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MINUTES

For an Ordinary Meeting of Council held in Council Chambers on 25 January 2023, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm.

Acknowledgment of Country

We acknowledge the cultural custodians of the land on which we gather, the Pibulum-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 Clynych, Chief Executive Officer
	- P St John, Director Development, Community & Infrastructure
	- M Larkworthy, Director Corporate Services

Attendance of Gallery - Nil

Responses to Previous Questions Taken on Notice

J Tuckwell

Question

Why are trucks going down Jephson Street? This wasn't meant to happen. I am worried about safety.

Response - The Shire has made enquiries and hasn't been able to identify any specific trucks using Jephson Street north of Stanifer Street. Talison Lithium Pty Ltd has confirmed that some service trucks have been using Jephson Street south of Stanifer Street to access a drill rig operating within the mine site.

Notwithstanding the above information, trucks are permitted to use any road (including Jephson Street) unless they are categorised as a restricted access vehicle which is applied to over width, over weight or over length vehicles such as vehicles over 12.5 metres in length for a rigid vehicle or 19 metres in length for a combination vehicle.

If in future you observe trucks that you believe to be over width, over weight or over length using a local road you could take photographs that suitably identify ownership (i.e. company logo) of the vehicle and forward to the Shire for further investigation.

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence

Cr Browne is seeking a leave of absence for the March Ordinary Meeting, 30 March 2023. Pursuant to s.2.25(1) of the *Local Government Act 1995*, a resolution of Council is required to grant a leave of absence for an elected member.

C.01/0123 Cr Browne Leave of Absence Application

That Cr Browne be granted a leave of absence for the March Ordinary Council Meeting.

Council Decision Moved Cr Pratico, Seconded Cr Rose

C.01/0123 That Cr Browne be granted a leave of absence for the March Ordinary Council Meeting.

Carried 9/0

Confirmation of Minutes

C.02/0123 Ordinary Council Meeting held 15 December 2022

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 15 December 2022 as a true and correct record.

Council Decision Moved Cr Rose, Seconded Cr Browne

C.02/0123 That the Minutes of the Ordinary Meeting of Council held 15 December 2022 be confirmed as a true and correct record.

Carried 9/0

Announcements by the Presiding Member Without Discussion - Nil

Notification of Disclosure of Interest

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

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

Name	Cr Julia Boyle
Type of Interest	Impartiality
Item No.	C.08/0123 Waiving of Fees – Jigsaw Gallery – Australian National Heritage Festival 2023
Nature of Interest	I am a committee member of the Blackwood Environment Society and a member of the Jigsaw Gallery sub-group that occupies the building.

Name	Cr Tony Pratico
Type of Interest	Impartiality
Item No.	C.08/0123 Waiving of Fees – Jigsaw Gallery – Australian National Heritage Festival 2023
Nature of Interest	My family are owners of the land adjoining the Visitor Centre and Jigsaw Gallery.

Name	Cr Mike Christensen
Type of Interest	Impartiality
Item No.	C.08/0123 Waiving of Fees – Jigsaw Gallery – Australian National Heritage Festival 2023
Nature of Interest	I am a committee member of the Blackwood Environment Society that uses the building.

Questions on Agenda Items by Elected Members - Nil

Consideration of Motions of which Previous Notice has been Given – Nil

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/0123	FILE REF.	
SUBJECT	Bush Fire Advisory Committee Membership Recommendations		
PROPONENT	Bush Fire Advisory Committee		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	18 January 2023		

Attachment Bush Fire Advisory Committee Minutes – 7 December 2022

OFFICER RECOMMENDATION

That Council;

- 1. Note the resignation of Mr Terry Flambard as the second Fire Control Officer for the Kangaroo Gully Bush Fire Brigade.*
- 2. Endorse the appointment of Mr Mike Fletcher to fill the current vacancy as the second Fire Control Officer for the Kangaroo Gully Bush Fire Brigade*
- 3. Appoint Emergency Services Officer, Mr Robert McCance, as a Fire Control Officer for the Shire of Bridgetown-Greenbushes*
- 4. Endorse the creation of a second Deputy Chief Fire Control Officer position for the Shire of Bridgetown-Greenbushes*
- 5. Appoint Mr Keith Clothier to the newly created position of Deputy Chief Fire Control Officer*
- 6. Advertise the appointments accordingly.*

Summary/Purpose

To endorse the recommendations from the Bush Fire Advisory Committee (BFAC).

Background

The Kangaroo Gully Bush Fire Brigade maintains two Fire Control Officer (FCO) positions. Mr Terry Flambard has resigned from his position as second FCO, with Mr Mike Fletcher being recommended as his replacement. The Senior FCO position will be retained by Mr Chris Doherty.

Robert McCance is the Emergency Services Officer for the Shire of Bridgetown-Greenbushes. Appointment as an FCO for the Shire of Bridgetown Greenbushes is recommended in order to carry out the duties of the position.

At its meeting in December, BFAC identified the need for a second Deputy Chief FCO in order to develop depth and capability within the leadership group. Mr Keith Clothier was nominated and endorsed by the committee unanimously.

Statutory Environment

Bush Fires Act 1954

s. 38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

s. 39. Special powers of bush fire control officers

- (1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things —
- (b) enter any land or building, whether private property or not; and
 - (d) cause fire-breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem

Integrated Planning

- Strategic Community Plan
 - Outcome 3 A safe community for people and animals
 - Objective 3.1 Maintain high levels of community safety
 - 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
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not applicable
- Asset Management Plans - Not applicable
- Workforce Plan - Not applicable
- Other Integrated Planning - Not applicable

Policy/Strategic Implications - Nil

Budget Implications

There is a cost associated with advertising the appointments which has been accounted for within the current budget.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision *Moved Cr Quinby, Seconded Cr Pratico*

C.03/0123 That Council;

- 1. Note the resignation of Mr Terry Flambard as the second Fire Control Officer for the Kangaroo Gully Bush Fire Brigade.***
- 2. Endorse the appointment of Mr Mike Fletcher to fill the current vacancy as the second Fire Control Officer for the Kangaroo Gully Bush Fire Brigade***
- 3. Appoint Emergency Services Officer, Mr Robert McCance, as a Fire Control Officer for the Shire of Bridgetown-Greenbushes***
- 4. Endorse the creation of a second Deputy Chief Fire Control Officer position for the Shire of Bridgetown-Greenbushes***
- 5. Appoint Mr Keith Clothier to the newly created position of Deputy Chief Fire Control Officer***
- 6. Advertise the appointments accordingly.***

Carried 9/0

ITEM NO.	C.04/0123	FILE REF.	
SUBJECT	Amendment to Instrument of Appointment – Sustainability Advisory Committee		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	13 January 2023		

Attachment 2 Current Instrument of Appointment Sustainability Advisory Committee

OFFICER RECOMMENDATION

That Council adopt the revised Instrument of Appointment for the Sustainability Advisory Committee as shown in Attachment 2.

Summary/Purpose

To amend the Instrument of Appointment for the Sustainability Advisory Committee to include the preparation of community information programs as an objective/role of the Committee.

Background

The current Instrument of Appointment for the Sustainability Advisory Committee states the following objectives and role of the Committee:

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

Several months ago the Committee identified as a goal a means of informing the community about sustainability issues. The method of informing the community would be via a regular column in the “Mailbag” publication. It has since been determined that the current Instrument of Appointment doesn’t include “informing the community” as an objective or role of the Committee therefore it is proposed to amend the Instrument of Appointment to include a 4th objective, being:

4. *To compile or develop information on sustainability issues for distribution to the local community noting that the release of such information is subject to Council or CEO approval.*

Officer Comment

Informing the community is an important function of the Council and as its nominated committee to advise it on issues concerning sustainability it would be worthwhile for the Sustainability Advisory Committee to have a role in this function. The members of the Committee have a wide range of expertise that can be used by Council to better inform the community.

The Committee has already had published in the Mailbag publication two articles and this occurred before the need to amend the Instrument of appointment was identified. All draft articles are approved by the Shire President and CEO before being released for publication. The same process would apply to any other form of community information prepared for release.

Statutory Environment

Nil for amendment of an advisory committee’s Instrument of Appointment.

Integrated Planning

➤ Strategic Community Plan

Outcome 13 – proactive, visionary leaders who respond to community needs

Objective 13.1 – strengthen leadership and advocacy

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

Policy Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

Retaining editorial control with the Shire President and CEO minimises risks associated with publication of information on behalf of the Council.

Voting Requirements – Simple Majority

Council Decision ***Cr Lansdell, Seconded Cr Christensen***
C.04/0123 That Council adopt the revised Instrument of Appointment for the Sustainability Advisory Committee as shown in Attachment 11.

Carried 9/0

Reason for amending the officer recommendation: The Instrument of Appointment contained in Attachment 2 did not reflect the updated community representatives approved by Council in November 2022. The correct Instrument of Appointment is shown in a new Attachment 11.

Moved Cr Rose, Seconded Cr Mahoney

That the Instruments of Appointment for all council advisory committees be amended to remove the names of the committee members, thereby negating the need to amend an Instrument of Appointment every time an individual committee members resigns, and the number of representing councillors be increased to three. The appointment of new or replacement committee members would still occur by council resolution.

Council Decision ***Moved Cr Mahoney, Seconded Cr Browne***
C.04/0123a That Council invoke clause 18.1 of the Standing Orders at 5.41pm to allow for informal discussion.

Council Decision ***Moved Cr Mahoney, Seconded Cr Browne***
C.04/0123b That application of clause 18.1 of the Standing Orders cease at 5.48pm.

Amendment Cr Rose, Seconded Cr Lansdell

That the reference to councillor representation be deleted from the motion.

Carried 7/2

Crs Mountford and Mahoney voted against the motion

The amendment became the substantive motion and was put.

Council Decision ***Moved Cr Rose, Seconded Cr Mahoney***
C.04/0123c That the Instruments of Appointment for all council advisory committees be amended to remove the names of the committee members, thereby negating the need to amend an Instrument of Appointment every time an individual committee members resigns. The appointment of new or replacement committee members would still occur by council resolution.

Lost 4/5

Crs Mountford, Mahoney, Pratico, Browne and Boyle voted against the motion

ITEM NO.	C.05/0123	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	19 January 2023		

Attachment 3 Rolling Action Sheet – January 2023

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Pratico, Seconded Cr Browne*

C.05/0123 *That the information contained in the Rolling Action Sheet be noted.*

Carried 9/0

Corporate Services

ITEM NO.	C.06/0123	FILE REF.	
SUBJECT	Proposed Amendment to Local Law Relating to Fencing		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	5 January 2023		

Attachment 4 Draft Amendment Local Law Relating to Fencing 2022

OFFICER RECOMMENDATION

That Council approve the replacement of the previously endorsed Draft Amendment Local Law Relating to Fencing with the new Draft Amendment Local Law Relating to Fencing as per Attachment 4.

Summary/Purpose

At its meeting on 27 October 2022, Council resolved to advertise its intention to amend the Fencing Local Law.

Further minor amendments are required to ensure the legislative requirements for amending a local law are met.

To accommodate these changes it is recommended that Council endorse the replacement of the previous approved attachment with Attachment 4, as attached to this report.

Background

Council, at its July 2021 meeting resolved in part (C.02/0721):

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*
- (iv) Standing Orders Local Law*

Council, at its March 2022 meeting resolved (C.10/0322a):

That Council amends its Fencing Local Law to introduce a requirement for electrification of fencing along road reserves being inside of the fence line.

Council, at its October 2022 meeting resolved (C.02/1022):

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.

Officer Comment

The attachment presented to the October 2022 Council meeting requires further minor technical amendments to meet the requirements for amending a local law.

Rather than proceed with advertising of the original amendments as approved, and knowing that the Department of Local Government, Sport and Cultural Industries will raise these matters in their response (and potentially other submissions), it is considered prudent to correct these minor matters prior to its advertising.

These amendments are contained within the attachment to this report and are track changed for ease of identification.

These further amendments do not affect the purpose and intent as stated previously.

Statutory Environment

Local Government Act 1995

Section 3.12 provides the procedure that must be followed in creating a new local law (including amending an existing local law), with the initial steps being:

1. To give local public notice that the Council proposes to make a new local law (to repeal an existing one);
2. To call for public submissions on the proposed (repeal) local law within 42 days;
3. To provide a copy of the proposed (repeal) local law to the relevant Minister responsible for Local Government.

Integrated Planning

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

Policy Implications - Nil

Budget Implications

Council's 2022/23 budget contains an allocation to cover advertising costs associated with any amendments to any local laws.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision Moved Cr Browne, Seconded Cr Boyle

C.06/0123 That Council approve the replacement of the previously endorsed Draft Amendment Local Law Relating to Fencing with the new Draft Amendment Local Law Relating to Fencing as per Attachment 4.

Carried 9/0

ITEM NO.	C.07/0123	FILE REF.	
SUBJECT	Annual Review of Council Delegations		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	16 January 2022		

Attachment 5 Delegation Register – Council to CEO

OFFICER RECOMMENDATION

That Council:

- 1. Revoke all delegations from Council to the CEO*
- 2. Adopt the replacement delegations from Council to the CEO, as contained within Attachment 5.*

Summary/Purpose

Section 5.46(2) of the *Local Government Act 1995* requires Council to review its delegations at least once every financial year.

Background

Section 5.16 of the *Local Government Act 1995* allows a local government to delegate powers to Committees, other than the power of delegation. Similarly, Section 5.42 of the *Local Government Act* allows a local government the ability to delegate powers to its CEO.

Delegations are the standing power of the persons occupying the specified positions to exercise powers on behalf of Council and are required to have a legislative basis and be consistent with legislation. The legislative power to make the delegation and sub delegations is recorded in the Register.

A local government which delegates powers to its CEO or Committees is to carry out a review of all Delegations during each financial year.

Officer Comment

There are currently no Delegations to Council Committees. A comprehensive internal review of delegations from Council to CEO was undertaken by staff.

The outcome of this review has resulted in a number of amendments being recommended however it is not practical to list the reasons for every amendment in the body of this report.

As an overview, these reasons can be summarised as follows:

- Changes in legislation
- Grammatical errors

- Legislative references
- Organisation restructure
- Delegations not being required due to legislation requirements
- Format change

The delegation register is attached and is tracked changed to provide the details of the proposed amendments.

In addition to the amended delegations it is recommended that Council adopt and delete some further delegations as follows:

New delegations:

- CP.3 – Administration of Leases and Licences
- ES.5 – Variations to Prohibited Burning Periods
- ES.6 – Prohibited Burning Times – Control Activities
- ES.7 – Variations and Control Activities Restricted Burning Periods
- ES.8 – Burning Garden Refuse/Open Air fires
- ES.9 – Make Request to FES Commissioner – Control of Fire
- LE.4 – Powers of Entry

Deleted delegations:

- A.4 – Exercising Powers of the Local Government
- A.6 – Appointment of PID Officer
- A.7 – EEO Implementation Officer
- E.1 – Code of Conduct – Complaints Officer
- I.3 – Temporary Closure of Thoroughfares
- O.5 – Enforcement and Legal Proceedings
- O.8 – Fire Management Plan

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

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

Statutory Environment

s. 5.42 – 5.48 Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. *
Absolute majority required.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

5.43. Limits on Delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;

- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of Delegation.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its Delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a Delegation under this section.
- (5) In subsections (3) and (4) —
"conditions" includes qualifications, limitations or exceptions.

5.45. Other matters relevant to Delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a Delegation made under this Division has effect for the period of time specified in the Delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a Delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, Delegations to CEO's and employees

- (1) The CEO is to keep a register of the Delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, Delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service delivery

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

Policy Implications

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

Budget Implications Nil

Whole of Life Accounting – Not Applicable

Risk Management

Council needs to be satisfied that appropriate policy, strategy and direction have been provided to the CEO and staff for effective decisions to be made under delegated authority.

Voting Requirements – Absolute Majority

Moved Cr Christensen, Seconded Cr Boyle

That consideration of these delegations be deferred to the February 2023 council meeting so that Councillors can be provided with a non-tracked changed version of the document to better enable the wording of the proposed delegations to be assessed.

Amendment Moved Cr Christensen, Seconded Cr Browne

That delegation LUP.3 – Subdivisions be excluded from deferral and adopted.

Carried 9/0

The amendment became the substantive motion and was put.

Council Decision Moved Cr Christensen, Seconded Cr Boyle

C.07/0123 That consideration of these delegations be deferred to the February 2023 council meeting so that Councillors can be provided with a non-tracked changed version of the document to better enable the wording of the proposed delegations to be assessed, with the exception of LUP.3 – Subdivisions which is to be adopted as contained within Attachment 5.

Carried by Absolute Majority 9/0

Crs Pratico, Boyle and Christensen declared an impartiality interest in item C.08/0123 (refer page 5) and remained in the meeting.

ITEM NO.	C.08/0123	FILE REF.	
SUBJECT	Waiving of Fees – Jigsaw Gallery – Australian National Heritage Festival 2023		
PROPONENT	Council		
OFFICER	Manager Visitor Servicing		
DATE OF REPORT	4 January 2023		

OFFICER RECOMMENDATION 1

That Council waive all entry fees to the Jigsaw Gallery on Saturday, 22 April 2023 for an Open Day event as part of the Australian Heritage Festival.

OFFICER RECOMMENDATION 2

That Council waive entry fees to the Jigsaw Gallery for National Trust members from Monday, 10 April 2023 to Sunday, 14 May 2023 as part of the Australian Heritage Festival.

Summary/Purpose

For more than 40 years the National Trust has connected the nation through the Australian Heritage Festival celebrations. The Australian Heritage Festival will take place in April and May 2023, with Western Australia's dates as Monday, 10 April to Sunday, 14 May.

By offering something special or offering free entry into a heritage destination or activity, this will qualify to be part of the program which will be marketed online and in a printed program by the National Trust, supported by Lotterywest. The events will need to be submitted to the National Trust by the 31st January to be included in the printed program that will be distributed around the state.

The Jigsaw Gallery has strong heritage themes and has been identified as a venue to be included for Australian Heritage Festival 2023, to encourage visitation to Bridgetown and to share knowledge in the community about the gallery. It is proposed to hold an open day on Saturday, 22nd April.

Background

Bridgetown was granted Historic Town status by the National Trust in 2000 and is the only town in the South West to be granted this title. 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 activities¹. Heritage tourism activities contribute to longer stays, as well as attracting new visitor markets to regional Australia.²

¹ Bridgetown-Greenbushes Trails Masterplan 2021-2026, Pg 11.

² Bridgetown-Greenbushes Trails Masterplan 2021-2026, pg 12.

The Jigsaw Gallery currently has an entrance fee of \$5 adults, \$3 children and \$12 family as published in the 2022/2023 Shire of Bridgetown-Greenbushes fees and charges.

Saturday, 22nd April has been chosen for the Open Day as it is the second week of the school holidays, and does not clash with other events happening in the Bridgetown-Greenbushes area. The Blackwood River Arts trail will take place in the first week (1-16 April) of the school holidays.

Officer Comment

The Open Day event will encourage locals and visitors to attend the Visitor Centre and Jigsaw Gallery to learn more about what services the centre provides, what events and activities there are to do in Bridgetown, and to showcase the new Descendants Collection that has recently gone on display in the gallery. The Open Day hours will be from 10am to 2pm.

By waiving fees to National Trust members for the duration of the month long festival, this event will receive extra marketing promotion. Data will be collected of people attending the events to track where visitors are travelling from. It is hoped that this will be a yearly schedule of heritage events to feature in heritage listed Bridgetown.

Statutory Environment

Local Government Act 1995

s. 6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
which is owed to the local government.

** Absolute majority required.*

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.
 - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
 - Objective 12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies.
- 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

Should Council resolve to support the Open Day, it is estimated that an amount not exceeding \$200 would be recognised as foregone revenue in relation to Jigsaw Gallery entrance fees. No other budget implications are anticipated.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Browne, Seconded Cr Rose*

C.08/0123 *That Council;*

- 1. Waive all entry fees to the Jigsaw Gallery on Saturday, 22 April 2023 for an Open Day event as part of the Australian Heritage Festival**
- 2. Waive entry fees to the Jigsaw Gallery for National Trust members from Monday, 10 April 2023 to Sunday, 14 May 2023 as part of the Australian Heritage Festival.**

Carried 9/0

ITEM NO.	C.09/0123	FILE REF.	
SUBJECT	Budget Management Report - December 2022		
OFFICER	Director Corporate Services		
DATE OF REPORT	13 January 2023		

Attachment 6 Budget Management Report – December 2022

OFFICER RECOMMENDATION 1

That Council receive the December 2022 Budget Management Report as presented in Attachment 6.

OFFICER RECOMMENDATION 2

That Council amend the 2022/23 Budget as follows:

<i>Account or Job Number</i>	<i>Account or Job Description</i>	<i>Expenditure or Income Type</i>	<i>Current Budget</i>	<i>Budget Amendment</i>	<i>Amended Budget</i>
66MA	Kangaroo Gully Fire Station – Building Maintenance	Materials & Contracts	\$940	\$1,886	\$2,826
75MA	B&P Hammence Fire Station – Building Maintenance	Materials & Contracts	\$2,210	-\$1,286	\$924

78MA	Maranup Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
79MA	Sunnyside Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
82MA	Winnejump Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
Total				\$0.00	

Summary/Purpose

Presented is the December 2022 Budget Management Report. The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

To aid in efficient and effective management of budget allocations Council adopted policy 'F23 – Budget Management' at its meeting held 15 December 2022.

Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

To assist in the day-to-day management of budget allocations policy 'F23 – Budget Management' provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council. The policy provides for the following categories of budget overspends:

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

The attached Budget Management Report provides information as required by the policy in relation to dot points 2 to 4 above. Budget amendments as per the officer recommendation will not result in an increase to overall budget expenditure.

Statutory Environment

Local Government Act 1995

S. 5.41 of the *Local Government Act 1995* (the Act) outlines the functions of the CEO. Functions included in this section of the Act relevant to this item are:

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

s. 6.8 Expenditure from municipal funds not included in annual budget

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an 'additional purpose') except where the expense —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution by Absolute Majority; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- (2) Where expense has been incurred;
- (a) under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and
 - (b) under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council

Integrated Planning

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

Policy Implications

This report has been prepared in accordance with Council's policy F.23 – 'Budget Management Policy'.

Budget Implications

Budget amendments as recommended will have no impact on the financial position of the Shire.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mahoney, Seconded Cr Browne

C.09/0123 That Council;

1. Receive the December 2022 Budget Management Report as presented in Attachment 6.

2. Amend the 2022/23 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
66MA	Kangaroo Gully Fire Station – Building Maintenance	Materials & Contracts	\$940	\$1,886	\$2,826
75MA	B&P Hammence Fire Station – Building Maintenance	Materials & Contracts	\$2,210	-\$1,286	\$924
78MA	Maranup Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
79MA	Sunnyside Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
82MA	Winnejump Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690
Total				\$0.00	

Carried 9/0

ITEM NO.	C.10/0123	FILE REF.	
SUBJECT	November 2022 Financial Activity Statements, December 2022 Financial Activity Statements and List of Accounts Paid in December 2022		
OFFICER	Director Corporate Services		
DATE OF REPORT	19 January 2023		

Attachment 7 November 2022 Financial Activity Statements
Attachment 8 December 2022 Financial Activity Statements
Attachment 9 List of Accounts Paid in December 2022

OFFICER RECOMMENDATION

That Council receive the;

1. *November 2022 Financial Activity Statements as presented in Attachment 7*
2. *December 2022 Financial Activity Statements as presented in Attachment 8*
3. *List of Accounts Paid in December 2022 as presented in Attachment 9.*

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

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

The list of accounts is to be:

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

Officer Comment

Due to the timing of Council's December meeting presentation of the Shire's November 2022 Financial Activity Statements was deferred to the January 2023 ordinary meeting. Presented are the financial activity statements for both November and December 2022 along with the list of accounts paid in December 2022.

Statutory Environment

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

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

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

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

Integrated Planning

- Strategic Community Plan
Outcome 14 Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

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

Policy Implications

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

Budget Implications

Expenditure incurred in December 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

Council Decision Moved Cr Christensen, Seconded Cr Rose

C.10/0123 That Council receive the;

- 1. November 2022 Financial Activity Statements as presented in Attachment 7***
- 2. December 2022 Financial Activity Statements as presented in Attachment 8***
- 3. List of Accounts Paid in December 2022 as presented in Attachment 9.***

Carried 9/0

Development, Community & Infrastructure

ITEM NO.	C.11/0123	FILE REF.	
SUBJECT	Public Open Space Strategy		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Director Development Community and Infrastructure		
DATE OF REPORT	16 January 2023		

Attachment 10 Playground Strategy – Methodology and Outcomes

OFFICER RECOMMENDATION

- 1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'***
- 2. Council note the methodology and outcomes of the project as contained in Attachment 10.***

Summary/Purpose

The purpose of this report to enable the Council to make a decision on the scope of a Playground Strategy, which is a Corporate Business Plan project. Agreement on the scope of the project will enable the costs to be properly estimated so that it can be considered in the 2022/23 annual budget.

Background

In the recent update of the Corporate Business Plan a revised action for a project was adopted as an action for the 2022/23 year. The action is as follows;

Provide a Public Open Space Strategy addressing infrastructure renewal but also including a Playground assessment and hierarchy, with consideration for nature play, water play and inclusive playground equipment across the Shire, including Memorial Park, Blackwood River Park, Highland Estate, Four Seasons, Somme Creek and Thomson Park.

Officer Comment

A key consideration for the scope of this project is whether this is a plan that deals with playground equipment specifically or whether it includes park facilities (such as BBQ's, drinking fountains, seating and picnic tables) more generally. The broader scope to include all park facilities in the plan is considered to be a more comprehensive and useful approach, in that many of the hierarchy and use issues associated with playground equipment could also be applied to other parks facilities. Consequently the recommended scope includes all parks facilities as opposed to being restricted to recreation equipment.

A further consideration for the scope is whether this project might address questions relating to the adequacy of public open space in terms of the current area used for open space, whether this is adequate for the recreational needs of the community, and what policy should apply to the provision of future public open space. It is recommended that the scope exclude this aspect. The reason for this is that issues related to the provision of infrastructure within open space are considerably more pressing than those related to the area of open space. Furthermore, the Council's capacity to effectively address this issue within established areas is limited.

The name for this project identified in the Corporate Business Plan is a Playground Strategy. Given the suggested clarification to the scope of the project it is recommended that the name be adjusted to more accurately reflect the content and scope. The new suggested name is 'Parks Facilities Plan'.

The methodology and outcomes of the project would be as follows;

1. Prepare an inventory of existing public open space within the Shire.
2. Conduct an audit and prepare an inventory of existing park facilities, including play and exercise equipment, and existing furniture and facilities, within existing recreation reserves.
3. Development and agreement of a recreation reserves hierarchy model (based on DPLH and DLGSC classification) having regard to;
 - The primary purpose of the reserve (Nature, Organised Sport, Recreation)
 - The size and use catchment of the reserve (Local, Neighbourhood, District, Regional)
4. Categorisation of existing recreation reserves within the Shire into the agreed hierarchy classification
5. Documentation of existing categories of Playground Equipment including capital and whole of life costs.
 - Children's manufactured equipment (including swings, slides, climbing frames, carousels, soft fall)
 - Children's nature play or water play

- Accessible play equipment
 - Adults fitness equipment
6. Consideration of potential budget for available for capital costs of installation of new equipment and annual maintenance.
 7. Consideration of potential external funding sources available for capital purchases
 8. Development of broad Policy recommendations regarding the preferred level of Playground Equipment within different hierarchies of parks
 9. Based on 6, 7 and 8 above, develop a 10 year park facilities development plan, involving new equipment and renewal to be funded by Council, and development of externally funded equipment when and if external funds become available.
 10. Development of a Policy to provide guidance on community requests for new and / or upgraded parks infrastructure.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 7 Responsible and attractive growth and development.
 - Objective 7.5 Provide attractive and sustainable parks, playgrounds and reserves.
- Corporate Business Plan
 - Action 7.5.1 Provide a Public Open Space Strategy addressing infrastructure renewal. Include a playground assessment and hierarchy with consideration for nature play, water play and inclusive playground equipment across the Shire, covering Memorial Park, Blackwood River Park, Highland Estate, Four Seasons, Somme Creek and Thomson Park.
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning - Nil

Policy/Strategic Implications – N/A

Budget Implications

Many parts of this project can be undertaken using in-house staff resources and expertise. There are, however, some components that require special skills for which external consultant assistance will be sought. Determining the scope at this stage will enable these parts to be accurately costed and funds allocated in the 2022/23 budget.

Whole of Life Accounting - Nil

Risk Management – N/A

Voting Requirements – Simple Majority

Council Decision Moved Cr Quinby, Seconded Cr Pratico
C.11/0123

1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'
2. Council note the methodology and outcomes of the project as contained in Attachment 10.

Carried 9/0

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

Council Decision Moved Cr Pratico, Seconded Boyle
C.12/0123 That matter C.12/0123 be accepted as urgent business.

Carried 9/0

Council Decision Moved Cr Boyle, Seconded Cr Browne
C.12/0123a That the council meeting dates set for 2023 be amended to change the August ordinary meeting date from 24 August 2023 to 31 August 2023.

Carried 9/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the meeting at 6.18pm.

List of Attachments

Attachment	Item No.	Details
1	C.03/0123	BFAC Committee Minutes - December 2023
2	C.04/0123	Current Instrument of Appointment Sustainability Advisory Committee
3	C.05/0123	Rolling Action Sheet - January 2023

4	C.06/0123	Draft Amendment Local Law Relating to Fencing 2022
5	C.07/0123	Delegation Register – Council to CEO
6	C.09/0123	Budget Management Report – December 2022
7	C.10/0123	November 2022 Financial Activity Statements
8	C.10/0123	December 2022 Financial Activity Statements
9	C.10/0123	List of Accounts Paid in December 2022
10	C.11/0123	Playground Strategy – Methodology and Outcomes
11	C.04/0123	Current Instrument of Appointment Sustainability Advisory Committee

Minute Papers prepared and
recommended by E Matthews,
Executive Assistant



2 February 2023

Minute Papers authorised by
T Clynn, CEO



2 February 2023



BUSH FIRE ADVISORY COMMITTEE

Minutes

For a Meeting of the Bush Fire Advisory Committee held at the Bridgetown Bush Fire Service Headquarters, Les Woodhead Ave on Wednesday 7th December 2022, commencing at 6:00pm

1.0 DECLARATION OPENING

Keith Clothier opened the meeting at 18:07 hours and welcomed all present.

2.0 ATTENDANCE / APOLOGIES

2.1 Attendance

Greg Kennedy	Chief Bush Fire Control Officer
Ed Bland	Bridgetown FCO
Chris Doherty	Deputy Chief FCO/Kangaroo Gully FCO
Hal Reid	Maranup FCO
Tony Pratico	Shire Councillor
Lyndon Pearce	CESM
Roger Foster	Bridgetown VFRS
Hugh Wheatley	Winnejup FCO
Keith Clothier	Hester Brook FCO
Tim Clynych	Shire of Bridgetown CEO
Hugh Browne	(Guest – Association report)
Jeff Bennett	DBCA Donnelly
Greg Hodgson	(Guest – FPC)

2.2 Apologies

Julia Boyle	Shire Councillor
Ed Hatherly	DBCA Blackwood
Robbie Moyes	Wandillup FCO
Chris Sousa	DFES – DO

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Minutes from the previous meeting read by all

MOTION: Minutes as read are an accurate record, Moved: Chris Doherty Seconded: Greg Kennedy. CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

5.0 REPORTS FROM SHIRE OFFICERS AND DELEGATES

5.1 Chief Bush Fire Control Officer

- Pleasant weather
- Couple small fires
- Shed Fire Greenbushes
- Blackwood Valley Zone Response started
- Hester Brook new LT
- Hester 2.4 Gear Box issues being addressed
- Mitigation burns completed
- Mechanical works started
- New Mitigation Coordinator – Chris Doherty

5.2 Deputy Chief Fire Control Officer

- Nil

5.3 Community Emergency Services Manager

- Level 2 exercise in Nannup well attended and a good warm up for the season. Everything else covered by the Chief

5.4 Brigade's Fire Control Officers

5.4.1 Kangaroo Gully BFB

- 63 members
- Ready for the fire season

5.4.2 Bridgetown BFB

- Nil

5.4.3 Maranup BFB

- Conducted AGM with re-election of all officers

5.4.4 Winnejup BFB

- Conducted AGM with re-election of all officers
- Couple of new landowners they have been catching up with

5.4.5 Hester Brook BFB

- AGM conducted
- Training underway
- Ready to go for the season except for the 2.4

5.6 Dept of Fire and Emergency Services - Tabled

- Report attached and read out

5.7 Volunteer Fire and Rescue Service

- Successful display at the showgrounds involving all emergency services.
- Few new members

5.8 Parks and Wildlife Service

- Conducted some spring burns (Yornup and Kingston)
- Mersea Block planned for Autumn 2023
- Slow start – Warren Region burned @22000ha
- Couple of deliberate fires east of Manjimup – blackboys
- Waterbombers available mid December
- Manning for the season looking a little light

5.9 Other Reports

5.9.1 FPC

- Brief description of roles
- HVMB monitoring
- Plantation Guidelines – still with DFES
- Plantation firefighting DFES – courses run (new course)
- Level 2 Exercise in Nannup

5.9.2 Hugh Brown (Report on Volunteer Association AGM) - tabled

6 GENERAL BUSINESS

6.1 New FCO's

6.1.1 Terry Flambard – Second FCO for Kangaroo Gully has resigned due to other volunteer group commitments. Need for second FCO for Kangaroo Gully. Kangaroo Gully BFB would like to nominate Mike Fletcher as the second FCO to replace Terry Flambard.

MOTION: That BFAC endorse and recommend to Council the appointment of Mike Fletcher as the second FCO to Kangaroo Gully BFB. Moved: Hugh Wheatley Seconded: Chris Doherty CARRIED

6.1.2 Robert McCance has taken on the role of Emergency Services Coordinator from Hugh Wheatley at the Shire and to assist in the role requires appointment as an FCO for the Shire of Bridgetown Greenbushes for the purposes of permitting and powers of entry for inspections of private property.

MOTION: That BFAC endorse and recommend to Council the appointment of Robert (Bob) McCance as a FCO for the Shire of Bridgetown Greenbushes. Moved: Hugh Wheatley Seconded: Chris Doherty CARRIED

6.2 Create another Deputy Chief FCO position

6.2.1 It was discussed that a second Deputy Chief FCO is required for the Shire to develop depth and capability in the leadership group.

MOTION: That that a second Deputy Chief FCO position is created for the Shire of Bridgetown Greenbushes. Moved: Tony Pratico Seconded: Chris Doherty CARRIED

6.2.2 A call for nominations was called for the second Deputy Chief FCO position. Greg Kennedy nominated Keith Clothier. There were no other nominations received. In the absence of any other nominations Keith was elected into the position.

MOTION: That BFAC endorse and recommend to Council the appointment of Keith Clothier as the second Deputy Chief FCO for the Shire of Bridgetown Greenbushes. Moved: Chris Doherty

Seconded: Hal Reid CARRIED

6.3 Procedures

CESM presented a draft set of procedures which were provided to the FCO's for comment. The Procedures will be raised as an item at the next BFAC for referral to Council for adoption.

7. MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

9. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NOTICE OF MOTIONS FOR CONSIDERATION AT NEXT MEETING

Nil.

11.0 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 1855 hours.



**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.



ROLLING ACTION SHEET

ROLLING ACTION SHEET

January 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 15 December 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 Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p>January 2023 Revised meeting date yet to be set due to absence of relevant Government staff in January.</p>	

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019</p> <p>DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019</p> <p>The process to transfer the land from State Forest is progressing.</p> <p>March 2020</p> <p>The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020</p> <p>A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>		
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			<p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>June 2021 A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p>July 2021 Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p>July 2022 No progress since last report.</p> <p>October 2022 A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>		
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			<p>November 2022 A meeting of relevant agencies has been scheduled for 7.12.22</p> <p>December 2022 A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p>		
C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project	<p>That Council:</p> <ol style="list-style-type: none"> Endorses the final concept (layout) plan for the Greenbushes CBD Parking & Safety Enhancement Project as per Attachment 6. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking & Safety Enhancement Project 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. 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. 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 Clynych	<p>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.</p> <p>May 2021 Awaiting endorsement of the subdivision application by land owners.</p> <p>August 2021 Surveyor appointed to lodge subdivision application</p> <p>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.</p> <p>October 2021 Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission.</p>	<p>January 2023 The land acquisition process for the Shire to acquire the portions of the roadhouse and RSL land for the car park will be completed by the end of January. All approvals have been obtained, new titles issued and property settlement is underway. Taking into account the tight deadline for completing this project (30 June 2023) Core Business Australia were engaged in December to manage a design and construct request for tender for this project. The tender was advertised on 21 December 2022 and the closing date for receipt of tenders is 24 January 2022. Tender assessment will commence immediately after and a report to council will be prepared. Subject to no changes to this timeline the CEO will consult with the Shire President about calling a special meeting of council on 9 February 2023 (same day as concept forum) to consider and award the tender.</p>	

			<p>November 2021 Still awaiting approval of the subdivision application by Western Australian Planning Commission</p> <p>December 2021 Subdivision application is currently being referred by Western Australian Planning Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates.</p> <p>January 2022 This project was discussed at the January Concept Forum and a report has been included in the January Council agenda.</p> <p>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.</p> <p>March 2022 Survey documents have been completed and lodged at Landgate.</p> <p>May 2022 Clearance of subdivision conditions now occurring.</p> <p>June 2022 A briefing/update will be provided to councillors in next 2 months.</p> <p>July 2022 Awaiting finalisation of grant agreement with Australian Government for allocation of LRCIP Phase 3 funding to this project.</p>		
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			<p>Excision of land for purchase is currently at settlement stage.</p> <p>August 2022</p> <p>Land transfer process nearing completion. Awaiting final endorsement of LRCIP funding application which will allocate funding to enable this project to be completed in 2021/22.</p> <p>September 2022</p> <p>No progress since last report.</p> <p>October 2022</p> <p>Offer and settlement for purchase of land has been completed. Awaiting issuing of new titles by Landgate for the transaction to be finalised.</p> <p>Preparation of construction drawings and tender documentation to occur. Project management options to be determined.</p> <p>November 2022</p> <p>Settlement process for acquisition of land proceeding. Contact has been made with engineer to prepare construction drawings suitable for inclusion in request for tender document.</p> <p>December 2022</p> <p>The transfer documentation associated with the excising of the land is now “in order for dealings” and settlement is expected in January.</p> <p>A decision has been made to proceed to a “Design and Construct” tender as the funding deadline for this project is 30.6.23.</p>		
C.09/0521 Access and Inclusion Advisory Committee Membership &	1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.	T Clynh	<p>June 2021</p> <p>This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations</p>	<p>January 2023</p> <p>No change from last month.</p>	

<p>Visitor Centre Access</p>	<p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	<p>associated with that resolution informing this issue.</p> <p>September 2021</p> <p>Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p>October 2021</p> <p>The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p>November 2021</p> <p>The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building.</p> <p>December 2021</p> <p>No progress since last report</p> <p>January 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building</p> <p>February 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building.</p> <p>May 2022</p> <p>The fit out plans prepared by the Bridgetown CRC do propose to improve accessibility into the building however those plans have yet to be endorsed by Council. It can be assumed that no matter what changes to the plans may occur the accessibility issues will be addressed however until such time as the plans are endorsed this item will remain on the Rolling Action Sheet.</p> <p>June 2022</p> <p>Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in</p>		
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			<p>2022/23.</p> <p>July 2022 No update since last month's report</p> <p>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.</p> <p>October 2022 No progress since last update.</p> <p>November 2022 Deferred pending further discussions with Council in December on building renewal works at visitor centre.</p> <p>December 2022 Consideration of potential accessibility improvements at the visitor centre are on hold pending future Council decisions on the visitor centre building – expected to occur in January.</p>		
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project. 	<p>S Alexander</p>	<p>August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p>October 2021 Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p>November 2021 The works will occur as part of the 2021/22 road construction program.</p> <p>December 2021 No progress since last report</p> <p>January 2022 No progress since last report</p> <p>April 2022 The works are scheduled to occur as part</p>	<p>January 2023 Line marking of car park scheduled to occur on 19 January 2023.</p>	

			<p>of the 2021/22 road construction program, weather permitting.</p> <p>May 2022</p> <p>Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>June 2022</p> <p>The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>July 2022</p> <p>No update since last month's report</p> <p>August 2022</p> <p>This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p>September 2022</p> <p>Design of the works have been completed with the calling for quotes to occur shortly.</p> <p>October 2022</p> <p>This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p> <p>November 2022</p> <p>No update since last month's report</p>		
C.15/0621b Proposed Land Exchange - Lot 1	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	T Clynnh	<p>July 2021</p> <p>Contact made with DPLH to determine process to reactivate the land exchange</p>	<p>January 2023</p> <p>Settlement process occurring and expected to be finalised by 31.1.23</p>	

(141) Hampton Street, Bridgetown and Closed Portions of Henry Street	exchange of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown		<p>August 2021 New subdivision application being prepared.</p> <p>October 2021 Awaiting endorsement of the subdivision application form by the affected land owner.</p> <p>December 2021 No progress since last report</p> <p>January 2022 Agreement of the land owner yet to be obtained.</p> <p>May 2022 A meeting has been held with the land owner and a written agreement is being prepared for consideration.</p> <p>June 2022 A settlement agent has been engaged to complete the transaction.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 Settlement process occurring.</p> <p>September 2022 No further progress.</p> <p>October 2022 Settlement process occurring.</p> <p>November 2022 Settlement process still proceeding.</p> <p>December 2022 Settlement expected in January.</p>		
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.	T Clynch	<p>September 2021 This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of</p>	January 2023 Report on Fencing Local Law included in January Council agenda.	

	<p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> (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 <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> (i) Bush Fire Brigades Local Law (ii) Cemeteries Local Law (iii) Dogs Local Law (iv) Parking & Parking Facilities Local Law <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by</p>		<p>the Pest Plants Local Law is contained in the September Council agenda</p> <p>October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p>December 2021 Pest Plants Repeal Local Law currently being advertised</p> <p>February 2022 Report on Pest Plants Repeal Local Law will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>March 2022 Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>April 2022 Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p>May 2022 The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p>June 2022 The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public</p>		
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	reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.		<p>toilets and further research into this issue is required.</p> <p>July 2022 The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p>August 2022 No update since last report.</p> <p>October 2022 Report on Fencing Local law amendment contained in October agenda.</p> <p>November 2022 Fencing Amendment Local Law being advertised.</p> <p>December 2022 No update since last month.</p>		
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.	T Clynh	<p>September 2021 Offer and Acceptance being prepared</p> <p>November 2021 No progress since last update</p> <p>January 2022 Agreements have been received from land owners and appointment of settlement agent is pending</p> <p>March 2022 A new settlement agent is to be appointed. Agreement to be reached with land owners seeking consent to use same settlement agent.</p> <p>April 2022 A settlement agent has been selected.</p> <p>May 2022 Due to workload the selected settlement agent was unable to progress the transfer process so a new settlement agent is</p>	<p>January 2023 Settlement in process.</p>	

			<p>being appointed.</p> <p>June 2022</p> <p>A new settlement agent has been appointed.</p> <p>July 2022</p> <p>No update since last month's report</p> <p>August 2022</p> <p>Settlement process occurring.</p> <p>September 2022</p> <p>No further progress.</p> <p>October 2022</p> <p>Settlement process occurring.</p> <p>November 2022</p> <p>Settlement process proceeding.</p> <p>December 2022</p> <p>Settlement expected by end of December.</p>		
<p>C.19/1021</p> <p>Waiver of Stallholder Fees for Proposed Farmers Markets</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders fee (Thoroughfares & Public Places Local Law) with the exception of stall holders requiring access to electricity. 2. Endorse a new fee and charge of \$15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act. 3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to 	M Richards	<p>November 2021</p> <p>Advertising of new fee occurred 17 November 2021.</p> <p>December 2021</p> <p>The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.</p> <p>January 2022</p> <p>No progress from last month</p> <p>February 2022</p> <p>No progress since last update</p> <p>March 2022</p> <p>LGIS (Shire's insurers) has commenced a risk assessment of the river markets and will provide a report within next 2 weeks.</p> <p>April 2022</p> <p>Awaiting report from LGIS.</p> <p>July 2022</p>	<p>January 2023</p> <p>Officers have contacted the community members originally driving this initiative and are waiting for a response.</p>	

	undertake an audit of the insurance requirements and provisions of the Blackwood River Markets.		<p>Report received from LGIS on 20 July 2022. The report will now be reviewed by relevant officers and the Executive.</p> <p>August 2022 No update since last month's report.</p> <p>October 2022 The community members driving the development of the Farmers Markets have not renewed their interest since COVID 19 restrictions. Officers will initiate contact, assess interest and report back to Council.</p> <p>November 2022 No update since last month's report.</p>		
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 Clynh	<p>January 2022 Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January</p> <p>February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p>March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p>April 2022 Submissions being assessed.</p> <p>June 2022 No update from last report</p> <p>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</p>	<p>January 2023 No action since last report.</p>	

			the draft policy. The matter will be presented to Council in next 2 months. August 2022 No update since last report.		
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	January 2023 No action since last report.	
C.06/0322a Consideration of Recommendation from Annual	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	T Clynch	April 2022 Not commenced May 2022	January 2023 No action since last report.	

General Meeting of Electors – Access to Rail Corridor	<p>the railway corridor within the Shire of Bridgetown-Greenbushes</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>		<p>Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA.</p> <p>June 2022 A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p>July 2022 No update since last report</p>		
C.05/0422 Stanifer Street 40km/h Speed Zone	<p>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.</p>	S Alexander	<p>May 2022 Traffic counter has been setup on Stanifer St and will record data for 2 weeks.</p> <p>June 2022 Traffic counter data being processed for submittal to MRWA.</p> <p>July 2022 Request submitted to MRWA</p> <p>September 2022 No update since last month's report.</p> <p>October 2022 Waiting for a decision from MRWA on the application.</p> <p>November 2022 Waiting for a decision from MRWA on the application</p> <p>December 2022 No update since last month's report</p>	<p>January 2023 Still awaiting decision from MRWA.</p>	
C.17/0422 Nairnup Road Land Acquisition	<p>1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</p>	S Alexander	<p>May 2022 Letter posted to land owners</p> <p>June 2022 Awaiting response from land owners.</p> <p>July 2022</p>	<p>January 2023 Report scheduled for February Council Meeting.</p>	

	<p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>		<p>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. November 2022 Currently confirming correct legal process with a view to begin compulsory land acquisition. December 2022 Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p>		
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design. 4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project 	<p>M Richards</p>	<p>May 2022 Consultant has been appointed. July 2022 Awaiting commencement of work by consultant. August 2022 A RFQ including project scope has been sent to three trail designers. Awaiting responses. September 2022 RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the South West. We are waiting to receive response. October 2022 The three consultants have been in</p>	<p>January 2023 Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p>	

	<p>by transferring the sum of \$25,000 from the Trails Reserve.</p> <p>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.</p> <p>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.</p> <p>7. Include the \$50,000 expenditure for the planning of the Geegilup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>		<p>consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p>November 2022 RFQ's being assessed.</p> <p>December 2022 Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p>		
<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> •Policy F.7 (Reporting Forecast Budget Variations Policy) •Policy F.15 (Asset Management) •Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) •Policy F.19 (Assets Financing and Borrowings) 	T Clynych	<p>July 2022 Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p>August 2022 No update since last month's report.</p> <p>September 2022 The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p>October 2022 Report to Council scheduled for November.</p>	<p>January 2023 Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p>	

	•Policy F.21 (Risk Management)		<p>November 2022 Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p> <p>December 2022 Budget Management Policy included in December Council agenda.</p>		
C.11/0622 Verge Information Sheet	<p>That the decision to prepare a Verge Information Sheet made by Council on 26 May 2022 be revised as follows;</p> <ol style="list-style-type: none"> 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	<p>July 2022 Internal review of current policies has commenced.</p> <p>August 2022 No update since last report.</p> <p>September 2022 Further report scheduled for the October council meeting.</p> <p>October 2022 This is planned to be presented to Council in November 2022.</p> <p>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.</p> <p>December 2022 The draft Verge Management Policy has been completed but has to be considered in the context of the planned levels of service review for parks maintenance. Further discussion on verge management issues is scheduled for the January Concept Forum.</p>	<p>January 2023 Discussion occurred at January Concept Forum. Draft policy to be presented to February Council meeting.</p>	
C.10/0722 4	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Report of Review of Local Planning Schemes 3 and 4 as shown in Attachment 9 in 	P St John	<p>August 2022 Nothing to report since last month.</p>	<p>January 2023 Council workshop scheduled for 19.1.23. Stage 1 review report to be</p>	

<p>Review of Local Planning Schemes 3 and 4</p>	<p>accordance with Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <ol style="list-style-type: none"> 2. Restate its position of September 2017 that Local Planning Scheme No 3 and No 4 be replaced by a single, consolidated new Local Planning Scheme No 6 encompassing all of the land within the Shire of Bridgetown-Greenbushes municipal boundary. 3. Decide that the preparation of Local Planning Scheme 6 will be a 3 stage process involving the following; Stage 1 – Preparation, adoption and completion of a new Local Planning Scheme No 6 text and maps as a simplification and administrative update of the current Schemes, with a focus on combining the two operational Schemes in a manner consistent with the Model Scheme Text and the Deemed Provisions. At this first stage, the scope of the new Scheme will be limited to include consideration of only such changes as are required by law or WA Planning Commission policy, and are necessary to enable the Schemes to be combined and updated, as listed below: <ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> i. change of existing Special Residential (generally 2,000-4,000m²) zones to Residential (R2.5 to 5) to reflect the 		<p>September 2022 Yet to receive response from the WAPC.</p> <p>October 2022 The WAPC has approved the approach proposed by the Council in July. The first stage of the scheme review is now progressing and a draft is expected to be completed by Dec 2022 – Jan 2023.</p> <p>November 2022 Discussion occurred at the November Concept Forum. A Council Workshop will be held in January.</p> <p>December 2022 A council workshop is to be held in January to discuss the review process.</p>	<p>presented to February Council meeting.</p>	
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	<p>minimum lot sizes set out in Schemes 3 and 4, also zone in a manner consistent with the Regulations, and in the WAPC position statement of May 2021 in regard to the Special Residential zone; and</p> <p>ii. existing Special Rural (generally 1 to 4ha) estates, to be rezoned Rural Residential (1 to 4 ha), to reflect the minimum lot sizes set out in Schemes 3 and 4.</p> <p>(d) Rural zoned land in the Bridgetown townsite, subdivided to 1 to 4 ha, with a rural residential character and land use, to be rezoned to Rural Residential with a minimum lot size to match the prevailing lot size.</p> <p>(e) In the zoning table of the scheme and in Part 6 (clause 37) apply model land use definitions set out in the Model Scheme Text, which will generally be a like for like conversion.</p> <p>(f) Existing development control provisions will be carried over to the new scheme.</p> <p>(g) Existing site specific development control provisions will be carried over in the new scheme text excepting where:</p> <p>i. they set out provisions for the subdivision of the land and the subdivision has been completed;</p> <p>ii. the issues they deal with can be incorporated into generic scheme provisions; or</p> <p>iii. they have been overtaken by matters covered under other legislation, that has been introduced after Schemes 3 and 4 were gazetted in the 1980's.</p> <p>(h) Inclusion of provisions for development that</p>				
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	<p>does not requiring planning approval, in addition to those exemptions already required by the deemed provisions.</p> <p>Stage 2 – Progression and finalisation of the Local Planning Strategy in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>Stage 3 – Preparation of a series of logically grouped planning amendments to Local Planning Scheme 6 to enable the implementation of the Local Planning Strategy.</p> <p>4. Recommend to the WA Planning Commission that the new scheme text and maps can be finalised prior to the completion of the Local Planning Strategy, with the 3 stages of this process, to some extent, overlapping with each other.</p> <p>5. Note that although the intent of the Stage 1 is an administrative update and simplification of the existing Local Planning Schemes, it is likely that some new provisions will result in changes to the level of regulatory control and possible planning outcomes. In order that the implications of these can be properly considered, the officer report on 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.</p>				
C.12/0722 Greenbushes Community Bus	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.	January 2023 Trial still ongoing.	

Pilot Program			<p>September 2022 This will begin in October once the bus driver is available.</p> <p>October 2022 The 3 month trial period began on the 13 October with the first bus run from Greenbushes attracting 2 Greenbushes residents.</p> <p>November 2022 Trial in progress.</p> <p>December 2022 Trial still occurring, however Gabriel was unable to attend the December run.</p>		
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p>October 2022 Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p>November 2022 Discussions with prospective contractors occurring.</p> <p>December 2022 No update since last month.</p>	<p>January 2023 No update since last month.</p>	
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	N Price	<p>November 2022 No update since last report</p>	<p>January 2023 Item being presented to January 2023 Council meeting</p>	

	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.				
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.	S Alexander	<p>November 2022 Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p>December 2022 MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8th December to access this</p>	<p>January 2023 MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p>	
C.09/1022 Cultural Inclusion Advisory Committee Recommendations	<p>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>4. Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>5. Present back to Council for final determination</p>	M Richards	<p>November 2022 Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p>December 2022 Letters prepared to other local governments regarding dual naming of Blackwood River.</p>	<p>January 2023 Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p>	
C.02/1122 Petition – Greenbushes Depot and Worker	<p>That Council;</p> <p>1. Receive the petition</p> <p>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</p> <p>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</p>	T Clynych		<p>January 2023 Work on reviewing parks and gardens service levels has commenced.</p>	

	<p>Council</p> <p>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.</p>				
<p>C.03/1122</p> <p>Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <p>1. Endorse the following Policies with modifications as shown in Attachment 2:</p> <ul style="list-style-type: none"> • 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) <p>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</p> <p>3. Note and retain all other policies without modification.</p>	S Alexander		<p>January 2023</p> <p>Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p>	
<p>C.04/1122</p> <p>Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <p>1. Endorse the following Policies with minor modifications as shown in Attachment 3:</p>	T Clynnch		<p>January 2023</p> <p>Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15</p>	

	<ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 or Brigade Owned Fire Fighting Appliances. 			is currently being considered by a sub-group of fire control officers.	
C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester	<p>That Council;</p> <ol style="list-style-type: none"> 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. 	L Guthridge		<p>January 2023</p> <p>Contact has been made with the property owner and some clean-up work has commenced by that owner.</p>	
C.13/1122 Trails Masterplan	<p>That Council;</p> <ol style="list-style-type: none"> 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. 	M Richards		<p>January 2023</p> <p>The Plan remains open for community comment until 20 Jan 2023. The Plan and community comments will return for Council endorsement at the February Council meeting.</p>	

<p>C.14/1222</p> <p>Amendment No 71 to Town Planning Scheme No 4 – Proposed Additional Use – Motor Vehicle Repairs – Lot 48 (37) Jephson Street Greenbushes</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Resolve to initiate and advertise Amendment No. 71 to the Shire of Bridgetown- Greenbushes Town Planning Scheme No. 4 to include “Additional Use A7” into ‘Schedule 4 Additional Uses’ to make Motor Vehicle Repair Station a discretionary use on Lot 48 Jephson Street, Greenbushes and amend the Scheme Map accordingly 2. Instruct the CEO to prepare amendment documents for Amendment No. 71 to the Shire of Bridgetown- Greenbushes Town Planning Scheme No. 4 3. When the amendment is advertised, in addition to the other forms of advertising, a notification letter be sent to all owners and occupiers of properties falling within a 200 metre radius of the boundary of the subject land 4. Determine that the amendment is a “Standard Amendment” pursuant to Part 5, Division 1, 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 as the Amendment is not a complex or basic amendment for the reason that the Amendment that would have minimal impact on land in the scheme area that is not the subject of the Amendment and does not result in any significant environmental, social, economic or governance impacts on land in the scheme area, on the basis that the additional use being proposed is one that can be considered at the Council’s discretion. 	<p>L Guthridge</p>	<p>December 2022</p> <p>Amendment documents referred to the EPA for assessment in accordance with Section 48A of the EP Act</p>	<p>January 2023</p> <p>EPA confirmed that additional information required to enable the EPA to assess the Amendment relating to impacts of the proposal on social surrounds and inland waters given the nature of the land use proposal subject of the amendment.</p>	
<p>C.17/1122</p> <p>Code of Conduct Complaint</p>	<p>That Code of Conduct Complaint 01/22 be dismissed with written notice of the decision and reasons for decision to be given to the Complainant and Respondent.</p>	<p>T Clynch</p>		<p>January 2023</p> <p>Written notice provided to the Complainant and Respondent.</p>	<p>√</p>
<p>C.17/1122a</p> <p>Code of Conduct Complaint</p>	<p>That the Shire’s ‘Complaint About Alleged Breach’ Form be amended to insert a new section requiring the complainant to list the particular requirement under Division 3 of the Code that has been alleged to have been breached.</p>	<p>T Clynch</p>		<p>January 2023</p> <p>Revised complaints form uploaded to website.</p>	<p>√</p>

<p>C.16/1222 Land Untidy – Lot 32, 12 Connell Street Hester</p>	<p>That Council authorise the CEO to;</p> <ol style="list-style-type: none"> 1. Serve notice in accordance with the Local Government Act 1995 to clean up and remediate Lot 32, 12 Connell Street Hester from all miscellaneous building debris contaminated by asbestos containing material resulting from fire 2. In the event that the notice is not complied with, take all necessary steps to ensure that clean up and remediation of Lot 32, 12 Connell Street Hester is undertaken 3. Recover all costs from the owner incurred by the Local Government in executing part 2 of this resolution. 	<p>L Guthridge</p>		<p>January 2023</p> <p>The owner will be contacted to explain the process of legal action if the owner does not clean up property.</p> <p>The Shire recently arranged for airborne asbestos monitoring at the site (results pending) to get a gauge of the health risk for people living in the area.</p>	
<p>C.17/1222 Greenbushes Youth Precinct Concept Design</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Adopt the Greenbushes Youth Precinct Concept Design Report 2022 2. Having regard to funding timelines split the Greenbushes Youth Precinct project into two stages; <ol style="list-style-type: none"> a. Stage 1 - the skate park, court, shelter and landscaping b. Stage 2 - the pump track 3. Note the CEO will submit a Lotterywest funding application to cover the costs associated with the construction of Stage 2 of the Greenbushes Youth Precinct project 4. Note the CEO will be calling tenders for the design of the whole project and construction of Stage 1 of the project. 	<p>M Richards</p>		<p>January 2023</p> <p>A 'design and construct' procurement proposal document has been prepared. As skate park/pump track construction is a specialist area the procurement is being run through WALGA's preferred supplier panel system rather than a request for tender process. This will save time in the procurement process and will allow the Shire to focus solely on pre-qualified specialists in this field. Subject to quotes being received Council could consider awarding the contract at a special meeting proposed on 9 February</p>	

LOCAL GOVERNMENT ACT 1995

Shire of Bridgetown-Greenbushes

LOCAL LAWS RELATING TO FENCING AMENDMENT LOCAL LAW 2022

Under the powers conferred by the Local Government Act 1995 and by all other powers enabling it, the Council of the Shire of Bridgetown-Greenbushes resolved on ~~27 October 2022~~ XX to make the following local law.

1. Citation

This local law may be cited as the Shire of Bridgetown-Greenbushes Local Laws Relating to Fencing Amendment Local Law 202~~2~~3.

2. Commencement

This local law will come into operation 14 days after publication in the Government Gazette.

3. Clause 12 amendedAmendment**Clause 12 amended****In clause 12(2) –**

(a) At the end of paragraph (b), delete “and”;

(b) At the end of paragraph (c), delete “.” and insert “; and”

(c) After paragraph (c), insert –

“(d) on a commercial or industrial lot, any electrified part of the fence must be located on the property side of the fence, and behind a sufficient fence.”

~~Sub clause (2) of Clause 12 is amended by inserting a new Part (d) to read:-~~

~~(d) on a commercial or industrial lot, any electrified part of the fence must be located on the property side of the fence, and behind a sufficient fence.~~

Dated this XX day of XXXX 202~~2~~3.

The Common Seal of the Shire of Bridgetown-Greenbushes was affixed by authority of a resolution of the Council in the presence of –

CR JENNY MOUNTFORD

Shire President

TIMOTHY CLYNCH

Chief Executive Officer



DELEGATION REGISTER

Council to
Chief Executive Officer and Other Officers

Reviewed on 29 November 2007
Amended on 28 February 2008

Amended on 26 June 2008 Reviewed &
Amended on 25 September 2008 Reviewed & Amended on 24
September 2009 Reviewed & Amended on 25 November 2010
Reviewed on 24 November 2011

Amended on 29 March 2012
Amended 25 October 2012

Reviewed on 29 November 2012

Reviewed on 28 November 2013 Reviewed &
Amended on 27 November 2014 Reviewed & Amended on 26
November 2015

Reviewed November 2016 Reviewed &
Amended on 30 November 2017

Amended 29 March 2018 Reviewed &
Amended on 29 November 2018 Reviewed & Amended on 29
November 2019 Reviewed & Amended on 23 September 2020

Reviewed & Amended on 25 November 2021

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Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the CEO to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the CEO to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities Guideline No.17 – Delegations, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function.


Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Corporate Management

Delegation	A-14CM.1 - Authorising and Affixing of the Common Seal
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.9.49A(1)(2)(3) – Execution of documents
Function	<p>The CEO is delegated authority to authorise the affixing of the Common Seal of the Shire of Bridgetown-Greenbushes to a document that requires the Common Seal to be legally effective. Documents are to be in one or more of the following categories:</p> <ol style="list-style-type: none"> 1. Documents required to satisfy conditions of subdivision and/or development approval; 2. Documents required to effect the transfer of land; 3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire; 4. Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party or by a third party to the Shire; 5. Documents required to effect the grant of a licence either by the Shire to a third party or by a third party to the Shire; 6. Documents required to effect the subdivision of land, including the strata titling of land; 7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and 8. Documents necessary or appropriate to enable the CEO to carry out his functions under any written law.
Delegate	Chief Executive Officer
Council conditions	The document must not be inconsistent with a Council policy or resolution.
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Register of Seals

Council Properties

Delegation	 CP.1 – Transfer of Land Documentation
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> s.9.49A Execution of documents
Function	Where a Council resolution has occurred for the purchase of land, the CEO is authorised to endorse transfer of land documentation.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	<u>AACP 2</u> - Disposal of Surplus Equipment, Materials, Tools, Etc
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 (Section 3.58 and 5.42) Local Government Act 1995 s.3.58 (2)(3) Disposing of property Local Government (Functions and General) Regulations 1996 r.30 Dispositions of property excluded from Act
Function	The CEO is delegated a Authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc., which are no longer required, or are no longer serviceable.
Delegate	Chief Executive Officer
Council conditions	This delegation applies only to items with an estimated value of less than \$2,000 each.
Adoption date	27 November 2014 (C.12/1114)
Variation date	30 November 2017 (C.18/1117)
Record keeping	Delegated Authority Action Sheet

Delegation	CP.3 – Administration of Leases and Licences
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CE
Express power or duty delegated	Local Government Act 1995 s3.18 - Performing executive functions. s9.49A(4) - Execution of documents
Function	Authority to exercise all rights available and duties incumbent on the Shire under any lease or licence agreement, providing it doesn't alter the intent of the documentation.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP1]: New delegation

Development and Building Controls

Delegation	DBC.1 - Building and Demolition Permits	
Delegator	Council	
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government	
Express power or duty delegated	<p><i>Building Act 2011</i> s.18 Further Information s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit</p> <p><i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))</p>	
Function	<p>Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:</p> <p>Note in this delegation "building permit" includes "demolition permit".</p>	
	<i>Building Act 2011</i>	
	Section 18	Request to the applicant to provide further information required for determination of the building permit or demolition permit application
	Section 20	Authority to grant or refuse to grant building permits
	Section 21	Authority to grant or refuse to grant demolition permits
	Section 22	<p>Authority to refuse to grant building permits or demolition permits if:</p> <ol style="list-style-type: none"> There appears to be an error in the information provided for the application or in a document that accompanied the application; or If an application is inconsistent with: <ol style="list-style-type: none"> A function that the Permit Authority has under written law; or An agreement between the Permit Authority and the applicant.
	Section 27	Authority to impose, vary or revoke conditions on a building permit or demolition permit

	Section 32	Extend the time during which permit has effect
	<i>Building Regulations 2012</i>	
	Reg. 23 Reg. 24	Authority to determine an application (including the imposition of new conditions) to extend time during which a building permit or demolition permit has effect subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted.
	Reg. 26	Authority to approve or refuse to approve an application for a new responsible person for a building permit or demolition permit.
Delegate	Building Surveyor Chief Executive Officer	
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.	
Adoption date		
Variation date	28 November 2013 (C.16/1113)	
Record keeping	Individual Building Permit Files	

Commented [NP2]: This has been done on the basis that should we have no Building Surveyor then some of duties can still be carried out without having to go to Council.

Delegation	A-108C.2 - Occupancy Permits or Building Approval Certificates	
Delegator	Council	
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government	
Express power or duty delegated	Building Act 2011 and Building Regulations 2012 Building Act 2011 s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate	
Function	Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:	
	<i>Building Act 2011</i>	
	Section 55	Request to the applicant to provide further information required for determination of the application
	Section 58	Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate
	Section 62	Authority to impose, add, vary or revoke conditions on an occupancy permit
	Section 65	Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect
	<i>Building Regulations 2012</i>	
	Reg. 40	Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect
Delegate	Building Surveyor Chief Executive Officer	
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.	
Adoption date		
Variation date		

Record keeping	Individual Building Permit Files
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Delegation	A-308C.3 – Building Orders	
Delegator	Council	
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government	
Express power or duty delegated	Building Act 2011 and Building Regulations 2012 Building Act 2011 s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act	
Function	Council delegates its authority and powers to the Council's Registered Building Surveyors the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations: Authority and power to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:	
	Section 110	Authority to make building orders in relation to: (a) Building work (b) Demolition work (c) An existing building or incidental structure
	Section 111	Authority to give notice of a proposed building order and consider submissions received in response and determine actions.
	Section 117	Authority to revoke a building order.
	Section 118	If there is non-compliance with a building order, authority to: (a) Take any action specified in the order; or (b) Commence or complete any work specified in the order; or (c) If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease.
	Section 133	Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.
Delegate	Building Surveyor Chief Executive Officer	

Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-408C.4 - Inspection and Copies of Building Records
Delegator	Council
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011 (Section 131) Building Act 2011 s.131(2) Inspection, copies of building records
Function	In accordance with Section 131 of the Building Act 2011 the Chief Executive Officer is delegated a Authority to determine applications from interested persons to inspect and copy a building record.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-5DBC.5 - Private Pool Barrier – Alternative and Performance Solutions
Delegator	Council
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011 and Building Regulations 2012 Building Regulations 2012 r.51(2)(3)(5) Approvals by permit authority
Function	<p>In accordance with Section 127 of the Building Act 2011 and Regulation 51 of the Building Regulations 2012 the Chief Executive Officer is delegated aAuthority to:</p> <ol style="list-style-type: none"> 1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 (r.51(2)). 2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability (r.51(3)). 3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement (r.51(5)).
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A.4DBC.6 - Smoke Alarms – Alternative Solutions
Delegator	Council
Express power to delegate	Building Act 2011 s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011 and Building Regulations 2012 Building Regulations 2012 r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	In accordance with Section 127 of the Building Act 2011 and Regulations 55 and 61 of the Building Regulations 2012 the Chief Executive Officer is delegated a Authority to: 1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning (r.55). 2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval (r.61).
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Emergency Services

Delegation	BA-185.1 - Firebreak and Fuel Hazard Reduction Notice – Variation
Delegator	Council
Express power to delegate	Bush Fires Act 1954 s.48(1) Delegation by local governments
Express power or duty delegated	Bush Fires Act Bush Fires Act 1954 s.33 Local government may require occupier of land to plough or clear fire-break
Function	That pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act, the Chief Executive Officer is delegated a Authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land.
Delegate	Chief Executive Officer
Council conditions	This delegation is subject to relevant Fire Control Officer endorsement of application.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	ES.2 - Cost Recovery for Fires
Delegator	Council
Express power to delegate	Bush Fires Act 1954 s.48(1) Delegation by local governments
Express power or duty delegated	Bush Fires Act 1954 s.58 General penalty and recovery of expenses incurred
Function	In accordance with Sections 11 and 28 of the Bush Fires Act the Chief Executive Officer is delegated a Authority to seek the recovery of costs of measures taken by the Shire of Bridgetown-Greenbushes, its Bush Fire Control Officers and Bush Fire Brigades to extinguish a fire burning, including authority to recover expenses in any court of competent jurisdiction.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	AA-255.3 - Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice
Delegator	Council
Express power to delegate	Bush Fires Act 1954 s.48(1) Delegation by local governments
Express power or duty delegated	Bush Fires Act Bush Fires Act 1954 s.33(1)(4)(5) local government may require occupier of land to plough or clear fire-break
Function	<p>In accordance with Section 33 of the Bush Fires Act the Chief Executive Officer is delegated a authority to:</p> <ol style="list-style-type: none"> 1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Bridgetown- Greenbushes: <ol style="list-style-type: none"> (a) clearing of firebreaks as determined necessary and specified in the notice; and (b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and (c) as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. Note this also allows the use of contractors or other persons to carry out the required work. (s.33(4)(a)) 3. Request Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers. (s.33(4)(b)) 4. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice. (s.33(5)(b))
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	BP-4E5.4 – Offences – Bush Fires Act
Delegator	Council
Express power to delegate	Bush Fires Act 1954 s.48(1) Delegation by local governments
Express power or duty delegated	Bush Fires Act 1954 (Section 59(3)) Bush Fires Act 1954 s.59(3) – Prosecution of offences 59A(2)(5) – Alternative procedure – infringement notices
Function	<p>The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.</p> <ol style="list-style-type: none"> 1. Authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. (s.59(3)) 2. Authority to issue an infringement notice under the Act. (s.59A(2)) 2.3. Withdraw infringement notices under the Act. (s.59A(5))
Delegate	Chief Executive Officer Shire Ranger
Council conditions	The Chief Executive Officer is authorised for the purposes of s.59(3) and 59A(5) only. Shire Ranger is authorised for the purposes of s59(3) and s59A(2) only.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

<u>Delegation</u>	<u>ES.5 – Variations to Prohibited Burning Periods</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u><i>Bush Fires Act 1954</i> s17(10) Prohibited burning times may be declared by Minister</u>
<u>Express power or duty delegated</u>	<u><i>Bush Fires Act 1954</i> s17(7) Prohibited burning times may be declared by Minister</u>
<u>Function</u>	<u>Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer (s.17(7))</u>
<u>Delegate</u>	<u>President and Chief Bush Fire Control Officer</u>
<u>Council conditions</u>	<u>Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).</u>
<u>Adoption date</u>	
<u>Variation date</u>	
<u>Record keeping</u>	<u>Delegated Authority Action Sheet</u>

Commented [NP3]: New delegation

Delegation	ES.6 – Prohibited Burning Times – Control Activities
Delegator	Council
Express power to delegate	<u>Bush Fires Act 1954</u> <u>s.48 Delegation by local government</u>
Express power or duty delegated	<u>Bush Fires Act 1954</u> <u>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</u> <u>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</u> <u>Bush Fire Regulations 1954</u> <u>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</u> <u>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</u> <u>r.39B Crop dusters etc., use of in restricted or prohibited burning times</u>
Function	<ol style="list-style-type: none"> <u>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer (r.15).</u> <u>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained (r.38C).</u> <u>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an airplane has been satisfactorily prepared (r.39B(2)).</u> <u>4. Authority to recover the cost of measures taken by the Shire of Bridgetown-Greenbushes or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy (s.28(4)), including authority to recover expenses in any court of competent jurisdiction (s.28(5)).</u>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP4]: New delegation

Delegation	ES.7 – Variations and Control Activities Restricted Burning Periods
Delegator	Council
Express power to delegate	<u>Bush Fires Act 1954</u> <u>s.48 Delegation by local government</u>
Express power or duty delegated	<u>Bush Fires Act 1954</u> <u>s.18(5)(11) Restricted burning times may be declared by FES Commissioner</u> <u>s.22(6) and (7) Burning on exempt land and land adjoining exempt land</u> <u>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</u> <u>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</u> <u>Bush Fire Regulations 1954</u> <u>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</u> <u>r.15C Local Government may prohibit burning on certain days</u> <u>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</u> <u>r.39B Crop dusters etc., use of in restricted or prohibited burning times</u>
Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year (s.18(5)). a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District (r.15C). 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn (s.18(11)). 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer (r.15). 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary (s.22(6) and (7)). 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained (r.38C). 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an airplane has been satisfactorily prepared (r.39B). 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an airplane (r.39B(3)). 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice (s.27(2) and (3)).

Commented [NP5]: New delegation

	9. Authority to recover the cost of measures taken by the Shire of Bridgetown-Greenbushes or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy (s.28(4)), including authority to recover expenses in any court of competent jurisdiction (s.28(5)).
Delegate	President and Chief Bush Fire Control Officer
Council conditions	Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	ES.8 – Burning Garden Refuse/Open Air Fires
Delegator	Council
Express power to delegate	<u>Bush Fires Act 1954</u> <u>s.48 Delegation by local government</u>
Express power or duty delegated	<u>Bush Fires Act 1954</u> <u>s.24F Burning garden refuse during limited burning times</u> <u>s.24G Minister or local government may further restrict burning of garden refuse</u> <u>s.25 No fire to be lit in open air unless certain precautions taken</u> <u>s.25A Power of Minister to exempt from provisions of section 25</u> <u>Bush Fire Regulations 1954</u> <u>r.27(3) Permit, issue of</u>
Function	<ol style="list-style-type: none"> <u>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard (s.24F(2)(b)(ii) and (4)).</u> <u>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F (s.24G(2)).</u> <ol style="list-style-type: none"> <u>(a) Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District (r.27(3) and r.33(5)).</u> <u>(b) Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District (r.34).</u> <u>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:</u> <ol style="list-style-type: none"> <u>(a) camping or cooking (s.25(1)(a)).</u> <u>(b) conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer (s.25(1)(b)).</u> <u>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice (s.25(1a) and (1b)).</u> <u>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice (s.25A(5)).</u>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	<u>Delegated Authority Action Sheet</u>

Commented [NP6]: New delegation

Delegation	ES.9 – Make Request to FES Commissioner – Control of Fire
Delegator	<u>Council</u>
Express power to delegate	<u>Bush Fires Act 1954</u> <u>s.48 Delegation by local government</u>
Express power or duty delegated	<u>Bush Fires Act 1954</u> <u>s13(4) Duties and powers of bush fire liaison office</u>
Function	<u>Authority to request of behalf of the Shire of Bridgetown-Greenbushes that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations (s13(4)).</u>
Delegate	<u>Chief Executive Officer</u>
Council conditions	<u>Nil</u>
Adoption date	
Variation date	
Record keeping	<u>Delegated Authority Action Sheet</u>

Commented [NP7]: New delegation

Financial Management

Delegation	<u>AFM.1</u> – Execution of Contracts
Delegator	Council
Express power to delegate	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<u>Local Government Act 1995</u> <u>s.9.49A Execution of documents</u>
Function	<p>The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:</p> <ul style="list-style-type: none"> (a) Council has authorised entering into a formal contract; or (b) A formal contract is authorised under a delegated authority from Council; or (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	27 November 2014 (C.12/114)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-46 M.2 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 (Sections 5.42 and 5.44) Local Government (Administration) Regulations 1996 (Regulation 32) Local Government (Administration) Regulations 1996 r.32 Expenses that may be approved for reimbursement
Function	The CEO is delegated a Authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.
Delegate	Chief Executive Officer
Council conditions	Reimbursements to occur in accordance with the Local Government Act 1995 (Sections 5.42 and 5.44) , <i>Local Government (Administration) Regulations 1996</i> (Regulation 32) and Council Policy M.3 – Conference Attendance & Training.
Adoption Date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-FM.3 - Payments from Municipal Fund and Trust Fund
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Clause 12, Local Government (Financial Management) Regulations Local Government (Financial Management) Regulations 1996 r.12(1)(a) Payments from municipal fund or trust fund, restriction on making
Function	The CEO is delegated a authority to make payments from the Municipal, Reserve or Trust funds.
Delegate	Chief Executive Officer
Council conditions	1. Authority to make payments is subject to annual budget limitations. 1-2. All payments are made under two signatures as determined by the CEO. 2-3. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	27 November 2014 (C.12/1114)
Record keeping	Payment Summary Report signed by Authorising Officers

Delegation	A-2EM.4 - Donations
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 (Section 5.42)
Function	<p>The Chief Executive Officer is delegated a Authority to determine requests for donation of monies up to the value of \$400 when a group or individual can demonstrate:</p> <ol style="list-style-type: none"> 1. Significant direct benefit to the local community. 2. That the group is a community group or non profit making organisation or running a non profit activity. 3. That the group's financial status is such as to justify a donation from Council. 4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg; support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions. That available funding exists in Council's budget.
Adoption date	
Variation date	
Record keeping	Donation Register

Delegation	3.12.5 - Write Off of Money Owing to the Local Government
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995, Section 6.12 Local Government Act 1995 s.6.12(1)(b)(c) Power to defer, grant discounts, waive or write off debts
Function	<p>1. The CEO is delegated a Authority to write off any amount of money which is owed to the local government up to a limit of \$500 in any one instance. s.6.12(1)(c)</p> <p>4.2. In the event of monies owed to the City under 34AE of the Local Government (Administration) Regulations 1996, authority to seek Ministerial approval in accordance with 19AA Local Government (Financial Management) Regulations 1996.</p>
Delegate	Chief Executive Officer
Council conditions	<p>In exercising this delegated authority the CEO shall:</p> <ol style="list-style-type: none"> 1. Provide for appropriate internal controls 2. Ensure all statutory requirements are met 3. Ensure all Council Policies are observed.
Adoption date	
Variation Date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Delegation	LA FM 6 - Tenders for Providing Goods & Services
Delegator	Council
Express power to delegate	Local Government Act 1995 (Section 5.42) Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996 r.11(1), (2)(i) When tenders have to be publicly invited r.11(2)(i) Exercising contract extension options r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18(2), (4), (4a) Rejecting and accepting tenders r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated a authority to perform the following: <ol style="list-style-type: none"> Publicly invite tenders for the supply of goods and services expected to be worth more than \$250,000. (Reference: Regulations r.11(1), 12 and 13). Publicly invite tenders for the supply of goods and services although not required to do so. (Reference: Regulation r.13). Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14. Determine the information that is to be disclosed to those interested in submitting tender. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the request for tender information is provided notice of the variation. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (Reference: Regulation r.19). Determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender. (r.18(2)) Seek clarification from tenderers in relation to information contained in their tender submission. (r.18(4a)). Evaluate tenders, by written evaluation to determine which tender satisfies the criteria for deciding which tender to accept. (r.18(4)). Approve minor variations to contracts after it has been entered into by Council where the variation is equal to or less than 5% with a

	<p><u>ceiling of \$5,000.</u></p> <p><u>11. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract.</u></p> <p><u>12. Exercise a contract extension option that was included in the original tender specification and contract. (r.11(2)(j)).</u></p> <p><u>13. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier. (r.11(2)(f)).</u></p> <p><u>14. Undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget. (r.11(2)).</u></p> <p><u>15. Determine when to seek Expressions of interest and to invite Expressions of Interest for the supply of goods and services. (r.21).</u></p> <p><u>16. Consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers. (r.3).</u></p>
Delegate	Chief Executive Officer
Council conditions	<p><u>1. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</u></p> <p><u>2. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.</u></p> <p><u>3. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where :</u></p> <p><u>(a) the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or</u></p> <p><u>(b) a current supply contract expiry is imminent; and</u></p> <p><u>(c) the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</u></p> <p><u>(d) the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</u></p> <p><u>4. A decision to vary a tendered contract before entry into the contract must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</u></p> <p><u>5. A decision to vary a tendered contract after entry into the contract must include evidence that the variation is necessary and does not change the scope of the contract.</u></p> <p><u>6. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</u></p> <p><u>4-7. The decision to select a successful tender is still one for Council to determine.</u></p>

Adoption date	
Variation Date	27 November 2014 (C.12/114) 26 November 2015 (C.16/1115)
Record keeping	Tender Register Delegated Authority Action Sheet

Delegation	A-2FM.7 - Authority to Invest Surplus Funds
Delegator	Council
Express power to delegate	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	Local Government Act 1995 (Sections 5.42 and 6.14), and Local Government (Financial Management) Regulations 1996 (Regulation 19) <u>Local Government Act 1995</u> <u>S6.14 Power to invest</u> <u>Local Government (Financial Management) Regulations 1996</u> <u>r.19 Investments, control procedures for</u>
Function	The Chief Executive Officer is delegated a Authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the <i>Trustees Act 1962</i> , or in an investment approved by the Minister.
Delegate	Chief Executive Officer
Council conditions	The above delegation is subject to: 1. The establishment of documented internal control procedures to be followed to ensure control over the investments; 2. Compliance with Regulation 19(2) of the Financial Management Regulations; and 3. Compliance with Council Finance Policy F.3 – Investments.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	5.4.33 – Contract Variations
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	
Function	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none"> 1. Approve minor variations to contracts entered into by Council where the variation is equal to or less than 5% with a ceiling of \$5,000. 2. Exercise an extension option that was included in an original request for tender or request for quote submission.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	25 November 2004 (C.26/1104)
Record keeping	Delegated Authority Action Sheet

Land Use and Planning

Delegation	A-2 <u>LUP 1</u> - Development Applications – Extension of Time
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	Town Planning Scheme Town Planning Scheme 4 Clause 5.5 Term of Planning Approval
Function	The Chief Executive Officer is delegated a Authority to approve applications for extension of time in respect to development applications previously approved by Council or approved under delegated authority.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-3.1.1.2 - Setback Variations
Delegator	Council
Express power to delegate	Town Planning Scheme Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	Town Planning Scheme 4 Clause 4.6 Building Setbacks in Rural Zones Clause 4.7 Building Setbacks in Other Zones
Function	<p>Notwithstanding the provisions of the Council's Town Planning Scheme, the CEO is delegated authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections. Maximum variation allowed is 75%.</p> <p>Explanatory Note: The 75% variation to setbacks in the Rural Zone of Town Planning Scheme No. 3 is to be taken from the 7.5 metre setback.</p>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	30 March 2006 (C.13/0306a) 28 November 2013 (C.16/1113)
Record keeping	Delegated Authority Action Sheet

Delegation	<u>A-3 SUP.3</u> - Subdivisions
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	<i>Planning & Development Act 2005</i> <i>Town Planning Schemes</i>
Function	<p>Where applications/proposals comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls, the Chief Executive Officer is delegated a Authority to:</p> <ol style="list-style-type: none"> 1. Support subdivision proposals restricted to applications of not more than four(4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan. 2. Support unrestricted subdivision proposals where they are generally consistent with a Subdivision Guide Plan or Structure Plan and the proposed lot sizes are consistent with any minimum prescribed in the Town Planning Scheme 3. Support applications for the amalgamation of lots. 4. Support applications for minor boundary adjustments. 5. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan. <p>This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.</p>
Delegate	Chief Executive Officer
Council conditions	<ol style="list-style-type: none"> 1. Applications/proposals are to comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls 2. This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.
Adoption date	
Variation date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Delegation	<u>A-4</u> <u>IP-4</u> – Development Applications
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	Town Planning Scheme
Function	<p>The CEO is delegated authority to –</p> <ol style="list-style-type: none"> 1. Approve all development applications for AA uses under the operative Town Planning Scheme except where: <ul style="list-style-type: none"> • An advertised or referred development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent; • The proposed development, although not advertised, is considered by the CEO to be of a contentious nature; 2. Approve all development applications and building envelope relocations complying to Council Policies, Guidelines or Codes. 3. Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes. 4. Refuse development applications and building envelope relocations which do not comply with Council Policies. 5. Approve development applications for "P" or "IP" uses (incidental to the predominant use). 6. Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve. 7. Support minor variations to Section 20 Signage of the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and associated Bridgetown Heritage Precinct: development Guidelines for obscure window signage or treatment only for shop fronts where goods are not displayed. 8. Approve applications for 2 dwellings on a residential zoned lot under Town Planning Scheme No. 4 as per Clause 4.2.5 of that Town Planning Scheme.
Delegate	Chief Executive Officer Senior Planning Officer
Council conditions	Nil
Adoption date	

Variation date	15 December 2005 (C.4/1205) 25 September 2008 (C.22/0908) 27 November 2014 (C.08/1114) & (C.12/1114) 29 November 2018 (C.03/1118b)
Record keeping	Delegated Authority Action Sheet

Delegation	A-5.1.2.5 – Road Closures
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Land Administration Act <i>Land Administration Act 1997</i> s.58 Closing roads
Function	<p>Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.</p> <p>When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.</p> <p>Nothing precludes the CEO from presenting a road closure application to Council for consideration prior to commencing advertising.</p>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Delegation	<u>ALUP 6</u> – Subdivisional Road Names
Delegator	Council
Express power to delegate	Subdivisional Road Names Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Land Administration Act 1997 s.26A(2)(3) New subdivisions, names of roads and areas in
Function	The CEO is delegated a authority to approve subdivisional road names for new roads being created as a result of an approved application for subdivision
Delegate	Chief Executive Officer
Council conditions	1. Noting that t <ol style="list-style-type: none"> 1. This delegated authority is limited to recommending proposed names to the Geographic Names Committee. 2. This delegation isn't applicable to the naming of existing un-named roads or renaming of existing roads with such proposals to be presented to Council for determination.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-2 <u>CLIP 7</u> – Subdivision Clearance
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	<i>Planning & Development Act 2005</i>
Function	<p>The CEO is delegated a authority to issue subdivision clearance to approved subdivisions where relevant conditions have been fully complied with in accordance with the approval issued by the Western Australian Planning Commission.</p> <p>This delegation also includes clearance of survey strata lots and strata title applications including buildings fully compliant with the necessary approvals.</p>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Delegation	<u>A-SUP.3</u> – Directional Signs
Delegator	Council
Express power to delegate	Local Government Act 1995 Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 Council Policy P 1 – Directional Signs Policy
Function	The CEO is delegated a Authority to approve applications for directional signs where such applications are in accordance with Council Policy.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	<p>R.9— Provision of Streets in Subdivisions under the Planning & Development Act 2005</p> <p>LUP.9 - Provision of Roads and Associated Civil Works for Subdivisions and Development</p>
Delegator	Council
Express power to delegate	<p>Local Government Act 1995</p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><i>Planning & Development Act 2005</i></p> <p>s. 170 Proposed road or waterway, drawing etc. of required</p>
Function	<p>Authority to approve subdivisional and street construction drawings in accordance with Section 170 of the <i>Planning and Development Act 2005</i>, where drawings comply with Council's policy £5 2 - Provision of Subdivisional Roads and Streets, and good engineering practice. Roads and Associated Civil works for Subdivisions and Developments.</p> <p><i>Extract from the Planning and Development Act:</i></p> <p>170.— Local government to be provided with specifications for roads and waterways</p> <p>(1) Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —</p> <p>(a) — drawings showing longitudinal and cross sections of the proposed road or artificial waterway;</p> <p>(b) — specifications of the proposed road or artificial waterway; and</p> <p>(c) — such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.</p> <p>(2) A person who does not comply with subsection (1) commits an offence.</p> <p>(3) The local government may by written notice require the person subdividing the land —</p> <p>(a) — to amend the drawings or specifications or both; and</p> <p>(b) — to comply with such further conditions as the local government thinks fit to impose in respect of the proposed road or waterway,</p> <p>for the purpose of ensuring that the construction and drainage of the road or construction of the artificial waterway is consistent with the approval of the Commission.</p> <p>(4) Without limiting the powers conferred on a local government by</p>

	<p>subsection (3), where —</p> <p>(a) — a person delivers drawings and specifications of a proposed road or artificial waterway to a local government under subsection (1); and</p> <p>(b) — The proposed road or artificial waterway, if constructed in accordance with those plans and specifications, would not satisfy the minimum standards fixed under section 169 applicable to the proposed road or artificial waterway, the local government is to by written notice require the person to so amend the drawing or specifications, or both, as to cause the proposed road or artificial waterway to satisfy those minimum standards.</p> <p>(5) — A person who is aggrieved by a requirement of the local government made under subsection (3) may apply to the State Administrative Tribunal for a review, in accordance with Part 14, of the responsible authority's decision.</p> <p>(6) — A person who does not comply with a requirement of a local government made by written notice given to that person under subsection (3) commits an offence.</p>
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	29 November 2007 (C.14/1107) 28 February 2008 (C.17/0208)
Record keeping	Delegated Authority Action Sheet

Delegation	A.49(UP.10) – Signs and Hoardings
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Town Planning Schemes 3 Clause 7.7 Delegation Town Planning Scheme 4 Clause 6.8 Delegation
Express power or duty delegated	Town Planning Scheme Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Function	The CEO is delegated a authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme Policies and the Local Laws of the Council.
Delegate	Chief Executive Officer
Council conditions	Where an application does not comply with the Council Policies or the Local Laws, the application is to be refused.
Adoption date	
Variation date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Delegation Number	<u>6.44UP.11</u> - Municipal Heritage Inventory – Minor Corrections or Updates to Approved Place Records
Delegator	Council
Express power to delegate	<u>Local Government Act 1995</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u> <u>Planning and Development (Local Planning Scheme) Regulations 2015</u>
Express power or duty delegated	<u>Planning and Development (Local Planning Scheme) Regulations 2015</u> <u>r.8 Heritage list</u>
Function	The CEO is delegated a Authority to make minor corrections or updates to approved place records when appropriate in light of new information..
Delegate	Chief Executive Officer
Council conditions	Any significant changes such as changes to management categories or deletion of places will require Council approval.
Adoption Date	29 March 2018 (C.13/0318)
Variation date	
Record keeping	Delegated Authority Action Sheet

Laws and Enforcement

Delegation	Table 1 – Authorisation of Officers
Delegator	Council
Express power to delegate	<p>Various</p> <p><u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u></p> <p><u>Building Act 2011</u> <u>s.127(1) & (3) Delegation: special permit authorities and local government</u></p> <p><u>Bush Fires Act 1954</u> <u>s.48 Delegation by local government</u></p> <p><u>Food Act 2008</u> <u>s.118 Functions of enforcement agencies and delegation</u> <u>(2)(b) Enforcement agency may delegate a function conferred on it</u> <u>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</u> <u>(4) Sub-delegation permissible only if expressly provided in regulations</u></p> <p><u>Health (Asbestos) Regulations 1992</u> <u>r.15D(7) Infringement Notices</u></p> <p><u>Public Health Act 2016</u> <u>s.21 Enforcement agency may delegate</u></p>
Express power or duty delegated	<p><u>Building Act 2011:</u> <u>s.96(3) authorised persons</u> <u>s.99(3) Limitation on powers of authorized person</u></p> <p><u>Bush Fires Act 1954</u> <u>s.38 Local Government may appoint bush fire control officer</u></p> <p><u>Food Act 2008</u> <u>s.122(1) Appointment of authorized officers</u> <u>s.126(6), (7) and (13) Infringement Officers</u></p> <p><u>Health (Asbestos) Regulations 1992</u> <u>r.15D(5) Infringement Notices</u></p> <p><u>Public Health Act 2016</u> <u>s.24(1) and (3) Designation of authorized officers</u></p>
Function	<p>The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:</p> <ul style="list-style-type: none"> • <u>Building Act 2011</u> • Bush Fires Act 1954 & Regulations • Caravan Parks & Camping Grounds Act 1995 & Regulations • Cat Act 2011 & Regulations • Cemeteries Act 1986 & Regulations • Control of Vehicles (Off Road Areas) Act 1978 & Regulations • Dog Act 1976 & Regulations • Environmental Protection Act 1986

Commented [NP8]: Due to changes to legislation the following delegations from Council to the CEO are no longer required as the CEO has been given the power direct:

- Caravan Parks & Camping Grounds Act 1995
 - Cat Act 2011 & Regulations
- Cemeteries Act 1986 & Regulations
- Control of Vehicles (Off Road Areas) Act 1978 & Regulations
- Dog Act 1976 & Regulations
- Local Government Act 1995 & Regulations
- Local Government (Miscellaneous Provisions) Act 1960

Commented [NP9]: The Act does not provide any power to delegate. The appointment of authorised officers is done by the CEO of the Dept. The CEO of the Dept has given this delegated authority via publication in the Government Gazette dated 16/5/14. This only applies to noise.

	<ul style="list-style-type: none"> • Food Act 2008 & Food Regulations • Freedom of Information Act 1992 & Regulations • Health (Asbestos) Regulations 1992 • Health (Miscellaneous Provisions) Act 1911 • Litter Act 1979 & Regulations • Liquor Control Act 1988 & Regulations • Local Government Act 1995 & Regulations • Local Government (Miscellaneous Provisions) Act 1960 • Public Health Act 2016 • Shire of Bridgetown-Greenbushes Local Laws • Shire of Bridgetown-Greenbushes Town Planning Schemes
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	25 November 2004 (C.26/1104) 28 November 2013 (C.16/1113) 30 November 2017 (C.18/1117) 28 November 2019 (C.05/1119)
Record keeping	Register of Authorised Officers

Delegation	A-11E.2 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions
Delegator	Council
Express power to delegate	Local Government Act 1995 Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 Section 3.18 – Performing executive functions under:
Function	The CEO is delegated Authority to exercise all the powers and discharge all the duties provided for in any Shire local law made in accordance with Part 3 of the <i>Local Government Act 1995</i> . For the purpose of this delegation related documents include: Activities on Thoroughfares and Trading in Thoroughfares & Public Places and Trading Local Law Bush Fire Brigades Local Law Local Law Relating to Fencing Keeping and Welfare of Cats Local Law Cemeteries Local Law Dogs Local Law Health Local Laws Local Government Property Local Law Parking & Parking Facilities Local Law Pest Plants Local Law Standing Orders Local Law
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	A-PLE 1 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27) Local Government Act 1995 s. 3.25 Notices requiring certain things to be done by owner or occupier of land s.3.26 Additional powers when notices given s.3.27 particular things that local governments can do on land that is not local government property
Function	The CEO is delegated a Authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 of the <i>Local Government Act 1995</i> In the event that such notice isn't complied with the CEO is also delegated authority to: <ul style="list-style-type: none"> • Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and • Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

<u>Delegation</u>	<u>LE.43 – Powers of Entry</u>
<u>Delegator</u>	<u>Council</u>
<u>Express power to delegate</u>	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
<u>Express power or duty delegated</u>	<u>Local Government Act 1995</u> <u>s.3.28 When this Subdivision applies</u> <u>s.3.32 Notice of entry</u> <u>s.3.33 Entry under warrant</u> <u>s.3.34 Entry in an emergency</u> <u>s.3.36 Opening fences</u>
<u>Function</u>	<ol style="list-style-type: none"> <u>1. Authority to exercise powers entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law (s.3.28).</u> <u>2. Authority to give notice of entry (s.3.32).</u> <u>3. Authority to seek and execute an entry under warrant (s.3.33).</u> <u>4. Authority to execute entry in an emergency, using such force as is reasonable (s.3.34(1) and (3)).</u> <u>5. Authority to give notice and effect entry by opening a fence (s.3.36).</u>
<u>Delegate</u>	<u>Chief Executive Officer</u>
<u>Council conditions</u>	<ol style="list-style-type: none"> <u>1. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.</u> <u>2. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</u>
<u>Adoption date</u>	
<u>Variation date</u>	
<u>Record keeping</u>	<u>Delegated Authority Action Sheet</u>

Commented [NP10]: New delegation.

Delegation	8.11.5 – Recording of Proceedings
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Standing Orders Local Law (Clause 8.5) Standing Orders Local Law Clause 8.5 Recording of Proceedings
Function	The CEO is delegated the power Authority to grant approval in writing, if the CEO considers it appropriate, for persons to use any electronic, visual or vocal recording device or instrument to record the proceedings of any Council or Committee meeting, or any part of a Council or Committee meeting.
Delegate	Chief Executive Officer
Council conditions	<ol style="list-style-type: none"> 1. Before exercising this delegated authority the CEO shall consult with the Shire President and will only exercise the delegated authority if the Shire President agrees. 2. This delegation is for applications received prior to a Council or Committee meeting. 3. If permission is requested at or during a Council or Committee meeting, the approval is to be considered by Council.
Adoption date	27 November 2014 (C.12/1114)
Variation date	26 November 2015 (C.16/1115) 30 November 2017 (C.18/1117)
Record keeping	Delegated Authority Action Sheet

Delegation	AC-HL-5 – Cat Registrations
Delegator	Council
Express power to delegate	<i>Cat Act 2011</i> s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011 s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags
Function	The Chief Executive Officer is delegated a Authority to <ol style="list-style-type: none"> 1. Grant, or refuse to grant, a cat registration or renewal of a cat registration (s.9(1)). 2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application (s.9(6)). 3. Cancel a cat registration (s.10)). 4. Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed (s.11(2)).
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	For granting of registrations – record on Cat Registration Form and File For refusal of registration – Delegated Authority Action Sheet

Delegation	AC 21.1.2 – Cat control Notices
Delegator	Council
Express power to delegate	<u>Cat Act 2011</u> <u>s.44 Delegation by local government</u>
Express power or duty delegated	Cat Act 2011 (Section 26) <u>Cat Act 2011</u> <u>s.26 Cat control notice may be given to cat owner</u>
Function	The Chief Executive Officer is delegated a Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the district of the Shire of Bridgetown-Greenbushes.
Delegate	Chief Executive Officer
Council conditions	Nil <u>Conditions can be imposed on the notice.</u>
Adoption	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	ACALUS – Approval to Breed Cats
Delegator	Council
Express power to delegate	<i>Cat Act 2011</i> s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011 s.37(1)(2)(4) Approval to breed cats s.38 Cancellation of approval to breed cats s.39(2) Certificate to be given to approved cat breeder
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Grant or refuse to grant approval or renew an approval to breed cats (s.37(1) and (2)). 2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application (s.37(4)). 3. Cancel an approval to breed cats (s.38). 4. Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed (s.39(2)).
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	AC-41(L)2 - Recovery of Costs – Destruction of Cats
Delegator	Council
Express power to delegate	Cat Act 2011 s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011 (s.49) Cat Act 2011 s.49(3) Authorised person may cause cat to be destroyed
Function	The Chief Executive Officer is delegated a Authority to recover the amount of the costs associated with the destruction and disposal of a cat.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variations date	
Record keeping	Delegated Authority Action Sheet

Delegation	ACMEL10 - Application to Keep Additional Cats
Delegator	Council
Express power to delegate	Cat Act 2011 Cat (Uniform Local Provisions) Regulations 2013 Cat Act 2011 s.44 Delegation by local government
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013 r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cat
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Require any document or additional information required to determine an application. (r.8(3)) 2. Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application. (r.8(4)) 3. Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats. (r.9)
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	AC4(E)11 - Dog Registrations
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976 s.16(2)(3) Registration procedure s.17A(2)(e) If no application for registration made s.17(4)(6) Refusal or cancellation of registration
Function	<p>The Chief Executive Officer is delegated authority to:</p> <ol style="list-style-type: none"> Determine to refuse a dog registration and refund the fee, if any (s.16(2)). Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept the dog is required to be microchipped but is not microchipped; or the dog is a dangerous dog (s.16(3) and s.17A(2)(e)). Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be reviewed. (s.17(4)). <ol style="list-style-type: none"> Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed (s.17(6))
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	For granting of registrations – record on Dog Registration Form and File For refusal of registration – Delegated Authority Action Sheet

Delegation	AC 717.12 - Kennel Establishments
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> s.27(4)(6) Licensing of approved kennel establishments
Function	The Chief Executive Officer is delegated authority to grant, refuse to grant or cancel a licence to operate a kennel establishment .
Delegate	Chief Executive Officer
Council conditions	The Chief Executive Officer is permitted to sub-delegate to employees.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	ACMULE 11 - Recovery of Moneys under the Dog Act
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976 s.29(5) Power to seize dogs
Function	The Chief Executive Officer is delegated a Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.
Delegate	Chief Executive Officer
Council conditions	The Chief Executive Officer is permitted to sub-delegate to employees.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP11]: The Dog Act specifically says that if you want to sub-delegate then this must be stated in the delegation for it to have any effect.

Delegation	ACM114 - Dispose of or Sell Dogs Liable to be Destroyed
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976 (s.29)</i> s.29(11) Power to seize dogs
Function	The Chief Executive Officer is delegated a Authority to dispose of or sell a dog which is liable to be destroyed.
Delegate	Chief Executive Officer
Council conditions	The Chief Executive Officer is permitted to sub-delegate to employees.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP12]: The Dog Act specifically says that if you want to sub-delegate then this must be stated in the delegation for it to have any effect.

Delegation	AC 10(E) 12 - Declaration of a Dangerous Dog
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976 (s.33E) s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	The Chief Executive Officer is delegated a authority to declare an individual dog to be a dangerous dog.
Delegate	Chief Executive Officer
Council conditions	The Chief Executive Officer is permitted to sub-delegate to employees (s.10AA(3)).
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP13]: The Dog Act specifically says that if you want to sub-delegate then this must be stated in the delegation for it to have any effect.

Delegation	AC 14 (E 16) - Objections to Dangerous Dog Declaration or Seizure
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act (s.33) Dog Act 1976 s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog (s.33F(6)). 2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog (s.33G(4)). 3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act (s.33H(1)) 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog (s.33H(2)).
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	<u>AC 13(1) 17</u> – Applications for Exemptions to Keep More than Prescribed Number of Dogs
Delegator	Council
Express power to delegate	<u>Dog Act 1976</u> <u>s.10AA Delegation of local government powers and duties</u>
Express power or duty delegated	Dog Act 1976 [Sections 10AA and 26(3)] Dog Local Law Clause 3.2 <u>Dog Act 1976</u> <u>s.26(3) Limitations as to numbers</u> <u>Dog Local Law</u> <u>Clause 3.2 Limitation on the number of dogs</u>
Function	The CEO is delegated Authority to determine (approve or refuse) any application to keep more than the prescribed number of dogs as stipulated at Clause 3.2 of the Dog Local Law.
Delegate	Chief Executive Officer
Council conditions	<ol style="list-style-type: none"> <u>1. The Chief Executive Officer is permitted to sub-delegate to employees (s.10AA(3)).</u> <u>2. Where the premises are not an approved kennel establishment the maximum number of dogs to be:</u> <ol style="list-style-type: none"> <u>(a) 6 dogs that have reached 3 months of age; or</u> <u>(b) A dog under that age unless it is a pup of a dog whose keeping is authorised by exemption under s.26(3) of the Act.</u>
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	AC 14 (C.16) - Proceedings Under Dog & Cat Acts
Delegator	Council
Express power to delegate	Dog Act 1976 s.10AA Delegation of local government powers and duties Cat Act 2011 s.44 Delegation by local government
Express power or duty delegated	Dog Act & Cat Act Dog Act 1976 s.44(2) Enforcement proceedings Cat Act 2011 s.73(1)(2) prosecutions
Function	In accordance with Section 44 of the Dog Act and Section 44 of the Cat Act, the Chief Executive Officer is authorised Authority to institute and carry on proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog and Cat Acts. This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Clause 7.3 of the Dog Local Law and Section 62 of the Cat Act.
Delegate	Chief Executive Officer
Council conditions	The Chief Executive Officer is permitted to sub-delegate to employees (s.10AA(3)).
Adoption date	
Variation date	28 November 2013 (C.16/1113)
Record keeping	Delegated Authority Action Sheet

Commented [NP14]: The Cat Act says that only the CEO can withdraw an infringement and the Dog Local Law says that a person who issues an infringement cannot withdraw and infringement. The Dog Reg, r.36(6) also state that whoever serves an infringement cannot withdraw it. To be consistent the CEO should not be issuing infringements and should be the only one to withdraw them.

Delegation	AC-141E-19 - Disposal of Sick or Injured Animals
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> s.3.47A(1) Sick or injured animals, disposal of 3.48 Impounding expenses, recovery of
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass (s.3.47A(1)). 2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods (s.3.48).
Delegate	Chief Executive Officer
Council conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation Number	Q-41E.20 – <u>Liquor Act</u> Section 39 and Section 40 Certificates
Delegator	Council
Express power to delegate	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Liquor Control Act 1988</i> <u>s.39 Certificate of local government as to whether premises comply with laws.</u> <u>s.40 Certificate of planning authority as to whether use of premises complies with planning laws.</u>
Function	The CEO is delegated a Authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the <i>Liquor Control Act 1988</i> .
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	O-11LE.21 - Declaration of a Vehicle as an Abandoned Vehicle
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 (s.3.40A) Local Government Act 1995 s.3.40A Abandoned vehicle wreck may be taken
Function	The CEO is delegated a Authority to declare that an impounded vehicle is an abandoned vehicle wreck. (s.3.40A(4)) (Note disposal of a declared abandoned vehicle is to be undertaken in accordance with Delegated Authority O-11LE.20 'Disposal of Confiscated or Uncollected Goods'.
Delegate	Chief Executive Officer
Council conditions	Note d Disposal of a declared abandoned vehicle is to be undertaken in accordance with Delegated Authority O-11 LE.21 'Disposal of Confiscated or Uncollected Goods'.
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	<u>6.3.31E.21</u> – Confiscated or Uncollected Goods
Delegator	Council
Express power to delegate	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	Local Government Act 1995 (s.3.46, 3.47 & 3.48) <u>Local Government Act 1995</u> <u>s.3.46 Goods may be withheld until costs paid</u> <u>s.3.47 Confiscated or uncollected goods, disposal of</u> <u>s.3.48 Impounding expenses, recovery of</u>
Function	The CEO is delegated a Authority to: <ol style="list-style-type: none"> 1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. (s.3.46) 2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 (s.3.47). 3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods (s.3.48).
Delegate	Chief Executive Officer
Council conditions	Nil
Approved date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	6.43(E.2) - Administration of the Local Government (Uniform Local Provisions) Regulations
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act Local Government (Uniform Local Provisions) Regulations 1996 r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1) r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6 r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3) r.17(3)(5)(6) Private works on, over, or under public places – Sch. 9.1 cl. 8
Function	<p>The CEO is delegated a authority to exercise all the functions in relation to the administration of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> including but not limited to administering applications for or breaches of –</p> <ul style="list-style-type: none"> • Disturbing local government land or anything on it; • Obstructing public thoroughfare; • Encroaching on a public thoroughfare; • Separating land from public thoroughfare; • Gate across a public thoroughfare; • Dangerous excavation in or near public thoroughfare; • Crossing from public thoroughfare to private land or private thoroughfare; • Requirement to construct or repair crossing; • Contribution to cost of crossing; • Private works on, over or under public places; • Protection of watercourses, drains, tunnels and bridges; • Protection of thoroughfares from water damage; and • Wind erosion and sand drifts.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	30 November 2017 (C.18/1117)
Variation date	

Delegation	6.15 6.21 - Removal of Graffiti
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016 s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016 (s.18 & s.19) Graffiti Vandalism Act 2016 s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	<p>The CEO is delegated aAuthority to:</p> <ol style="list-style-type: none"> 1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice (s.18(2)). 2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice (s.19(4)).
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Personnel

Delegation	P 1 – Acting Chief Executive Officer
Delegator	Council
Express power to delegate	Local Government Act 1995 (Section 5.42) Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 – Part 9, Division 3 s.5.36. Local government employees (1) A local government is to employ — (a) a person to be the CEO of the local government.
Function	<ol style="list-style-type: none"> The CEO is delegated authority to appoint at their discretion either the Director Corporate Services or the Director Community, Infrastructure and Development an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 25 consecutive working days in length. Appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision. Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint at their discretion either the Director Corporate Services or the Director Community, Infrastructure and Development an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.
Delegate	Chief Executive Officer
Council conditions	This delegation must be in accordance with Policy M.41 – Appointment of an Acting CEO
Adoption date	
Variation date	14 July 2004 (SpC.1/0704) 24 September 2009 (C.28/0909) 25 November 2010 (C.19/1110) 27 November 2014 (C.12/114) 29 November 2018 (C.03/1118b)
Record keeping	Delegated Authority Action Sheet

Public Health

Delegation Number	G-125.1 - Compensation for Seized Food Items
Delegator	Council
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions (s.119) and guidelines adopted (s.120) (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008 (s. 56 & s.70) Food Act 2008 s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned (s.56(2)). 2. Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order (s.70(2) and (3)).
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	0-4111.2 - Food Business Prohibition Orders
Delegator	Council
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008 (s.65, 66 & 67) Food Act 2008 s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> (s.65(1)). 2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices (s.66). 3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection (s.67(4)).
Delegate	Chief Executive Officer Environmental Health Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP15]: This cannot be sub-delegated so the delegation must go from council to the officer.

Delegation	0-4PHL3 - Food Business Registrations
Delegator	Council
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulation
Express power or duty delegated	Food Act 2008 (s. 110 & 112) Food Act 2008 s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	The Chief Executive Officer is delegated a Authority to: <ol style="list-style-type: none"> 1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration (s.110(1) and (5)). 2. Vary the conditions or cancel the registration of a food business (s.112).
Delegate	Chief Executive Officer Environmental Health Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Synergy Health Module or Property Assessment File or Food Business File

Commented [NP16]: This cannot be sub-delegated so the delegation must go from council to the officer.

Delegation	6-41PH.4 - Food Act Debt Recovery and Prosecutions
Delegator	Council
Express power to delegate	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulation
Express power or duty delegated	Food Act 2008 (s. 54 & s. 125) <i>Food Act 2008</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	The Chief Executive Officer is delegated a Authority to: 1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs (s.54(1)) and the costs of any subsequent proceedings in a court of competent jurisdiction (s.54(3)). 2. Institute proceedings for an offence under the <i>Food Act 2008</i> (s.125).
Delegate	Chief Executive Officer Environmental Health Officer
Council conditions	Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP17]: This cannot be sub-delegated so the delegation must go from council to the officer.

Delegation	<u>Q.43PH.5</u> - Temporary Accommodation Applications
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO Public Health Act 2016 s.21 Enforcement agency may delegate
Express power or duty delegated	Temporary Accommodation Policy Health Act Policy H.4 – Temporary Accommodation Approvals
Function	The CEO is delegated a Authority to determine applications for temporary accommodation with respect to Council's Policy H. <u>54</u> – Temporary Accommodation.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption Date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Rates and Valuations

Delegation	4.48 <u>V.1</u> – Rates and Service Charges
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 Sections 6.39(2), 6.40, 6.49, 6.50(1), 6.56, 6.60(2), 6.76(4) Local Government Act 1995 s.6.39(2)(b) Rate record s.6.49 Agreement as to payment of rates and service charges s.6.50(1) Rates and service charges due and payable s.6.56(1) Rates or service charges recoverable in court s.6.60(2)(4) Local government may require lessee to pay rent s.6.64(3) Actions to be taken s.6.76(4)(5) Grounds of objection
Function	The CEO is delegated a authority to: <ol style="list-style-type: none"> Sections 6.39(2) amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year. Section 6.40 amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land. (s.6.40) Section 6.49 entering into an agreement with a person for payment of rates and service charges. (s.6.49) Section 6.50(1) determine the time allowed for the payment of a rate before it is deemed to be in arrears. (s.6.50(1)) Section 6.56 recovering unpaid rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction. (s.6.56) Section 6.60(2) requiring a lessee to pay rent in satisfaction of rates or service charges that are due. (s.6.60(2)) recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice. (s.6.60(4)) lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears. (s.6.64(3)) Section 6.76(4) granting an extension of time for a person seeking to make an objection to the rate record. (s.6.76(4)) Section 6.76(5) considering any objection to the rate record and either disallow it or allow it, wholly or in part. (s.6.76(5)) Section 6.76(6) serving written notice of any decision made under Section 6.76(5). (s.6.76(6))
Delegate	Chief Executive Officer
Council conditions	Point 3 (a) Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual

	budget. NOTE - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget. (b) Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
Adoption date	30 November 2017 (C.18/1117)
Variation date	
Record keeping	Delegated Authority Action Sheet

Recreation and Cultural Services

Delegation	Q-58 Q-59 C.1 - Use of Blackwood River for Active Recreation
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.3.1 General function
Function	The CEO is delegated a Authority to approve all recreational usage within the Blackwood River.
Delegate	Chief Executive Officer
Council conditions	with the exception being that within the Bridgetown Townsite the approval of power dinghy races is restricted to the three established events (Blackwood Classic, Sunnyside Down and the "River Race") and no practicing by power boats is endorsed. Nil
Adoption date	
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation Number	Q-21C.2 - Use of Shire Reserves for Camping
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.3.1 General function
Function	The CEO is delegated a Authority to approve all applications for the Greater Sportsground or any other area he sees fit for such use as a camping area.
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation date	25 November 2010 (C.19/1110)
Record keeping	Delegated Authority Action Sheet

Delegation Number	A-14RC.3 - Extension of Facility Membership Periods
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.3.1 General function
Function	The Chief Executive Officer is delegated authority to approve the extension of facility membership periods.
Delegate	Chief Executive Officer
Council conditions	Any approvals must be in accordance with Policy F.25 – ‘Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate’
Adoption date	27 January 2022 (C.13/0122a)
Variation date	
Record keeping	Delegated Authority Action Sheet

Delegation	RC.4 - Leisure Centre Fees
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.6.12(1)(b)(c) Power to defer, grant discounts, waive or write off debts
Function	The Chief Executive Officer is delegated a Authority to approve a reduction in Leisure Centre fees of up to 100% for the purpose of providing one-off opportunities to encourage participation in Leisure Centre activities during promotional campaigns. (s.6.12(1)(b))
Delegate	Chief Executive Officer
Council conditions	Nil
Adoption date	
Variation Date	27 November 2014 (C.12/1114)
Record keeping	Delegated Authority Action Sheet

Roads

Delegation	L48.1 - Materials from land not under Local Government Control
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 s.3.27(1) Particular things that local governments can do on land that is not local government property Schedule 3.2(3)
Function	<ol style="list-style-type: none"> The CEO is delegated power Authority to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally – <ol style="list-style-type: none"> Extraction of gravel, sand or other materials from land; Water, etc. The CEO is delegated power Authority to enter into Agreements with land owners and/or occupiers confirming the terms for access the land and taking the materials.
Delegate	Chief Executive Officer
Council conditions	The agreement reached with the land owner/occupier is to – <ol style="list-style-type: none"> State a specific duration, that it is indefinite or otherwise provide for termination; Provide for mutually agreed compensation; and Specify rehabilitation responsibilities if appropriate.
Adoption date	25 November 2021 (C.06/1121)
Variation date	
Record keeping	Delegated Authority Action Sheet

Traffic and Transport

Delegation	4.11.1 - Restricted Access Vehicles
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO-
Express power or duty delegated	Local Government Act 1995 (Section 5.42)
Function	The CEO is delegated a Authority to set conditions for the use of Restricted Access Vehicles for an interim period until Council finalises this issue.
Delegate	Chief Executive Officer
Council conditions	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Adoption date	
Variation date	27 November 2014 (C.12/1114) 30 November 2017 (C.18/1117)
Record keeping	Delegated Authority Action Sheet

Delegation	L4TL.1 – Temporary Closure of Thoroughfares/Roads
Delegator	Council
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act (Section 3.50 and Section 3.50A) Local Government Act 1995 s.3.50(1) Closing certain thoroughfares to vehicles s.350A partial closure of thoroughfare for repairs or maintenance Road Traffic Act 1974 s.81C(2)(b) Order for road closure for event, making Road Traffic (Events on Roads) Regulations 1991 r.4(1) Approvals
Function	<ol style="list-style-type: none"> The CEO is delegated aAuthority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> and applicable Council Policy. The CEO shall have regard to Section 3.50 of the Local Government Act 1995 The CEO is delegated aAuthority to approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Bridgetown-Greenbushes where such closure is necessary for road safety purposes, road works or any other cause that would pose risks to road users. This includes the temporary closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks. Note applications for temporary road closures to accommodate events on a road will be considered under Delegation WS.2.
Delegate	Chief Executive Officer
Council conditions	The CEO shall have regard to Section 3.50 of the Local Government Act 1995.
Adoption date	27 November 2014 (C.12/1114)
Variation date	
Record keeping	Delegated Authority Action Sheet

Commented [NP18]: Delegation I.2 – Events on Roads has been incorporated into this delegation.

Delegation Number	A.4
Legislative Power	Local Government Act 1995
Delegation Subject	Exercising Powers of the Local Government
Delegate	Chief Executive Officer
Variation Date	25 November 2010 (C.19/1110) 26 November 2015 (C.16/1115)
Record Keeping	Delegated Authority Action Sheet

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the *Local Government (Miscellaneous Provisions) Act 1960*, all other Acts under which a local government may exercise its power, and all Shire of Bridgetown-Greenbushes Local Laws under which the local government is to or may exercise a power.

Delegation Number	A.6
Legislative Power	Public Interest Disclosure Act 2003
Delegation Subject	Appointment of PID Officer
Delegator	Council
Delegate	Chief Executive Officer
Adoption Date	27 November 2014 (C.12/114)
Record Keeping	Delegated Authority Action Sheet

Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.

Commented [NP19]: This is not a delegation from Council. The section of the PID Act specifically states that the CEO must appoint a PID officer not council.

Delegation Number	A.7
Legislative Power	Equal Opportunity Act 1984
Delegation Subject	EEO Implementation Officer
Delegate	Chief Executive Officer
Adoption Date	27 November 2014 (C.12/114)
Record Keeping	Delegated Authority Action Sheet

Commented [NP20]: Council Policy A2 – Equal Opportunity Employment already states that this is the responsibility of the CEO.

Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council's Equal Opportunity Employment Policy.

Delegation Number	E.1
Legislative Power	Local Government Act 1995 (Section 5.120(1))
Delegation Subject	Code of Conduct – Complaints officer
Delegate	Chief Executive Officer
Adoption Date	27 November 2014 (C.12/1114)
Record Keeping	Delegated Authority Action Sheet

The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.

Delegation Number	I.3
Legislative Power	Local Government Act (Section 3.50 and Section 3.50A)
Delegation Subject	Temporary Closure of Thoroughfares
Delegate	Chief Executive Officer
Adoption Date	30 November 2017 (C.18/1117)
Record Keeping	Delegated Authority Action Sheet

Commented [NP21]: This has been incorporated into delegation TT2

The CEO is delegated authority to approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Bridgetown-Greenbushes where such closure is necessary for road safety purposes, road works or any other cause that would pose risks to road users. This includes the temporary closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks.

Note applications for temporary road closures to accommodate events on a road will be considered under Delegation WS.2.

The CEO has assigned this Delegation to the Executive Manager Development & Infrastructure and Manager Technical Services

Delegation	O.5
Legislative Power	Planning & Development Act 2005; Building Regulations; Health Act
Delegation Subject	Enforcement and Legal Proceedings
Delegate	Chief Executive Officer
Record Keeping	Delegated Authority Action Sheet

Commented [NP22]: This would be covered under LE.1

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under various legislation and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act.

Delegation Number	O.8
Legislative Power	
Delegation Subject	Fire Management Plan
Delegate	Chief Executive Officer
Variation Date	29 November 2007 (C.14/1107)
Record Keeping	Delegated Authority Action Sheet

Commented [NP23]: Not considered a delegation from Council to CEO but is a delegation from the CEO to employee as the plan is already adopted by council.

The CEO is delegated authority to:

4. Implement the Shire of Bridgetown-Greenbushes Fire Management Plan as adopted by Council and within annual budgetary constraints.
5. Undertake those actions necessary to implement the Shire Policy in regard to Fire Prevention.

The CEO has assigned this Delegation to the Community Emergency Services Manager and Shire Ranger

SHIRE OF BRIDGETOWN-GREENBUSHES BUDGET MANAGEMENT REPORT - DECEMBER 2022

In accordance with Council Policy 'F.23 - Budget Management' the following budget adjustments are recommended.

Determined by the CEO and Subsequently Reported to Council

Budget overspends can be approved by the CEO at general ledger or job level for amounts up to \$20,000 or 20% whichever is the lesser.

General Ledger Account	General Ledger Account Description	General Ledger Current Budget	Job Number	Job Description	Expenditure or Income Type	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Variation Explanation
1064220	DFES Bushfire Brigades Building Maintenance	\$11,000	66MA	Kangaroo Gully Fire Station - Building Maintenance	Materials & Contracts	\$940	\$1,886	\$2,826	Request from Kangaroo Gully Fire Brigade to install motors to existing roller doors to provide more efficient entry and exit to the Fire Station.
1064220	DFES Bushfire Brigades Building Maintenance	\$11,000	75MA	B&P Hammence Fire Station – Building Maintenance	Materials & Contracts	\$2,210	-\$1,286	\$924	Some savings identified in planned maintenance allocations; greater reactive maintenance budget allocation in this job not yet utilised with sufficient unspent funds available for the rest of the financial year.
1064220	DFES Bushfire Brigades Building Maintenance	\$11,000	78MA	Maranup Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690	Some savings identified in planned maintenance allocations.
1064220	DFES Bushfire Brigades Building Maintenance	\$11,000	79MA	Sunnyside Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690	Some savings identified in planned maintenance allocations.
1064220	DFES Bushfire Brigades Building Maintenance	\$11,000	82MA	Winneup Fire Station – Building Maintenance	Materials & Contracts	\$890	-\$200	\$690	Some savings identified in planned maintenance allocations.
					Totals	\$5,820	\$0	\$5,820	

SHIRE OF BRIDGETOWN-GREENBUSHES
BUDGET MANAGEMENT REPORT - DECEMBER 2022

Authorised by the Shire President

Section 6.8 (1)(c) of the Local Government Act 1995 provides for additional purpose expenditure when authorised in advance by the Shire President in an emergency.

General Ledger Account	General Ledger Account Description	General Ledger Account Current Budget	Job Number	Job Description	Expenditure or Income Type	Expenditure Amount	Emergency Expenditure Explanation
	Nil						
					Total	\$0	

Council Budget Amendments

Expenditure above the current budget and outside the parameters set in policy F.23 - Budget Management, or any expenditure at all for an additional purpose, requires a variation to the budget to be decided by the Council before funds are committed.

General Ledger Account	General Ledger Account Description	General Ledger Current Budget	Job Number	Job Description	Expenditure or Income Type	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Amendment Request Explanation
	Nil								
					Totals	\$0	\$0	\$0	

**SHIRE OF BRIDGETOWN-GREENBUSHES****MONTHLY FINANCIAL REPORT****For the Period Ended 30 November 2022****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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

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 30 November 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	522,058	522,282	224	0.04%	
Fees and charges		1,855,982	1,314,094	1,358,854	44,760	3.41%	
Interest earnings		158,800	63,114	64,340	1,226	1.94%	
Other revenue		435,422	241,825	215,731	(26,094)	(10.79%)	▼
Profit on Disposal of Assets	7	51,655	0	0	0		
		4,446,205	2,141,091	2,161,207			
Expenditure from operating activities							
Employee costs		(5,609,812)	(2,350,086)	(2,240,988)	109,098	4.64%	
Materials and contracts		(3,881,010)	(1,051,670)	(960,253)	91,417	8.69%	▲
Utility charges		(276,002)	(90,126)	(71,624)	18,502	20.53%	▲
Depreciation on non-current assets		(3,650,577)	(1,520,976)	(1,507,717)	13,259	0.87%	
Interest expenses		(60,501)	(1,540)	(683)	857	55.66%	
Insurance expenses		(339,925)	(339,883)	(340,691)	(808)	(0.24%)	
Other expenditure		(334,246)	(143,515)	(135,741)	7,774	5.42%	
Loss on asset disposals	7	(28,155)	0	0	0		
		(14,180,228)	(5,497,796)	(5,257,697)			
Non-cash amounts excluded from operating activities	1(b)	3,630,769	1,520,976	1,508,553	(12,423)	0.82%	
Amount attributable to operating activities		(2,996,983)	1,270,542	1,495,894			
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		6,791,163	878,495	878,510	15	0.00%	
Payments for property, plant and equipment	8	(5,933,472)	(404,015)	(344,993)	59,022	14.61%	▲
Payments for construction of infrastructure	8	(5,396,669)	(2,723,730)	(1,891,323)	832,407	30.56%	▲
Proceeds from disposal of assets	7	346,200	0	0	0		
Amount attributable to investing activities		(4,192,778)	(2,249,250)	(1,357,806)			
FINANCING ACTIVITIES							
Repayment of borrowings	9	(160,315)	0	0	0		
Principal elements of finance lease payments	9	(65,945)	(22,563)	(22,563)	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	2,360,276	306,853	306,853	0	0.00%	
Amount attributable to financing activities		1,828,319	267,919	267,919			
Deficiency before general rates		(5,361,442)	(710,790)	406,006			
Amount raised from general rates	10	5,310,523	5,257,427	5,280,005	22,578	0.43%	
Net current assets - surplus/(deficit)	1(a)	(50,919)	4,546,638	5,686,011	1,139,374	25.06%	

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 November 2022

	Note	30-Nov-2022	Last Period	30-Jun-22
Current Assets		\$	\$	\$
Cash and cash equivalents	4	12,061,763	13,116,670	9,564,983
Trade and other receivables		2,048,627	2,475,184	683,571
Inventories		38,156	47,997	40,835
Contract assets		322,009	322,009	245,722
Other assets		0	0	0
TOTAL CURRENT ASSETS		14,470,555	15,961,860	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		32,416,250	32,412,764	32,464,182
Infrastructure		167,830,729	167,678,574	167,034,929
Right-of-use assets		60,815	59,490	74,983
TOTAL NON-CURRENT ASSETS		200,558,538	200,401,572	199,824,838
TOTAL ASSETS		215,029,093	216,363,432	210,359,949
Current Liabilities				
Trade and other payables		1,052,762	2,283,526	1,119,924
Other liabilities		3,192,705	3,185,355	1,494,794
Lease liabilities	9	24,644	20,910	42,577
Borrowings	9	160,317	160,317	160,317
Employee related provisions		800,527	800,527	806,695
TOTAL CURRENT LIABILITIES		5,230,955	6,450,635	3,624,307
Non-Current Liabilities				
Lease liabilities	9	35,263	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		1,615,491	1,615,020	1,615,020
TOTAL LIABILITIES		6,846,446	8,065,655	5,239,327
NET ASSETS		208,182,647	208,297,777	205,120,622
Equity				
Retained surplus		117,111,957	117,227,087	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		208,182,647	208,297,777	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 30 November 2022

Note 1: NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	YTD 30 Nov 2022	Last Period	Actual 30 June 2022
		\$	\$	\$
Current assets				
Cash and cash equivalents - unrestricted	4	8,135,858	9,190,765	5,348,596
Cash and cash equivalents - restricted	5	3,925,905	3,925,905	4,216,387
Receivables		2,048,627	2,677,936	683,571
Contract assets		322,009	322,009	245,722
Inventories		38,156	47,997	40,835
		14,470,555	16,164,612	10,535,111
Less: Current liabilities				
Trade and other payables		(1,052,762)	(2,489,094)	(1,119,924)
Contract liabilities		(3,192,705)	(3,185,355)	(1,494,794)
Lease liabilities	9	(24,644)	(20,910)	(42,577)
Long term borrowings	9	(160,317)	(160,317)	(160,317)
Employee provisions		(800,527)	(800,527)	(806,695)
		(5,230,954)	(6,656,203)	(3,624,307)
Net current assets		9,239,601	9,508,409	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,553,589)	(3,557,323)	(3,987,290)
Net current assets used in the Rate Setting Statement		5,686,011	5,951,085	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 30 Nov 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		1,507,717	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		1,508,553	4,096	4,053,688

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 30 Nov 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		24,644	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		(3,553,589)	(3,840,555)	(3,826,973)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Other revenue	(26,094)	(10.79%)	▼	Permanent/ Timing	Variance due to reimbursement of costs associated with the vacant Risk Mitigation Officer position \$14,366. Balance relates to fuel tax rebate \$7,607 and insurance reimbursements claims \$9,593 less than estimated at this time.
Expenditure from operating activities					
Materials and contracts	91,417	8.69%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Fire prevention non-recurrent projects \$11,774 DFES bushfire expenditure \$28,781 Waste site management and refuse collection \$27,619 Recreation and culture non-recurrent projects \$26,597 Parks and gardens maintenance \$24,343 Road and verge maintenance \$34,988 Expenditure in the following areas are greater than estimated at this time: Tourism and area promotion non-recurrent projects \$28,840 Plant repairs and maintenance \$39,966 Balance relates to minor variances in other expenditure.
Utility charges	18,502	20.53%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.
INVESTING ACTIVITIES					
Payments for property, plant and equipment	59,022	14.61%	▲	Timing	Building renewals \$37,820 and Land purchases \$16,315 less than estimated at this time, please refer to note 8 for more details.
Payments for construction of infrastructure	832,407	30.56%	▲	Timing	Road construction program expenditure less than estimated at this time by \$763,423, 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 30 November 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)
57BU	Bridgetown Railway Station	C.09/1122	Capital Expenses			(50,000)	(99,670)
Res 125	Building Maintenance Reserve	C.09/1122	Reserve Transfer		50,000		(49,670)
04ZF	Community groups & event banners	C.11/1122	Operating Expenses			(2,000)	(51,670)
46163	Community groups & event banners - fees & charges	C.11/1122	Operating Revenue		1,000		(50,670)
02BU	Bridgetown Civic Centre	C.16/1122a	Capital Expenses		361,245		310,575
32433	Public halls grants	C.16/1122a	Operating Revenue			(401,494)	(90,919)
Res 126	Strategic Projects Reserve	C.16/1122a	Reserve Transfer		40,000		(50,919)
				0	718,914	(769,833)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	368,562				368,562	Westpac	At Call
Municipal Funds On Call	2.80%	251,650				251,650	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			31,060		31,060	Westpac	At Call
Cash On Hand	Nil	1,850				1,850	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
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
Municipal Funds	3.10%	500,000				500,000	NAB	27-Jan-23
Municipal Funds	3.70%	506,559				506,559	NAB	27-Feb-23
Municipal Funds	3.70%	500,000				500,000	NAB	27-Feb-23
Reserve Funds	3.55%		3,925,905			3,925,905	NAB	28-Dec-23
Total		8,135,858	3,925,905	32,016	0	12,093,779		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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		(110,000)	(60,000)	128,951	165,689
126	Strategic Projects Reserve	293,633	5,812	1,188	10,000		(117,540)	(62,540)	191,905	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 30 November 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	(2,360,276)	(306,853)	2,636,808	3,925,905

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 6: RECEIVABLES

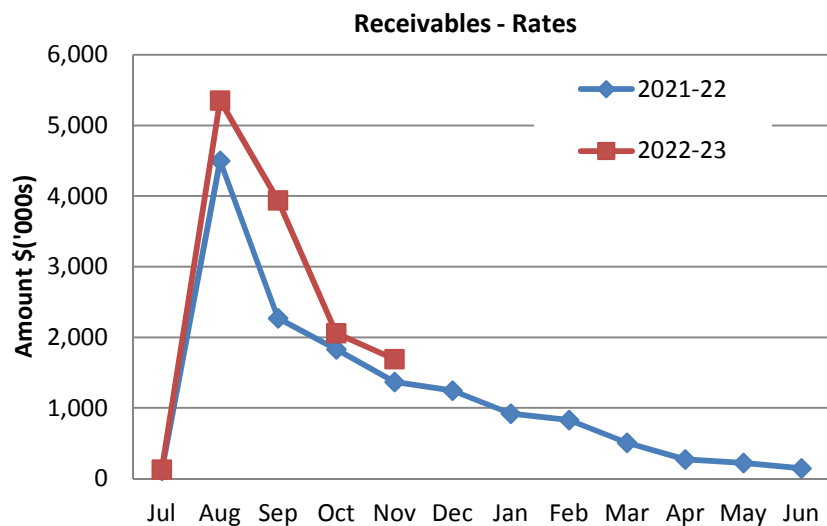
Receivables - Rates

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

Net Rates Collectable

% Collected

YTD 30 Nov 2022	30 June 2022
\$	\$
147,038.27	136,951
5,280,005	4,849,560
(3,735,593)	(4,839,473)
1,691,450	147,038
1,691,450	147,038
68.83%	97.05%



Receivables - Sundry Debtors

Receivables - Sundry Debtors

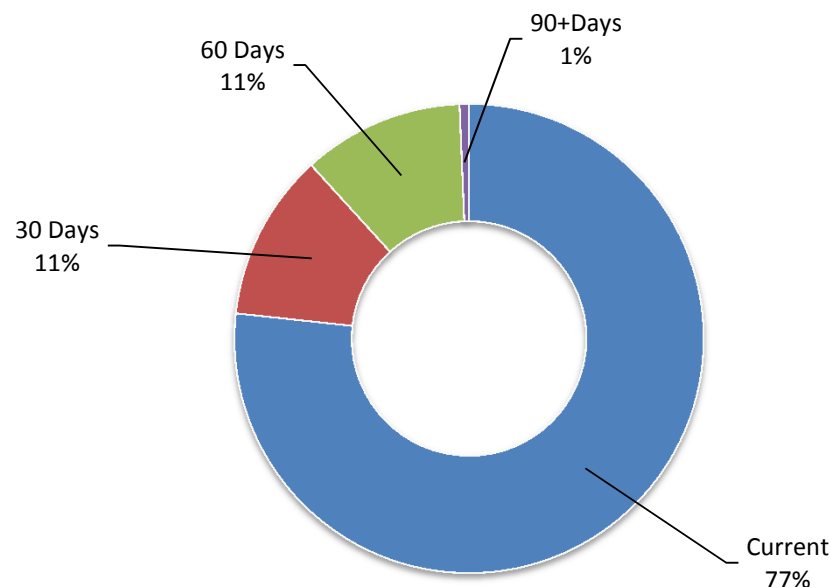
Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
70,738	10,634	10,241	600

Total Sundry Debtor Receivables Outstanding

92,212

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 Landcruiser (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 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	90,487	15,074	15,074	(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	1,228,586	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	5,000	5,704	704	
Bridgetown Lesser Hall	61BU	3,703	3,703	2,944	(759)	
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	48,395	35,820	(12,575)	Works continuing
Greenbushes Golf Club	39BU	169,027	0	0	0	
Greenbushes Cricket Pavilion Toilets	54BU	9,145	4,572	0	(4,572)	Purchase order raised
Bridgetown Sports Ground Horse Stalls	56BU	4,978	0	0	0	
Bridgetown Railway Station Restoration	57BU	635,905	284,728	264,074	(20,654)	Works continuing
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 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Transport						
Shire Depot Rebuild	08BU	658,620	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	5,914	5,914	(0)	
Other Property and Services						
Purchase of Land	1790040	21,000	21,000	4,685	(16,315)	Land purchases continuing
Land and Buildings Total		4,227,405	393,018	338,944	(54,074)	
Roads						
Transport						
Winnejump Road Regional Road Group 21/22	RR24	228,734	228,734	20,690	(208,044)	Job continuing
Winnejump 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	52,500	0	(52,500)	Job not yet commenced
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	8,994	0	(8,994)	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	10,260	0	(10,260)	Job not yet commenced
Henry Street	RC59	34,884	34,884	0	(34,884)	Job not yet commenced
Pioneer Street	RC60	8,716	8,716	0	(8,716)	Job not yet commenced
Cleopatra Crescent	RC61	15,107	15,107	0	(15,107)	Job not yet commenced
Democrat Close	RC62	13,848	13,848	0	(13,848)	Job not yet commenced
Hay Road	GS12	19,314	19,314	137	(19,177)	Job completed
Grange Road	GS34	122,094	122,094	120,303	(1,791)	Job completed
Polina Road	GS41	180,112	180,112	154,884	(25,228)	Job completed

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
West Blackwood Terrace	GS69	40,577	0	0	0	
Greenfields Road	GS70	73,606	0	4,074	4,074	Job commenced sooner than estimated
Roads Total		2,997,379	2,404,285	1,640,846	(763,439)	
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 completed
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	9,590	6,890	(2,700)	Job continuing
Bridgetown Youth Precinct Development	16IN	187,540	0	78	78	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Parks and Ovals (Continued)</i>						
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	16,963	16,962	(1)	
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	105,245	94,973	(10,272)	
<i>Bridges</i>						
Recreation and Culture						
River Park Footbridge	15IU	12,500	0	0	0	
Transport						
Old Bridgetown Road Bridge 0266A	BR05	5,000	1,750	1,750	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	8,000	8,400	400	Job complete
Greenbushes-Boyup Brook Road Bridge 3701	BR27	153,000	9,700	9,700	0	
Bridges Total		412,500	19,450	19,850	400	
<i>Infrastructure Other</i>						
Law, Order and Public Safety						
Bushfire Control Centre Fencing	18IU	7,690	2,020	2,081	61	Job completed, reimbursed by insurance

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continued)						
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	15,000	750	(14,250)	Preliminary planning
Waste Site Fencing	17IU	52,105	52,105	51,327	(778)	Job completed, reimbursed by insurance
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	44,276	(7,352)	Job completed, reimbursed by insurance
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	148,443	130,584	(17,859)	
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 30 November 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Nov 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Plant and Equipment (Continued)</i>						
Recreation and Culture						
SBS FM Radio Tower Equipment	12014	10,997	10,997	6,049	(4,948)	Job continuing
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	10,997	6,049	(4,948)	
<i>Furniture and Equipment</i>						
Furniture and Equipment Total		0	0	0	0	
Capital Expenditure Total		11,330,141	3,127,745	2,236,316	(891,429)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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	New Loan	New Loan
	Term	Amended Budget	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 30 November 2022

Note 9: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases	New Leases	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	45,905			13,026	25,908	32,879	19,997	561	1,083
Other Property and Services									
001 CESM Vehicle	1,441	5,101	0	2,335	1,441	4,207	0	45	1
002 Photocopies and printers	16,445			5,022	9,991	11,423	6,454	255	482
004 EHO Vehicle	13,578			2,180	5,238	11,398	8,340	21	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	5,101	83,043	22,563	65,945	59,907	94,467	882	3,708

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Property and Services			
001 CESM Vehicle	10 Months	0	5,101
005 2022 Toyota Hilux (CESM)	36 months	41,703	0
006 New Mitigation Vehicle	36 months	41,340	0
		83,043	5,101

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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	6,156	14	2,697,648	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	(2,138)	(81)	1,272,946	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	4,301	(67)	4,209,060	4,204,826	45,000	1,000	4,250,826
Minimum Payment	Minimum \$										
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	305		7,658	7,353			7,353
Sub-Totals		958	44,828,316	1,059,697	11,249	0	1,070,946	1,059,697	0	0	1,059,697
Discounts/concessions							5,280,005				5,310,523
Total amount raised from general rates							5,280,005				5,310,523

**SHIRE OF BRIDGETOWN-GREENBUSHES****MONTHLY FINANCIAL REPORT****For the Period Ended 31 December 2022****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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

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 December 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	626,696	544,125	(82,571)	(13.18%)	▼
Fees and charges		1,855,982	1,389,633	1,480,133	90,500	6.51%	▲
Interest earnings		158,800	105,982	122,642	16,660	15.72%	▲
Other revenue		435,422	294,809	276,945	(17,864)	(6.06%)	▼
Profit on Disposal of Assets	7	51,655	0	0	0		
		4,446,205	2,417,120	2,423,845			
Expenditure from operating activities							
Employee costs		(5,609,812)	(2,812,505)	(2,590,733)	221,772	7.89%	▲
Materials and contracts		(3,881,010)	(1,338,939)	(1,116,760)	222,179	16.59%	▲
Utility charges		(276,002)	(116,649)	(92,862)	23,787	20.39%	▲
Depreciation on non-current assets		(3,650,577)	(1,825,158)	(1,810,320)	14,838	0.81%	
Interest expenses		(60,501)	(30,194)	(29,765)	429	1.42%	
Insurance expenses		(339,925)	(339,883)	(340,691)	(808)	(0.24%)	
Other expenditure		(334,246)	(167,606)	(147,980)	19,626	11.71%	▲
Loss on asset disposals	7	(28,155)	0	0	0		
		(14,180,228)	(6,630,934)	(6,129,111)			
Non-cash amounts excluded from operating activities	1(b)	3,630,769	1,825,158	1,813,017	(12,141)	0.67%	
Amount attributable to operating activities		(2,996,983)	717,615	1,191,581			
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		6,791,163	1,152,539	1,168,991	16,452	1.43%	
Payments for property, plant and equipment	8	(5,925,972)	(503,882)	(395,489)	108,393	21.51%	▲
Payments for construction of infrastructure	8	(5,396,669)	(3,012,004)	(2,102,341)	909,663	30.20%	▲
Proceeds from disposal of assets	7	351,200	0	0	0		
Amount attributable to investing activities		(4,180,278)	(2,363,347)	(1,328,840)			
FINANCING ACTIVITIES							
Repayment of borrowings	9	(160,315)	(79,576)	(79,576)	0	0.00%	
Principal elements of finance lease payments	9	(65,945)	(23,460)	(23,460)	0	0.00%	
Proceeds from new borrowings	9	475,000	0	0	0		
Transfers to cash backed reserves (restricted assets)	5	(780,697)	(51,178)	(51,178)	0	0.00%	
Transfers from cash backed reserves (restricted assets)	5	2,347,776	306,853	306,853	0	0.00%	
Amount attributable to financing activities		1,815,819	152,639	152,639			
Deficiency before general rates		(5,361,442)	(1,493,093)	15,380			
Amount raised from general rates	10	5,310,523	5,257,427	5,337,225	79,798	1.52%	
Net current assets - surplus/(deficit)	1(a)	(50,919)	3,764,334	5,352,605	1,588,271	42.19%	

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 December 2022

	Note	31-Dec-2022	Last Period	30-Jun-22
Current Assets		\$	\$	\$
Cash and cash equivalents	4	12,257,264	12,061,763	9,564,983
Trade and other receivables		1,763,288	2,048,627	683,571
Inventories		43,566	38,156	40,835
Contract assets		307,868	322,009	245,722
Other assets		0	0	0
TOTAL CURRENT ASSETS		14,371,986	14,470,555	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		32,388,333	32,416,250	32,464,182
Infrastructure		167,821,459	167,830,729	167,034,929
Right-of-use assets		56,913	60,815	74,983
TOTAL NON-CURRENT ASSETS		200,517,449	200,558,538	199,824,838
TOTAL ASSETS		214,889,435	215,029,093	210,359,949
Current Liabilities				
Trade and other payables		961,515	1,052,762	1,119,924
Other liabilities		3,485,844	3,192,705	1,494,794
Lease liabilities	9	23,747	24,644	42,577
Borrowings	9	80,740	160,317	160,317
Employee related provisions		800,527	800,527	806,695
TOTAL CURRENT LIABILITIES		5,352,373	5,230,955	3,624,307
Non-Current Liabilities				
Lease liabilities	9	35,263	35,263	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		1,615,491	1,615,491	1,615,020
TOTAL LIABILITIES		6,967,864	6,846,446	5,239,327
NET ASSETS		207,921,571	208,182,647	205,120,622
Equity				
Retained surplus	7	116,816,074	117,111,957	113,759,450
Reserves - cash backed		3,960,712	3,925,905	4,216,387
Revaluation surplus		87,144,785	87,144,785	87,144,785
TOTAL EQUITY		207,921,571	208,182,647	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 December 2022

Note 1: NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	YTD 31 Dec 2022	Last Period	Actual 30 June 2022
		\$	\$	\$
Current assets				
Cash and cash equivalents - unrestricted	4	8,296,552	9,190,765	5,348,596
Cash and cash equivalents - restricted	5	3,960,712	3,925,905	4,216,387
Receivables		1,763,288	2,677,936	683,571
Contract assets		307,868	322,009	245,722
Inventories		43,566	47,997	40,835
		14,371,986	16,164,612	10,535,111
Less: Current liabilities				
Trade and other payables		(961,515)	(2,489,094)	(1,119,924)
Contract liabilities		(3,485,844)	(3,185,355)	(1,494,794)
Lease liabilities	9	(23,748)	(20,910)	(42,577)
Long term borrowings	9	(80,740)	(160,317)	(160,317)
Employee provisions		(800,527)	(800,527)	(806,695)
		(5,352,374)	(6,656,203)	(3,624,307)
Net current assets		9,019,612	9,508,409	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,667,008)	(3,557,323)	(3,987,290)
Net current assets used in the Rate Setting Statement		5,352,605	5,686,011	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 Dec 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		1,810,320	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		2,697	181	597
Non cash amounts excluded from operating activities		1,813,017	4,096	4,053,688

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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 Dec 2022	Last Period	Actual 30 June 2022
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(3,960,712)	(4,220,060)	(4,216,387)
Add: Current portion of borrowings		80,740	160,317	160,317
Add: Current portion of lease liabilities		23,748	32,489	42,577
Add: Current portion of employee benefit provisions held in reserve	5	189,216	186,700	186,519
Total adjustments to net current assets		(3,667,008)	(3,840,555)	(3,826,973)

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Operating grants, subsidies and contributions	(82,571)	(13.18%)	▼	Timing	Variance due to income for DFES bushfire grants \$81,749 and SES operating grant \$5,759 not recognised at this time. Balance relates to minor variances in other revenue.
Fees and charges	90,500	6.51%	▲	Permanent/ Timing	Revenue in the following areas are higher than estimated at this time: Sanitation \$29,851 Town planning \$13,254 Bridgetown Leisure Centre \$25,951 Sale of water from Statdpipe \$19,372
Interest earnings	16,660	15.72%	▲	Permanent	Variance due to higher than expected interest earnings due to increase in interest rates.
Other revenue	(17,864)	(6.06%)	▼	Permanent/ Timing	Revenue in the following areas are greater than estimated at this time: Workers compensation reimbursements \$14,077 Revenue in the following areas are less than estimated at this time: Bushfire Risk Mitigation Officer due to position being vacant \$24,350 Balance relates to insurance claim reimbursements.
Expenditure from operating activities					
Employee costs	221,772	7.89%	▲	Permanent	Variance due to various position vacancies.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Materials and contracts	222,179	16.59%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Fire prevention non-recurrent projects \$25,601 DFES bushfire expenditure \$24,504 Sanitation non-recurrent project \$62,700 Town planning LPS 6 advertising \$10,000 Recreation and culture non-recurrent projects \$22,684 Trails and paths \$10,936 Parks and gardens maintenance \$14,172 Street and road maintenance non-recurrent projects \$15,741 Streets, roads, bridges and depot maintenance \$29,918 General insurance claims \$9,996 Building maintenance \$18,858 Expenditure in the following areas are greater than estimated at this time: Tourism and area promotion non-recurrent projects \$25,630 Plant repairs and maintenance \$26,782 Balance relates to minor variances in other expenditure.
Utility charges	23,787	20.39%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.
Other expenditure	19,626	11.71%	▲	Timing	Expenditure in the following areas is less than estimated at this time: Community grant and service agreement \$12,178. Balance relates to minor variances in other expenditure.
INVESTING ACTIVITIES					
Payments for property, plant and equipment	108,393	21.51%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Building renewals \$81,129 Land purchases \$16,315 Please refer to note 8 for more details.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Payments for construction of infrastructure	909,663	30.20%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Road construction program \$781,324, Drainage construction program \$56,515 Liquid waste facility infrastructure \$59,240 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 December 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		Closing 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	Bulk 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)
57BU	Bridgetown Railway Station	C.09/1122	Capital Expenses			(50,000)	(99,670)
Res 125	Building Maintenance Reserve	C.09/1122	Reserve Transfer		50,000		(49,670)
04ZF	Community groups & event banners	C.11/1122	Operating Expenses			(2,000)	(51,670)
46163	Community groups & event banners - fees & charges	C.11/1122	Operating Revenue		1,000		(50,670)
02BU	Bridgetown Civic Centre	C.16/1122a	Capital Expenses		361,245		310,575
32433	Public hall grants	C.16/1122a	Operating Revenue			(401,494)	(90,919)
Res 126	Strategic Projects Reserve	C.16/1122a	Reserve Transfer		40,000		(50,919)
ZB06	Verge maintenance built up areas	C.12/1222	Operating Expenses		15,059		(35,860)
ZB02	Footpath maintenance built up areas	C.12/1222	Operating Expenses			(7,500)	(43,360)
ZA07	Line marking built up areas	C.12/1222	Operating Expenses			(7,559)	(50,919)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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
				\$	\$	\$	\$
PL09	Road Grader	C.12/1222	Capital Expenses			(127,500)	(178,419)
PL20	Mono Roller (Towed)	C.12/1222	Capital Expenses		15,000		(163,419)
PL21	Excavator	C.12/1222	Capital Expenses		120,000		(43,419)
40045	Sale of road plant	C.12/1222	Capital Revenue		5,000		(38,419)
Res 102	Plant Reserve	C.12/1222	Reserve Transfer			(12,500)	(50,919)
				0	873,973	(924,892)	

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	1,014,680				1,014,680	Westpac	At Call
Municipal Funds On Call	3.10%	252,228				252,228	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			8,465		8,465	Westpac	At Call
Cash On Hand	Nil	3,850				3,850	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
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
Municipal Funds	3.10%	500,000				500,000	NAB	27-Jan-23
Municipal Funds	3.20%	500,000				500,000	NAB	10-Feb-23
Municipal Funds	3.20%	504,069				504,069	NAB	13-Feb-23
Municipal Funds	3.70%	506,559				506,559	NAB	27-Feb-23
Municipal Funds	3.70%	500,000				500,000	NAB	27-Feb-23
Municipal Funds	3.75%	507,443				507,443	NAB	07-Mar-23
Municipal Funds	3.80%	507,724				507,724	NAB	13-Mar-23
Reserve Funds	3.85%		3,960,712			3,960,712	NAB	28-Mar-23
Total		8,296,552	3,960,712	9,420	0	12,266,685		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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	3,121	10,000				230,107	218,956
121	Car Park Reserve	971	19	14	0				990	985
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	2,697	0				190,211	189,216
102	Plant Reserve	741,712	14,680	10,725	324,000		(880,500)		199,892	752,438
103	Land and Building Reserve	687,174	13,601	8,497	0		(320,000)	(120,000)	380,775	575,672
104	Bush Fire Reserve	38,458	761	556	10,000				49,219	39,014
105	Maintenance and Renewal of Mine Heavy Haulage Roads Reserve	5,383	107	78	75,000				80,490	5,460
107	Sanitation Reserve	210,598	4,168	2,386	66,000		(156,432)	(55,000)	124,334	157,983
109	Recreation Centre Floor and Solar Reserve	225,005	4,454	3,254	10,000				239,459	228,258
112	Refuse Site Post Closure Reserve	239,240	4,735	3,402	5,000		(30,000)		218,975	242,642
113	Drainage Reserve	67,968	1,345	983	10,000		(4,766)	(4,766)	74,547	64,185
114	Community Bus Reserve	66,642	1,319	964	5,000				72,961	67,605
115	SBS & Communications Tower Reserve	29,250	579	423	20,000		(10,997)		38,832	29,673
118	Playground Equipment Reserve	44,750	886	647	1,000				46,636	45,397
119	Swimming Pool Reserve	4,536	0	11	0		(4,536)	(4,547)	(1)	0
125	Building Maintenance Reserve	224,804	4,450	2,531	9,697		(110,000)	(60,000)	128,951	167,335
126	Strategic Projects Reserve	293,633	5,812	3,496	10,000		(117,540)	(62,540)	191,905	234,589
127	Matched Grants Reserve	65,085	1,288	941	10,000				76,373	66,026
128	Aged Care Infrastructure Reserve	57,371	1,136	830	0				58,507	58,200
129	Equipment Reserve	6,155	122	89	0				6,277	6,244
130	Assets and GRV Valuation Reserve	97,446	1,929	1,409	24,000		(36,700)		86,675	98,855

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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	475	0		(5,000)		28,529	33,354
132	Trails Reserve	36,853	729	533	5,000		(27,500)		15,082	37,386
133	Light Fleet Vehicle Reserve	214,027	4,236	3,095	101,000		(240,805)		78,458	217,122
135	Blackspot Reserve	1,460	29	21	10,000				11,489	1,482
		4,216,387	75,000	51,178	705,697	0	(2,347,776)	(306,853)	2,649,308	3,960,712

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

Note 6: RECEIVABLES

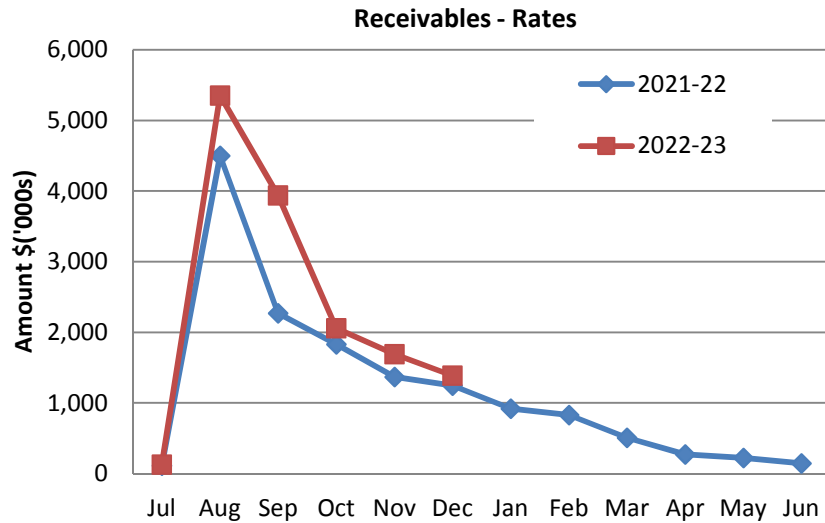
Receivables - Rates

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

Net Rates Collectable

% Collected

YTD 31 Dec 2022	30 June 2022
\$	\$
147,038	136,951
5,337,225	4,849,560
(4,096,212)	(4,839,473)
1,388,050	147,038
1,388,050	147,038
74.69%	97.05%



Receivables - Sundry Debtors

Receivables - Sundry Debtors

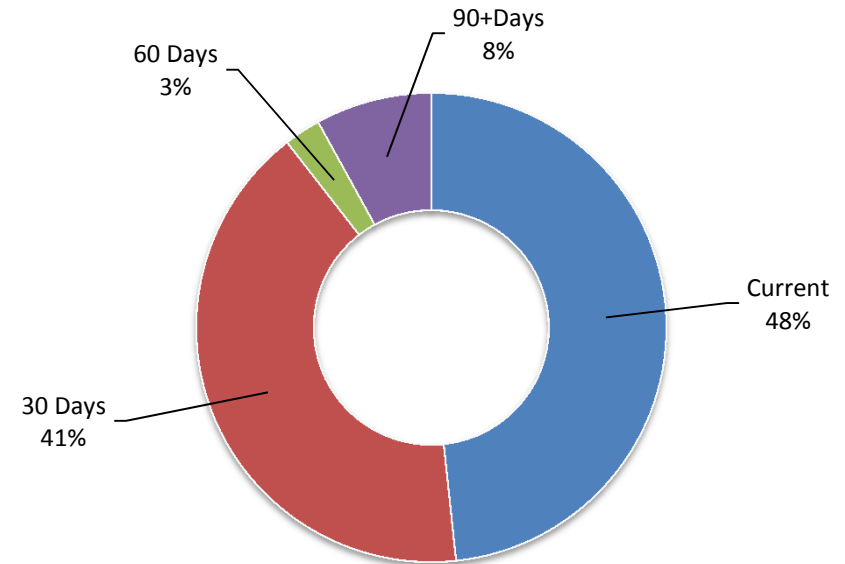
Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
60,976	51,943	3,179	10,093

Total Sundry Debtor Receivables Outstanding

126,191

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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	0	0	0
				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 Landcruiser (Bushfire Brigade)	16,320	70,000	53,680
				P2006 2008 Caterpillar Grader	105,000	105,000	0
0	0	0	0		324,612	351,200	26,588

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	90,487	30,074	30,074	(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	1,228,586	0	2,126	2,126	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	10,000	5,704	(4,296)	Works continuing
Bridgetown Lesser Hall	61BU	3,703	3,703	2,944	(759)	Works complete
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	48,395	35,820	(12,575)	Works continuing
Greenbushes Golf Club	39BU	169,027	0	0	0	
Greenbushes Cricket Pavilion Toilets	54BU	9,145	9,144	8,545	(599)	Works continuing
Bridgetown Sports Ground Horse Stalls	56BU	4,978	0	0	0	
Bridgetown Railway Station Restoration	57BU	635,905	360,023	288,934	(71,089)	Works continuing
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 December 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Transport						
Shire Depot Rebuild	08BU	658,620	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	5,914	5,914	(0)	
Other Property and Services						
Purchase of Land	1790040	21,000	21,000	4,685	(16,315)	Land purchases continuing
Land and Buildings Total		4,227,405	492,885	389,440	(103,445)	
Roads						
Transport						
Winnejump Road Regional Road Group 21/22	RR24	228,734	228,734	20,707	(208,027)	Job continuing
Winnejump Road Regional Road Group 22/23	RR21	375,000	224,998	0	(224,998)	Preliminary planning, purchase order raised
Brockman Highway	RS03	1,585,731	1,585,730	1,486,060	(99,670)	Job completed
Kerbing	KB01	5,000	0	0	0	
Roe Street	RC38	52,500	52,500	0	(52,500)	Purchase order raised
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	11,992	0	(11,992)	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	10,260	0	(10,260)	Purchase order raised
Henry Street	RC59	34,884	34,884	0	(34,884)	Purchase order raised
Pioneer Street	RC60	8,716	8,716	0	(8,716)	Job not yet commenced
Cleopatra Crescent	RC61	15,107	15,107	0	(15,107)	Job not yet commenced
Democrat Close	RC62	13,848	13,848	0	(13,848)	Job not yet commenced
Hay Road	GS12	19,314	19,314	137	(19,177)	Job completed
Grange Road	GS34	122,094	122,094	120,303	(1,791)	Job completed
Polina Road	GS41	180,112	180,112	154,884	(25,228)	Job completed

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Roads (Continued)</i>						
Transport (Continued)						
West Blackwood Terrace	GS69	40,577	0	32,054	32,054	Job commenced sooner than estimated
Greenfields Road	GS70	73,606	0	36,810	36,810	Job commenced sooner than estimated
Roads Total		2,997,379	2,632,281	1,850,957	(781,324)	
<i>Footpaths</i>						
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	
<i>Drainage</i>						
Community Amenities						
Nelson Street	DR16	3,635	0	5,070	5,070	Job completed
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)	Purchase order raised
Connell Road	DR40	15,278	15,278	0	(15,278)	Job not yet commenced
Drainage Total		106,994	61,585	5,070	(56,515)	
<i>Parks and Ovals</i>						
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	9,590	6,890	(2,700)	Job continuing
Bridgetown Youth Precinct Development	16IN	187,540	0	78	78	

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Parks and Ovals (Continued)</i>						
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	16,963	16,962	(1)	
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	105,245	94,973	(10,272)	
<i>Bridges</i>						
Recreation and Culture						
River Park Footbridge	15IU	12,500	0	0	0	
Transport						
Old Bridgetown Road Bridge 0266A	BR05	5,000	1,750	1,750	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	8,000	8,400	400	Job complete
Greenbushes-Boyup Brook Road Bridge 3701	BR27	153,000	9,700	9,700	0	
Bridges Total		412,500	19,450	19,850	400	
<i>Infrastructure Other</i>						
Law, Order and Public Safety						
Bushfire Control Centre Fencing	18IU	7,690	2,020	2,081	61	Job completed, reimbursed by insurance

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

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continued)						
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	60,000	760	(59,240)	Preliminary planning, purchase order raised
Waste Site Fencing	17IU	52,105	52,105	51,327	(778)	Job completed, reimbursed by insurance
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	1,577	1,577	Completion of grant funded project
Transport						
Depot Fencing	16IU	51,628	51,628	44,276	(7,352)	Job completed, reimbursed by insurance
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	193,443	131,492	(61,951)	
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 December 2022

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Dec 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Plant and Equipment (Continued)</i>						
Recreation and Culture						
SBS FM Radio Tower Equipment	12014	10,997	10,997	6,049	(4,948)	Job continuing
Transport						
Footpath Sweeper	PL06	160,000	0	0	0	
Road Grader	PL09	427,500	0	0	0	
Mono Roller (Towed)	PL20	0	0	0	0	
Excavator	PL21	0	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		1,698,567	10,997	6,049	(4,948)	
<i>Furniture and Equipment</i>						
Furniture and Equipment Total		0	0	0	0	
Capital Expenditure Total		11,322,641	3,515,886	2,497,830	(1,018,056)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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			12,574	25,319	12,745	0	346	520
Loan 115 Landfill Cell Extension	40,965			10,118	20,317	30,847	20,648	330	578
Loan 116 Liquid Waste Facility	72,020			4,825	9,696	67,195	62,324	706	1,364
Recreation and Culture									
Loan 112 Bridgetown Swimming Pool	1,259,127			37,295	75,344	1,221,832	1,183,783	25,434	50,115
Loan 117 Youth Precinct Redevelopment	171,792			8,953	17,973	162,839	153,819	1,281	2,496
Loan 118 Bridgetown Civic Centre Revitalisation	111,506			5,811	11,666	105,695	99,840	832	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	79,576	160,315	1,601,153	1,995,414	28,929	56,693

(b) New Debentures

Particulars	New Loan	New Loan	New Loan
	Term	Amended Budget	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 December 2022

Note 9: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases	New Leases	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	45,905			13,026	25,908	32,879	19,997	656	1,083
Other Property and Services									
001 CESM Vehicle	1,441	5,101	0	2,795	1,441	3,747	0	57	1
002 Photocopies and printers	16,445			5,022	9,991	11,423	6,454	297	482
004 EHO Vehicle	13,578			2,616	5,238	10,962	8,340	25	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	5,101	83,043	23,460	65,945	59,010	94,467	1,035	3,708

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Property and Services			
001 CESM Vehicle	10 Months	0	5,101
005 2022 Toyota Hilux (CESM)	36 months	41,703	0
006 New Mitigation Vehicle	36 months	41,340	0
		83,043	5,101

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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	50,077	13,539	2,755,094	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	(3,441)	(561)	1,271,163	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	46,919	12,978	4,264,723	4,204,826	45,000	1,000	4,250,826
Minimum Payment	Minimum \$										
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			0
Shire Rural UV	1,299.00	272	41,143,420	353,328	(3,718)		349,610	353,328			353,328
Mining UV	387.00	19	31,951	7,353	1,000		8,353	7,353			7,353
Sub-Totals		958	44,828,316	1,059,697	12,805	0	1,072,502	1,059,697	0	0	1,059,697
Discounts/concessions							5,337,225				5,310,523
Total amount raised from general rates							5,337,225				5,310,523

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
DD16470.2	02/12/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - DECEMBER	75.90
DD16501.1	07/12/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF NOVEMBER	5,311.34
DD16460.1	14/12/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,518.05
DD16460.2	14/12/2022	COLONIAL FIRST STATE - FIRSTCHOICE	PAYROLL DEDUCTIONS	647.83
DD16460.3	14/12/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16460.4	14/12/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	452.55
DD16460.5	14/12/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	299.82
DD16460.6	14/12/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16460.7	14/12/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	228.12
DD16460.8	14/12/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33
DD16460.9	14/12/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	503.24
DD16460.10	14/12/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	759.27
DD16460.11	14/12/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,232.11
DD16460.12	14/12/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	628.26
DD16460.13	14/12/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	184.20
DD16460.14	14/12/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	292.08
DD16460.15	14/12/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	283.44
DD16470.1	15/12/2022	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED EHO VEHICLE	484.22
DD16495.1	23/12/2022	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	162.00
28122022	28/12/2022	WESTERN AUSTRALIAN TREASURY CORP	6 MONTHLY LOAN REPAYMENTS	15,978.45
DD16482.1	28/12/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,310.14
DD16482.2	28/12/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	647.83
DD16482.3	28/12/2022	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	186.33
DD16482.4	28/12/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16482.5	28/12/2022	COLONIAL FIRST STATE PERSONAL SUPER	PAYROLL DEDUCTIONS	452.55
DD16482.6	28/12/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	209.87
DD16482.7	28/12/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16482.8	28/12/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	228.13
DD16482.9	28/12/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	484.33

SHIRE OF BRIDGETOWN-GREENBUSHES
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DD16482.10	28/12/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	469.11
DD16482.11	28/12/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	752.88
DD16482.12	28/12/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,072.12
DD16482.13	28/12/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	687.02
DD16482.14	28/12/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	196.81
DD16482.15	28/12/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	281.22
DD16482.16	28/12/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	314.16
29122022	29/12/2022	WESTERN AUSTRALIAN TREASURY CORP	6 MONTHLY LOAN REPAYMENTS	29,796.66
B/S	01/12/2022	WESTPAC BANK	MERCHANT FEES	1,250.40
B/S	01/12/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	453.10
B/S	14/12/2022	WESTPAC BANK	TOTAL WAGES FOR 01.12.2022 - 14.12.2022	131,825.16
B/S	28/12/2022	WESTPAC BANK	TOTAL WAGES FOR 15.12.2022 - 28.12.2022	134,213.19
B/S	04/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	MEALS DURING LOCAL GOVERNMENT PROFESSIONALS CONFERENCE	68.17
B/S	10/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR COUNCIL BAR	25.96
B/S	14/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR EMPLOYEE FAREWELL	10.60
B/S	14/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	EMPLOYEE GRATUITY GIFT	350.00
B/S	16/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	REGIONAL CABINET NETWORKING FUNCTION IN MARGARET RIVER	95.50
B/S	17/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	WALGA/LGIS VOLUNTEER BUSHFIRE RISK FORUM	33.50
B/S	17/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	8 X TABLE CLOTHS	216.00
B/S	21/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR MEETING WITH MEMBER FOR WARREN-BLACKWOOD	15.40
B/S	22/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	CHARGER FOR COUNCIL CHAMBER LAPTOP	198.95
B/S	23/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	3 X NATIONAL POLICE CLEARANCE TOKENS	122.10
B/S	27/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	DINNER FOR WALGA/LGIS VOLUNTEER BUSHFIRE RISK FORUM	31.00
B/S	27/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	ACCOMMODATION FOR WALGA/LGIS VOLUNTEER BUSHFIRE RISK FORUM	150.00
B/S	27/11/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR WALGA/LGIS VOLUNTEER BUSHFIRE RISK FORUM	10.00
B/S	04/12/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	20/11/2022	WESTPAC CORPORATE CREDIT CARD	COMMITTEE ROOM EQUIPMENT	120.40
B/S	20/11/2022	WESTPAC CORPORATE CREDIT CARD	REFRESHMENTS FOR COMMITTEE ROOM	88.00
B/S	20/11/2022	WESTPAC CORPORATE CREDIT CARD	COMMITTEE ROOM EQUIPMENT	77.05
B/S	21/11/2022	WESTPAC CORPORATE CREDIT CARD	REFRESHMENTS	7.48
B/S	04/12/2022	WESTPAC CORPORATE CREDIT CARD	MONTHLY CARD FEE	10.00

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BPAY				
23122022	23/12/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	2,618.14
ELECTRONIC PAYMENTS				
EFT35945	08/12/2022	ACORN PROJECTS PTY LTD	MOSAIC TILES FOR LESSER HALL	379.80
EFT35946	08/12/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	REPAIRS TO JOHN DEERE TRACTOR	1,494.15
EFT35947	08/12/2022	AMITY SIGNS	REFLECTIVE MOWING SIGN & VARIOUS STREET NAME SIGNS	705.76
EFT35948	08/12/2022	ARROW BRONZE	MEMORIAL PLATE	325.66
EFT35949	08/12/2022	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE - NOVEMBER	1,914.00
EFT35950	08/12/2022	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR FIRE CONTROL CENTRE - NOVEMBER	204.92
EFT35951	08/12/2022	BLACKWOOD RURAL SERVICES	2 X REPLACEMENT CHAINSAWS LOST IN FIRE AND VARIOUS PARTS & REPAIRS	4,981.70
EFT35952	08/12/2022	BLACKWOOD HEAVY TILT	TRANSPORT CHIPPER FROM KEWDALE & TOW ABANDONED CAR TO DEPOT	1,350.00
EFT35953	08/12/2022	BLACKWOOD PLUMBING AND GAS	REPAIR EXTERNAL CIVIC CENTRE MALE TOILET	110.00
EFT35954	08/12/2022	BLISS FOR DESIGN	SERVICE CHAINSAW & 2 X 167M ROLLS OF WHIPPER SNIPPER CORD	284.22
EFT35955	08/12/2022	BOOEASY AUSTRALIA PTY LTD	ANNUAL GATEWAY FEES FOR PERIOD 01/06/2022 TO 31/05/2023	495.00
EFT35956	08/12/2022	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL	135.00
EFT35957	08/12/2022	BRIDGETOWN MEAT SUPPLY	SAUSAGES FOR DEPOT FUNCTION	40.00
EFT35958	08/12/2022	BRIDGETOWN GLASS SERVICE	SUPPLY & INSTALL REPLACEMENT GLASS TO WINDOW AT BLC	506.00
EFT35959	08/12/2022	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	601.29
EFT35960	08/12/2022	BRIDGETOWN PAINT SALES	12 X CANS OF LINE MARKING PAINT, 9 X COLD GALV AEROSOL & MINOR ITEMS	393.95
EFT35961	08/12/2022	CAMPBELLS CANNING VALE	VARIOUS CONFECTIONERY & SNACKS FOR THE BLC CAFE	863.27
EFT35962	08/12/2022	COMMERCIAL AQUATICS AUSTRALIA	ANNUAL POOL SERVICE, SUPPLY OF ASSET REGISTER, REPAIRS TO EQUIPMENT	10,960.65
EFT35963	08/12/2022	CWA BRIDGETOWN	REFUND OF COMMUNITY STALL BOND	50.00
EFT35964	08/12/2022	D & J COMMUNICATIONS	SUPPLY & FIT 2-WAY RADIO TO FORD RANGER & REPAIR ISUZU 2-WAY RADIO	2,753.78
EFT35965	08/12/2022	DAVMECH	HIRE OF TRUCK & OPERATOR FOR GRAVEL SHEETING & VEHICLE SERVICE	36,050.99
EFT35966	08/12/2022	DR & ML CONTRACTORS	HIRE OF TRUCK AND OPERATOR FOR GRAVEL SHEETING WORKS	26,026.00
EFT35967	08/12/2022	SHANE ELLIS	REIMBURSEMENT FOR COSTS ASSOCIATED WITH TRAINING & MEETINGS	371.64
EFT35968	08/12/2022	LGRCEU	PAYROLL DEDUCTIONS	198.00
EFT35969	08/12/2022	DEPT FIRE & EMERGENCY SERVICES WA	2022/23 2ND QUARTER ESL CONTRIBUTION	95,596.57
EFT35970	08/12/2022	FULTON HOGAN INDUSTRIES PTY LTD	12T PREMIX BITUMEN FOR ROAD MAINTENANCE	2,508.00
EFT35971	08/12/2022	GRACE RECORDS MANAGEMENT PTY LTD	DESTRUCTION OF RECORDS	172.17
EFT35972	08/12/2022	HANSEN'S HOT BREAD SHOP	MEALS FOR PERSONNEL - MAF PRESCRIBED BURN & MEETING CATERING	247.00

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EFT35973	08/12/2022	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES - NOVEMBER	2,453.00
EFT35974	08/12/2022	HILLVIEW ELECTRICAL SERVICE	REPLACEMENT OF LIGHTS & TRANSFORMERS AT MEMORIAL PARK BANDSTAND	655.38
EFT35975	08/12/2022	JOHNSON'S FOOD SERVICES	VARIOUS FROZEN FOODS AND SNACKS FOR THE BLC CAFE	840.86
EFT35976	08/12/2022	KESTRAL COMPUTING	PHOENIX SOFTWARE ANNUAL LICENCE AND SUPPORT FEES	7,775.58
EFT35977	08/12/2022	KITCHEN WAREHOUSE PTY LTD	TABLEWARE FOR COMMITTEE ROOM	565.90
EFT35978	08/12/2022	LGIS WA	FLU VACCINATIONS PROVIDED IN MAY 2022	28.30
EFT35979	08/12/2022	NICHOLAS JOHN MAXFIELD	HIRE OF TRUCK AND OPERATOR FOR GRAVEL SHEETING WORKS	26,026.00
EFT35980	08/12/2022	J.L & G.F MAY	SLASH DOUST STREET RESERVE FOR HAZARD REDUCTION	660.00
EFT35981	08/12/2022	MCDONALD FENCING	REPAIR/REPLACE FIRE DAMAGED FENCING - DEPOT INTERNAL FENCING	17,501.00
EFT35982	08/12/2022	METRO HOTEL	ACCOMMODATION FOR STAFF ATTENDING TRAINING COURSE 17-19/11/2022	348.00
EFT35983	08/12/2022	MOORE AUSTRALIA	REGISTRATION TO LIVE STREAM 2022 NUTS & BOLTS WORKSHOPS 25/11/2022	1,045.00
EFT35984	08/12/2022	MOORE AUSTRALIA AUDIT (WA)	AUDIT SERVICES PROVIDED FOR 21/22 PENSIONER DEFERMENTS ACQUITTAL	660.00
EFT35985	08/12/2022	NEXTMEDIA PTY LTD	ANNUAL SUBSCRIPTION TO ORGANIC GARDENER MAGAZINE	54.00
EFT35986	08/12/2022	NJ MECHANICAL	VARIOUS PARTS & REPAIRS FOR BFB VEHICLES	2,764.74
EFT35987	08/12/2022	OFFICEWORKS LTD	3 X LAPTOP BAGS	165.95
EFT35988	08/12/2022	ORBIT HEALTH AND FITNESS SOLUTIONS	SERVICE & REPAIRS OF GYM EQUIPMENT AT BLC	367.52
EFT35989	08/12/2022	PRINT MEDIA GROUP	PRINTING 500 X 2022-2026 CORPORATE BUSINESS PLAN BOOKLETS	5,032.50
EFT35990	08/12/2022	REDWOOD HILLS	PURCHASE OF GRAVEL FOR GRAVEL SHEETING WORKS - GRANGE RD	14,505.75
EFT35991	08/12/2022	RIVERHILL MECHANICAL/EARTHMOVING	HIRE GRADER, TANDEM TRUCK & OPERATOR FOR GRAVEL SHEETING WORKS	72,787.00
EFT35992	08/12/2022	SCOTT'S TAVERN	REFRESHMENTS FOR DEPOT FUNCTION	77.98
EFT35993	08/12/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR NOVEMBER	1,084.94
EFT35994	08/12/2022	SONJA SEHM	REIMBURSEMENT FOR PARKING COSTS WHILST ATTENDING TRAINING	70.00
EFT35995	08/12/2022	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR NOVEMBER	288.00
EFT35996	08/12/2022	SIGMA POOL & SPA SUPPLIES	SUPPLIES & CHEMICALS FOR SWIMMING POOL	1,294.81
EFT35997	08/12/2022	STEPHEN CARRICK ARCHITECTS	ARCHITECTURAL & SUPERINTENDENTS SERVICES FOR BTN RAILWAY STATION	10,560.00
EFT35998	08/12/2022	SYNERGY	ELECTRICITY CHARGES	5,089.80
EFT35999	08/12/2022	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	280.42
EFT36000	08/12/2022	TRAFFIC FORCE	TRAFFIC CONTROL FOR GRAVEL SHEETING WORKS	16,436.57
EFT36001	08/12/2022	TRUCKLINE	20L TRUCK WASH	155.94
EFT36002	08/12/2022	UWA PUBLISHING	BOOKS FOR VC STOCK	209.99
EFT36003	08/12/2022	VEND LTD	ANNUAL MEMBERSHIP TO VEND POS SYSTEM FOR VISITOR CENTRE	1,251.60

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EFT36004	08/12/2022	VIDEO CONFERENCING AUSTRALIA	VIDEO CONFERENCING EQUIPMENT FOR COUNCIL CHAMBERS	1,947.01
EFT36005	08/12/2022	WATTLESEED BARN CAFE & FLORIST	WREATH FOR REMEMBRANCE DAY SERVICE 2022	85.00
EFT36006	08/12/2022	WESTRAC PTY LTD	SCHEDULED SERVICE FOR CAT ROAD ROLLER & CAT ROAD GRADER	4,205.20
EFT36007	08/12/2022	WALGA	3 X 2022 WALGA CONFERENCE REGISTRATIONS FOR COUNCILLORS	3,600.00
EFT36008	08/12/2022	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & VARIOUS OFFICE STATIONERY	2,131.05
EFT36009	08/12/2022	WITTENOOM CONSULTING ENGINEERS	ENGINEERED DESIGN FOR SPILL CONTAINMENT WALL AT LANDFILL SITE	825.00
EFT36010	15/12/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36011	15/12/2022	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36012	15/12/2022	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36013	15/12/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36014	15/12/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,487.35
EFT36015	15/12/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,367.91
EFT36016	15/12/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36017	15/12/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36018	15/12/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36023	20/12/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR NOVEMBER 2022	43,766.00
EFT36024	23/12/2022	2R ELECTRICAL	VARIOUS MINOR ELECTRICAL WORKS	680.00
EFT36025	23/12/2022	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	270.69
EFT36026	23/12/2022	AMITY SIGNS	4 X SCHOOL BUS ROUTE SIGNS WITH BRACKETS	434.28
EFT36027	23/12/2022	LESLEY PATRICIA ARMFIELD	RATES REFUND	796.50
EFT36028	23/12/2022	ASHDAN WA PTY LTD	GRAVEL PURCHASE FOR POLINA ROAD GRAVEL SHEETING	19,144.02
EFT36029	23/12/2022	AUSTRALIA POST	POSTAGE FOR THE MONTH OF NOVEMBER	1,328.26
EFT36030	23/12/2022	JEAN VIVIANNE BARRETT	PURCHASE OF CARDS FOR VC STOCK	120.00
EFT36031	23/12/2022	BARKING COW CAFE	4 X COFFEES FOR CUPPA WITH A COUNCILLOR	24.00
EFT36032	23/12/2022	BELIA ENGINEERING	TRANSPORT 2 X CAGES OF E-WASTE TO PERTH	330.00
EFT36033	23/12/2022	JENNIFER ELAINE BIRKHEAD	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	150.00
EFT36034	23/12/2022	BLACKWOOD RURAL SERVICES	BRUSHCUTTER REPAIR, PURCHASE OF GREASE GUN & JOCKEY WHEEL	617.30
EFT36035	23/12/2022	BLACKWOOD FRESH	GROCERY SUPPLIES	110.80
EFT36036	23/12/2022	BLACKWOOD HEAVY TILT	TRANSPORT 300T COMPACT LOADER FROM MIDLAND TO BRIDGETOWN	1,250.00
EFT36037	23/12/2022	BLACKWOOD PROPERTY MAINTENANCE	PREP & OIL DECKING AND BALUSTRADES TO LIBRARY VERANDAHS	2,000.00
EFT36038	23/12/2022	BLACKWOOD PLUMBING AND GAS	CLEAN VENTS & UNBLOCK SHOWER AT BLC & ERECT TEMP FENCING AT DEPOT	990.00

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EFT36039	23/12/2022	BLISS FOR DESIGN	NEW SUBMERSIBLE (SUMP) PUMP AND VARIOUS MINOR ITEMS	785.65
EFT36040	23/12/2022	BOOEASY AUSTRALIA PTY LTD	MONTHLY BOOEASY COMMISSIONS FOR NOVEMBER	220.00
EFT36041	23/12/2022	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN RAILWAY STATION CONSERVATION & RENEWAL PROJECT	27,346.00
EFT36042	23/12/2022	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT36043	23/12/2022	BRIDGETOWN TIMBER SALES	PLASTIC FOR WATERSLIDE AT COMMUNITY CHRISTMAS PARTY	280.80
EFT36044	23/12/2022	BRIDGETOWN REPERTORY CLUB	HIRE OF SANTA COSTUME FOR COMMUNITY CHRISTMAS PARTY	20.00
EFT36045	23/12/2022	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND CHARGES FOR NOVEMBER	77.00
EFT36046	23/12/2022	BTOWN CARPETS & FLOORCOVERINGS	1M X 4M CARPET OFFCUT FOR COMMUNITY CHRISTMAS PARTY WATERSLIDE	30.00
EFT36047	23/12/2022	BRIDGETOWN MITRE 10 & RETRAVISION	10 X ASST COLOUR PLANT TRAYS FOR TOWN BEDS & VARIOUS MINOR ITEMS	513.89
EFT36048	23/12/2022	BRIDGETOWN NEWSAGENCY	NEWSPAPER CHARGES FOR NOVEMBER AND A4 & A3 PAPER SUPPLIES	883.35
EFT36049	23/12/2022	BRIDGETOWN TYRES	4 X BRIDGESTONE TYRES FOR GRADER & TYRE PUNCTURE REPAIR KIT	6,197.00
EFT36050	23/12/2022	BROOKS HIRE SERVICE PTY LTD	HIRE OF WATER CART FOR GRAVEL SHEETING WORKS	4,980.69
EFT36051	23/12/2022	BCITF	BCITF LEVIES COLLECTED FOR NOVEMBER	1,431.40
EFT36052	23/12/2022	BUNBURY SUBARU	100,000KM SERVICE ON SUBARU LIBERTY	404.55
EFT36053	23/12/2022	BUNBURY SETTLEMENT SERVICES	SETTLEMENT SERVICES	1,776.24
EFT36054	23/12/2022	MATISSE CHARLES	PAYMENT FOR UMPIRING OF VOLLEYBALL GAMES 12/10/22 - 16/11/22	20.00
EFT36055	23/12/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR NOVEMBER	13,732.01
EFT36056	23/12/2022	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR NOVEMBER	36,119.60
EFT36057	23/12/2022	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC - NOVEMBER	821.56
EFT36058	23/12/2022	COLOUR ME FACE PAINTING	FACE PAINTING FOR COMMUNITY CHRISTMAS PARTY	350.00
EFT36059	23/12/2022	IAN CUMMING	RATES REFUND	61.63
EFT36060	23/12/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF DECEMBER	519.77
EFT36061	23/12/2022	C & D CUTRI	PREVENTATIVE MAINTENANCE ON 3 X SHIRE BRIDGES	21,835.00
EFT36062	23/12/2022	DAVMECH	SERVICE/REPAIRS - TIP TRUCK, ROAD ROLLER & SPORTSGROUND SPRINKLER	25,483.88
EFT36063	23/12/2022	DEPT BIODIVERSITY & CONSERVATION	ANNUAL LEASE FOR WASTE WATER DISPOSAL SITE	550.00
EFT36064	23/12/2022	DEPT MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR NOVEMBER	4,260.61
EFT36065	23/12/2022	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS FOR GREENBUSHES CRICKET PAVILION & GB POOL	11,000.00
EFT36066	23/12/2022	ESPRESSO ESSENTIAL WA	LIBRARY COFFEE MACHINE SUPPLIES	417.49
EFT36067	23/12/2022	SARAH EVANS	CARDS FOR VC STOCK	100.00
EFT36068	23/12/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR NOVEMBER FOR SES	179.67
EFT36069	23/12/2022	VINNY PAUL FERNANDEZ	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	132.00

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EFT36070	23/12/2022	DEPT FIRE & EMERGENCY SERVICES WA	RETURN OF UNSPENT GRANT - 2021-22 BRM PLANNING LG GRANT	37,737.00
EFT36071	23/12/2022	FRESHWATER IRRIGATION	LINKING OF WATER TANKS AT TENNIS CLUB & REPAIR MEMORIAL PARK RETIC	912.82
EFT36072	23/12/2022	GARAGE DOORS SOUTH WEST	SERVICE ROLLER DOORS FOR EMERGENCY SERVICES/BFB BUILDINGS	3,212.00
EFT36073	23/12/2022	GREENBUSHES PRIMARY SCHOOL	2022 AWARD SPONSORSHIP	110.00
EFT36074	23/12/2022	GREENBUSHES CRC	HIRE OF CONFERENCE ROOM FOR ORDINARY COUNCIL MEETING 15/12/22	100.00
EFT36075	23/12/2022	MARNIE ANN GROSS	RATES REFUND	350.51
EFT36076	23/12/2022	HANSEN'S HOT BREAD SHOP	CATERING FOR PERSONNEL CONDUCTING PRESCRIBED BURN & MEETINGS	490.00
EFT36077	23/12/2022	H C JONES & CO	SERVICE/REPAIR DEPOT WATER TANK INCLUDING INSTALL OF NEW PUMP	3,440.00
EFT36078	23/12/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE FOR DECEMBER	130.90
EFT36079	23/12/2022	IPEC PTY LTD	FREIGHT CHARGES	1,473.70
EFT36080	23/12/2022	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFE	646.95
EFT36081	23/12/2022	KEYBROOK UTILITY SERVICES	ASBESTOS REMOVAL FOR BTN TOWN HALL PROJECT	2,300.00
EFT36082	23/12/2022	LANDGATE	LAND VALUATION ENQUIRY CHARGES	170.35
EFT36083	23/12/2022	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 13	23,594.97
EFT36084	23/12/2022	MANJIMUP MONOGRAMS	10 X 'POOL SUPERVISORS' LONG SLEEVED SUBLIMATED POLO SHIRTS	570.90
EFT36085	23/12/2022	MANJIMUP MITRE 10 & RETRAVISION	TENT PEGS FOR COMMUNITY CHRISTMAS PARTY WATERSLIDE	78.95
EFT36086	23/12/2022	MARKETFORCE	SHIRE ADVERTISEMENTS	296.12
EFT36087	23/12/2022	MICK TUCK GRADER SERVICES PTY LTD	HIRE OF GRADER AND OPERATOR FOR GRAVEL RE-SHEETING WORKS	10,403.25
EFT36088	23/12/2022	KARINA NICOLE MITCHELL	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	110.00
EFT36089	23/12/2022	MOVAT PTY LTD	MOVAT SOFTWARE HOSTING FOR 2023 FOR SES	200.00
EFT36090	23/12/2022	MUIRS MANJIMUP	OIL PRESSURE & TURBO DIAGNOSTIC ON FORD RANGER	291.31
EFT36091	23/12/2022	NJ MECHANICAL	REPAIRS TO HESTER BROOK 2.4 FIRE TRUCK	700.70
EFT36092	23/12/2022	OFFICE OF THE AUDITOR GENERAL WA	FEE FOR CERTIFICATION OF THE 2021/22 ROADS TO RECOVERY FUNDING	2,200.00
EFT36093	23/12/2022	QUALITY SHOP	PRINTING OF 3000 X SHIRE LETTERHEADS & 500 X WITH COMPLIMENT SLIPS	525.00
EFT36094	23/12/2022	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF CHLORINE GAS DRUM FROM IXOM TO BLC	738.36
EFT36095	23/12/2022	DARREN REEVES	MORTAR REPOINTING WORKS FOR SHIRE ADMIN BUILDING	5,500.00
EFT36096	23/12/2022	RICHFEEDS AND RURAL SUPPLIERS	STAFF PPE/UNIFORMS, 2 X 20L GLYSOPHATES, RETIC PARTS & MINOR ITEMS	3,611.75
EFT36097	23/12/2022	SANDS FRIDGE LINES	FREIGHT CHARGES	58.97
EFT36098	23/12/2022	SCAVENGER SUPPLIES PTY LTD	1 X LATFLAT HOSE WINDER AND STAND & MONTHLY FIRE INDICATOR SERVICE	809.60
EFT36099	23/12/2022	SCHWEPPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFE	607.12
EFT36100	23/12/2022	SEEK LIMITED	RECRUITMENT ADVERTISING	401.50

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT36101	23/12/2022	SEMINARS AUSTRALIA PTY LTD	FBT CARS AND MOTOR VEHICLES WEBINAR	390.00
EFT36102	23/12/2022	JAMES ANDREW SHIELD	PARTIAL REFUND OF BUILDING PERMIT FEE DUE TO CHANGE OF WORKS VALUE	78.61
EFT36103	23/12/2022	SKATE SCULPTURE	GREENBUSHES YOUTH PRECINCT CONCEPT DESIGN AND GEOTECH	8,669.65
EFT36104	23/12/2022	SOUTHERN LOCK AND SECURITY	VARIOUS KEYS & LOCKS KEYS TO SHIRE SYSTEMS	408.99
EFT36105	23/12/2022	SOUTH REGIONAL TAFE	CHAINSAW SKILL SET TRAINING & WHITE CARD TRAINING COURSES	116.20
EFT36106	23/12/2022	SPORTSWORLD OF WA	GOGGLES & NAPPIES FOR BLC KIOSK STOCK	949.85
EFT36107	23/12/2022	SPRINT EXPRESS	FREIGHT CHARGES	119.86
EFT36108	23/12/2022	STATE LIBRARY OF WESTERN AUSTRALIA	6-MONTH INVOICE FOR INTER-LIBRARY LOANS DELIVERY CHARGES	694.07
EFT36109	23/12/2022	SUPACHOOK CARVERY	10 X COOKED CHICKENS FOR SHIRE CHRISTMAS PARTY	147.00
EFT36110	23/12/2022	SYNERGY	ELECTRICITY CHARGES	11,058.50
EFT36111	23/12/2022	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	204.66
EFT36112	23/12/2022	MARTIN CHARLES THOMAS	RATES REFUND	701.01
EFT36113	23/12/2022	CODIE TOLE	PAYMENT FOR UMPIRING OF VOLLEYBALL GAMES 12/10/22 - 16/11/22	160.00
EFT36114	23/12/2022	TOURISM COUNCIL WESTERN AUSTRALIA	2023 MEMBERSHIP RENEWAL FOR GOLDEN I VISITOR CENTRE	1,430.00
EFT36115	23/12/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY & DEPOT FOR NOVEMBER	290.40
EFT36116	23/12/2022	TRAFFIC FORCE	TRAFFIC CONTROL FOR GRAVEL SHEETING WORKS	11,284.81
EFT36117	23/12/2022	TRUCKLINE	PARTS FOR SERVICE OF GARBAGE TRUCK	365.82
EFT36118	23/12/2022	TYRECYCLE PTY LTD	COLLECTION OF 80 X VARIOUS SIZED TYRES FROM WASTE SITE FOR RECYCLING	1,013.62
EFT36119	23/12/2022	WINC AUSTRALIA PTY LTD	NEW CREDENZA CUPBOARD & BULK CLEANING SUPPLIES	988.73
EFT36120	23/12/2022	PAUL DAVID YOUNG	REFUND OF BUILDING LEVIES PAID FOR CANCELLED BUILDING PERMIT	202.20
DIRECT DEBITS - LICENSING				
27559	01/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/12/2022	3,606.65
27560	02/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/12/2022	4,021.80
27561	05/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/12/2022	9,954.75
27562	06/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/12/2022	3,701.15
27563	07/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/12/2022	3,469.55
27564	08/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/12/2022	4,689.70
27565	09/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/12/2022	4,910.30
27566	12/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/12/2022	3,110.75
27567	13/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/12/2022	3,050.05
27568	14/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/12/2022	2,703.60

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27569	15/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/12/2022	4,143.20
27570	16/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/12/2022	6,659.05
27571	19/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/12/2022	4,576.20
27572	20/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/12/2022	1,904.25
27573	21/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/12/2022	7,627.55
27574	22/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/12/2022	2,659.30
27575	23/12/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/12/2022	9,547.00
CHEQUES				
300228	08/12/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	INCREASE OF CASH FLOAT FOR CHANGE PURPOSES DUE TO WESTPAC CLOSING	2,000.00
300229	08/12/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR NOVEMBER	1,480.86
300230	23/12/2022	BGBTA	COMMUNITY CASH VOUCHERS FOR 2022/23 RATES INCENTIVE PRIZE	600.00
300231	23/12/2022	DEPT MINES, INDUSTRY REGS & SAFETY	LODGEMENT OF SECURITY BOND PAID TENNANT	1,160.00
300232	23/12/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S & BCITF'S COLLECTED FOR NOVEMBER	144.50
300233	23/12/2022	WATER CORPORATION	WATER CHARGES	6,783.31
				<u>1,242,345.66</u>
CHEQUES - VISITOR CENTRE TRUST				
200039	19/12/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS RETAINED FOR NOVEMBER 2022	3,415.10
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT36019	19/12/2022	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR NOVEMBER 2022	26.25
EFT36020	19/12/2022	BGBTA	CONSIGNMENT STOCK SOLD FOR NOVEMBER 2022	56.25
EFT36021	19/12/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR NOVEMBER 2022	487.23
EFT36022	19/12/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR NOVEMBER 2022	14.85
V300219	13/12/2022	WESTPAC	TOTAL ACCOMMODATION FOR MONTH OF NOVEMBER 2022	22,911.12
				<u>26,910.80</u>

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
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This schedule of accounts paid for the Municipal Fund totalling \$1,242,345.66 and for the Trust Fund totalling \$26,910.80 which was submitted to each member of the Council on 25th January 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/12/2022 is \$393,058.12



CHIEF EXECUTIVE OFFICER

25 January 2023

Playground Strategy – Methodology & Outcomes

1. Prepare an inventory of existing public open space within the Shire.
2. Conduct an audit and prepare an inventory of existing park facilities, including play and exercise equipment, and existing furniture and facilities, within existing recreation reserves.
3. Development and agreement of a recreation reserves hierarchy model (based on DPLH and DLGSC classification) having regard to;
 - The primary purpose of the reserve (Nature, Organised Sport, Recreation)
 - The size and use catchment of the reserve (Local, Neighbourhood, District, Regional).
4. Categorisation of existing recreation reserves within the Shire into the agreed hierarchy classification.
5. Documentation of existing categories of Playground Equipment including capital and whole of life costs;
 - Children's manufactured equipment (including swings, slides, climbing frames, carousels, soft fall)
 - Children's nature play or water play
 - Accessible play equipment
 - Fitness equipment for adults.
6. Consideration of potential budget for available for capital costs of installation of new equipment and annual maintenance.
7. Consideration of potential external funding sources available for capital purchases.
8. Development of broad Policy recommendations regarding the preferred level of Playground Equipment within different hierarchies of parks.
9. Based on 6, 7 and 8 above, develop a 10 year park facilities development plan, involving new equipment and renewal to be funded by Council, and development of externally funded equipment when and if external funds become available.
10. Development of a policy to provide guidance on community requests for new and/or upgraded parks infrastructure.



**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:

- Hal Reid
- Floyd Browne
- Jarod Santana
- Michael Kaye
- Mikkel Christensen
- Nathan Milne

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.