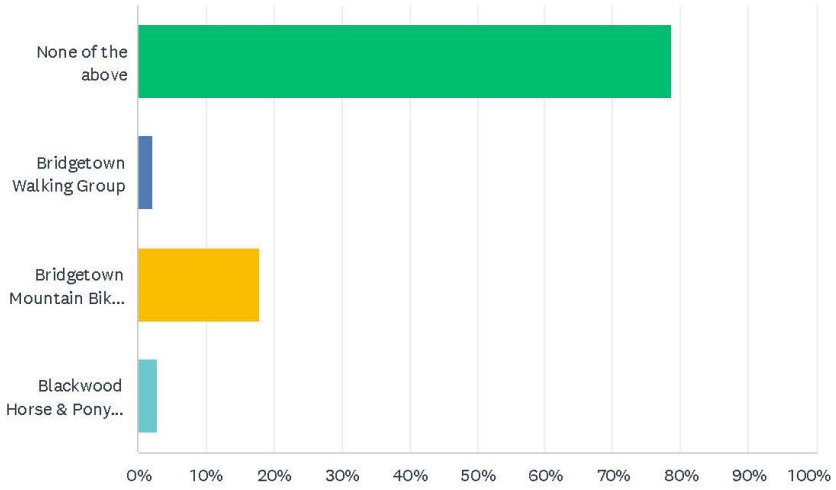
Answered: 132 Skipped: 18



ANSWER CHOICES	RESPONSES	
Visitor Centre	11.36%	15
Flyers, booklets, brochures	19.70%	26
Total Trails website	10.61%	14
Word of mouth	58.33%	77
TOTAL		132

Q11 Are you a member of any of the following recreational trail clubs in the Shire?

Answered: 145 Skipped: 5



ANSWER CHOICES	RESPONSES	
None of the above	78.62%	114
Bridgetown Walking Group	2.07%	3
Bridgetown Mountain Bike & Cycle Club	17.93%	26
Blackwood Horse & Pony Club	2.76%	4
Total Respondents: 145		

Shire of
Bridgetown-Greenbushes
.... simply beautiful

Attachment 12

MEMORANDUM OF UNDERSTANDING

between

SHIRE OF BRIDGETOWN-GREENBUSHES ("SHIRE")

and

GREENBUSHES COMMUNITY GARDEN COMMITTEE ("COMMITTEE")

for

MAINTENANCE OF THE GREENBUSHES TOWN SQUARE

~~2020~~NOVEMBER 2022 – NOVEMBER 2023

Purpose and Scope

The purpose of this Memorandum of Understanding is to set out the parameters and conditions associated with the undertaking by the Greenbushes Community Garden Committee of a maintenance service at the Greenbushes Town Square.

The purpose of the MOU is to establish a framework for a cooperative working relationship between the Shire and the Greenbushes Community Garden Committee for the provision of maintenance service at the Greenbushes Town Square.

This document will be reviewed bi-annually in November and amended as agreed to by both parties. Any changes made to this agreement will require a Council resolution. This document can be discontinued by either party subject to three month's notice being provided.

~~The timeframe of the document is open ended but can be discontinued by either party subject to three months' notice being provided.~~

~~The document can also be amended from time to time by agreement between both parties; in the case of the Shire this will require a specific council resolution.~~

Responsibilities of the Shire

The Shire will:

- Assist with the costs for purchase of reticulation, seedlings and plants within the Greenbushes Town Square~~.~~. A maximum amount of $1,000 per annum will be budgeted for these purposes.

- Supply mulch upon request from the Committee (when available) to keep the area covered, reduce evaporation and generation of weeds. In the event mulch stores are

unavailable, Shire staff are to use cuttings and prunings of local native flora derived from the Greenbushes area to be converted to mulch, and deposited at the GCGC when required.

- Carry out large pruning such as lopping of trees on request from the committee noting that these works are subject to funds being available in the Council Budget.

- Carry out weed spraying on the Stanifer Street roadside verge in the Town Square as part of the Shire's Parks and Gardens program.

- Noting that the plantings in the Greenbushes Town Square are predominately natives and thus requiring far less watering than the planting within the Community Garden, the Shire will pay 50% of the water consumption costs and water service charges at the Greenbushes Community Garden. The Shire will pay the water accounts and on-charge 50% of the water consumption charges and service charges to the Committee.

- All works provided by Shire staff will be subject to works schedules, programs and availability.

- Provide contact details of the Manager Works to the Coordinator of GCGC.

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Responsibilities of the Greenbushes Community Garden Committee

The Committee will:

- Plant and maintain appropriate plantings (predominantly natives) to keep the area filled, ensure visibility of the Town Square wall and ensure plantings are replaced when needed.

- Keep the plants pruned.

- Install and maintain reticulation off the Community Garden Building water supply.

- Keep the plants watered (initially with new seedlings and during dry periods).

- Keep the area weeded.

- Spread the mulch supplied by the Shire.

- Maintain existing gazebo, table and benches.

Both parties hereby agree with the contents of the Memorandum of Understanding and undertake to meet their responsibilities as described therein.

Signed /sealed on behalf of the Shire of Bridgetown-Greenbushes
(place seal)

…….	…….
Mr Tim Clynch	~~Mr John Nicholas~~Ms Jenny Mountford
Chief Executive Officer	Shire President

Date……

Signed on behalf of the Greenbushes Community Garden Committee

……
Co-ordinator

Date**……**