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MINUTES

For an Ordinary Meeting of Council held at the Greenbushes Community Resource Centre on 25 May 2023, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney
Officers	- T Clynch, Chief Executive Officer - M Larkworthy, Director Corporate Services - P St John, Director Development, Community and Infrastructure - E Matthews, Executive Assistant - M Richards, Manager Community Services - L Guthridge, Manager Development Services
Apologies	- Cr A Pratico

Attendance of Gallery

B Hall, A Hesketh, D Atkin, L Perk, C Potter, D Hocking.

Responses to Previous Questions Taken on Notice - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest

B Hall C.13/0523 Amendment 71 to Town Planning Scheme No 4 – Proposed Additional Use – Motor Vehicle Repairs – Lot 48 (37) Jephson Street Greenbushes
Commented on the proposal, confirming he was looking forward to an outcome.

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0523 Ordinary Council Meeting held 27 April 2023

That the Minutes of the Ordinary Meeting of Council held 27 April 2023 be confirmed as a true and correct record.

Council Decision Moved Cr Christensen, Seconded Cr Browne

C.01/0523 That the Minutes of the Ordinary Meeting of Council held 27 April 2023 be confirmed as a true and correct record.

Carried 6/0

C.02/0523 Special Council Meeting held 4 May 2023

Attachment 1 Special Council Meeting Minutes – 4 May 2023

That the Minutes of the Special Meeting of Council held 4 May 2023 be confirmed as a true and correct record.

Council Decision Moved Cr Browne, Seconded Cr Christensen

C.02/0523 That the Minutes of the Special Meeting of Council held 4 May 2023 be confirmed as a true and correct record.

Carried 6/0

Announcements by the Presiding Member Without Discussion - Nil

Notification of Disclosure of Interest

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

Name	Cr Julia Boyle
Type of Interest	Impartiality
Item No.	C.14/0523 Community Grants, Service Agreements & Other Donations
Nature of Interest	I am a member of a recipient group.

Name	Cr Mike Christensen
Type of Interest	Impartiality
Item No.	C.14/0523 Community Grants, Service Agreements & Other Donations
Nature of Interest	I am a member of a recipient group.

Questions on Agenda Items by Elected Members

Cr Christensen asked questions on items C.06/0523 and C.07/0523.

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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/0523	FILE REF.	
SUBJECT	Adoption of Strategic Community Plan 2023-2033		
PROPONENT	Council		
OFFICER	Executive Assistant		
DATE OF REPORT	16 May 2023		

Attachment 2 Proposed changes to the Strategic Community Plan

Attachment 3 Current Strategic Community Plan 2021-2031

OFFICER RECOMMENDATION

That Council:

- 1. Note no submissions were received for the desktop review of the Strategic Community Plan.*
- 2. Adopt the revised Strategic Community Plan 2023-2033, subject to the proposed amendments as presented in Attachment 2*
- 3. Authorise the CEO to incorporate the amendments in to the Strategic Community Plan retaining the structure and format of the existing Strategic Community Plan.*

Summary/Purpose

A desktop review of Council's current Strategic Community Plan (SCP) 2021-2031 has been undertaken with the draft changes presented to Council for adoption.

Background

Council adopted its current Strategic Community Plan 2021-2031 in June 2021. It is a legislative requirement to conduct a major review of the SCP every four years, with the Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework recommending a minor review every two years.

Council commenced the review with a workshop session held at a concept forum in February 2023. A six week community consultation period took place between 1 March 2023 and 12 April 2023, where a briefing paper outlining the proposed changes was released and input from the community requested. No submissions were received.

The SCP shares Council's visions and aspirations for the future and outlines how it will, over the decade following adoption, work towards a brighter future for the Shire of Bridgetown-Greenbushes community. The 2021 Plan was developed with full community participation including a survey and community workshop.

Officer Comment

The focus of the review was on making minor changes which centre on language corrections and updates to key messaging, statistics, referenced strategies, plans and legislation. The intent of the document remains unchanged. No changes to the vision, values, aspirations outcomes and objectives have been identified.

Changes to the SCP's vision, values, aspirations outcomes and objectives would typically only occur after a comprehensive community engagement program and not as part of a desktop review exercise.

At its workshop session in February, Council identified the following changes to the SCP:

- Amend the timeline of the Strategic Community Plan from 2021-2031 to 2023-2033
- A new President's message
- Update Shire statistics
- Update linked strategies in the 'Our Plan for the Future' tables
- Update rates data and LTFP projections
- Update staff numbers and new directorate structure
- Update advisory committees

Since then, an additional change has been proposed. At the Concept Forum held on 11 May 2023 a workshop session was held for the annual review of the Corporate Business Plan. The change identified at the workshop session is to existing Page 5 of the SCP (Page Title: Purpose). The proposed change is to amend the definition of 'advocate' to add at the commencement of the definition the following - "Upon request, or when approached by community groups or impacted members of our community,". When incorporated the definition of 'advocate' would read - "*Upon request, or when approached by community groups or impacted members of our community, we are a voice for the local community, promoting local interests in relation to environmental management, climate action, health, education, safety, public transport and more*"

Attachment 2 details the changes and updates by page number.

Statutory Environment

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Local Government Act 1995

s 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

r 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

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
 - Objective 14.1 achieve excellence in organisational performance and service delivery
 - Action 14.1.1 provide major and minor reviews of the Strategic Community Plan in line with requirements in the Integrated Planning and Reporting Framework (2022/23; 2024/25)
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

Costs of approximately \$1,000 will be incurred in modifying the current Strategic Community Plan. There are funds in the 2022/23 budget to cover this cost.

Whole of Life Accounting - Nil

Risk Management

The integrated planning and reporting framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated
- Provide the capacity for location and specific planning where appropriate
- Infirm the long term objectives of the local government with these inputs
- Identify the resourcing required to deliver against the long term objectives
- Clearly articulate long term financial implications and strategies

Following the framework minimises exposure to risk by Council.

Voting Requirements – Absolute Majority

Council Decision Moved Cr Mahoney, Seconded Cr Browne

C.03/0523 That Council:

- 1. Note no submissions were received for the desktop review of the Strategic Community Plan.**
- 2. Adopt the revised Strategic Community Plan 2023-2033, subject to the proposed amendments as presented in Attachment 2**
- 3. Authorise the CEO to incorporate the amendments in to the Strategic Community Plan retaining the structure and format of the existing Strategic Community Plan.**

Carried by Absolute Majority 6/0

ITEM NO.	C.04/0523	FILE REF.	
SUBJECT	Setting of Councillor Allowances for 2023/24		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 May 2023		

Attachment 4 Policy M.4 – Members Allowances/Expenses

Attachment 5 2023 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members

OFFICER RECOMMENDATION

That Council, having regard to revised Policy M.4 – Members Allowances/Expenses:

- 1. Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis*
- 2. Set Councillor Attendance Fees and Allowances for the following in 2023/24:*
 - a. Annual Attendance Fee for Council Members - \$10,218*

- b. *Annual Attendance Fee for Shire President - \$15,822*
- c. *Annual President's Allowance - \$23,070*
- d. *Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance*
- e. *Annual Information and Communications Technology Allowance - \$2,100.*

Summary/Purpose

To consider the method and amount of meeting fees/allowances for councillors, noting that Policy M.4 – Members Allowances/Expenses guides Council in this process.

Council is to have regard to the recent determination by the Salaries and Allowances Tribunal when setting fees or allowances for 2023/24.

Background

Part 5, Division 8 (sections 5.98, 5.98A, 5.99 and 5.99A) of the *Local Government Act 1995* provides for council members (councillors) to receive certain payments

The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of local governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (the Regulations).

The Tribunal has divided all local governments in to four bands based on a number of factors such as population, size of budget, complexity of issues, etc. The Shire of Bridgetown-Greenbushes has been classified as a Band 3 local government (same as for 2022/23).

Meeting attendance fees and annual allowance ranges have been increased by 1.5%, rounded to the nearest \$5.

The Tribunal notes that each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the band, is justified.

The Tribunal has made the same determination regarding local government CEO remuneration however this report is restricted to addressing councillor fees and remuneration only.

In 2022 Council updated Policy M.4 – 'Members Allowances/Expenses' in order to guide Council in setting fees/allowances. The key components of the policy, with respect to determining fees/allowances are:

- i) The method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.
- ii) All councillors other than the Shire President will receive an "Annual Meeting Attendance Fee" set at 60% of the range specified by the Tribunal for Band 3 Councils. The Shire President will receive an "Annual President's Meeting Attendance Fee" set at 60% of the range specified by the Tribunal for Band 3 Councils. The figure of 60% was selected by comparing the level of payments made by other Band 3 Councils in Western Australia.

- iii) (The “Annual Meeting Attendance Fee” covers attendance at all Council and Committee meetings, Concept Forums as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
- iv) The Shire President will receive an annual “President’s Allowance” set at 60% of the range specified by the Tribunal for Band 3 Councils. The Deputy President will receive a “Deputy President Allowance” set at 25% of the President’s Allowance.
- v) All councillors will receive an annual “Information Communication and Technology Allowance” in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. The annual allowance is to be set at 60% of the range specified by the Tribunal for all Councils.

Meeting Fees or Annual Attendance Fees – Councillors other than Shire President

Pursuant to section 5.98 of the Act a council member, mayor or president who attends a council or committee meeting is entitled to be paid a fee set by the Council within the range stipulated in the Tribunal’s determination.

Pursuant to Section 5.99 of the Act a Council may decide by absolute majority that instead of paying council members, mayors or presidents a meeting fee it will be pay an annual attendance fee within the range stipulated in the Tribunal’s determination.

A Band 3 Council is able to set a meeting fee for council members, other than the President, of between \$205 and \$430 for council meetings. The meeting fee for committee meetings (including the President) is to be between \$100 and \$215.

Alternatively Council, via absolute majority, can pay an annual attendance fee within the range of \$8,000 to \$17,030.

If Council makes a decision consistent with the direction provided under Policy M.4 – ‘Members Allowances/Expenses’, (being selecting an amount equivalent to 60% of the range specified by the Tribunal) the annual attendance fee for councillors in 2023/24 would be \$10,218, an increase of \$152 from 2022/23.

Meeting Fees or Annual Attendance Fees – Shire President

The President can be provided with a higher meeting or annual attendance fee in recognition of the greater workload and responsibility associated with presiding at a council meeting.

A Band 3 Council is able to set a council meeting fee for the President between \$205 and \$660 for council meetings. The President would receive the same meeting fee for committees as determined for council members by the Council. Alternatively Council, via absolute majority, can pay the President an annual attendance fee within the range of \$8,000 to \$26,370.

If Council makes a decision consistent with the direction provided under Policy M.4 – ‘Members Allowances/Expenses’, (being selecting an amount equivalent to 60% of the range specified by the Tribunal) the annual attendance fee for the Shire President in 2023/24 would be \$15,822, an increase of \$236 from 2022/23.

Annual Allowance for President

Under section 5.98 of the Act Council can determine an allowance for the President (separate from meeting or annual attendance fees) within the range of \$1,070 to \$38,450.

If Council makes a decision consistent with the direction provided under Policy M.4 – ‘Members Allowances/Expenses’, (being selecting an amount equivalent to 60% of the of the range specified by the Tribunal) the annual allowance for the Shire President in 2023/24 would be \$23,070, an increase of \$341 from 2022/23.

Annual Allowance for Deputy President

For the latter, section 5.98A of the Act allows Council to provide a special allowance to the Deputy President with the amount of the allowance being 25% of the President’s allowance.

In 2022/23 Council resolved to pay a Deputy President’s Allowance and has done so for several years.

Meetings Fees or Annual Attendance Fee?

Policy M.4 – ‘Members Allowances/Expenses’ states that the method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.

The advantages of the “annual” method include:

- A “per meeting” fee doesn’t take into account all the work that a councillor does in between Council meetings. A councillor may undertake a significant amount of work between meetings but if he/she misses a meeting due to legitimate reasons they would not receive any payment towards that work.
- Under the Act only council or committee meetings trigger payment of a meeting fee therefore attendance at Council Concept Forums, workshops or working group meetings wouldn’t trigger payment of a meeting fee.
- Whilst the annualising of meetings fees can result in councillors receiving a fee when not attending meetings such as when an apology or on leave of absence it is a relatively rare occurrence for a councillor to take an extended leave of absence.

Reimbursement of Expenses Including Annual Allowances in lieu of Reimbursement

Under the Act and Regulations councillors are entitled to reimbursement of telecommunications, information technology, child care, travel and accommodation expenses.

Pursuant to section 5.99A of the Act Council can decide by absolute majority that instead of reimbursing councillors for all of a particular type of expense it pay an annual allowance.

Where a Council has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the Act, section 5.99A of the Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:

- (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
- (b) the capacity of local governments to set allowances appropriate to their varying operational needs
- (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads)
- (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

The Tribunal has retained the Information and Communications Technology Allowance with a permissible range between \$500 and \$3,500.

If Council makes a decision consistent with the direction provided under Policy M.4 – ‘Members Allowances/Expenses’, (being selecting an amount equivalent to 60% of the of the range specified by the Tribunal) the Information and Communications Technology Allowance would be \$2,100, the same as was provided in 2022/23.

For the purpose of section 5.99A of the Act Council can provide a \$100 annual allowance for travel and accommodation expenses. Historically this allowance isn't provided and councillors can instead seek reimbursement of these costs.

Officer Comment

Notwithstanding the existence of Policy M.4 – ‘Members Allowances/Expenses’ there remains a requirement on an annual basis for Council to formally resolve the amounts to be paid as councillor allowances. The policy provides direction to Council to consider setting the amount of the allowances at 60% of the band noting that the Deputy President Allowance (if Council determines to pay this allowance) is automatically set at 25% of the President's allowance.

Statutory Environment

Local Government Act 1995

5.98. Fees etc. for council members

- (1A) In this section —
 - determined** means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B.
- (1) A council member who attends a council or committee meeting is entitled to be paid —
 - (a) the fee determined for attending a council or committee meeting; or
 - (b) where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.
- (2A) A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
 - (a) the fee determined for attending a meeting of that type; or
 - (b) where the local government has set a fee within the range determined for meetings of that type, that fee.
- (2) A council member who incurs an expense of a kind prescribed as being an expense —
 - (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense —
 - (a) where the extent of reimbursement for the expense has been determined, to that extent; or

- (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.
- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.
- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
 - (a) the annual local government allowance determined for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot —
 - (a) make any payment to; or
 - (b) reimburse an expense of, a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a **committee meeting** is a reference to a meeting of a committee comprising —
 - (a) council members only; or
 - (b) council members and employees.

5.98A. Allowance for deputy mayor or deputy president

- (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).
* *Absolute majority required.*
- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98

- (1), it will instead pay all council members who attend council or committee meetings —
 - (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
 - (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.
- * *Absolute majority required.*

5.99A. Allowances for council members in lieu of reimbursement of expenses

- (1) A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —
 - (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
 - (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that

amount, and only reimburse the member for expenses of that type in excess of the amount of the allowance.

** Absolute majority required.*

- (2) For the purposes of subsection (1), a council member is eligible to be paid an annual allowance under subsection (1) for a type of expense only in the following cases —
- (a) in the case of an annual allowance that is paid in advance, if it is reasonably likely that the council member will incur expenses of that type during the period to which the allowance relates;
 - (b) in the case of an annual allowance that is not paid in advance, if the council member has incurred expenses of that type during the period to which the allowance relates.

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan
 - Payment of the allowances at 60% of the band is recognised in the Long Term Financial Plan
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

Policy M.4 – ‘Members Allowances/Expenses’

Budget Implications

If the officer recommendation is carried the total value of councillor allowances for 2022/23 would be \$145,303.50 which is \$1,878.50 or approximately 1.3% higher than allowances paid in 2022/23. In the actual 2023/24 budget however a lesser value will be entered as there are two councillor vacancies until the ordinary election in October.

Whole of Life Accounting - Nil

Risk Management – Not applicable

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne
C.04/0523 That Council, having regard to revised Policy M.4 – Members Allowances/Expenses:**

- 1. Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis**
- 2. Set Councillor Attendance Fees and Allowances for the following in 2023/24:**
 - a. Annual Attendance Fee for Council Members - \$10,218**
 - b. Annual Attendance Fee for Shire President - \$15,822**
 - c. Annual President's Allowance - \$23,070**
 - d. Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance**
 - e. Annual Information and Communications Technology Allowance - \$2,100.**

Carried by Absolute Majority 6/0

ITEM NO.	C.05/0523	FILE REF.	
SUBJECT	Relocation of the Visitor Centre to Bridgetown Railway Station		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 May 2023		

Attachment 6 Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre

Attachment 7 Community Feedback Summary Report

OFFICER RECOMMENDATION

That Council:

- 1. Note the content of the Community Feedback Summary Report as contained in Attachment 7, in particular noting the strong support for the proposal to relocate the visitor centre to the Bridgetown Railway Station.*
- 2. Endorse the 'Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre' as contained in Attachment 6.*
- 3. Endorse the relocation of the visitor centre to the Bridgetown Railway Station and set a target date of 1 November 2023 for this relocation to be completed.*
- 4. Approve the transfer of up to \$67,500 from the Land and Buildings Reserve to fund fitout and relocation costs of the visitor centre to the Bridgetown Railway Station.*
- 5. Amend its 2022/23 budget by decreasing the allocation for Job No. 59BU 'Bridgetown Visitor Centre' from \$365,000 to \$132,500 noting that the amount of \$132,500 includes the transfer of \$67,500 from the Land and Buildings Reserve but also confirms that the proposed \$300,000 loan contained in the 2022/23 budget will no longer be drawn.*

6. *Approve in-principle the Bridgetown Greenbushes Business & Tourism Association (BGBTA) remaining in the current visitor centre building including extending into the existing visitor servicing space.*
7. *Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown).*
8. *Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into.*
9. *Discontinue any further assessment of accessibility improvements to the existing visitor centre building noting this can be reactivated in future depending upon the ultimate uses of the building.*
10. *Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space.*
11. *Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.*

Summary/Purpose

For Council to consider outcomes from recent community engagement on the proposal to relocate the visitor centre from its current location in Hampton Street to the Bridgetown Railway Station. The purpose of this report is for Council to determine whether this relocation proposal is to proceed, identify budget implications associated with the fitout of the railway station to accommodate the visitor centre and associated uses, and determine the ongoing use and management of the current visitor centre building.

Background

Since last December, Council has been considering the potential relocation of the visitor centre from its current location in Hampton Street to the Bridgetown Railway Station.

Council at its December 2022 meeting resolved:

That Council;

1. *Note that no Expressions of Interest submissions were received for a commercial use of the Bridgetown Railway Station.*
2. *Consider the matter of the long term use of the renovated Bridgetown Railway Station at the January Concept Forum.*

Discussion occurred at the January 2023 Concept Forum with the following outcome occurring:

Councillors expressed in-principle support for the concept of relocating the visitor centre to the Bridgetown Railway Station and at this point in time see no need to investigate alternative uses for the building.

The heritage architects currently supervising the renovation of the railway station were engaged to prepare plans showing how the building could be fitted out to operate as a visitor centre. Initially the architects were to include within the building some space for display of jigsaws as well as plan for construction of a stand-alone gallery space for relocation of the Brierley Jigsaw Gallery. Initial discussions with representatives from the Bridgetown Greenbushes Business & Tourism Association (BGBTA) were positive and the BGBTA was keen to explore this option. However a subsequent meeting with BGBTA representatives indicated their preferred option would be to remain in the existing visitor centre building on Hampton Street and potentially expand the gallery and associated operations.

Bridgetown Greenbushes Community Landcare and Blues at Bridgetown also currently occupy the existing visitor centre building on Hampton Street and can remain in their respective floor areas.

The Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre show the following conceptual detail:

- Two distinct floor spaces for visitor servicing including reception counter, product display, brochure racking and digital information (touch screens).
- One room as a permanent gallery space with the details of the type of exhibition still to be determined.
- One room (southern end of the building) as a rotating gallery space with short term exhibitions to be hosted.
- An office for the Manager Visitor Servicing.
- Public toilets accessible from the railway platform.
- The railway platform is to be multi-use space, such as for a combination of mobile tourist information, activities associated with the two exhibition spaces and hosting of events.
- Within the building will be interpretive information on the history of the railway station.

Community engagement occurred over a 1 week period and consisted of:

- Display of plans at the Bridgetown Community Kiosk with councillors and staff in attendance – Wednesday 10 May 2023 (3 hours)
- Display of plans at the Bridgetown Community Kiosk with councillors in attendance – Saturday 13 May 2023 (3 hours)
- Static display of plans in the foyer of the Shire administration office for 5.5 days, being the afternoon of Wednesday 10 May 2023 and all day Thursday 11 May 2023 to Tuesday 16 May 2023.

Interested members of the public were invited to provide feedback by either talking to councillors/staff in attendance at the two sessions held at the community kiosk, by completing a feedback form, or emailing the Shire.

A total of 50 persons providing feedback. Of these, 47 expressed full support for the proposal and 3 did raise some concerns about visibility of the building to passing

tourists but also recognised that the proposed signage to the building would hopefully alleviate this concern. A summary of the feedback is contained in Attachment 7.

Officer Comment

Overall the strongest sentiment provided by persons that engaged with councillors/staff at the two sessions held at the community kiosk were that the proposal was excellent and probably should have occurred before now. When this sentiment was expressed councillors/staff did point out that in previous community engagement on this issue in 2019 the majority of respondents didn't support the relocation of the visitor centre to the railway station and in fact preferred the visitor centre remain at its current location. When discussing this issue further with those persons at the two community kiosk sessions it was evident that the current renovation of the railway station building has played a significant part in demonstrating the suitability of the building to accommodate a visitor centre, the inclusion of exhibition space is seen to add value to the visitor centre operations, the extent of nearby parking, and the popularity of the RV Friendly parking in the railway car park makes it easier to attract tourists to the new location.

It is recommended that Council endorse the 'Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre' and by association endorse the relocation of the visitor centre to the railway station. If so endorsed the relocation wouldn't occur immediately. Practical completion of the current works at the railway station is currently scheduled for 8 June 2023. Fitout of the building for the visitor centre would occur once practical completion is achieved and the Shire takes back possession of the building from the builder.

For occupancy of the railway station by the visitor centre a target date of the commencement of the November is suggested. This will allow sufficient time for the fitout works to occur and have the visitor centre operational by the 2023 Blues at Bridgetown Festival. There are cost/budget implications associated with progressing the fitout works and these are addressed in this report under 'budget implications'.

It is recommended that Council formally resolve to agree in-principle the BGBTA remaining in the current visitor centre building including extending into the existing visitor servicing space. Further discussions can then be progressed with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown). As part of these discussions an agreement can be reached on what essential building maintenance works need to be funded by the Shire before a lease can be entered into. The outcomes of these discussions will need to be factored into Council's 2023/24 budget.

There is an outstanding Council resolution from May 2021 (C.09/0521) directing the CEO to investigate options to increase the accessibility of the current visitor centre building. With the proposal to relocate the visitor centre to the railway station the need to continue with this assessment would end. Depending on the proposals being considered by the BGBTA for the building this assessment can be reactivated in future.

The discussions with the BGBTA about tenure (lease) of the current visitor centre building can also lead to discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.

Another notable area of feedback in the community engagement sessions was interest in how the exhibition spaces will be managed. Staff can investigate further and report back to Council in the next two months.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 8 Local history, heritage and character is valued and preserved
 - Objective 8.1 Identify, preserve and showcase significant local history and heritage
 - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
 - Objective 12.2 Improve tourism infrastructure and services
- Corporate Business Plan
 - Action 8.1.2 Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project
 - Action 12.2.1 - Provide renewal/improvements/fitout works at the Visitor Centre
- Long Term Financial Plan
 - Building operating costs for the visitor centre at the railway station will be estimated for the 2023/24 budget and allowances made for future years in the Long Term Financial Plan.
- Asset Management Plans
 - All Shire buildings are addressed in asset management planning.
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

Assuming Council endorses the Fitout and Interpretive Plans the next step is to cost and fund the fitout. In preparing the plans the architect used the amount of \$100,000 as the estimated fitout budget however that now needs to be confirmed.

In Council's 2022/23 budget is contained an allocation of Council's own source funds of \$65,000 for the fitout element, noting that at the time of preparing the 2022/23 budget that fitout estimate was for work at the current visitor centre building and not the railway station. Of the \$65,000 an amount of \$17,500 has been spent on obtaining the Fitout and Interpretive Plans and the posters used for the community engagement exercise, leaving a current balance of \$47,500.

It is recommended Council approve a transfer of up to \$67,500 from the Land and Buildings Reserve to add to the current remaining amount of \$47,500 to provide a sum

of \$115,000 for the fitout and relocation costs, including interpretive elements inside and outside the building. This would also cover any external costs for obtaining current cost estimates for the fitout.

The Land and Buildings Reserve has a current balance of \$384,477. The purpose of this reserve is “to be used for future acquisition and development of land and buildings” and therefore the use of funds from this reserve for the fitout is consistent with its purpose.

The balance of the \$365,000 current budget allocation was a proposed loan to fund significant building renewal works at the current visitor centre building. Works to this extent are no longer anticipated therefore this loan will not be drawn.

Other costs such as signage on the entries to town and within the town centre can be funded in the 2023/24 budget.

Whole of Life Accounting – Nil

Risk Management

The engagement of professional services to design the fitout and interpretation of the building mitigates risks around cost estimates, functionality of the building for use as a visitor centre and building interpretation/compatibility, noting the heritage status of the railway station.

Voting Requirements – Simple Majority

Council Decision Moved Cr Christensen, Seconded Cr Lansdell

C.05/0523 That Council:

- 1. Note the content of the Community Feedback Summary Report as contained in Attachment 7, in particular noting the strong support for the proposal to relocate the visitor centre to the Bridgetown Railway Station**
- 2. Endorse the ‘Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre’ as contained in Attachment 6**
- 3. Endorse the relocation of the visitor centre to the Bridgetown Railway Station and set a target date of 1 November 2023 for this relocation to be completed**
- 4. Approve the transfer of up to \$67,500 from the Land and Buildings Reserve to fund fitout and relocation costs of the visitor centre to the Bridgetown Railway Station**
- 5. Amend its 2022/23 budget by decreasing the allocation for Job No. 59BU ‘Bridgetown Visitor Centre’ from \$365,000 to \$132,500 noting that the amount of \$132,500 includes the transfer of \$67,500 from the Land and Buildings Reserve but also confirms that the proposed \$300,000 loan contained in the 2022/23 budget will no longer be drawn**
- 6. Approve in-principle the Bridgetown Greenbushes Business & Tourism Association (BGBTA) remaining in the current visitor centre building including extending into the existing visitor servicing space**

- 7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)**
- 8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into**
- 9. Discontinue any further assessment of accessibility improvements to the existing visitor centre building noting this can be reactivated in future depending upon the ultimate uses of the building**
- 10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space**
- 11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.**

Carried 6/0

ITEM NO.	C.06/0523	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	16 May 2023		

Attachment 8 Rolling Action Sheet – May 2023

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not Applicable

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

Policy 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 Browne, Seconded Cr Christensen

C.06/0523 That the information contained in the Rolling Action Sheet be noted.

Carried 6/0

Corporate Services

ITEM NO.	C.07/0523	FILE REF.	
SUBJECT	Local Law Relating to Fencing Amendment Local Laws 2023		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	10 May 2023		

Attachment 9 Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023.

OFFICER RECOMMENDATION

That Council:

1. Pursuant to section 3.12(4) of the Local Government Act 1995, resolve not to continue with the Shire of Bridgetown-Greenbushes Local Law Relating to Fencing Amendment Local Law 2023 as proposed at its meeting on 27 October 2022 (C.02/1022)
2. Give local public notice of its intention to recommence the process and make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 as presented in Attachment 9 and also give notice of this intention to the Minister responsible for Local Government. The purpose and effect of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 is to:
 - i. **Purpose** - introduce new requirements for licensing of an electrified fence on a commercial or industrial lot, and to provide for a sufficient fence on a residential lot.

- ii. **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 and to set specifications for a sufficient picket timber fence on a Residential Lot.

Summary/Purpose

Council is asked to recommence the process for the Shire of Bridgetown-Greenbushes Local Laws Relating to Fencing Amendment Local Law 2023 due to the need to make further amendments to that already advertised.

Background

Council at its meeting on 29 April 2004 resolved (C.24/0404) in part:

That Council adopts in principle the Model Fencing Local laws with the following variances and commences the process (in accordance with Section 3.12 of the Local Government Act)..."

Council at its meeting on 25 January 2007 resolved (C.8/0107) in part:

That Council:

2 Adopts the revised "Local laws Relating to Fencing amendment Local Law2006" as per Attachment 4 and proceeds to gazettal and advertising with the Local law coming into effect fourteen (14) days after gazettal.

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

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.

Council, at its January 2023 meeting resolved (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.

Officer Comment

In accordance with Council's resolution (C.06/0123) and s.3.12(3)(a) of the *Local Government Act 1995* (Act), local public notice of the proposed amendment to the Fencing Local Law was given on 15 February 2023, with submissions closing on 31 March 2023. No submissions were received.

In accordance with s.3.12(3)(b) of the Act a copy of the proposed amendment local law and of the local public notice was provided to the Department of Local Government, Sport and Cultural Industries (DLGSCI) on 17 February 2023. No feedback was received from the Department.

During the public advertising period the local law was scrutinised further by officers and an administrative error was discovered when previous amendments were made.

When Council was considering the introduction of the fencing local laws in 2004 the draft local law presented at the time was the WALGA model (with minor amendments to reflect the Shire's requirements). However for reasons unknown Council adopted the Shire of Dandaragan Local Law Relating to Fencing.

During that advertising period, the DLGSCI provided feedback with a recommendation to correct one of the clauses the next time the local law was reviewed.

Following gazettal in 2004, the Joint Standing Committee on Delegated Legislation (JSCDL) provided further feedback identifying other areas that required rectification the next time the local law was reviewed.

In 2007 Council adopted an amendment local law which corrected these matters as well as including additional requirements, however in doing so one matter was overlooked.

Dandaragan's local law that Council adopted was based on WALGA's model, with one exception. The First Schedule of the adopted local law only contains a single clause A which defines what is sufficient for a fully enclosed timber fence on a residential lot. The WALGA model contained a clause A but goes into greater detail to define a sufficient picket timber fence with additional subclauses (a) through to (f).

Amendments proposed by Council to the First Schedule in 2004 and 2007 were based on the model local law, not the one that was adopted. Consequently, the JSCDL advised that the amendments were incorrect, as the particular clauses attempting to be amended did not exist.

In order to correct the situation, there are a number of options available.

Option 1 – Continue with the current process and commence a separate process.

Administratively this is cumbersome as two processes would be required basically dealing with the same matter, both running at different times resulting in additional cost and time.

Although this is achievable it is not the preferred option.

Option 2 – Wait until the next review to amend the First Schedule.

Given that definition of a sufficient timber fence on a residential lot is limited, we are not able to enforce the intended requirements (as currently detailed in our local law on the website) until such time as another review is undertaken, which could be several years away.

This is not preferred.

Option 3 – Do nothing and continue with the current process.

As the current definition is limited, those limitations would remain in force and we could not enforce what the intended requirements were.

This is not preferred.

Option 4 – Repeal the adopted local law and adopt a new one based on the current WALGA model.

This is a straight forward option and would enable the Shire to realign itself with the WALGA model (albeit a more modern version) rather than that of another local government.

The disadvantages include additional cost as a full local law would need to be published in the gazette and additional time would be required to determine amendments that would suit our requirements.

This is an achievable solution and should be considered.

Option 5 – Make a further amendment to the local law.

The existing local law is currently meeting the Shire's requirements and is operating satisfactorily.

However in making further amendments the process will need to recommence as it is considered that this additional amendment would make it significantly different to what was advertised.

Despite option 4 providing a better overall result it is considered more advantageous to recommence the current process due to lower cost and time involved.

This is the preferred option.

It should be noted that the local law amendment presented in Attachment 9 incorporates all amendments previously approved by Council.

Statutory Environment

Section 3.12 of the *Local Government Act 1995* provides the procedure that must be followed in creating a new local law (including amending an existing local law).

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 local laws.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Absolute Majority

Moved Cr Christensen, Seconded Cr Browne

That Council:

1. Pursuant to section 3.12(4) of the *Local Government Act 1995*, resolve not to continue with the Shire of Bridgetown-Greenbushes Local Law Relating to Fencing Amendment Local Law 2023 as proposed at its meeting on 27 October 2022 (C.02/1022)
2. Give local public notice of its intention to recommence the process and make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 as presented in Attachment 9 and also give notice of this intention to the Minister responsible for Local Government. The purpose and effect of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 is to:
 - i. **Purpose** - introduce new requirements for licensing of an electrified fence on a commercial or industrial lot, and to provide for a sufficient fence on a residential lot.
 - ii. **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 and to set specifications for a sufficient picket timber fence on a Residential Lot.

Amendment Moved Cr Christensen, Seconded Cr Lansdell

Amend Part c of Clause A in the First Schedule to include the words 'a minimum of' after 'rails to be' so it reads:

(c) rails to be a minimum of 75mm x 50mm with each rail spanning two bays of fencing double railed or bolted to each post with joints staggered.

Carried 6/0

The amendment was incorporated into the substantive motion and was put.

Council Decision Moved Cr Christensen, Seconded Cr Browne

C.07/0523 That Council:

- 1. Pursuant to section 3.12(4) of the Local Government Act 1995, resolve not to continue with the Shire of Bridgetown-Greenbushes Local Law Relating to Fencing Amendment Local Law 2023 as proposed at its meeting on 27 October 2022 (C.02/1022)**

- 2. Give local public notice of its intention to recommence the process and make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 as presented in Attachment 9, subject to Part c of Clause A in the First Schedule being amended to include the words 'a minimum of' after 'rails to be', and also give notice of this intention to the Minister responsible for Local Government. The purpose and effect of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023 is to:**
 - i. Purpose - introduce new requirements for licensing of an electrified fence on a commercial or industrial lot, and to provide for a sufficient fence on a residential lot.**
 - ii. 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 and to set specifications for a sufficient picket timber fence on a Residential Lot.**

Lost 0/6

Crs Mountford, Mahoney, Browne, Boyle, Lansdell and Christensen voted against the motion

Council Decision Moved Cr Mahoney, Seconded Cr Browne

C.07/0523a A report be presented to the June ordinary meeting proposing the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and consideration of a new local law relating to fencing based on the current WALGA model.

Carried 6/0

Reason for resolving contrary to officer recommendation: to investigate an option that provides a better overall outcome and aligns with the WALGA model.
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ITEM NO.	C.08/0523	FILE REF.	
SUBJECT	Policy Manual		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	10 May 2023		

Attachment 10

Policy Manual

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the policy manual format as presented in Attachment 10**
- 2. Authorise the CEO to make any changes to references or numbering in policies whenever required, without the need to take the policy to Council for review.**

Summary/Purpose

The Policy Manual has been reformatted to reflect the standards contained within the Shire's style guide and to align with the classification system contained within the records management system.

Background

A Corporate Style Guide was introduced in late 2021 as there was a need to provide a unified, consistent and professional approach to all Shire communications.

Prior to its introduction there were no standards for how documents should be formatted and consequently over time inconsistencies have evolved.

Officer Comment

Past reviews of policies have concentrated on content with lesser emphasis placed on formatting the policies, resulting in inconsistencies throughout the policy manual.

With the introduction of the style guide, it is considered appropriate that the Shire's policies be brought in line with these standards.

Consideration was given to reviewing the format of each policy as each was reviewed in 2022, however due to this being staggered over some seven (7) months it was considered appropriate that any format change should wait until the last of the policies were reviewed, thus allowing a more holistic approach.

The last of the policies were reviewed in November 2022 and subsequently work commenced on reviewing the format. This has now been completed and the results are presented at Attachment 10 for consideration of Council.

The style guide was the prime source used for this review, however the Shire's record management system was also taken into account, as a new classification system based on a national thesaurus for local government (Adapted for WA local government) called Keywords for Council is being implemented. This provided the basis for the classifications within the manual.

Other than the format the only other change is the addition of a section to each policy that provides references to relevant legislation and other applicable documents.

It should be noted that the policies in the attached manual are as last adopted by council and have not been reviewed on this occasion. The annual review of the policies is expected to occur in November of this year.

Statutory Environment

Local Government Act 1995

s 2.7(2)(b)

"Without limiting subsection (1), the council is to —
(b) determine the local government's policies."

Integrated Planning

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

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

Policy Implications

M 1 – Policy Manual

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision Moved Cr Browne, Seconded Cr Christensen

C.08/0523 That Council:

- 1. Endorse the policy manual format as presented in Attachment 10**
- 2. Authorise the CEO to make any changes to references or numbering in policies whenever required, without the need to take the policy to Council for review.**

Carried 6/0

ITEM NO.	C.09/0523	FILE REF.	
SUBJECT	Adoption of 2023/24 Fees & Charges		
OFFICER	Director Corporate Services		
DATE OF REPORT	16 May 2023		

Attachment 11 List of Proposed Changes Outside of the 6.1% Increase (includes new and deleted fees)

Attachment 12 Draft 2023/24 Schedule of Fees & Charges

THIS ITEM WAS WITHDRAWN BY THE CEO.

ITEM NO.	C.10/0523	FILE REF.	160
SUBJECT	Levying Rates in 2023/24 – Setting the Rates in the Dollar and Minimum Payments		
OFFICER	Director Corporate Services		
DATE OF REPORT	16 May 2023		

Attachment 13 Objectives and Reasons for Proposed Differential Rates for the Year Ending 30 June 2024

OFFICER RECOMMENDATION

That Council:

1. *After consideration of its Strategic Community Plan and Corporate Business Plan fund the estimated budget deficiency of \$5.668m by applying differential rates when drafting the 2023/24 Annual Budget*
2. *Note as a result of the higher rate in the dollar applied to the ‘Mining Gross Rental Value (GRV) Properties’ rating category an additional \$79,573 is to be raised and this amount is to be transferred to the ‘Maintenance and Renewal of Mine Heavy Haulage Roads Reserve’ in the 2023/24 Budget*
3. *In accordance with section 6.36 of the Local Government Act 1995 endorse the advertising for public submissions on the proposed differential rates as set out in the table below, and make available to the public Attachment 13 to this report setting out the objects and reasons for the differential rates:*

Rating Category	Rate in \$	Minimum Payment
<i>General Gross Rental Value (GRV) Properties</i>	<i>10.2727 cents</i>	<i>\$1,112.00</i>
<i>Mining Gross Rental Value (GRV) Properties</i>	<i>19.9767 cents</i>	<i>\$1,112.00</i>
<i>Rural Unimproved Value (UV) Properties</i>	<i>0.5187 cents</i>	<i>\$1,378.00</i>
<i>Mining Unimproved Value (UV) Properties</i>	<i>6.8900 cents</i>	<i>\$211.00</i>

4. *Authorise the CEO to:*
 - a. *report back to Council any public submissions in relation to the proposed differential rates*
 - b. *seek the approval of the Minister to impose in 2023/24 a differential Mining UV rate which is more than twice the lowest general differential UV rate.*

Summary/Purpose

In accordance with s.6.36 of the *Local Government Act 1995* (the Act) Council is required to establish the differential rates it will advertise prior to final consideration and adoption of the 2023/24 Budget. This matter is brought before Council to consider a proposal for the setting of differential rates for the 2023/24 Budget.

Background

Rates are a significant proportion of the Shire’s revenue and are used to achieve the aspirations and objectives of the Shire’s Strategic Community Plan. The purpose of levying rates is to meet the Shire’s budget requirements to deliver services and community infrastructure each financial year.

To set the rates for its budget, Council determines the total rate revenue that it will need and sets a rate in the dollar for each rating category that will generate that revenue. Individual property valuations determine what proportion of the total rate requirements are to be met by each owner, and this proportion will change when a property's valuation changes.

No changes are proposed in the 2023/24 rating year to Council's existing differential rating categories.

Officer Comment

The 'rates in the dollar' and 'minimum payments' being recommended will deliver an overall rate increase in keeping with the estimated budget deficiency.

As part of 2023/24 budget preparations officers and/or Council has considered the following:

- Assessing the current Corporate Business Plan taking into consideration the Shire's Strategic Community Plan and Long Term Financial Plan
- Reviewed the funding allocations included in Council's forward capital works plans for Road Infrastructure and Buildings
- Reviewed the Plant Replacement Program
- Consideration and introduction of the following efficiency measures:
 - review of service levels for the parks and gardens service (to be completed in 2023/24)
 - adoption of a new policy for exemption of various developments from having to require approval
 - a review of the staff structure in the areas of town planning and building control, partly in response to the impacts of the new policy for exemption of various developments from having to require approval. This has reduced human resource requirements in these areas
 - a strategic review of current plant and equipment items (to be completed in 2023/24)
 - two resource sharing opportunities have been entered into with neighbouring local governments, being the Environmental Health Officer and Bushfire Risk Management Coordinator positions

Following consideration of the above items Officers have determined the preliminary budget requirements for 2023/24 on the following basis:

- Review of all operational revenue sources and expenditure
- All proposed Corporate Business Plan actions for 2023/24
- 2023/24 funding allocations identified in all capital works plans
- All community grant, service agreements and other donations have been incorporated in accordance with Council's working group recommendations
- Increase in discretionary fees and charges as per Council's recommendations
- Employee salaries and wages – 4.6% increase
- Employee superannuation – 0.5% increase in accordance with legislative requirements
- A 12.5% increase in insurance premiums as estimated by Council's insurer
- Additional insurance premium for increase in buildings insured values

The estimated budget deficiency of \$5.668m will result in an increase to the total rate yield of 6.1% from the 2022/23 rate yield (adjusted for natural growth).

Council last reviewed its rating strategy as part of the 2022/23 budget process. Council considered its existing differential rating categories in line with the key values contained within the Rating Policy Differential Rates (s.6.33) released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity
- Fairness and equity
- Consistency
- Transparency and administrative efficiency

During this review Council included a new 'Mining Gross Rental Value' differential rating category that provided a funding stream for the additional maintenance and renewal requirements of Council roads as a result of heavy mine traffic. The additional funds raised by this differential rate are earmarked for transfer to Reserve in the 2023/24 Budget. The reserve can then be drawn upon in future years when renewal works are required to either Maranup Ford Road or Stanifer Street.

The proposed differential rates and minimum payments take into account the annual revaluation of Rural Unimproved Value properties and will maintain existing relativities (adjusted for natural growth) between all rating categories to those that applied in 2022/23. This will ensure a fair distribution of the required rates yield from one year to the next.

Minimum payments for Gross Rental Value and Rural Unimproved Value properties have increased in line with the 6.1% increase in rate revenue. The minimum payment applied to Mining Unimproved Value properties will however be reduced in 2023/24. This reduction will ensure that not more than 50% of properties within this category are on the minimum payment as required by Section 6.35 of the *Local Government Act 1995*.

A comparison of the proposed minimum payments compared to 2022/23 is detailed below:

	2022/23	2023/24
General Gross Rental Value (GRV) Properties	\$1,048	\$1,112
Mining Gross Rental Value (GRV) Properties	\$1,048	\$1,112
Rural Unimproved Value (UV) Properties	\$1,299	\$1,378
Mining Unimproved Value (UV) Properties	\$387	\$211

The recommendations before Council relate only to undertaking the prescribed advertising for public submissions of the proposed differential rates and minimum payments, and to seek approval from the Minister to impose in 2023/24 a differential Mining UV rate which is more than twice the lowest general differential UV rate.

Adopting the officer recommendations does not commit the Council to 'rates in the dollar' or 'minimum payments' proposed. Council is required to consider any public submissions received prior to making its final decision and adopting the 2023/24 rating information.

Statutory Environment

Local Government Act 1995

s 6.32(1) Rates and service charges

s 6.33(1) Differential general rates

- s 6.35(4) Minimum payment
- s 6.36 Local government to give notice of certain rates

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

Policy F.8 – Method of Valuation of Rateable Properties

Budget Implications

This item has no bearing on the rates revenue being collected in 2022/23. The estimated revenue to be generated from the proposed rates and minimum payments will be included in the draft 2023/24 Budget.

Whole of Life Accounting – Not Applicable

Risk Management

The advertising of Council's intention to raise differential rates is part of the statutory provisions required to ensure Council's rates are levied in accordance with legislation and are not at risk of being ruled improperly raised or imposed. There is a risk to Council not adopting its 2023/24 Budget by the statutory deadline of 31 August 2023 in the event that the Minister does not approve Council's Mining UV differential rate.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

Council Decision Moved Cr Mahoney, Seconded Cr Christensen

C.10/0523 That Council:

- 1. After consideration of its Strategic Community Plan and Corporate Business Plan fund the estimated budget deficiency of \$5.668m by applying differential rates when drafting the 2023/24 Annual Budget**
- 2. Note as a result of the higher rate in the dollar applied to the 'Mining Gross Rental Value (GRV) Properties' rating category an additional \$79,573 is to be raised and this amount is to be transferred to the 'Maintenance and Renewal of Mine Heavy Haulage Roads Reserve' in the 2023/24 Budget**

3. ***In accordance with section 6.36 of the Local Government Act 1995 endorse the advertising for public submissions on the proposed differential rates as set out in the table below, and make available to the public Attachment 13 to this report setting out the objects and reasons for the differential rates:***

<i>Rating Category</i>	<i>Rate in \$</i>	<i>Minimum Payment</i>
<i>General Gross Rental Value (GRV) Properties</i>	<i>10.2727 cents</i>	<i>\$1,112.00</i>
<i>Mining Gross Rental Value (GRV) Properties</i>	<i>19.9767 cents</i>	<i>\$1,112.00</i>
<i>Rural Unimproved Value (UV) Properties</i>	<i>0.5187 cents</i>	<i>\$1,378.00</i>
<i>Mining Unimproved Value (UV) Properties</i>	<i>6.8900 cents</i>	<i>\$211.00</i>

4. ***Authorise the CEO to:***
- c. ***report back to Council any public submissions in relation to the proposed differential rates***
 - d. ***seek the approval of the Minister to impose in 2023/24 a differential Mining UV rate which is more than twice the lowest general differential UV rate.***

Carried by Absolute Majority 6/0

ITEM NO.	C.11/0523	FILE REF.	
SUBJECT	March 2023 Financial Activity Statements, April 2023 Financial Activity Statements and List of Accounts Paid in April 2023		
OFFICER	Director Corporate Services		
DATE OF REPORT	11 May 2023		

Attachment 14 March 2023 Financial Activity Statements
Attachment 15 April 2023 Financial Activity Statements
Attachment 16 List of Accounts Paid in April 2023

OFFICER RECOMMENDATION

That Council receive the:

1. *March 2023 Financial Activity Statements as presented in Attachment 14*
2. *April 2023 Financial Activity Statements as presented in Attachment 15*
3. *List of Accounts Paid in April 2023 as presented in Attachment 16.*

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 absence of key staff on leave the Shire's March 2023 Financial Activity Statements was deferred to the May 2023 ordinary meeting. Presented are the financial activity statements for both March and April 2023 along with the list of accounts paid in April 2023.

Statutory Environment

Sections 6.4 (Financial Report) and 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 1996* require a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2022/23 budget resolved as follows:

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

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

Integrated Planning

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

Policy Implications

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

Budget Implications

Expenditure incurred in April 2023 and presented in the list of accounts paid, was allocated in the 2022/23 Budget as amended.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Lansdell, Seconded Cr Browne

That Council receive the:

- 1. March 2023 Financial Activity Statements as presented in Attachment 14**
- 2. April 2023 Financial Activity Statements as presented in Attachment 15**
- 3. List of Accounts Paid in April 2023 as presented in Attachment 16.**

Carried 6/0

ITEM NO.	C.12/0523	FILE REF.	
SUBJECT	Budget Management Report – April 2023		
OFFICER	Director Corporate Services		
DATE OF REPORT	15 May 2023		

Attachment 17 Budget Management Report – April 2023

OFFICER RECOMMENDATION

That Council:

- 1. Receive the April 2023 Budget Management Report as presented in Attachment 17*

- 2. Amends the 2022/23 Budget as follows:*

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
GS69	West Blackwood Terrace – Gravel Sheeting	Materials & Contracts	\$9,458	\$4,266	\$13,724
GS70	Greenfields Road – Gravel Sheeting	Materials & Contracts	\$12,800	\$8,693	\$21,493
RC55	Hester Cascades Road – Road Failure Repairs	Materials & Contracts	\$78,486	-\$12,959	\$65,527
1251020	South West Regional Waste Strategy	Materials & Contracts	\$11,400	\$4,097	\$15,497
Reserve	Sanitation Reserve	Transfer from Reserve	\$105,911	-\$4,097	\$101,814
Total				\$0.00	

Summary/Purpose

Presented is the April 2023 Budget Management Report (Attachment 17). 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 'F24 – 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 'F24 – 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 result in an increase to overall budget expenditure of \$4,097. This increase in expenditure is offset by a \$4,097 transfer from Reserve funds.

Statutory Environment

Local Government Act 1995

Section 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.24 - Budget Management Policy’.

Budget Implications

Budget amendments as recommended will reduce funds held in the Sanitation Reserve by \$4,097.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mahoney, Seconded Cr Browne

C.12/0523 That Council:

1. Receive the April 2023 Budget Management Report as presented in Attachment 17

2. Amends the 2022/23 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
GS69	West Blackwood Terrace – Gravel Sheeting	Materials & Contracts	\$9,458	\$4,266	\$13,724
GS70	Greenfields Road – Gravel Sheeting	Materials & Contracts	\$12,800	\$8,693	\$21,493
RC55	Hester Cascades Road – Road Failure Repairs	Materials & Contracts	\$78,486	-\$12,959	\$65,527
1251020	South West Regional Waste Strategy	Materials & Contracts	\$11,400	\$4,097	\$15,497
Reserve	Sanitation Reserve	Transfer from Reserve	\$105,911	-\$4,097	\$101,814
Total				\$0.00	

Carried 6/0

Development, Community and Infrastructure

ITEM NO.	C.13/0523	FILE REF.	A15273
SUBJECT	Amendment 71 to Town Planning Scheme No 4 – Proposed Additional Use – Motor Vehicle Repairs – Lot 48 (37) Jephson Street Greenbushes		
PROPONENT	Initiated by the Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	15 May 2023		

Attachment 18 Location Plan
Attachment 19 Schedule of Submissions

OFFICER RECOMMENDATION

That Council resolve to recommend to the WA Planning Commission and the Minister for Planning that final approval not be granted to 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 Repairs a discretionary use on Lot 48 (37) Jephson Street, Greenbushes.

Summary/Purpose

At its July 2022 meeting Council resolved to initiate and advertise an amendment to the Shire of Bridgetown-Greenbushes Town Planning Scheme No 4 to introduce an “Additional Use – Motor Vehicle Repairs” to Lot 48 (37) Jephson Street Greenbushes.

The proposed Amendment was subsequently advertised for comment and it attracted a total of two submissions including one submission of objection from an adjoining land owner. Council is required to make a final recommendation on the Proposed Amendment No. 71 to the Western Australian Planning Commission (WAPC).

Given that the Amendment will enable consideration of a land use that is not typically permitted in a residential zone, it is recommended that Council not support the amendment for final approval and formally advise the WAPC of same.

Background

Council considered a development application for a Vehicle Repair and Service Centre on this site at its June 2022 meeting where it resolved the following:

C.10/0622 That Council refuse the Development Application for a Change of Use for a Vehicle Repair and Service Centre on Lot 48 (#37) Jephson Street, Greenbushes

C.10/0622a That a further report providing options to approve this proposal via a scheme amendment be prepared and presented to Council at its July 2022 Ordinary Council Meeting.

The basis of the refusal was that the proposed land use is not permitted in a residential zone and claims of non-conforming use rights was unable to be validated by the applicant in accordance with the provisions of Town Planning Scheme No. 4 (TPS4).

Subsequent to point 2 above, Council at its July 2022 meeting resolved:

C.09/0722 That Council:

- 1. Resolves 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. Advises the applicant that Council's support to initiate the amendment is subject to payment of the application fees of \$5,285.70 prior to the commencement of advertising.*
- 4. Determines 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.*
- 5. 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.*

Officer Comment

The subject land is zoned residential in accordance with TPS4 and contains a shed on the property that Shire records show has been used for various purposes including housing emergency services vehicles, storage, and other low impact uses since it was constructed in 1994.

Council has resolved to initiate an amendment to TPS4 and consider the amendment for advertising to permit 'Motor Vehicle Repairs' to be undertaken on this site. The proposed amendment will amend the scheme map and text by introducing an "Additional Use" of "Motor Vehicle Repairs" for Lot 48 Jephson Street Greenbushes.

If the amendment is approved by the WAPC the following activities could be considered by the local government through an application for development approval under TPS4:

- vehicle maintenance and repair
- vehicle servicing and component replacement
- tyre replacement
- balancing and wheel alignment
- air conditioning servicing
- windscreen repairs
- outbuilding and one small office
- sale of quality vehicle components (batteries/lights 4x4 accessories/wheel components, bearings
- A licensing inspection centre

Advertising

The proposal was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Regulations) as per the following:

- Public Notice - Manjimup Bridgetown Times
- Shire of Bridgetown-Greenbushes website – "Community Consultation"
- Letters to landowners in Greenbushes – 200 metre radius from the site subject of this Amendment
- Government agencies - DWER

A total of 2 submissions were received. The submissions are addressed in the schedule of submissions as per Attachment 19.

Scheme Amendment Process

The Regulations detail the process for local governments when amending its town planning scheme. Council previously resolved that Amendment No. 71 is a standard amendment.

The process for processing a standard amendment includes the following steps:

1. Council resolves to initiate the amendment (completed)
2. Council resolves to advertise the amendment (completed)
3. Council refers amendment to EPA for environmental assessment (completed)
4. Council advertises amendment to the public and government agencies (completed)
- 5. Council to consider submissions and make a recommendation to the Western Australian Planning Commission (WAPC)**
6. The WAPC makes a recommendation to Minister for Planning
7. Minister for Planning makes decision
8. If approved, the amendment is gazetted and becomes law.

The amendment process is now at step 5 which requires Council to make a formal recommendation to the WAPC which can take one of the following three actions:

- Support the amendment without modification
- Support the amendment with proposed modifications to address issues raised in the submissions
- Not support the amendment.

Conclusion

It can be argued that this amendment in itself does not facilitate a development that will, of necessity, have a negative impact on the amenity of the nearby locality. The extent of the impacts of any development that might be facilitated under this amendment are unknown at this stage and is dependent on the scale and intensity and manner of operation of the eventual development itself.

The Council (or the State Administrative Tribunal in the event of an application for review) would have to form a judgment of that aspect as part of its deliberation of any application that might arise as a consequence of this proposal.

It cannot conclusively be determined what, if any, level of amenity impact may arise as a consequence of this scheme amendment. This needs to be weighed up against the fact that the base zoning of the land is Residential, and the land use proposed by this amendment falls outside of the range of land uses that might ordinarily be located within a residential area. There is a considerable number of lots which are appropriately zoned for this land use within the Greenbushes Townsite.

The judgment that the Council has to make in this proposal is whether the community need for this land use within the area might outweigh the orderly and proper planning considerations.

Council has the option to support the amendment as submitted, however on balance this amendment is not recommended for final approval. A final decision on this will be made by the WA Planning Commission and the Minister responsible for Planning.

Statutory Environment

Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

Section 81 of the *Planning and Development Act 2005* details the need for an Environmental Decision by the EPA prior to formal public advertising commencing.

Part 5, Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the processes and requirements for undertaking a standard amendment.

When undertaking a scheme amendment the Shire must follow the process contained in the *Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations)*.

Integrated Planning

- Strategic Community Plan
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.

- Corporate Business Plan – Nil.

- Long Term Financial Plan – Nil.

- Asset Management Plans – Nil.

- Workforce Plan – Nil.

- Other Integrated Planning – Nil.

Policy Implications - Nil

Budget Implications

As the amendment is a standard amendment, the Applicant has paid \$5,285.00 in fees as per Council's Schedule of Fees and Charges. The costs associated with advertising and gazettal are also taken from these fees.

The fees cover staff time for preparing and assessing the amendment. Staff are required to keep time sheets to account for staff time and any funds remaining at the conclusion of the amendment assessment process are returned to the applicant.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

Moved Cr Mountford

That Council recommend to the Western Australian Planning Commission and Minister for Planning that final approval be granted to 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 Repairs a discretionary use on Lot 48 (37) Jephson Street, Greenbushes.

Motion lapsed for want of a seconder.

Council Decision Moved Cr Browne, Seconded Cr Christensen
C.13/0523 That Council resolve to recommend to the WA Planning Commission and the Minister for Planning that final approval not be granted to 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 Repairs a discretionary use on Lot 48 (37) Jephson Street, Greenbushes.

Carried 5/1

Cr Boyle voted against the motion

Crs Boyle and Christensen declared an impartiality interest in item C.14/0523 (refer page 4).

ITEM NO.	C.14/0523	FILE REF.	281
SUBJECT	Community Grants, Service Agreements & Other Donations		
PROPONENT	Council		
OFFICER	Manager Community Services		
DATE OF REPORT	16 May 2023		

Attachment 20 Community Group Grants, Service Agreements, CEO and other Donations Spreadsheet

OFFICER RECOMMENDATION

That Council:

- Determines to allocate \$130,000 in the 2023-2024 budget for community Grants, Service Agreements and donations as follows:*
 - \$6,330 New service agreements*
 - \$15,852 Existing service agreements to be carried forward*
 - \$22,900 New community group grants*
 - \$2,835 New non-contestable annual community contributions*
 - \$25,580 Existing non-contestable annual community contributions*
 - \$1,500 Chief Executive Officer donations*
 - \$3,500 Chief Executive Officer hall hire donations*
 - \$680 Rubbish and recycling collection for community events*
 - \$200 Rubbish and recycling collection for Shire leased facilities*
 - \$45,508 Landcare Officer*
 - \$500 South West Academy of Sport Sponsorship*
 - \$250 Agricultural Society School Art Prize Sponsorship*
 - \$1,000 Manjimup Airfield Contribution*

- \$2,000 Regional Airport Marketing (Busselton)
 - \$1,000 Greenbushes' Australia Day Breakfast Event
 - \$365 School Awards
2. Advise Bridgetown RSL that the requested sum \$848 was reduced to \$330 grant funding to cover the installation of banners, as the provision of hall hire, printing and officer assistance for ANZAC Day events will continue through CEO and other donations
 3. Advise Blackwood River Community Radio that the provision of \$1,000 is conditional upon the radio being operational and transmitting
 4. Advise the Blues at Bridgetown that the provision of \$15,900 including up to \$7,676 in kind and \$8,224 in cash will be offered as a 1-year Community Grant rather than as a service agreement or non-contestable funding
 5. Request the CEO offer officer support to Henry Nouwen House for the purpose of identifying and applying for funding to assist in covering increasing ongoing operational costs
 6. Request the CEO apply for funding to cover the cost of the graphic design and printing of sets of banners to be offered to community groups wanting to use celebratory/commemorative entrance banners during specific events
 7. Advise Bridgetown Greenbushes Community Landcare that CPI will not be included in this year's contribution, and that the current MOU between the Shire and Bridgetown Landcare expires on 30 June 2023. Furthermore, the CEO is authorised to negotiate a new MOU from 1 July 2023 for a 3 year period.

Summary/Purpose

The recommendations seek to further Council's strategic objectives to financially support local community groups, with a prescribed annual limit applied to such support.

Background

The members of the Community Grants and Service Agreements Working Party were Councillors Mountford, Lansdell, Christensen, Browne and Pratico. The meeting was held on 15 May 2023. The Executive Manager Corporate Services, Chief Executive Officer and Manager Community Services also attended the meeting.

Councillors attending the workshop assessed the individual applications on their merits with a focus on overall community benefit.

Officer Comment

The community grant and service agreement application process for 2023/24 was competitive with \$87,809 new applications being received.

In addition, there is a total of \$15,852 in existing (to be carried forward) service agreements. When combined with the \$5,880 allocation for the Chief Executive Officer donations and other financial support provided by Council (\$50,623 as detailed below) the total funding requested was \$185,744.

The existing service agreements are funding arrangements of a predetermined annual figure, over a 3-year period. Therefore the existing service agreements totalling \$15,852 are already fixed and subsequently cannot be altered.

Council's Australia Day Events Policy (Policy O.14) states that the amount of financial support provided by Council to the Grow Greenbushes will be determined at such time as Council considers its annual community grants/service agreements/other community donations and allocations. A sum of \$1,000 has been allocated annually since 2016 and is recommended to continue as the sum to assist this event for the 2023/24 financial year.

The Working Group, in alignment with Policy F.1 'Shire Community Grants, Service Agreements, Donations and Contributions', considered specific applications and projects which it determined should be grouped under the 'non contestable' category of the funding allocations. The recipients of this funding will be required to complete an annual acquittal and Council will review the provision of ongoing funding on an annual basis, in alignment with the assessment of the competitive grant funding process.

The Working Group endorsed a recommendation to Council of:

SERVICE AGREEMENTS:

Bridgetown Agricultural Society	\$2,000	Entertainment at Show
Blackwood River Radio	\$1,000	Contribution - utilities
Festival of Country Gardens	\$1,000	Festival Promotion
Fridgetown Festival	\$2,000	Festival Promotion
Bridgetown RSL	\$ 330	Banner Installation
Sub Total	\$6,330	

COMMUNITY GRANTS:

Bridgetown RSL	\$1,000	ANZAC Day banners
CWA Greenbushes Belles	\$3,500	Roof Repairs
CWA Bridgetown	\$2,500	Kitchen Renovation
Blues at Bridgetown	\$15,900	Street Party
Sub Total	\$22,900	

NON CONTESTABLE ALLOCATIONS:

Bridgetown Family & Community Centre	\$8,000	Rates & Insurance
Greenbushes Playgroup	\$580	Rent
Henri Nouwen House	\$12,835	Administration & Wages
Bridgetown Lawn Tennis Club	\$2,000	Easter Tournament
Rotary Club of Bridgetown Inc	\$5,000	Marathon Event
Sub Total	\$28,415	

OTHER CONTRIBUTIONS & ALLOCATIONS

CEO Donations	\$5,880
Landcare Officer	\$45,508
South West Academy of Sport	\$500
Agricultural Society School Art Prizes	\$250
Shire of Manjimup Airfield Contribution	\$1,000
Regional Airport Marketing (Busselton)	\$2,000
Greenbushes' Australia Day Breakfast Event	\$1,000
School Awards	\$365
Sub Total	\$56,503
Total	\$114,148

Council has already endorsed (in previous years) the existing service agreements totalling \$15,852 which when added to the total of \$114,148 reflects a financial commitment of \$130,000 for 2023-2024.

Statutory Environment – Not Applicable

Integrated Planning

- Strategic Community Plan
Outcome 2 A community that is friendly and welcoming
Objective 2.4 Build community capacity by supporting community organisations and volunteers.
- Corporate Business Plan
Action 2.4.1 Fund community grants, service agreements and donations.
- Long Term Financial Plan - Nil
- Asset Management Plans – Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

Council Policy F.1 Community Grants/Donations, Funding & Acquittals as it outlines the Guidelines and Conditions of grant funding, Council Policy F.7 Service Agreements for Community Service Providers which outlines the purpose of Service Agreements and O.14 which outlines the arrangements for events on Australia Day in the Shire of Bridgetown-Greenbushes.

Budget Implications

The decisions of Council regarding the allocation of funding to specific applicants will be included in the annual budget for the 2023/24 financial year.

Whole of Life Accounting

Ensuring the allocation of expenditure for community group grants, donations, contributions, and service agreements are contained to an identified amount which enables Council to plan the ongoing costs associated with supporting community groups.

Risk Management

The recommendations seek to mitigate risk by implementing a structured approach to the grant and service agreement application process.

Voting Requirements - Absolute Majority (committing to expenditure prior to adoption of 2023/24 budget)

Council Decision Moved Cr Christensen, Seconded Cr Browne

C.14/0523 That Council:

- 1. Determines to allocate \$130,000 in the 2023-2024 budget for community Grants, Service Agreements and donations as follows:**
 - **\$6,330 New service agreements**
 - **\$15,852 Existing service agreements to be carried forward**
 - **\$22,900 New community group grants**
 - **\$2,835 New non-contestable annual community contributions**
 - **\$25,580 Existing non-contestable annual community contributions**
 - **\$1,500 Chief Executive Officer donations**
 - **\$3,500 Chief Executive Officer hall hire donations**
 - **\$680 Rubbish and recycling collection for community events**
 - **\$200 Rubbish and recycling collection for Shire leased facilities**
 - **\$45,508 Landcare Officer**
 - **\$500 South West Academy of Sport Sponsorship**
 - **\$250 Agricultural Society School Art Prize Sponsorship**
 - **\$1,000 Manjimup Airfield Contribution**
 - **\$2,000 Regional Airport Marketing (Busselton)**
 - **\$1,000 Greenbushes' Australia Day Breakfast Event**
 - **\$365 School Awards**
- 2. Advise Bridgetown RSL that the requested sum \$848 was reduced to \$330 grant funding to cover the installation of banners, as the provision of hall hire, printing and officer assistance for ANZAC Day events will continue through CEO and other donations**
- 3. Advise Blackwood River Community Radio that the provision of \$1,000 is conditional upon the radio being operational and transmitting**
- 4. Advise the Blues at Bridgetown that the provision of \$15,900 including up to \$7,676 in kind and \$8,224 in cash will be offered as a 1-year Community Grant rather than as a service agreement or non-contestable funding**
- 5. Request the CEO offer officer support to Henry Nouwen House for the purpose of identifying and applying for funding to assist in covering increasing ongoing operational costs**
- 6. Request the CEO apply for funding to cover the cost of the graphic design and printing of sets of banners to be offered to community groups wanting to use celebratory/commemorative entrance banners during specific events**

- 7. Advise Bridgetown Greenbushes Community Landcare that CPI will not be included in this year's contribution, and that the current MOU between the Shire and Bridgetown Landcare expires on 30 June 2023. Furthermore, the CEO is authorised to negotiate a new MOU from 1 July 2023 for a 3 year period.**

Carried by Absolute Majority 6/0

ITEM NO.	C.15/0523	FILE REF.	904.1
SUBJECT	Budget Amendment Bridgetown Cricket Nets		
PROPONENT	Council		
OFFICER	Manager community Services		
DATE OF REPORT	May 2023		

Attachment 21 Letter from Rotary Club of Bridgetown

OFFICER RECOMMENDATION

That Council:

- 1. Approve an increased expenditure from account 24IN Bridgetown Sportsground Cricket Training Nets by \$25,000 from \$105,780 to \$130,780 to cover the added costs of the purchase and construction of a larger shed than originally budgeted for, to be shared between the Bridgetown Cricket Club and Rotary Club of Bridgetown*
- 2. Authorise an increase income in account 1344530 Other Recreation and Culture Reimbursements by \$25,000 from \$213,462 to \$238,462 to reflect the Bridgetown Rotary Club's agreed contribution toward the shared shed.*

Summary/Purpose

These recommendations seek to amend the current budget to reflect the increase in income and expenditure associated with the increased cost of construction of a larger shed included in the Cricket Practice Nets project currently being constructed at the Bridgetown Sports Ground.

Background

In March 2022, (C.18/0322) Council noted that the single Community Sport and Recreation Facilities Fund (CSRFF) grant application, submitted by the Shire of Bridgetown-Greenbushes, is for the installation of practice cricket nets and a storage shed at the Bridgetown Sports Ground, and advise the Department of Local Government, Sport and Cultural Industries that Council ranks this application as Priority 1 of 1 for the current funding round for the Shire.

Council was successful in their application for funding and received \$35,260 from the Department of Local Government, Sport and Cultural Industries. The Cricket Club provided a further \$35,260 from a success Cricket Australia Grant, the club's cash contribution and Talion's contribution, and Council agreed to fund 1/3 of the project (\$35,260), totalling \$105,780.

Bridgetown Rotary Club have been seeking an opportunity to relocate their equipment from various private or rented storage sheds into one large and easily accessible shed.

To achieve this the members of Rotary approached Bridgetown Cricket to request a co-funded shed to house both the Cricket and Rotary Clubs' equipment. This was discussed with Shire officers who re-scoped the shed, including doors and orientation to suit the needs of both user groups. Rotary agreed to pay any additional costs associated with the increase in size and number of roller doors. The \$25,000 is their contribution to the purchase and construction of the shed to be located adjacent to the public toilets at the Bridgetown Sports Ground.

Both Rotary Club of Bridgetown and Bridgetown Cricket Club are paying their contributions to the Shire and the shed will be managed by the Shire to ensure that each clubs' access to their side of the shed is not dependent on the other club's agreement.

Officer Comment

A co-funded and co-located shed provides both clubs and Council with economies of scale associated with cost and continued sharing of resources. This project will also reduce the number of public structures that Council are required to build and maintain in an effort to support local community groups.

Both clubs were supportive of the opportunity and both clubs will have more space than they would have if they did not agree to share the storage space.

Statutory Environment

Integrated Planning

➤ Strategic Community Plan

Outcome 1 A growing community that is diverse, welcoming and inclusive.

Objective 1.1 Improve family and youth services and facilities to attract and retain families

Outcome 2 Good Health and community wellbeing

Objective 2.2 Provide quality sport, leisure and recreation services

➤ Corporate Business Plan

Strategy 2.2.11 Provide new cricket training nets at Bridgetown Sportsground.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

New and upgraded infrastructure will be included as Shire assets in Council's Property Infrastructure Asset Management Plan once the development is complete.

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

Should Council endorse the officer recommendation, the 2022/23 budget would reflect the income of \$25,000 from Rotary Club of Bridgetown and increase the total expenditure from \$105,780 to \$130,780 (an additional \$25,000) to cover the cost of

the construction of cricket practice nets and the increased cost of the storage shed at the Bridgetown Sports Ground.

Whole of Life Accounting

Whole of life accounting principles are achieved through completing a detailed planning processes for infrastructure developments and sharing resources where possible. This enables whole of life cycle accounting considerations to be assessed allowing for capital and maintenance costs to be identified during planning and implementation.

Risk Management

Whilst the current recommendation does not necessarily represent a risk to the Shire, a new shared storage shed will continue to support community groups and facilitate their important function in community.

Voting Requirements - Absolute Majority

Council Decision Moved Cr Mahoney, Seconded Cr Christensen

C.15/0523 That Council:

- 1. Approve an increased expenditure from account 24IN Bridgetown Sportsground Cricket Training Nets by \$25,000 from \$105,780 to \$130,780 to cover the added costs of the purchase and construction of a larger shed than originally budgeted for, to be shared between the Bridgetown Cricket Club and Rotary Club of Bridgetown***
- 2. Authorise an increase income in account 1344530 Other Recreation and Culture Reimbursements by \$25,000 from \$213,462 to \$238,462 to reflect the Bridgetown Rotary Club's agreed contribution toward the shared shed.***

Carried by Absolute Majority 6/0

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the meeting at 6.10pm.

List of Attachments

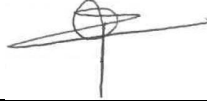
Attachment	Item No.	Details
1	C.02/0522	Special Council Meeting Minutes – 4 May 2023
2	C.03/0523	Proposed changes to the Strategic Community Plan
3	C.03/0523	Current Strategic Community Plan 2021-2031
4	C.04/0523	Policy M.4 – Members Allowances/Expenses
5	C.04/0523	2023 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members
6	C.05/0523	Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre
7	C.05/0523	Community Feedback Summary Report
8	C.06/0523	Rolling Action Sheet
9	C.07/0523	Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2023.
10	C.08/0523	Policy Manual
11	C.09/0523	List of Proposed Changes Outside of the 6.1% Increase (includes new and deleted fees)
12	C.09/0523	Draft 2023/24 Schedule of Fees & Charges
13	C.10/0523	Objectives and Reasons for Proposed Differential Rates for the Year Ending 30 June 2024
14	C.11/0523	March 2023 Financial Activity Statements
15	C.11/0523	April 2023 Financial Activity Statements
16	C.11/0523	List of Accounts Paid in April 2023
17	C.12/0523	Budget Management Report – April 2023
18	C.13/0523	Location Plan
19	C.13/0523	Schedule of Submissions
20	C.14/0523	Community Group Grants, Service Agreements, CEO and other Donations Spreadsheet
21	C.15/0523	Letter from Rotary Club of Bridgetown

Minutes Papers prepared and recommended by E Matthews, Executive Assistant



26 May 2023

Minutes Papers authorised by P St John, A/CEO



26 May 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 25 May 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 29 June 2023.

..... 29 June 2023



Special Council Minutes Index – 4 May 2023

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MINUTES

For the Special Meeting of Council held in the Council Chambers on **Thursday 4 May 2023** commencing at 5.30pm, called to consider the draft Chief Executive Officer job description and accompanying selection criteria.

Opening of Meeting

The Presiding Member opened the meeting at 5.31pm.

Acknowledgment of Country

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

Attendance & Apologies

President	- Cr J Mountford
Councillors	- J Boyle - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Director Development, Community and Infrastructure - E Matthews, Executive Assistant
Apologies	- Cr E Browne

Attendance of Gallery - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest

Section 5.65 and 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.

- Nil

Business Items

ITEM NO.	SpC.01/0523	FILE REF.	221.2
SUBJECT	Draft Chief Executive Officer Job Description Form		
OFFICER	Director Development, Community and Infrastructure		
DATE OF REPORT	27 April 2023		

Attachment 1 Draft Chief Executive Officer job description form
Attachment 2 Current Chief Executive Officer position description

OFFICER RECOMMENDATION

That Council, in accordance with Regulation 5 of Schedule 2 of the Local Government (Administration) Regulations 1996, determine the selection criteria and approve the job description form, for the position of Chief Executive Officer as shown in Attachment 1.

Summary/Purpose

The purpose of this report is to present to Council a draft job description and selection criteria for the position of Chief Executive Officer (CEO). The adoption of these documents by the Council is a statutory requirement.

Background

As part of the CEO recruitment process, the specialist consultant has prepared, in consultation with the selection panel, a revised draft job description and selection criteria for the CEO position.

Officer Comment

The draft job description form complies with the requirements of the regulations in that it sets out the duties and responsibilities, and the selection criteria, for the position.

The following advice has been provided by the consultant;

“The original job description form has been updated. The position objectives and key duties and responsibilities sections’ have remained mostly unchanged apart from a few grammatical and minor amendments. However, the selection criteria has been altered and reworded to better reflect the specific skills and experience required in order to meet the current needs and challenges of the Shire.”

Statutory Environment

Local Government (Administration) Regulations 1996

Schedule 2 - Model standards for CEO recruitment, performance and termination

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out -
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1)

Integrated Planning

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

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Absolute Majority

Moved Cr Pratico, Seconded Cr Christensen

That Council, in accordance with Regulation 5 of Schedule 2 of the Local Government (Administration) Regulations 1996, determine the selection criteria and approve the job description form, for the position of Chief Executive Officer as shown in Attachment 1.

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*

SpC.01/0523 That Council invoke clause 18.1 of the Standing Orders at 5.32pm to allow for informal discussion.

Carried 6/0

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*

SpC.01/0523a That application of clause 18.1 of the Standing Orders cease at 5.36pm.

Carried 6/0

Amendment Moved Cr Pratico, Seconded Cr Lansdell

Amend the third dot point of clause 4.2 (Governance) to include the words 'of Council' after 'ensure decisions' so it reads:

- Ensure decisions of Council are executed promptly and effectively.

Carried 6/0

The amendment was incorporated into the substantive motion and was put.

Council Decision Moved Cr Pratico, Seconded Cr Christensen

SpC.01/0523b That Council, in accordance with Regulation 5 of Schedule 2 of the Local Government (Administration) Regulations 1996, determine the selection criteria and approve the job description form, for the position of Chief Executive Officer as shown in Attachment 1, subject to the third dot point of clause 4.2 (Governance) being amended to include the words ‘of Council’ after ‘ensure decisions’.

Carried by Absolute Majority 6/0

Closure

The Presiding Member closed the meeting at 5.37pm.

List of Attachments

Attachment	Item No.	Details
1	SpC.01/0423	Draft Chief Executive Officer job description form
2	SpC.01/0423	Current Chief Executive Officer position description

Minutes Papers prepared and recommended by E Matthews, Executive Assistant



5 May 2023

Minutes Papers authorised by P St John, Director Development, Community and Infrastructure



5 May 2023

As Presiding Member, I certify that the Minutes of the Special Council Meeting held 4 May 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 25 May 2023.

..... 25 May 2023

JOB DESCRIPTION FORM

1. Position Title

Chief Executive Officer

2. Role

2.1 The overall role of the Chief Executive Officer is as detailed in Section 5.41 of the Local Government Act 1995 – Functions of the Chief Executive Officer.

3. Position Objectives

3.1 The initiation and provision of Executive leadership, with appropriate controls to all facets of the organisation, inclusive of Council, Shire staff and the community.

3.2 The implementation of corporate objectives, strategies, policies and statutory requirements by managing, facilitating, empowering and evaluating activities within the confines of available human and financial resources, as directed by Council.

3.3 As the principal adviser to Council on matters of general policy, to give advice and potential direction on its statutory powers and responsibilities, as well as working with Council to maintain and further develop the perception and reputation with, the community, stakeholders Government agencies, commerce and industry.

4. Key Duties and Responsibilities

4.1 Corporate Management and Leadership

- Is the principal advisor to Council who provides impartial advice on all matters affecting Council and the Local Government.
- Facilitates ongoing review and implementation of Council's integrated planning framework including but not limited to the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and any other relevant planning framework Council deems fit.
- Oversee the ongoing development and implementation of policies, strategies, procedures and practices which meet current best practice criteria in areas of operations, work health and safety, human resource management, customer service and community relations.
- Assess, maintain and develop a management support team and workforce that has the capabilities, skills, knowledge, and attitude needed to achieve the strategic objectives of Council.
- Have a pro-active approach in the development of new initiatives, promote active participation and interaction with other municipalities and authorities.
- Assist Council in the development of its corporate image as an effective and responsible local government.
- Attend all meetings as required.
- Represent the Local Government when required.

4.2 Governance

- Ensure compliance with statutory requirements is achieved.
- Ensure Council meetings, agendas and minutes are prepared promptly and that reports are factual, accurate and impartial.
- Ensure decisions are executed promptly and effectively.
- Oversee the preparation, review and enforcement of Council's Statutes and local laws.

4.3 Customer Service/Relations

- Ensure best practice in customer service occurs across the organisation.
- Further develop Council's image as a responsive customer driven organisation, within the community.
- Respond to all community contact with the Shire in a timely manner.
- Regularly assess and monitor customer service and to develop and communicate appropriate procedures to ensure the maintenance of high service level.
- Liaise, facilitate, and maintain effective relationships with business and community organisations, and other stakeholders.
- Employ effective and transparent communication, cooperation and liaison strategies with all relevant stakeholders, Council and staff.

4.4 Operational Management

- Maintain, oversee and delegate appropriately to ensure the ongoing provision of services to the community.
- Ensure that all statutory budgetary requirements are met, that there are sound administration and financial controls in place to ensure compliance and apprise Council of performance.
- Deliver programs, projects, plans, initiatives and services within budget and in accordance with agreed policies and strategies.
- Ensure that the procurement of goods and services methods are in accordance with legislation and-approved policies.
- Monitor all human resource practices including but not limited to recruitment, retention, employee relations, industrial relations, workforce development and workplace health and safety to ensure that effective and equitable management strategies, policies and procedures are applied.
- Ensure, encourage and facilitate a well-trained multi-skilled team, provided with appropriate delegation and decision-making authority.
- Ensure that the organisational structure and human resources are reviewed regularly to achieve Council's objectives.
- Manage and conduct Shire operations in line with the organisational risk management framework, Work Health and Safety 2022 as well as other relevant legislation.
- Ensure that all emergency management and related bushfire plans are reviewed at least twice per annum and that they are continuously updated and up-to-date.

5. Extent of Authority

5.1 This position is placed within the broad operational parameters as set by Council and the Local Government Act as well as relevant statutes which involve local government services and program delivery.

5.2 The CEO is Principal adviser to Council.

5.3 Extensive operational and decision-making flexibility is required to ensure the timely, effective and efficient implementation of Council decisions, programs, activities as well as capability to delegate, negotiate, effectively time manage and collaborate with available human and financial resources.

5.4 Authority to evaluate, promote and execute as necessary, immediate decisions which may follow consultation with the President and/or councillors.

5.5 Authority to sign legal documents as delegated and/or directed by Council.

6. Organisational Relationships

6.1 Responsible to: The Council.

6.1.1 Responsible for: All shire management, staff and contractors.

6.2 Internal and External Liaison, communication and lobbying.

Internal Council

- Employees
- Committee members

External

- Community members/ electors,
- Federal and State Government Parliamentary representatives, departments and agencies
- Warren Blackwood Alliance of Councils
- Western Australian Local Government Association, Australian Local Government Association and other Sector Associations/Groups
- Media
- Contractors and suppliers

7. Key Performance Indicators

The Chief Executive Officer is employed under a contract of employment.

Key performance indicators will be agreed, annually appraised and included in the CEO contract.

8. Selection Criteria

8.1 Skills:

- Proven leadership capacity.
- High level of interpersonal communication and decision-making skills.
- Well-honed time management skills.
- Developed listening and interpretive skills.
- Ability to negotiate and influence outcomes in a harmonious manner.
- Ability to develop policy.
- Foster a commitment to continuous improvement of business processes, efficiencies and service levels.
- Ability to instil a culture of skill, responsibility and recognition.
- Highly developed written communication and researching skills.
- Demonstrated capability to lead, inspire, delegate and initiate strategic projects.
- Demonstrated ability to form strategic and operational networks of benefit to the achievement of the Shire of Bridgetown Greenbushes' strategic objectives.

8.2 Knowledge:

- Sound knowledge and evidence of contemporary management practices.
- Demonstrated capacity to carry out the functions of the CEO with particular emphasis and knowledge of either a local government or equivalent not-for-profit agency or similar.
- Working knowledge of organisational budgeting, financial management and accounting principles as well as proven capability to manage people, with emphasis on recruitment, workforce development and risk management.

8.3 Experience:

- Extensive experience in an executive management role.
- Well-developed and understanding of technology skills.
- Capability to work strategically within a team environment.
- Evidence of strategic change and project management experience.

8.4 Qualifications:

- Tertiary qualification or equivalent in relevant discipline.



POSITION DESCRIPTION

1. Position Title

Chief Executive Officer

2. Role

- 2.1 The overall role of the Chief Executive Officer is as detailed in Section 5.41 of the Local Government Act 1995 – *Functions of the Chief Executive Officer*.

3. Position Objectives

- 3.1 To initiate and provide executive leadership and management to all facets and programs of the organisation.
- 3.2 To ensure on behalf of the Council the implementation of its corporate objectives, strategies, policies and statutory requirements by managing, facilitating and evaluating activities and the available human and financial resources.
- 3.3 To provide, as the principal adviser to the Council, direction to Council on matters of general policy and give advice to Council on its statutory powers and responsibilities, and enhance the Council's image and reputation with the general public, Government agencies, commerce and industry.
- 3.4 To provide strategic leadership and direction to staff.

4. Key Duties and Responsibilities

4.1 Corporate Management and Leadership

- Act as the principal advisor to Council (including the President and councillors) and provide impartial advice on all matters generally affecting the operations and affairs of the Council and the Local Government.
- Facilitate the preparation, ongoing review and implementation of Council's integrated planning framework (Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, etc.).

- Oversee the ongoing development and implementation of policies, strategies, procedures and practices which meet current best practice criteria in areas such as operations, safety, human resource management, customer service and community relations.
- Subject to budget constraints maintain a workforce that has the capabilities (skills, knowledge, and attitude) needed to achieve the strategic objectives of the Council.
- Develop and manage the senior management group (team).
- Take a pro-active approach to the development of new initiatives arising out of existing and proposed legislation.
- Promote active participation and interaction with other municipalities and authorities.
- Develop, in conjunction with the Council, a corporate image as an effective and responsible local government authority.
- Attend Council meetings and attend committee meetings as required.
- Represent the Local Government when required including attending civic functions and unofficial functions as deemed appropriate and necessary.

4.2 Governance

- Ensure compliance with statutory requirements is achieved.
- Ensure Council meetings, agendas and minutes are prepared promptly and that reports are factual, accurate and impartial.
- Ensure decisions are executed promptly and effectively.
- Oversee the preparation, review and enforcement of Council's Statutes and local laws.

4.3 Customer Service/Relations

- Ensure best practice in customer service occurs across the organisation.

- Develop within the community the Council's image as a responsive customer driven organisation.
- Respond to complaints and service requests in a timely manner.
- Regularly monitor customer service and develop procedures to ensure a high service level is maintained having regard to the Council's resources.
- Facilitate and maintain cooperation and effective relationships with business and community organisations.

4.4 Operational Management

- Oversee the ongoing provision of services to the community.
- Review, and when appropriate, recommend for approval the Council's annual and future budgets.
- Utilise sound business and human resource management practices to deliver programs and services within budget and in accordance with Council's policies and strategies.
- Ensure sound administration and financial controls are in place to ensure budget compliance.
- Review the financial performance of the Council and take action to improve performance as required.
- Ensure the integrity of financial controls.
- Ensure procurement of goods and services is in accordance with legislation and Council policies.
- Monitor all human resource practices to ensure effective and equitable human resource management strategies, policies and procedures are applied.
- Encourage and facilitate a multi-skilled team approach and appropriate delegation of decision-making authority.
- Ensure that the organisation structure and human resources are reviewed periodically and are adequate to achieve the Council's objectives.
- Ensure the Shire's operations are managed and conducted in line with the organisation's risk management framework.

- Ensure the Shire's operations are conducted in line with the organisation's occupational health and safety framework and relevant legislation.
- Plan for and implement emergency procedures when required.

5. Extent of Authority

- 5.1 This position operates within the broad operational parameters as set by the Council and the Local Government Act and relevant statutes which involve local government service and program delivery.
- 5.2 Principal adviser to the Council and the President.
- 5.3 Extensive operational and decision-making flexibility to ensure the effective and efficient implementation of all Council decisions, programs and activities and the utilisation of human and financial resources.
- 5.4 Authority to evaluate, promote and execute as necessary, immediate decisions which may follow consultation with the President and/or councillors.
- 5.5 Authority to sign legal documents as delegated and/or directed by Council.

6. Organisational Relationships

- 6.1 Responsible to: The Council and liaison with the Shire President.
- 6.1.1 Responsible for: Ultimately all staff noting that direct supervision of most staff occurs by managers and supervisors throughout the organisational structure.
- 6.2 Internal and External Liaison

Internal

- Shire President and councillors
- Employees
- Committee members

External

- Community members, residents, ratepayers, electors
- Federal and State Government Parliamentary representatives
- Federal and State Government Departments and Agencies
- Warren Blackwood Alliance of Councils
- Other Local Government authorities

- Western Australian Local Government Association, Australian Local Government Association and other Sector Associations/Groups
- Media
- Contractors and suppliers

7. Key Performance Indicators

The Chief Executive Officer is employed under a contract of employment. Key performance criteria will be agreed and included in the CEO contract.

8. Skills, Knowledge and Experience

8.1 Skills:

- Proven leadership capacity.
- High level of interpersonal communication and decision-making skills.
- Developed listening skills.
- Ability to negotiate and influence outcomes in a harmonious manner.
- Ability to develop policy.
- Highly developed written communication skills including report writing and researching skills.

8.2 Knowledge:

- Sound knowledge of contemporary management practices.
- Sound knowledge of the Local Government Act and associated Regulations.
- Sound knowledge of local government issues
- Sound knowledge of legislation relevant to local government functions and statutory obligations.
- Working knowledge of organisational budgeting, financial management and accounting principles.

8.3 Experience:

- Extensive experience in a senior management role, preferably in local government.

8.4 Qualifications

- Qualifications in a relevant management, business and/or public sector administration discipline.

DESKTOP REVIEW OF THE STRATEGIC COMMUNITY PLAN 2021-2031

Page No.	Section	Description	Proposed change																
			Amend the timeline of the Strategic Community Plan from 2021-2031 to 2023-2033																
1	Introduction	Grammatical change to introduction	This plan has been was developed with more than 700 community members and key partners to consider																
2	Shire President's Message	New message from Shire President Cr Jenny Mountford	To be developed																
5	Purpose	Update Advocate statement	Upon request, or when approached by community groups or impacted members of our community, we are a voice for the local community, promoting local interests in relation to environmental management, climate action, health, education, safety, public transport and more.																
8	Bridgetown Greenbushes at a Glance	Update statistics	<table> <tbody> <tr> <td>Population 5238 (2021 census)</td> <td>Unemployment rate 3.8% (2021 census)</td> </tr> <tr> <td>Annual population growth since 2012 2.1%</td> <td>Number of jobs 2250</td> </tr> <tr> <td>Number of dwellings 2682 (2021 census)</td> <td>Building Applications 223 (2021/22)</td> </tr> <tr> <td>Share of population 0-14 16.6% (2021 census)</td> <td>Library visitors 36,247 (2021-22)</td> </tr> <tr> <td>Share of population 65+ 27.8% (2021 census)</td> <td>Number of visitors 131,000 (2019)</td> </tr> <tr> <td>Total Rates \$5,264,523</td> <td>Recycling 2,826 tonnes</td> </tr> <tr> <td>Gross Regional Product \$541m (3.1% of GDP in the South West Region)</td> <td>Landfill 4,942 tonnes</td> </tr> <tr> <td></td> <td>Green waste 1,553 tonnes</td> </tr> </tbody> </table>	Population 5238 (2021 census)	Unemployment rate 3.8% (2021 census)	Annual population growth since 2012 2.1%	Number of jobs 2250	Number of dwellings 2682 (2021 census)	Building Applications 223 (2021/22)	Share of population 0-14 16.6% (2021 census)	Library visitors 36,247 (2021-22)	Share of population 65+ 27.8% (2021 census)	Number of visitors 131,000 (2019)	Total Rates \$5,264,523	Recycling 2,826 tonnes	Gross Regional Product \$541m (3.1% of GDP in the South West Region)	Landfill 4,942 tonnes		Green waste 1,553 tonnes
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12	Our plan for the future - People	Update linked strategies in table	<ul style="list-style-type: none"> Disability Access and Inclusion Plan 2019
14	Our plan for the future - Planet	Update linked strategies in table	<ul style="list-style-type: none"> Local Emergency Management Arrangements Warren Blackwood Alliance of Councils Sub Regional Climate Change Action Plan 2022-2032
16	Our plan for the future - Place	Update linked strategies in table	<ul style="list-style-type: none"> Trails Plan 2023-2028 Local Heritage Survey
18	Our plan for the future - Prosperity	Update linked strategies in table	<ul style="list-style-type: none"> Warren Blackwood Alliance of Councils Southern Forests and Valleys Tourism Plan Trails Plan 2023-2028
19	Performance	Update photo to current staff member	
20	Our plan for the future - Performance	Update linked strategies in table	<ul style="list-style-type: none"> Integrated Planning and Reporting Framework Long Term Financial Plan Risk Management Framework Audit Review Consolidated Asset Management Plan 2016-2026 Workforce Plan Customer Service Charter
21	Resourcing the Plan	Change rates data for 21/22 and 22/23 to actual figures	<p>21/22 increase of 4% \$4,881,059.56 22/23 increase of 6.95% \$5,264,522.65</p>
		Update projections for future years in line with LTFP	Projected rates increase to remain at CPI + 3%
		Update staff numbers and new directorate structure	<p>As of 2021 2023, the Shire had 60 62 full time equivalent (FTE) staff employed to deliver services across four three directorates.</p> <p><i>* Employee table below</i></p>

		Update advisory committees	<p>The Shire has 9 Advisory Committees that assist Council with core functions, projects and issues:</p> <ol style="list-style-type: none"> 1. Access and Inclusion Advisory Committee 2. Audit Committee 3. Bush Fires Advisory Committee 4. CEO Performance Review Committee 5. Cultural Inclusion Advisory Committee 6. Local Emergency Management Committee 7. Sustainability Advisory Committee 8. Trails Development Advisory Committee 9. Youth Services Advisory Committee
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* Employee table

DIRECTORATE	FULL TIME	PART TIME	CASUAL	TOTAL
Office of the CEO	5	2.5	0.83	8.33
Corporate Services	10	6.3	0.69	16.99
Development, Community and Infrastructure	28	7.2	1.48	36.68
Total (FTE)	43	16	2.98	62

Bridgetown Greenbushes
The heart and soul of the South West
Strategic Community Plan 2021-2031



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Cover page: Baker, V 2021, *Singer - Rozzi Smith*.
Photograph, Victoria Baker Collection, Bridgetown.

Page 4, Values: Baker, V 2021, *Willow Whispers @ Bridgetown Pottery Restaurant*. Photograph, Victoria Baker Collection, Bridgetown.

Back page: Baker, V 2021, *Joel and Audrey*.
Photograph, Victoria Baker Collection, Bridgetown.



Introduction

Welcome to the Shire of Bridgetown Greenbushes Strategic Community Plan 2021-2031.

This plan has been developed with more than 700 community members and key partners to consider:

- Where are we now?
- Where do we want to be?
- How do we get there?

It follows the Integrated Planning and Reporting Framework guidelines and satisfies a legislative requirement for all local governments to have a plan to shape the future.

This plan describes:

- A future vision for the Shire of Bridgetown Greenbushes
- How the Shire will achieve and resource its objectives
- How success will be measured and reported

Shire President's Message

I am proud to present the Shire of Bridgetown Greenbushes 2021-2031 Strategic Community Plan which, along with the Corporate Business plan, provides our roadmap for achieving our shared goals and aspirations.

With a major review due in 2020, we undertook a new approach in developing this plan. Our consultants benchmarked our performance, based on feedback from residents and ratepayers, against other local governments. This process has permitted us to assess our performance and the community's priorities and expectations.

We are continually seeking to improve the quality of content, presentation and community engagement in developing these strategic planning documents. From our latest consultation and engagement with the community, the need for having a strong well communicated vision that resonates with the community was very apparent. A strong vision enables us to clarify our purpose in greater alignment with the values that this community holds dear.

This plan continues to share our vision and aspirations for the future and outlines how we will, over the next decade, work toward a positive future for the Bridgetown Greenbushes community.

In sharing this plan with you it is important to reflect on our recent achievements, acknowledge the areas the community seek for us to improve and provide clarity regarding the challenges we face together.

I am pleased with our improved engagement and communications with the community in the last 12 months and look forward to a continual improvement in both formal and informal conversations and discussions with the community as we begin to implement the content of this plan.

John Nicholas JP
Shire President

Our Vision

Bridgetown Greenbushes

The heart and soul of the South West

Values

We conduct ourselves in line with the values that the local community cares deeply about. We always strive to be:

Welcoming,
friendly and inclusive.

Community minded,
showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.

Creative
and innovative, being open to new ways of doing things

Sustainable
and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.

Cost effective
and accountable, providing good value for money.



Purpose

The Shire of Bridgetown Greenbushes exists to provide, facilitate and advocate for services and facilities to improve quality of life for everyone who lives, visits and works in the area.



To fulfil our purpose, we satisfy the following roles:



Advocate

We are a voice for the local community, promoting local interests in relation to environmental management, climate action, health, education, safety, public transport and more.



Facilitate

We help to make it possible or easier to meet community needs.



Fund

We help to fund organisations to deliver essential community services, such as tourism, festivals and events, and youth services.



Partner

We form strategic alliances in the interests of the community.



Provide

We directly provide a range of services to meet community needs, including town planning services, parks and gardens, playgrounds, sport and recreation facilities, library services, CCTV, lighting of streets and public places, ranger services, roads, paths and trails, environmental management, and much more.



Regulate

We regulate compliance with legislation, regulations and local laws related to town planning, animal management, public health, litter, noise, pollution, signage, parking, and much more.

Aspirations and Services

To achieve our vision we have five supporting aspirations. Our aspirations align with our core pillars – people, planet, place, prosperity and performance. These pillars are interrelated and each must be satisfied to deliver excellent quality of life in the Shire of Bridgetown Greenbushes. Within each pillar, local government delivers a large and diverse range of services to meet community needs.



People

A friendly, welcoming and inclusive community.

Services

- Community development
- Youth and family services
- Seniors services
- Disability access and inclusion
- Sport, recreation and leisure
- Library services
- Festivals, events, art and culture
- Citizenship
- Volunteer support services
- Crime prevention and safety
- Police licensing
- Ranger services
- Animal management



Planet

Our natural environment is valued, conserved and enjoyed.

Services

- Environmental management
- Environmental health
- Weed management
- Storm water management
- Waste management
- Emergency management



Place

Our built environment is maintained, protected and enhanced.

Services

- Town planning
- Planning and development approvals
- Building approvals
- Swimming pool approvals and inspections
- Playgrounds, parks and reserves
- Footpaths and trails
- History and heritage
- Cemetery
- Asset management and building maintenance
- Roads, crossovers and bridges
- Heavy haulage approvals
- Parking facilities
- Traffic management
- Street trees maintenance



Prosperity

Our economy is strong, diverse and resilient.

Services

- Economic development
- Place activation
- Tourism
- Visitors Centre
- Event management
- Visitor rest rooms
- Health inspections and food safety
- Trading in Public Places licences
- Signage management



Performance

Our leadership is visionary, collaborative and accountable.

Services

- Governance
- Advocacy and lobbying
- Law making (Local Laws)
- Regional collaboration
- Strategic and business planning
- Financial management
- Risk management and compliance
- Workforce management
- Information technology
- Elections and polls
- Council and Electors' meetings
- Community consultation
- Communications
- Customer service

Bridgetown Greenbushes at a Glance



Located within the South West region of Western Australia, the Shire of Bridgetown-Greenbushes boasts green rolling hills, the stunning Blackwood River, farmlands and forests. The location inspires many artists, sustainable agriculture, permaculture endeavours, gourmet food, and fine wine establishments. There are a range of accommodation options to meet residential and visitor needs.

Home to iconic events such as the Blackwood Marathon, Blues at Bridgetown Music Festival, the Banquet on the Bridge and the ever growing Bridgetown Art Trail, the community is dynamic and always evolving. The appeal and diversity of the area sees many visitors choosing to settle here.

The Shire is home to a major lithium mine and primary processing facility which will continue to undergo significant expansion in the next two to four years. Increased employment opportunities are anticipated to grow the population by 22.5 percent.

The Shire's elected members and staff are committed to continuing to develop best practice and a 'can do' approach in all services areas to add value to community and local business initiatives that aligns with our shared values. We strive to work collaboratively within our community, and with neighbouring Shires to ensure we are achieving the best outcomes for our people.



Population
(2019 estimate)
4,740

Share of population 0-14
(2016)
17.5%
(WA: 19.2%)

Gross Regional Product
(2019)
\$349m
(2.4% of GDP in the South West Region)

New dwelling applications
(2020-21 forecast)
70
(up from 31 in 2019-20)

Recycling
(2020)
1,060 tonnes

Annual population growth
since 2011
1%

Share of population 65+
(2016)
24%
(WA: 14%)

Unemployment rate
(Jun 2020)
3.6%
(WA: 8.7%)

Library Visitors
(2019-20)
45,000

Landfill
(2020)
2,200 tonnes

Number of dwellings
2,401

Total rates
\$4.5m

Number of jobs
(2016 Census)
1,034
(1.9% of jobs in the South West Region)

Number of visitors
(2019)
131,000

Green Waste
(2020)
2,200 tonnes

Priorities

Priorities shift over time in response to what’s happening locally and globally. To provide quality of life outcomes, the Shire of Bridgetown Greenbushes must stay abreast of and adapt to changes in the political, environmental, social, technological, economic and legal landscape. We must also respond to changing community expectations.

Global Priorities

The Shire of Bridgetown Greenbushes recognises its responsibilities and opportunities to think globally and act locally to contribute to global sustainability. Council considers global priorities, such as those contained in the Sustainable Development Goals and The Paris Agreement, when developing plans for the local area.

	People	Place - Planet	Prosperity	Performance
	<ul style="list-style-type: none"> • Good health and wellbeing • Gender equality • Reduced inequalities 	<ul style="list-style-type: none"> • Climate action • Clean water and sanitation • Affordable and clean energy • Responsible consumption and production • Life below water • Life on land • Sustainable cities and communities • Industry, innovation and infrastructure 	<ul style="list-style-type: none"> • No poverty • Zero hunger • Quality education • Decent work and economic growth 	<ul style="list-style-type: none"> • Peace, justice and strong institutions • Partnerships for the goals

State Priorities

In 2020, the COVID-19 pandemic exposed worldwide vulnerabilities, drawing attention to the need for healthy communities and resilient economies. The State Government of Western Australia has responded with a WA Recovery Plan. This plan prioritises protecting the most vulnerable, building infrastructure, unlocking future mining opportunities, investing in tourism and renewable energy, revitalising culture and the arts, supporting small businesses and building schools and workforces for the future.

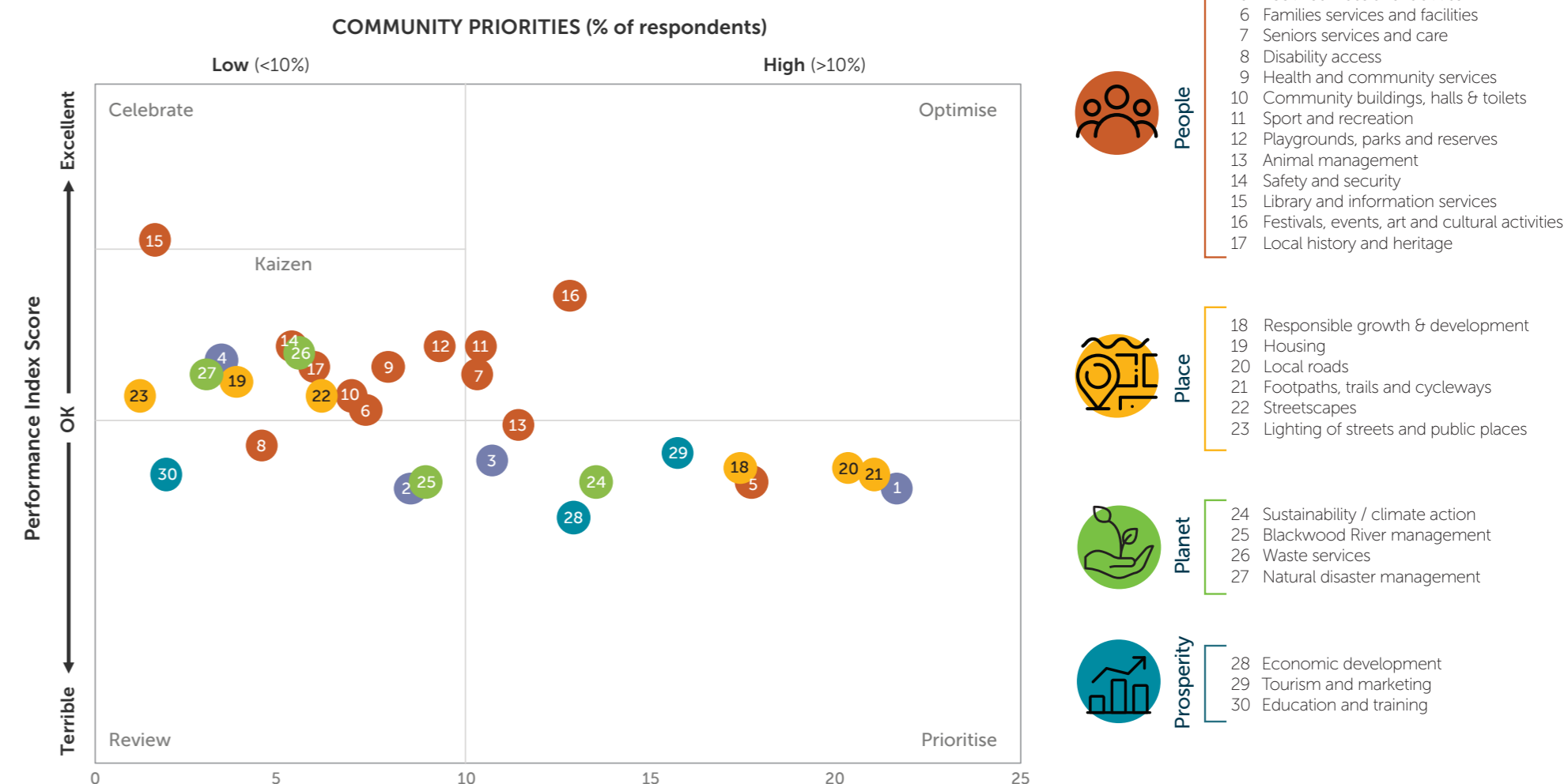
	People	Place - Planet	Prosperity	
	<ul style="list-style-type: none"> • Supporting our most vulnerable • Putting patients first 	<ul style="list-style-type: none"> • Building infrastructure • Maintenance blitz • Major road construction • Building community infrastructure • Housing construction • Investing in renewable energy and new technologies • Green jobs and environmental protection 	<ul style="list-style-type: none"> • Driving industry development • Unlocking future mining opportunities • Revitalising culture and the arts • Supporting small businesses • Buying local • Growing WA’s food industries • Investing in our tourism sector 	<ul style="list-style-type: none"> • Boosting local manufacturing • Rebuilding TAFE and reskilling our workforce • Building schools for the future • Unlocking barriers to investment

Learn more about the Government of Western Australia’s priorities at www.wa.gov.au/government/wa-recovery.

Local Priorities

To understand local needs and priorities, the Shire of Bridgetown Greenbushes commissioned an independent review. In September 2020, 705 community members completed a MARKYT® Community Scorecard. The top priorities in the local community are community leadership, roads, footpaths, trails and cycleways, responsible development, youth services, economic development, tourism and marketing, and sustainability and climate action.

MARKYT® Community Priorities



- Performance**
 - 1 Leadership
 - 2 Consultation
 - 3 Communication
 - 4 Customer service
- People**
 - 5 Youth services and facilities
 - 6 Families services and facilities
 - 7 Seniors services and care
 - 8 Disability access
 - 9 Health and community services
 - 10 Community buildings, halls & toilets
 - 11 Sport and recreation
 - 12 Playgrounds, parks and reserves
 - 13 Animal management
 - 14 Safety and security
 - 15 Library and information services
 - 16 Festivals, events, art and cultural activities
 - 17 Local history and heritage
- Place**
 - 18 Responsible growth & development
 - 19 Housing
 - 20 Local roads
 - 21 Footpaths, trails and cycleways
 - 22 Streetscapes
 - 23 Lighting of streets and public places
- Planet**
 - 24 Sustainability / climate action
 - 25 Blackwood River management
 - 26 Waste services
 - 27 Natural disaster management
- Prosperity**
 - 28 Economic development
 - 29 Tourism and marketing
 - 30 Education and training

People



A friendly, welcoming and inclusive community.



Challenges

The community would like a greater focus on youth. They would like more opportunities for youth in relation to education, work, sport and leisure. Ideally, the local school would cater for year 11 and year 12 students and there would be more work opportunities for youth in the local area. There would be more after school and holiday activities, a youth centre and an improved skate park. There would be better youth support, including improved access to a Youth Officer and mental health services.

The community would also like greater focus on responsible animal management. Concerns include roaming dogs and cats, excessive dog barking and the management of dog poo. They would like consideration of off-lead dog exercise areas.



Services

The Shire will continue to provide a range of services and facilities to support achievement of the People outcomes:

- Community development
- Youth and family services
- Seniors services
- Disability access and inclusion
- Sport, recreation and leisure
- Library services
- Festivals, events, art & culture
- Citizenship
- Volunteer support services
- Crime prevention and safety
- Police licensing
- Ranger services
- Animal management

The Shire will strive for **continuous improvement** in all service areas to meet current and changing community needs.

Recent Achievements



\$650K

Youth Precinct

The Shire met with youth at Bridgetown High School, Bridgetown Primary School, Kearnan College and the wider youth community to develop a design brief. \$650k was secured to redevelop the Youth Precinct with a junior pump track, skate bowl, free throw basketball court, parkour area, skate park expansion and toilets.



COVID-19 Connection

To assist the community to respond to COVID-19 restrictions, Council developed a COVID-19 Community Response Plan and provided online materials related to education, art, culture, health and fitness.



Safe speed limits through town

The speed limit on Bridgetown's main street was reduced to 40kmh for all traffic, including heavy vehicles, to improve road and pedestrian safety.

Our plan for the future

Outcomes	Objectives	Linked Strategies
1 A growing community that is diverse, welcoming and inclusive.	1.1 Improve family and youth services and facilities to attract and retain families. 1.2 Understand and meet the needs of an aging population. 1.3 Improve access and inclusion across all services and facilities. 1.4 Grow recognition and respect for all cultures	<ul style="list-style-type: none"> • Growth Strategy • Age Friendly Community Plan 2021-2025 • Disability Access and Inclusion Plan 2019 • Sport and Recreation Strategic Plan 2015-25
2 Good health and community wellbeing.	2.1 Advocate for quality health and community services. 2.2 Provide quality sport, leisure and recreation services. 2.3 Become a hub of excellence in art, culture and community events. 2.4 Build community capacity by supporting community organisations and volunteers.	
3 A safe community for people and animals.	3.1 Maintain high levels of community safety. 3.2 Encourage responsible animal management.	

What we will do

Over the next 10 years, the Shire will aspire to complete the following projects to meet local community needs. Annually, Council considers community needs and budget constraints and agrees on priority actions to complete over the next four years. A full list of actions is published in the Corporate Business Plan available at www.bridgetown.wa.gov.au.



Provide the revitalisation and development of the Youth Precinct with pump track, skate park, parkour and free throw basketball court.



Partner with Blackwood Youth Action to improve access to support services, counselling and mentoring for young people, in particular marginalised and at-risk youth.



Advocate for State and Federal Government to support the provision of more residential aged care and in-home services based on the higher than average senior population.



Advocate for hospital, specialist, GP and allied health services to be retained and improved to meet community needs.



Provide concept plans and preliminary costings for the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".



Facilitate the collection and sharing of information and stories about local Aboriginal culture and history, including NAIDOC Week and Harmony Week.



Provide development of a Business Plan for a Bridgetown Arts Centre and Gallery to display local art and provide creative workshops and art classes.



Provide a review of dog exercise areas including the need for fenced areas.

Planet



Our natural environment is valued, conserved and enjoyed.



Challenges

The community is calling for stronger local leadership in relation to climate change and sustainability. They would like a clear plan that outlines the goals and initiatives in relation to the management of land, trees and water, waste, renewable energy, weeds and bushfire prevention.

Management of the Blackwood River is also of concern. The community would like improved maintenance of weeds, debris and fallen trees on the riverbanks, improved water flow, and better access for leisure and recreation.



Services

The Shire will continue to provide a range of services and facilities to support achievement of the Planet outcomes:

- Environmental management
- Environmental health
- Weed management
- Storm water management
- Waste management
- Emergency management

The Shire will strive for **continuous improvement** in all service areas to meet current and changing community needs.

Recent Achievements



\$942K

Blackwood River Foreshore Park Redevelopment

Secured \$942,000 funding to refurbish the Old Rectory Trail and River Walk, install a new shelter, viewing platform and interpretive signage, and for environmental enhancement of a 13 hectare park.



Energy Audit

An energy audit was conducted for all Shire owned facilities, finding that an investment in solar systems would result in savings of \$1.6k to \$13.4k per annum on energy bills. Costs of installing the systems could be recovered in two to four years.



New liquid waste disposal facility

Constructed a new liquid waste disposal facility at the existing waste site.



Climate Change

The Shire has formed a partnership with neighbouring local governments to develop a Sub-regional Climate Change Strategy.

Our plan for the future

Outcomes	Objectives	Linked Strategies
4 The Shire of Bridgetown Greenbushes continues to be naturally beautiful.	4.1 Conserve and enhance the natural environment for current and future generations to enjoy.	<ul style="list-style-type: none"> • Growth Strategy • Local Emergency Management Arrangements • Emergency Evacuation Plan • Local Recovery Plan • Solar PV Implementation Plan
5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters.	5.1 Develop community readiness to cope with natural disasters and emergencies. 5.2 Encourage the adoption of sustainable practices.	
6 A sustainable, low-waste, circular economy.	6.1 Provide sustainable, cost effective waste management infrastructure and services. 6.2 Encourage the adoption of sustainable waste behaviours through waste education and communications.	

What we will do

Over the next 10 years, the Shire will aspire to complete the following projects to meet local community needs. Annually, Council considers community needs and budget constraints and agrees on priority actions to complete over the next four years. A full list of actions is published in the Corporate Business Plan available at www.bridgetown.wa.gov.au.



Provide concept plans and preliminary costings for the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).



Partner in an ongoing communications campaign to encourage community members to participate in the 'Helping Hands' reserve management program.



Partner with South West local governments to develop and implement a Sub-regional Climate Change Strategy.



Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.



Partner with the Local Emergency Management Committee (LEMC) to promote greater community awareness and compliance with emergency management and recovery plans.



Provide more bins in public spaces.



Partner with the Southwest Waste Group to evaluate and develop sustainable, regional waste management solutions.



Facilitate preparation and implementation of a Water Wise Action Plan.



Our built environment is maintained, protected and enhanced.



Challenges

The Shire is expecting the population to grow by 10 percent with the planned expansion of lithium mining and processing operations. While population growth is welcomed, the challenge is to prepare community infrastructure in a timely way to support a growing community.

The community would like to ensure any growth and development is managed responsibly. This means conserving natural assets, protecting local character and heritage, providing diverse, affordable housing options, and providing sustainable transport solutions with safer, better connected roads and parking, plus footpaths, trails and cycleways.



Current Services

The Shire will continue to provide a range of services and facilities to support achievement of the Place outcomes:

- Town planning schemes and amendments
- Planning and development approvals
- Building approvals
- Swimming pool approvals and inspections
- Playgrounds, parks & reserves
- Footpaths and trails
- History and heritage
- Cemetery
- Asset management and building maintenance
- Roads, crossovers and bridges
- Heavy haulage approvals
- Parking facilities
- Traffic management
- Street trees maintenance

The Shire will strive for **continuous improvement** in all service areas to meet current and changing community needs.

Recent Achievements



Bridgetown and Greenbushes Historic Railway Stations
Secured close to \$1 million to refurbish the historic railway stations in Bridgetown and Greenbushes.



Beautification of parks and gardens
Used Waterwise plants in the Shire's flower beds to demonstrate how to beautify the area and save water.



Gym Expansion
Secured \$108k Federal Government funding to help extend the group fitness studio and provide a fully equipped 24 hour gymnasium in the Bridgetown Greenbushes Leisure Centre. The expansion doubled the floor size of the former gym and houses new gym equipment. Memberships have increased by 40%.



Town Hall and Civic Centre Refurbishment
Secured \$680k funding from State and Federal Government to help modernise the Town Hall and Civic Centre; a significant heritage building. With new seating, upgraded stage lighting, audio, curtains and air-conditioning, and a refurbished kitchen and toilets the venue will be a high quality live music and performing arts venue. An investment in mobile art display stands will increase venue use and suitability for art exhibitions.

Our plan for the future

Outcomes	Objectives	Linked Strategies
7 Responsible and attractive growth and development.	7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs. 7.2 Advocate for adequate infrastructure to support responsible growth. 7.3 Create vibrant, attractive and welcoming towns. 7.4 Provide attractive, well maintained verges and street trees. 7.5 Provide attractive and sustainable parks, playgrounds and reserves. 7.6 Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.	<ul style="list-style-type: none"> • Growth Strategy • Local Trails Masterplan
8 Local history, heritage and character is valued and preserved.	8.1 Identify, preserve and showcase significant local history and heritage.	
9 Safe, affordable and efficient movement of people and vehicles.	9.1 Improve road safety and connectivity. 9.2 Provide sufficient parking for all types of vehicles. 9.3 Develop a safe, well connected network of paths for all users. 9.4 Advocate for affordable and sustainable public transport solutions.	

What we will do

Over the next 10 years, the Shire will aspire to complete the following projects to meet local community needs. Annually, Council considers community needs and budget constraints and agrees on priority actions to complete over the next four years. A full list of actions is published in the Corporate Business Plan available at www.bridgetown.wa.gov.au.

Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing and protection of environmental values.

Provide the implementation of the "Town Hall and Civic Centre Revitalisation Project".

Provide a Playground Strategy, 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.

Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths.

Advocate for Main Roads WA to conduct a safety audit of the Hampton Street precinct.

Provide the implementation of the "Bridgetown & Greenbushes Railway Revitalisation" Project.

Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.

Advocate for improved public and shared transport solutions (taxi services) for local residents and visitors to move within the local area.

Prosperity



Our economy is strong, diverse and resilient.



Challenges

Talison Lithium’s lithium mining and processing operations, in Greenbushes, is projected to double its permanent workforce from 500 to 1,000. To attract workers and their families to live in the Shire, funding support is needed to build adequate community infrastructure.

It’s felt that Bridgetown Greenbushes is overlooked as a major tourist destination. Further tourism development and marketing are needed to encourage visitors to stop a while, enjoy local attractions and to support local businesses.

The local economy needs to develop, grow and diversify to provide more jobs for local people, in particular to provide work to attract and retain families and young people. The Shire needs to proactively attract investors, businesses and emerging industries, possibly through better access to commercial and industrial land and property, and streamlined approvals processes.

Current Services

The Shire will continue to provide a range of services and facilities to support achievement of the Prosperity outcomes:

- Economic development
- Place activation
- Tourism
- Visitors Centre
- Event management
- Visitor rest rooms
- Health inspections and food safety
- Trading in Public Places licences
- Signage management

The Shire will strive for **continuous improvement** in all service areas to meet current and changing community needs.

Recent Achievements



A regional approach to tourism marketing

The Southern Forests Blackwood Valley Tourism Association was established by the Shires of Manjimup, Bridgetown Greenbushes, and Nannup to market the region, grow visitor numbers and upskill tourism providers in the Warren Blackwood Region.



Growth Strategy

In alignment with the Talison expansion project the Shire has developed a Growth Strategy to attract workers and their families.



\$500k

Warren Blackwood Stock Route

The Shire project managed a \$500k project to develop WA’s first bridle trail. Opened in 2019, the 230km bridle trail features 7 campsites with horse yards. The trail runs through the 3 Shires within the Southern Forests Blackwood Valley region and recognises pioneering families and their stock routes.



\$15k

Bridgetown Art Trail

The Bridgetown Art Trail project was initiated by local community members and supported by the Shire. The project attracted \$15k from the Water Corporation for painted murals at the sewerage pump station. The Shire continues to work with Blackwood Creatives and Grow Greenbushes to develop further public art.

Our plan for the future

Outcomes	Objectives	Linked Strategies
10 A strong, diverse and resilient economy.	10.1 Strengthen the Shire of Bridgetown Greenbushes’ competitive advantage to attract new businesses and investors to the area. 10.2 Attract high growth industries, businesses and investors that are aligned with local values. 10.3 Support local business to thrive.	<ul style="list-style-type: none"> • Southern Forests and Blackwood Valley Tourism Association Strategic Plan • Growth Strategy • Trails Plan 2017-2022
11 Access to quality education and work opportunities.	11.1 Facilitate improved access to education and job opportunities for everyone.	
12 Bridgetown Greenbushes is regarded to be a major tourist destination.	12.1 Reposition Bridgetown as a major tourist destination. 12.2 Improve tourism infrastructure and services. 12.3 Develop and promote festivals, events and trails that showcase the area’s natural assets and core competencies.	

What we will do

Over the next 10 years, the Shire will aspire to complete the following projects to meet local community needs. Annually, Council considers community needs and budget constraints and agrees on priority actions to complete over the next four years. A full list of actions is published in the Corporate Business Plan available at www.bridgetown.wa.gov.au.



Advocate for development of a sub-regional Economic Development Strategy with neighbouring councils.



Provide a feasibility study for the development of the Light Industrial Area (LIA) in Bridgetown.



Fund the Southern Forest and Blackwood Valley Tourism Association to promote the region as a major tourist destination.



Provide Greenbushes Revitalisation Project (Town Hall, Court House, Golf Club and Roads Board Office).



Facilitate Film Friendly certification with Screenwest.



Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art Trail, Festival of Country Gardens, culinary trails, etc).



Facilitate improved access to art and music programs, in particular with youth, to help build and strengthen capabilities in areas where the Shire has a competitive advantage.



Provide planning and design for a stage at Memorial Park to support local festivals and events.

Performance



Our leadership is visionary, collaborative and accountable.

Challenges

There is need for stronger, more proactive and progressive leadership, with greater transparency and accountability. The vision for the local area, including progress on key projects, needs to be clearly communicated through multiple channels.

The community would like Elected Members and Shire Executives to be more approachable and accessible, and for greater and more inclusive opportunities to have a say on local issues. Consultation should be at convenient times and in convenient formats to make it more accessible.



Current Services

The Shire will continue to provide a range of services and facilities to support achievement of the Performance outcomes:

- Governance
- Advocacy and lobbying
- Law making (Local Laws)
- Regional collaboration
- Strategic and business planning
- Financial management
- Risk management and compliance
- Workforce management
- Information technology
- Elections and polls
- Council and Electors' meetings
- Community consultation
- Communications
- Customer service

The Shire will strive for **continuous improvement** in all service areas to meet current and changing community needs.

Recent Achievements



Strong overall results in the MARKYT® benchmark program

In 2020, the Shire took part in a voluntary collaboration with over 60 local governments to measure and benchmark service levels.

As a place to live, the Shire is 9 points ahead of the industry average, and value for money is on par with other local governments.



Organisational Restructure

The Shire completed a new Workforce Plan. It included a major restructure of the organisation, a focus on quality customer service and fostering a 'can do' culture.



Safety Award

In 2019, the Shire's commitment to improving workplace safety was recognised with a Tier 2 Diligence in Safety Award from Local Government Insurance Services.



Better communication

Launched a new website and grew the Shire's social media presence to improve the timeliness and relevance of communications. A review is planned to improve non-digital communications too.



Embracing innovation

The Shire lobbied State and Federal Government for non-competitive investment in the local community.



Our plan for the future

Outcomes	Objectives	Linked Strategies
13 Proactive, visionary leaders who respond to community needs.	13.1 Strengthen leadership and advocacy. 13.2 Embrace innovation and a 'can do' culture.	<ul style="list-style-type: none"> • Growth Strategy • Integrated Planning and Reporting Framework • Long Term Financial Plan • Risk Management Framework • Audit Reg.17 Review • Consolidated Asset Management Plan 2016-2026 • Workforce Plan • Customer Service Charter
14 Effective governance and financial management.	14.1 Achieve excellence in organisational performance and service delivery. 14.2 Improve real and perceived value for money from Council rates.	
15 A well informed and engaged community.	15.1 Engage the community in a meaningful and timely way using appropriate communication and consultation channels.	
16 An engaged and effective workforce.	16.1 Attract, train, develop and retain an effective workforce.	

What we will do

Over the next 10 years, the Shire will aspire to complete the following projects to meet local community needs. Annually, Council considers community needs and budget constraints and agrees on priority actions to complete over the next four years. A full list of actions is published in the Corporate Business Plan available at www.bridgetown.wa.gov.au.



Provide and communicate a clear vision for Bridgetown Greenbushes with regular progress reports.



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



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



Provide key performance indicators (KPIs) for individual staff members and link to job descriptions and CBP actions.



Provide an internal review of Council and Executive leadership capabilities and provide training, support or recruitment to address gaps.



Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience.



Provide a review of community facility hire fees, as part of the budget review, to provide value for money and encourage greater use of Shire facilities.



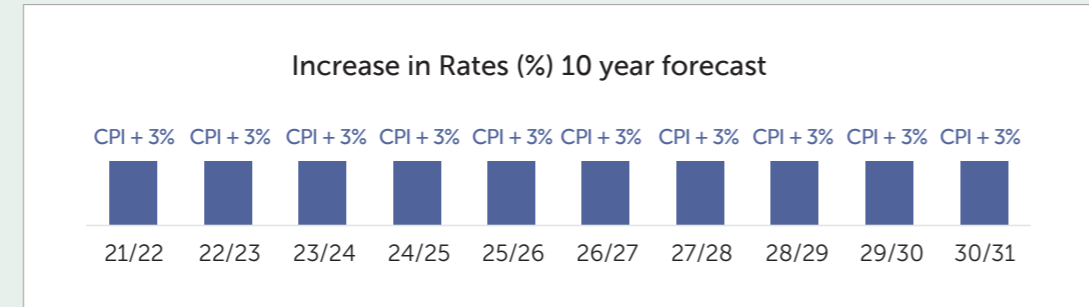
Facilitate engagement with the community to develop a Volunteer Skills Register and identify opportunities to recruit and engage volunteers with relevant skills to support Shire projects and activities.

Resourcing the Plan

Shire services, facilities and special projects are funded through various revenue sources.

- State and Commonwealth government grants
- Funding grants from Lotterywest and others
- Property-developer contributions
- Rates, fees and charges
- Cash reserves

The Shire is committed to providing the community with value from money from rates. Rates income is mainly allocated to recreation and culture (28%), transport (27%), governance (18%), community amenities (10%), economic services (8%) and law, order and public safety (6%). Proportions are based on 2020 levels. Over the next 10 years, rates are anticipated to increase at CPI plus 3% annually. Please see the Long Term Financial Plan for more information.



The Shire is committed to attracting, training and retaining a skilled and engaged workforce to achieve the outcomes in the Strategic Community Plan. On a four yearly cycle following adoption of the Strategic Community Plan, the Workforce Plan is reviewed to ensure workforce resources are aligned with community needs. As of 2021, the Shire had 60 full time equivalent (FTE) staff employed to deliver services across four directorates.

Directorate	Full time	Part Time	Casual	Total
Office of the CEO	3	1.4	0	4.4
Corporate Services	8	5.8	0	13.8
Development & Infrastructure	25	4.2	0	29.2
Community Services	7	4.1	1.5	12.6
Total (FTE)	43	15.5	1.5	60

The Shire has 9 Advisory Committees that assist Council with core functions, projects and issues:

- | | | |
|---------------------------------|---|--|
| 1. Access & Inclusion Committee | 4. CEO Performance Review Committee | 7. Roadwise Advisory Committee |
| 2. Audit Committee | 5. Emergency Planning & Preparedness Advisory Committee | 8. Sustainability Advisory Committee |
| 3. Bush Fire Advisory Committee | 6. Local Emergency Management Committee | 9. Trails Development Advisory Committee |



Risk Management

Every three years, in line with Regulation 17 of the Local Government (Audit) Regulations 1996, the CEO reviews the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

The Shire has a suite of tools to manage risk:

- Organisational Risk Management Framework
- Risk Management Policy
- Organisational Risk Register

All organisational risks are assessed and reported at a corporate level according to the adopted assessment and acceptance criteria to allow consistency and informed decision making.

The Risk Register addresses risks in the following areas:

- Asset Sustainability Practices
- Business & Community Disruption
- External Theft & Fraud
- Management of Facilities, Venues and Events
- Failure to Fulfil Compliance Requirements
- Document Management Processes
- IT & Communications Systems and Infrastructure
- Misconduct
- Employment Practices
- Engagement Practices
- Environment Management
- Errors, Omissions & Delays
- Project Management
- Safety and Security Practices
- Supplier/Contract Management

In each of these areas, the Risk Register identifies potential risks and actions to treat or mitigate risks together with a timetable for implementation. The Risk Register is updated and reported to the Audit Committee on a quarterly basis.



Developing and Reporting

The Shire of Bridgetown Greenbushes is required to plan for the future under S5.56 (1) of the Local Government Act 1995. Regulations under S5.56 (2) of the Act require all local governments to develop a Strategic Community Plan, covering at least 10 years. The Strategic Community Plan must be reviewed at least once every four years and adopted by Council by an absolute majority.

In support of the Strategic Community Plan, local governments are required to adopt a Corporate Business Plan that covers at least four financial years and is integrated with asset management, workforce planning and long-term financial planning. The Corporate Business Plan must be reviewed every year and adopted by Council by an absolute majority.

After the adoption of the Strategic Community Plan, or modifications to this plan, the Shire is to give local public notice under Regulation 19C.

The Shire of Bridgetown Greenbushes has considered the Integrated Planning and Reporting Framework and Guidelines when developing the Strategic Community Plan and Corporate Business Plan.



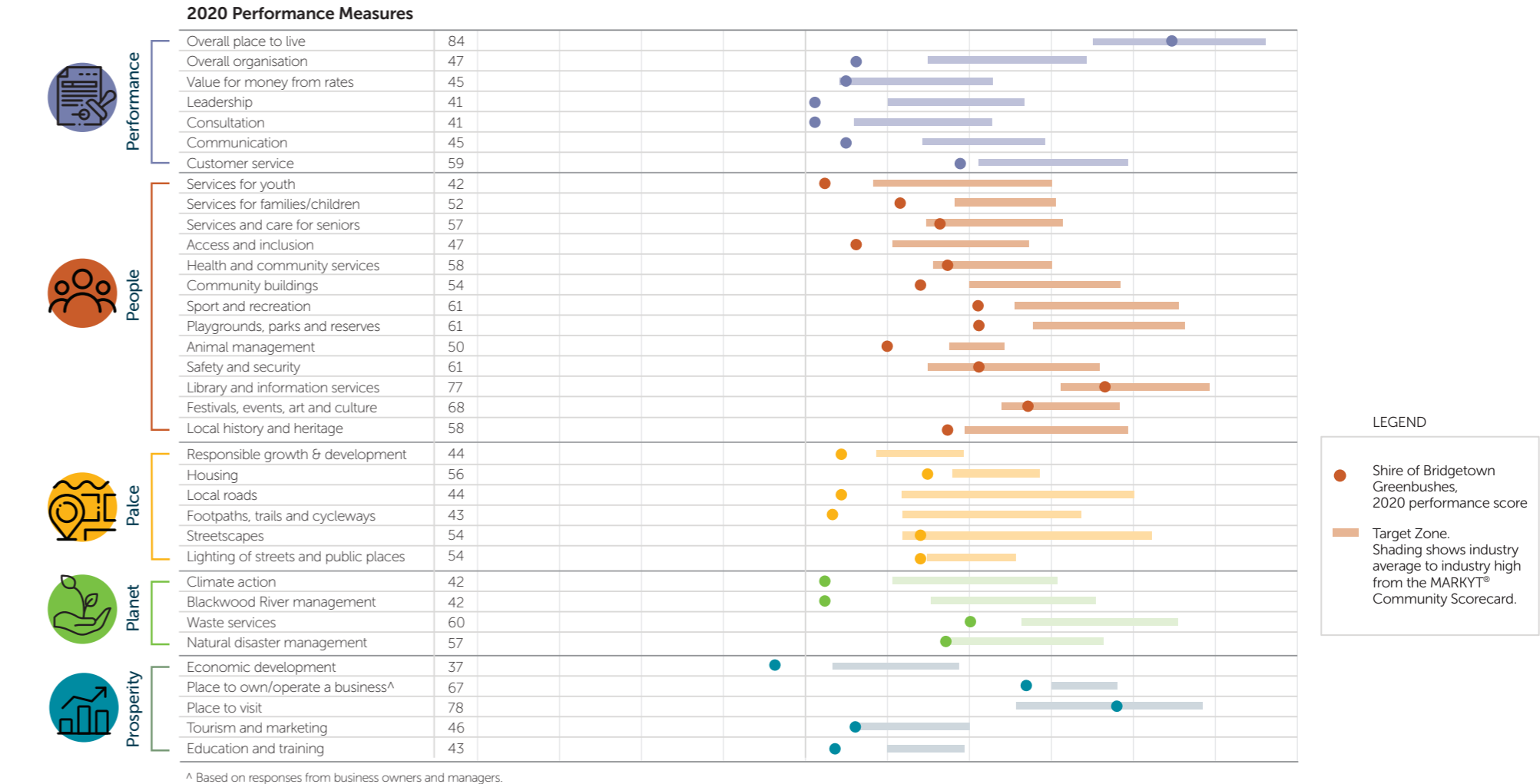
Community Engagement

Over 700 community members were engaged directly in the review and development of the Strategic Community Plan.

<p>Community Scorecard</p> <p>705</p> <p>Community Members</p>	<p>Community VoiceBank</p> <p>~ 84,000</p> <p>Word Count</p>	<p>Community Workshop</p> <p>74</p> <p>Participants</p>
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MARKYT Community Scorecard

The Shire of Bridgetown Greenbushes aims to participate in an independent study to monitor and benchmark performance every two years. The Shire aims to be above the MARKYT® industry average and strives to be the industry leader in all areas. This chart shows the Shire's Performance Index Score out of 100 compared to the MARKYT® Industry Standards. The preferred target zone is shown as coloured bars.



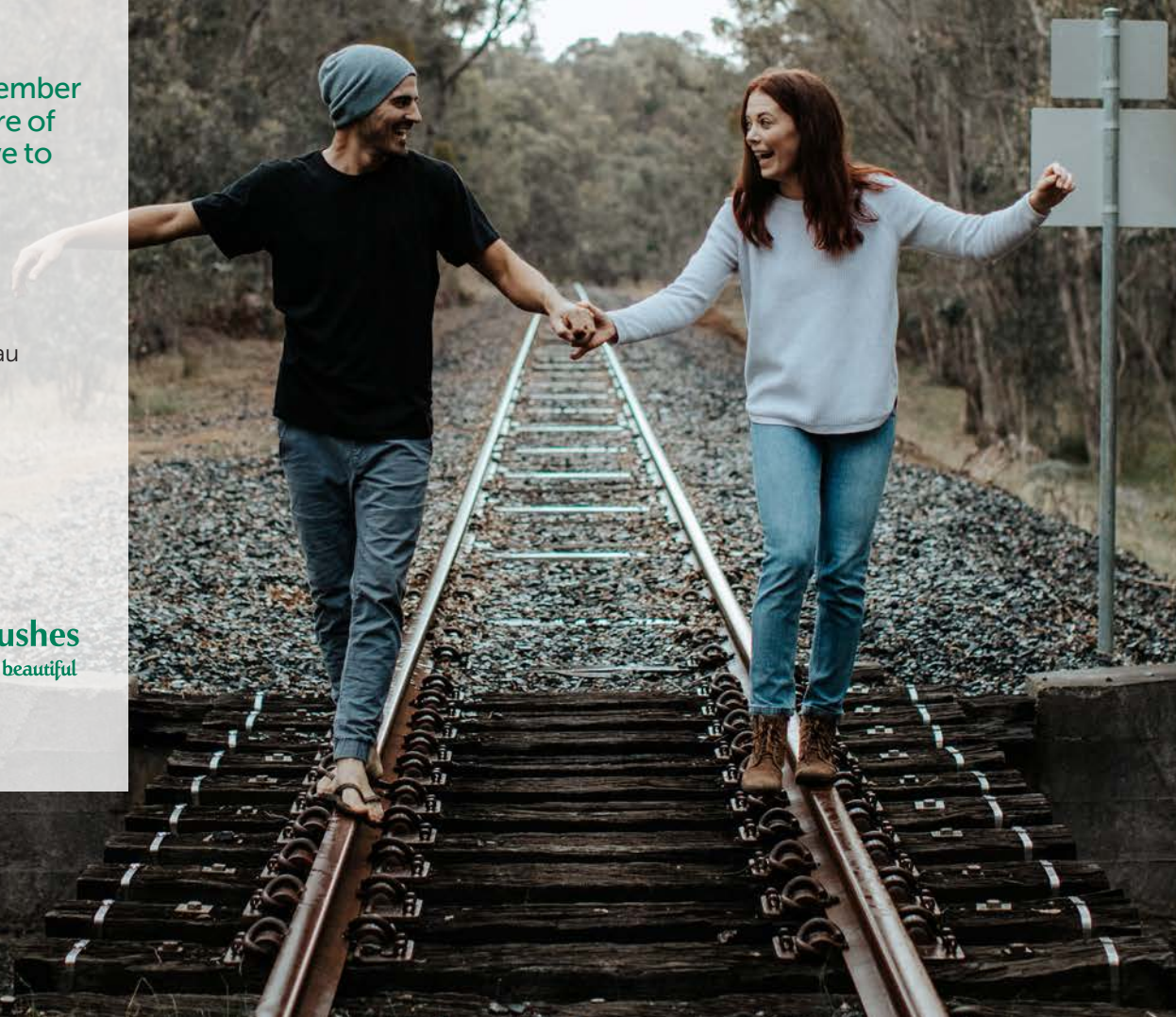
Want to play a role in making Bridgetown Greenbushes the heart and soul of the South West?

Please reach out to your elected member or the responsible officer at the Shire of Bridgetown Greenbushes. We'd love to hear from you.

In person: 1 Steere Street, Bridgetown, Western Australia
Phone: (08) 9761 0800
Email: btnshire@bridgetown.wa.gov.au
Facebook: www.facebook.com/bridgetowngreenbushesshire/
Mail: PO Box 271, Bridgetown Western Australia 6255



www.bridgetown.com.au



POLICY NO.	M.4
POLICY SUBJECT	Members Allowances/Expenses
ADOPTION DATE	29 January 1998
LAST VARIATION DATE	30 June 2022 (C.06/0622a)
LAST REVIEW DATE	30 June 2022 (C.06/0622a)

Background

This policy outlines principles applicable to the payment of Councillor meeting fees and reimbursement of expenses allowable under the Local Government Act 1995 and Regulations and the annual determination made by the Salaries and Allowances Tribunal.

Policy Objective

To provide clear guidance as to the method of determining Councillor meeting fees and the circumstances and amount of expenses reimbursed.

Policy

- i) The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members (councillors) of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.
- ii) The method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.
- iii) All councillors other than the Shire President will receive an “Annual Meeting Attendance Fee” set at 60% of the range specified by the Tribunal for Band 3 Councils. The Shire President will receive an “Annual President’s Meeting Attendance Fee” set at 60% of the range specified by the Tribunal for Band 3 Councils. The figure of 60% was selected by comparing the level of payments made by other Band 3 Councils in Western Australia.
- iv) (The “Annual Meeting Attendance Fee” covers attendance at all Council and Committee meetings, Concept Forums as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
- v) The Shire President will receive an annual “President’s Allowance” set at 60% of the range specified by the Tribunal for Band 3 Councils. The Deputy President will receive a “Deputy President Allowance” set at 25% of the President’s Allowance.
- vi) All councillors will receive an annual “Information Communication and Technology Allowance” in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. The annual allowance is to be set at 60% of the range specified by the Tribunal for all Councils.
- vii) All allowances are to be paid monthly in arrears.

- viii) Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have their allowances adjusted on a pro-rata basis.
- ix) Claims for any further reimbursements in relation to travel expenses (for attendance at meetings, representing Council), and child care will be considered in accordance with the provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.
- x) Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.
- xi) In the event a pool vehicle is not available, Councillors are entitled to claim actual mileage incurred on Council business at the current rate specified in the Public Service Award for any travel.
- xii) Councillors are able to claim mileage for the following purposes:
 - a) Attending Council and Committee meetings, Concept Forums, and any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council)
 - b) Council briefings and/or workshops
 - c) Council ceremonies such as Australia Day, Anzac Day or citizenship ceremonies Council functions and receptions
 - d) Councillor training and/or seminars
 - e) Attending meetings as a representative of Council at the request of the CEO or government department/agency
 - f) Attendance at the Shire Administration Office or Shire Depot by the Shire President to execute documents, meet with the Chief Executive Officer and/or senior staff and community members or business representatives;
 - g) Any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer.

Any Councillor seeking reimbursement is to provide the Chief Executive Officer with a formal claim (on the relevant claim form), which includes a declaration to the effect that the travel expenses were incurred.

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS
Pursuant to Section 7A and 7B

6 April 2023

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Eleven submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has determined that CEO remuneration Bands be increased by 3.5%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework and the mandatory 0.5% superannuation increase from July 2023.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. The Tribunal considers no change is warranted for any local government at this time.
14. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries. The Tribunal also considered the regional price index, isolation as measured by the Accessibility/Remoteness Index of Australia, climate as measured by the Bureau of Meteorology's Relative Strain Index, and market and recruitment pressures in these regions. Specific issues associated with a Local Government brought to the

Tribunal's attention through either submissions or the Tribunal's meetings was also considered.

15. A formula was developed using maximum district allowance rates, market recruitment pressures, and an additional allowance based on specific local issues. The quantum of this formula and boundary has been reviewed in previous inquiries, and again in this inquiry with the Tribunal determining it remains as the most appropriate method for determining eligibility and rates for the Regional/Isolation Allowance.
16. The Regional/Isolation Allowance rates have been reviewed and increased up to a maximum of \$10,000, reflecting market conditions and pressures.
17. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade is being reviewed to determine if it should be applied to a wider group of regional local governments.
18. The reimbursement of motor vehicle expenses for members has been updated to reflect application of the 1600cc Motor Vehicle Allowance (MVA) rate under the *Local Government Officers' (Western Australia) Award 2021* for members seeking reimbursement for use of their personal Electric Vehicle. This follows advice received from Government Sector Labour Relations, Department of Mines, Industry Regulation and Safety. The Tribunal is keeping abreast of changes to the MVA rates as they relate to Electric Vehicles and will update the determination accordingly should these be amended in the future.
19. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.
20. The Tribunal received submissions requesting changes to annual allowances provided to elected members in lieu of expenses. The annual allowance for travel and accommodation expenses has been increased to \$100. All other allowances remain unchanged.
21. Clarity had been sought on the annual allowance for ICT expenses. The annual allowance is intended to provide councils with flexibility and recognises the varied scenarios and preferences local governments may have in providing ICT to elected members, to enable them to undertake their duties.
22. If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.
23. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to

recognise the commitment of their time and to ensure there are no out of pocket expenses incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

24. The explanatory notes have been updated providing clarity on instances where a deputy is performing the functions of a mayor or president.

The Determination will now issue.

DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE *SALARIES AND ALLOWANCES ACT 1975*

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023*.

1.2 Commencement

This determination comes into operation on 1 July 2023.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –

- (i) means a person elected under the LG Act as a member of the council of the local government; and
- (ii) includes the mayor or president of the local government;

- (b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$265,616 - \$404,488
2	\$219,071 - \$340,778
3	\$167,533 - \$276,327
4	\$136,023 - \$213,356

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$219,071 - \$340,778).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

Table 5: Council meeting fees per meeting – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$95	\$250	\$95	\$510

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$50	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,870	\$10,990	\$2,055	\$16,480

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$62,432 to \$139,327.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$535	\$20,875

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;
or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 6 April 2023.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

4. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

RELOCATION OF VISITOR CENTRE TO BRIDGETOWN RAILWAY STATION

 **COME DISCOVER**

WHAT'S ON



&

WHERE TO EAT & DRINK



&

WHERE TO STAY



&

WHAT TO DO & SEE



&

ASK FOR INFORMATION



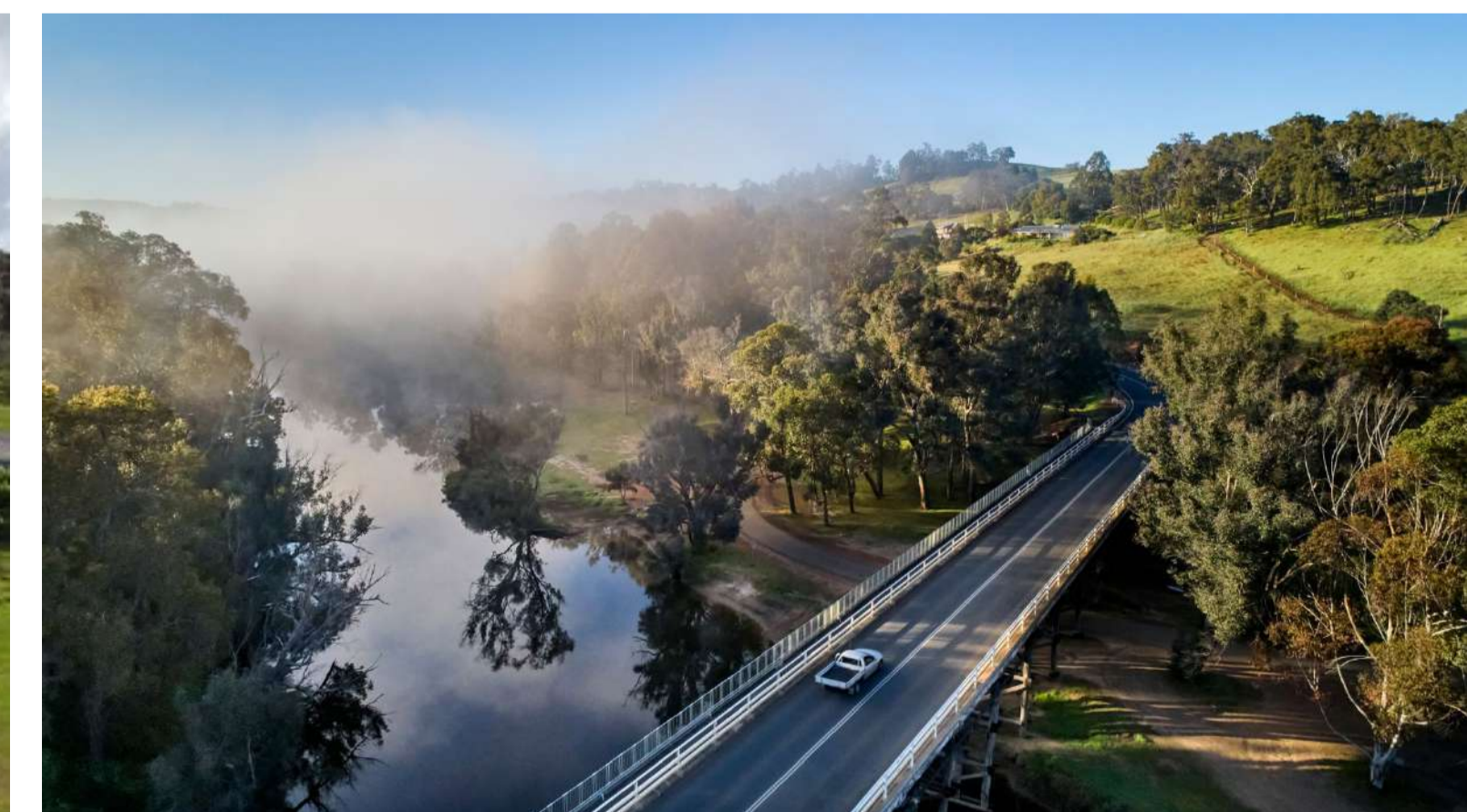
GET RECOMMENDATIONS



MAKE A RESERVATION



PLAN YOUR TRIP AROUND DESTINATIONS



ENGAGE WITH US



BRIDGETOWN RAILWAY STATION VISITOR CENTRE

WAYFINDING

Located close to the Town's major car parks, the former Bridgetown Railway Station is advantageously positioned to be used as the Town's new Visitor Centre. Wayfinding signage techniques will be utilised to indicate these car park locations and direct pedestrians to the Visitor Centre.

More than just a tourist information centre, the heritage building marks the first point on the map for tourists and locals to explore more of Bridgetown Greenbushes' hidden treasures further.

TYPES OF SIGNAGE

STREET
SIGNAGE



PARKING
SIGNAGE



ENTRANCE
SIGN

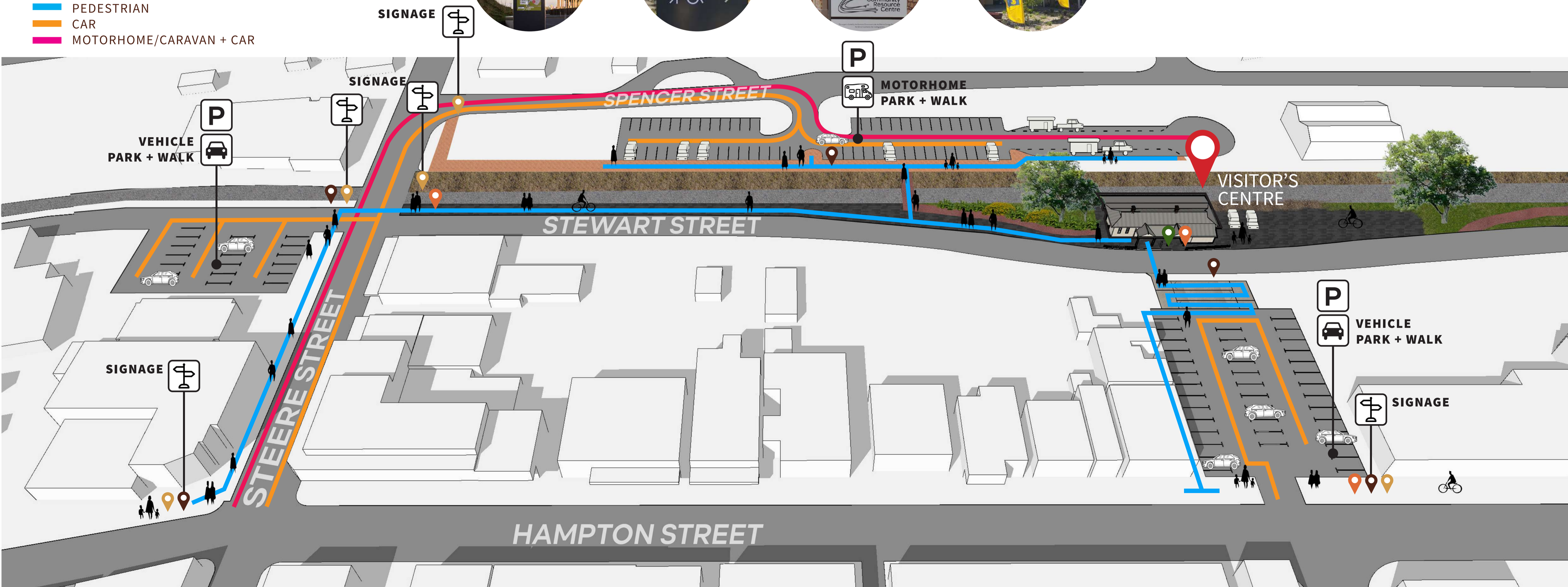


TEMPORARY SIGN
OPTIONS



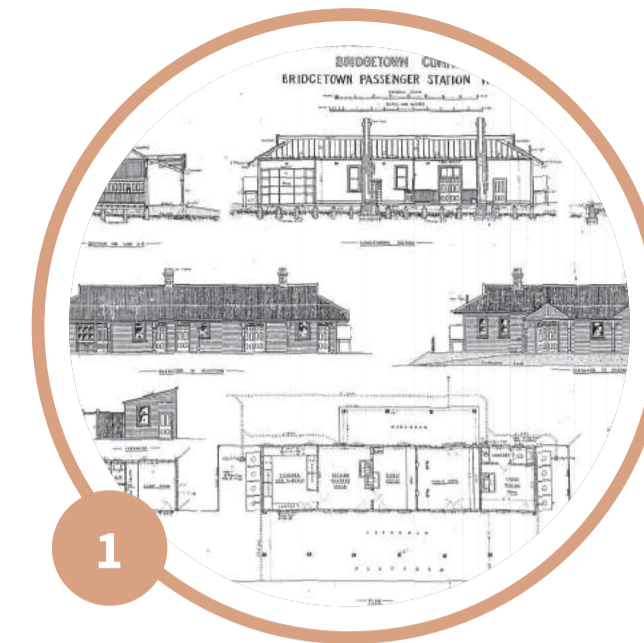
LEGEND:

- PEDESTRIAN
- CAR
- MOTORHOME/CARAVAN + CAR





RAILWAY STATION INTERPRETATION



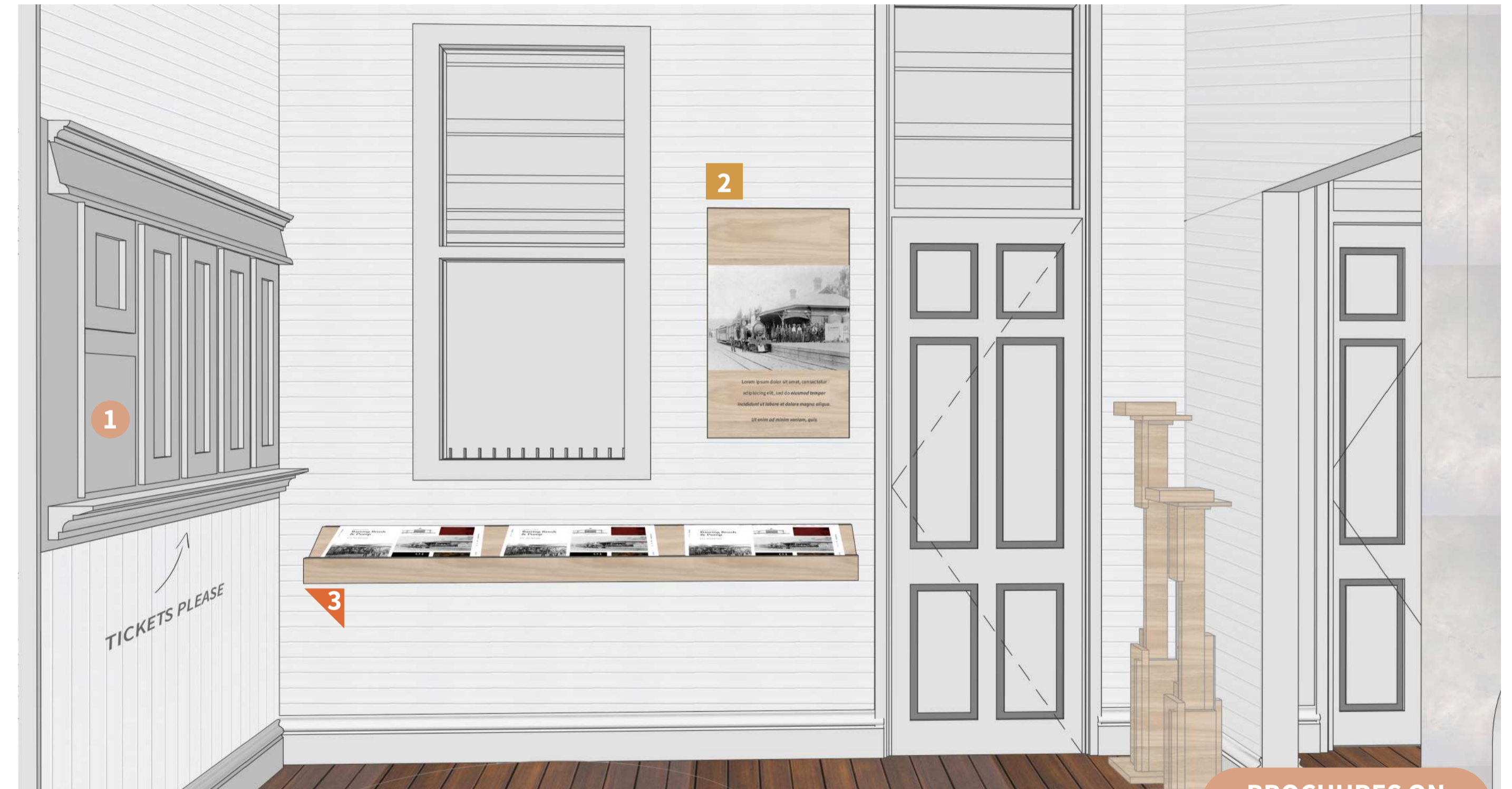
1
TICKET WINDOW
INTERPRETATION



2
HISTORICAL
INFORMATION ON STATION



3
INFORMATION ON
RECENT CONSERVATION



BROCHURES ON
NEARBY TOWNS

VISITOR EXPERIENCE

The Bridgetown Greenbushes Visitor Centre will provide a unique experience for both tourists to the town and locals.

The Visitor Centre will showcase the region, acting as the initial “taste test” for visitors and guide them to their next adventure. By creating an inviting and vibrant hub for locals and tourists to find key information we aim to make Bridgetown Greenbushes the place to stay and to take day trips from to other Southern Forrest Valley towns. Increasing tourism and spending is vital for the continued growth of our region’s economy. The Heritage Significance of the building itself will act as a draw card for visitors and locals. The new Centre will educate and inform visitors and residents about the diverse range of experiences in our region.

In addition we are providing locals with improved facilities and an opportunity to learn more about the region’s offerings and connect with our local makers and creators.

The end two spaces of the building will be devoted to gallery spaces. The platform and end gallery space will also be hireable by community members for small functions and events.



bridgetown
art trail



BRIDGETOWN GREENBUSHES
SPECIFIC TRAVEL INFORMATION

GATHER INFORMATION





LEGEND:

- 1 PROMINANT BUILDING SIGNAGE
- 2 WELCOME DESK
- 3 BRIDGETOWN GREENBUSHES FOCUSED BROCHURE STANDS + DISPLAY
- 4 IPAD ONLINE BOOKING
- 5 SCREEN DISPLAY
- 6 LOCAL WARES
- 7 SOUTHERN FORESTS & VALLEY INFORMATION
- 8 RAILWAY INTERPRETATION
- 9 PERMANENT GALLERY SPACE
- 10 ROTATING GALLERY SPACE / HIRE SPACE
- 11 KITCHENETTE
- 12 STORE
- 13 OFFICE
- 14 TOILETS
- 15 POP- UP BUSINESS STANDS
- 16 OUTDOOR SEATING WITH CAFE BLINDS TO ENCLOSE VERANDAH
- 17 COMMUNITY EVENTS BANNER

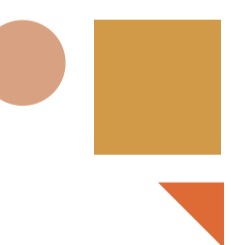
USE OF SPACE

The combined entrance rooms to the station will primarily present visitor information including graphic displays, a welcome desk, online-booking assistance and brochures as well as dedicated display areas from local makers and creators. A display of the heritage significance of the building will be provided in this area.

The platform will be used as an extended exhibition space, an outdoor seating area and a hireable space for events. It can be used year-round with the installation of cafe blinds. Further external interpretation of the building's history will be located here as well as pop-up business stands.

Publicly assessable toilets can be accessed off the platform.

The end two rooms of the building will be for gallery spaces. A permanent gallery is proposed for the first space and rotating exhibitions are intended for the end gallery space. The end gallery can be hired out for small workshops, functions and events.



KEY ELEMENTS

ROTATING EXHIBITION SPACE



PERMANENT OR PAID EXHIBITION



LOCAL ARTISTS PIECES



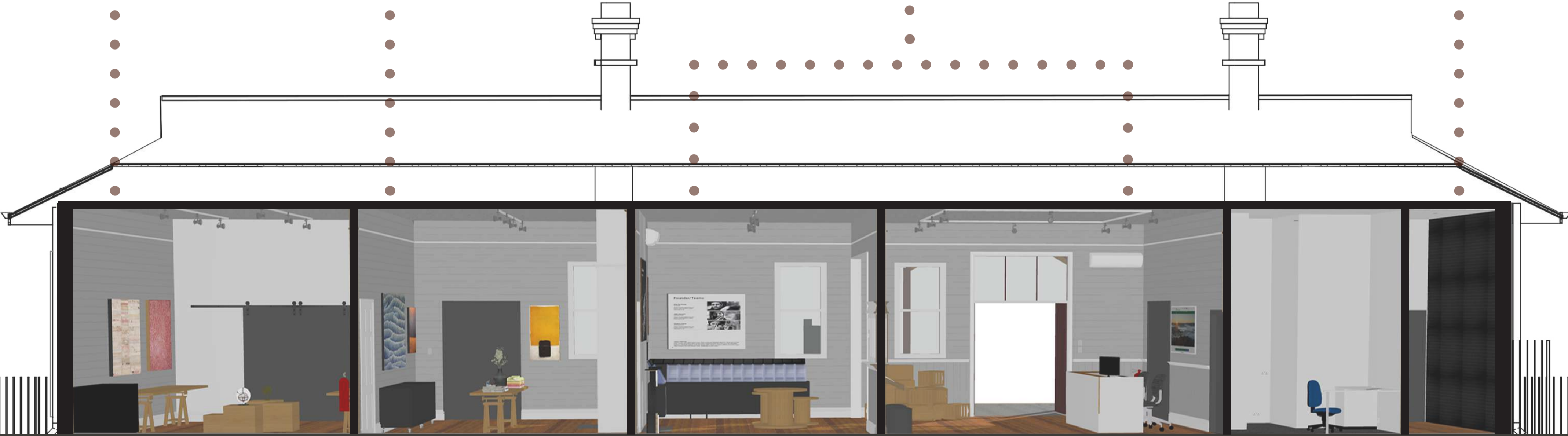
LOCAL WARES



LOCAL PRODUCERS



STATION INTERPRETATION INFORMATION



ROTATING EXHIBITION + HIRE SPACE

PERMANENT GALLERY EXHIBITION

VISITOR INTERPRETATION CENTRE

OFFICE

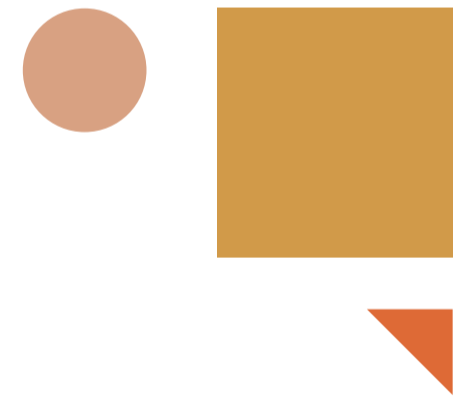
RAILWAY HERITAGE INTERPRETATION + PUBLIC TOILET ACCESS

PERMANENT &
ROTATING GALLERY
SPACES

LOCAL ARTISTS &
STORIES

EVENT HIRE &
WORKSHOPSPACE

FLEXIBLE
FURNITURE
OPTIONS



GALLERY SPACES

The first gallery space is intended for permanent or paid exhibitions for local artists to display their pieces at the visitors centre. The art works will showcase the vibrant talent of Bridgetown Greenbushes' Art community.

The end gallery offers a flexible space that can be combined with the platform for exhibitions and functions.

EXTERNAL ACTIVATION

There will be an opportunity for businesses to uptake small stands on the platform to display their products. These will be small stands on caster wheels so that they are relocatable. The platform area also can be used as an outdoor seating space and is safely enclosed for children.

PLATFORM VERANDAH

BUSINESS POP-UPS



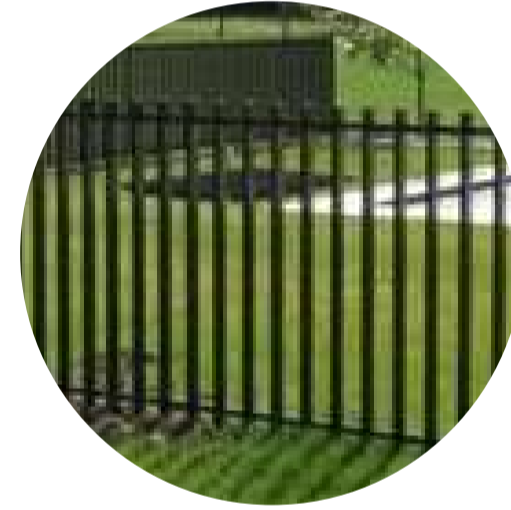
PLATFORM EVENT SPACE WITH CAFE BLINDS



PLATFORM FURNITURE ON CASTERS



SECURED AREA FOR CHILDREN

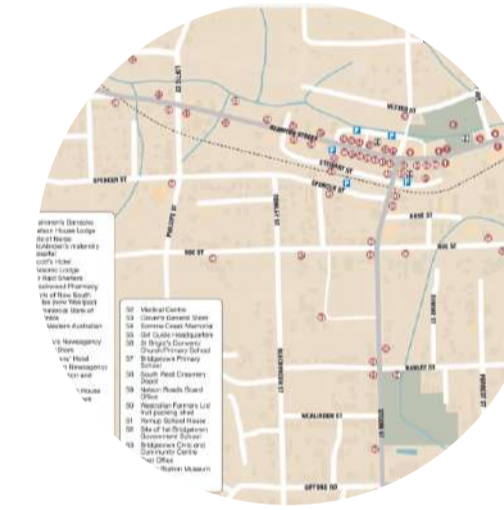


EXTERIOR ELEMENTS

BUILDING SIGNAGE



SIGN TO INCLUDE HERITAGE WALK MAP



COMMUNITY EVENTS BANNER



FUTURE LANDSCAPING



REINSTATE HISTORICAL SIGNAGE



INTERPRETATIVE SIGNAGE IN PAVING



COMMUNITY CONSULTATION FEEDBACK

SUBJECT: Plans for the proposed use of the Railway Station as the Visitor Centre.

DATE & FORMAT: 10/05/23 Community Kiosk

TALLY

Positive feed back from Locals: 25

Negative feedback from locals: 0

Positive feedback from Visitors: 3

Negative feedback from: 0

SUGGESTIONS/QUESTIONS

Cassi Jo Davies, totembohemia@gmail.com

“Fantastic Plans – very excited to see an exhibition and Gallery Space for local small producers and makers to showcase work. We have an amazing array of talented creatives in our town we need to promote and celebrate”

Signage needed on the approach to Bridgetown , north and south.

Directions to be included on info bay posters.

What type of exhibitions will be in the gallery space?

Will there be a cafe?

What is happening with the sheds?

Will there be space for sculptures?

What is happening to the Jigsaw Gallery?

Will this impact/compete with The Rabbit Hole and Ampersand?

Period dress up for grand opening (replicate the historical photo)

Will there be a train?

What will happen on the platform?

Live radio broadcast for opening day.

Locals may contribute their trades to help with shed.

Original luggage trolley/stand can be contributed to be on display.

COMMUNITY CONSULTATION **FEEDBACK**

DATE & FORMAT: 13/05/23 Community Kiosk

TALLY

Positive feed back: 25

Negative feedback: 3 (concerns around visibility - allayed with explanation)

SUGGESTIONS/QUESTIONS

Elizabeth Corrigan, elizabethcorrigan@westnet.com.au

“Waste management - recycling bins for C.F. change, recycling, general waste.

Info - where items can be collected for recycling items e.g. batteries, phones, plastic lids etc.”

Lee Wittenoom, rosal@rosewood.com

“This project is wonderful. Brings a ‘breathe of air’ to the visitors and residents alike. Well done Bridgetown Greenbushes Shire.”

Susie Ascott, susie_coach@bigpond.com

“Fantastic - Well done!!”

Ingrid Barker, barkerwrens@gmail.com

“Thank you so much for this proposal to use our beautiful (soon to be) Heritage railway station as our new Visitors Centre.

This has been the most obvious choice for visitors centre for the last 30+ years and it is awesome to see it finally coming into fruition! Thanks Councillors.”

Gavin

“Solar panels on the building”



ROLLING ACTION SHEET

ROLLING ACTION SHEET

May 2023 (encompassing Council Resolutions up to Special Council Meeting held 4 May 2023)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>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>May 2023 No progress since last report.</p>	✓

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020 A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</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> <p>January 2023 Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p>February 2023 A new meeting date with Government agency representatives hasn't been established yet.</p> <p>March 2023 No progress since last report.</p>		
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	<p>1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.</p> <p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	T Clynh	<p>June 2021 This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p>September 2021 Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p>October 2021 The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p>November 2021 The investigation into improving</p>	May 2023	The assessment of the accessibility of the current Visitor Centre building has been deferred pending consideration of relocating the visitor centre to the Bridgetown Railway Station.

			<p>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 No progress since last report</p> <p>January 2022 On hold pending further developments in possible redesign of visitor centre building</p> <p>February 2022 On hold pending further developments in possible redesign of visitor centre building.</p> <p>May 2022 The fit out plans prepared by the Bridgetown CRC do propose to improve accessibility into the building however those plans have yet to be endorsed by Council. It can be assumed that no matter what changes to the plans may occur the accessibility issues will be addressed however until such time as the plans are endorsed this item will remain on the Rolling Action Sheet.</p> <p>June 2022 Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in 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>	
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			<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>January 2023 No change from last month.</p> <p>March 2023 No progress since last report.</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. 	S Alexander	<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 of the 2021/22 road construction program, weather permitting.</p> <p>May 2022 Awaiting availability of contractor to undertake new line marking in the Civic</p>	<p>May 2023 No update since last month's report.</p>	

		<p>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 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 No update since last month's report</p> <p>August 2022 This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p>September 2022 Design of the works have been completed with the calling for quotes to occur shortly.</p> <p>October 2022 This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p> <p>November 2022 No update since last month's report.</p> <p>January 2023 Line marking of car park scheduled to occur on 19 January 2023.</p> <p>February 2023 Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p>March 2023 RFQ for remaining works not yet ready.</p>		
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			<p>April 2023 No update since last month's report.</p>	
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <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</p>	T Clynych	<p>September 2021 This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</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</p>	<p>May 2023 Report on Fencing Local Law to be presented to May Council meeting.</p>

	<p>make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>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 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> <p>January 2023 Report on Fencing Local Law included in January Council agenda.</p> <p>February 2023 Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources</p>		
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			allow. March 2023 No progress since last report.		
C.11/1221 Review of Plantation Applications Town Planning Scheme Policy	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.	T Clynch	<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 the draft policy. The matter will be presented to Council in next 2 months.</p> <p>August 2022 No update since last report.</p> <p>February 2023 The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation</p>	May 2023 No update since last report.	

			<p>all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p>March 2023 No update.</p>	
<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p>	<p>That Council:</p> <ol style="list-style-type: none"> 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	<p>April 2022 Not commenced</p> <p>June 2022 Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p>July 2022 No update since last month's report</p> <p>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.</p> <p>September 2022 No update since last report.</p> <p>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.</p> <p>November 2022 No update since last month's report.</p> <p>February 2023 The issue of parking checks being</p>	<p>May 2023 No update since last report.</p>

			<p>conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p>March 2023 No update.</p> <p>April 2023 Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p>		
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes 2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes. 	T Clynh	<p>April 2022 Not commenced</p> <p>May 2022 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> <p>February 2023 The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage</p>	<p>May 2023 No update since last report.</p>	

			with Arc Infrastructure on the issue. March 2023 No update.		
C.05/0422 Stanifer Street 40km/h Zone	That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.	S Alexander	<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> <p>February 2023 Contacted MRWA for an update. Waiting for a response.</p> <p>March 2023 No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months.</p> <p>April 2023 No update since last month's report</p>	May 2023 No update since last month's report.	

<p>C.17/0422 Nairnup Road Land Acquisition</p>	<ol style="list-style-type: none"> 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. 2. Note a further report be presented to Council on the conclusion of this negotiation. 	<p>S Alexander</p>	<p>May 2022 Letter posted to land owners</p> <p>June 2022 Awaiting response from land owners.</p> <p>July 2022 Letter response period has expired with no response received.</p> <p>August 2022 No update since last month's report</p> <p>September 2022 No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p>October 2022 Report to be presented to November Council meeting.</p> <p>November 2022 Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p>December 2022 Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p>January 2023 Report scheduled for February Council Meeting.</p> <p>February 2023 Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p>March 2023 Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p>	<p>May 2023 No update since last month's report.</p>	
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			<p>April 2023 Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p>	
<p>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 by transferring the sum of \$25,000 from the Trails Reserve. 5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$23,243 to \$73,243. 6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time. 7. Include the \$50,000 expenditure for the planning of the Geegelup Mountain Bike Trail 	<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 consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October. November 2022 RFQ's being assessed. 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. January 2023</p>	<p>May 2023 No progress since last report</p>

	Network in the financial summary pages of the new Corporate Business Plan 2022-26.		<p>Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p>February 2023</p> <p>DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p>March 2023</p> <p>DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p>April 2023</p> <p>DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p>		
C.09/0622 (Parts 3-5) Review of Finance Policies	That with respect to Section 3 (Finance) of the Policy Manual Council: 3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.	M Larkworthy	<p>July 2022</p> <p>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>	May 2023 No update since last month's report.	

	<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) •Policy F.21 (Risk Management) 		<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>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> <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> <p>February 2023 No update since last month's report.</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 	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>May 2023 Verge information sheets have been completed and are now available on line. This action is now completed.</p>	√

	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>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> <p>February 2023 Refer item in February Council agenda relating to a new verge policy.</p> <p>March 2023 Following adoption of the Verge Policy in February 2023, information material that is informed by the Policy will be prepared. This will occur over the next 2-3 months.</p> <p>April 2023 No update since last report</p>	
C.12/0722 Greenbushes Community Bus Pilot Program	That Council endorses the return of the Council funded fortnightly Greenbushes Bus Service to Bridgetown for a trial period of 3 months.	M Richards	<p>August 2022 Planning for recommencement of the bus service is occurring.</p> <p>September 2022 This will begin in October once the bus</p>	<p>May 2023 Trial is in progress and results will be reported to council at its conclusion.</p>

		<p>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> <p>January 2023 Trial still ongoing.</p> <p>February 2023 The final Greenbush Bus Run of the trial will occur this month and a report will be provided to Council at the March Council meeting.</p> <p>March 2023 A report will go to April Council meeting for consideration on the outcomes of the trial and whether to continue the bus run.</p> <p>April 2023 Due to issues around the promotion of the bus run dates and community feedback Councillors informally supported a second trial given the need to fairly assess if the service valued by the Greenbushes community. The dates of the second bus trial are; April 20 May 4 May 18 June 1 June 15 June 29 July 13 July 27</p>	
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			These dates have been promoted on the facebook page, posters around Greenbushes and flyers are available from Greenbushes CRC for patrons to refer to.		
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>March 2023 No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p> <p>April 2023 No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p>	<p>May 2023 No update since last report.</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	N Price	<p>November 2022 No update since last report.</p> <p>January 2023 Item being presented to January 2023 Council meeting.</p> <p>February 2023</p>	<p>May 2023 Report presented to the May meeting of Council.</p>	√

	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.		<p>Item presented to Council meeting 25/1/23. Public advertising commenced 15/2/23 and closes 31/3/23.</p> <p>March 2023 No update since last report.</p> <p>April 2023 Public submissions have closed.</p>	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p>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> <p>February 2023 Waiting for MRWA decision.</p> <p>March 2023 No update since last report.</p>	<p>May 2023 No update since last month's report.</p>

<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<ol style="list-style-type: none"> 3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup 4. Progress the dual naming process by agreeing to; <ol style="list-style-type: none"> a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River). b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman) c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required 5. Present back to Council for final determination 	<p>M Richards</p>	<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> <p>February 2023 Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p>March 2023 We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p>April 2023 CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from Nannup, Margaret River and Bridgetown).</p>	<p>May 2023 The recommendation to support the Dual Naming of the Blackwood River is going to Augusta Margaret River Council this month – with the Executives support. We are waiting to hear from Boyup Brook.</p>	
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<p>C.02/1122 Petition – Greenbushes Depot and Worker</p>	<p>That Council; 1. Receive the petition 2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels 3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council 4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>	<p>T Clynh</p>	<p>January 2023 Work on reviewing parks and gardens service levels has commenced. February 2023 Work on reviewing parks and gardens service levels is progressing. March 2023 Council workshop was held 13 March 2023 for initial discussions on service levels. April 2023 No update.</p>	<p>May 2023 Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council: 1. Endorse the following Policies with modifications as shown in Attachment 2: <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> <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and</p>	<p>S Alexander</p>	<p>January 2023 Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence. February 2023 No change since last report.</p>	<p>May 2023 No update since last month's report.</p>	

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>				
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> Endorse the following Policies with minor modifications as shown in Attachment 3: <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 Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly Note and retain all other policies without modification 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. 	T Clynych	<p>January 2023 Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p>February 2023 No change since last report.</p> <p>March 2023 BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p>April 2023 No update.</p>	<p>May 2023 Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> 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 	L Guthridge	<p>January 2023 Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p>February 2023 Progress for clean-up is slow. Staff will</p>	<p>May 2023 Clean up in progress</p>	

	2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.		activate legal action if clean up not resolved by the end of February 2023. March 2023 Clean-up is progressing. April 2023 Clean-up is progressing		
C.14/1222 Amendment No 71 to Town Planning Scheme No 4 – Proposed Additional Use – Motor Vehicle Repairs – Lot 48 (37) Jephson Street Greenbushes	That Council: 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.	L Guthridge	December 2022 Amendment documents referred to the EPA for assessment in accordance with Section 48A of the EP Act. January 2023 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. February 2023 The EPA has confirmed that it will not formally assess the Amendment. Shire staff to commence the advertising process. March 2023 The Amendment is being advertised with the advertising period ending 4 th April 2023. April 2023 Advertising is complete. A report will be presented to Council at its May 2023 meeting to consider the submissions and make a recommendation to the WAPC to either to adopt for final approval or refuse the Amendment	May 2023 A report to consider the Amendment for final approval/refusal will be in the May 2023 agenda	√
C.16/1222 Land Untidy – Lot	That Council authorise the CEO to; 1. Serve notice in accordance with the Local	L Guthridge	January 2023 The owner will be contacted to explain the	May 2023 The notice has expired and the owner	

32, 12 Connell Street Hester	<p>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</p> <ol style="list-style-type: none"> 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 Recover all costs from the owner incurred by the Local Government in executing part 2 of this resolution. 		<p>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>February 2023 Attempts to contact the owner via phone and site visit has been unsuccessful. Formal letter will be prepared to invite the owner to discuss options with Shire staff. Airborne testing for asbestos has concluded and the results reveal a very low risk to human health and are below the limits of reporting (LOR).</p> <p>March 2023 An order has been issued to the landowner to clean up by the 12 May 2023.</p> <p>April 2023 No update.</p>	has not complied with the Notice. Further action on this matter will be investigated.	
C.11/0123 Public Open Space Strategy	<ol style="list-style-type: none"> The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan' Council note the methodology and outcomes of the project as contained in Attachment 10. 	P St John	<p>February 2023 Not actioned yet.</p> <p>March 2023 No further update – this project is planned for 2023/24 FY.</p>	May 2023 No further update – this project is planned for 2023/24 FY	
SpC.02/0223 RFT01 - 22/23 Design and Construct of Greenbushes Car Park	<p>That Council:</p> <ol style="list-style-type: none"> Award Tender RFT01 – 22/23 'Design and Construct of Greenbushes Car Park' to BCP Contractors Pty Ltd (ABN: 24 602 859 405) and authorises the Chief Executive Officer to finalise and execute a contract to complete the works in accordance with BCP Contractors Pty Ltd's tender, inclusive of both separable portions A and B (with Separable Portion B subject to PTA approval of the design to the satisfaction of the 	T Clynych	<p>February 2023 Contract being prepared for BCP Contractors Pty Ltd.</p> <p>March 2023 Contract completed and signed. Kick of meeting held with contractor.</p> <p>April 2023 Commencement of construction is imminent.</p>	May 2023 Construction work has commenced.	√

	<p>Shire) for the lump sum price of \$568,420.57 (ex. GST).</p> <p>2. Amend its 2022/23 budget as follows:</p> <ul style="list-style-type: none"> i. Transfer an amount of \$51,864 from the Strategic Projects Reserve to fund the additional expenditure of the Greenbushes CBD Parking & Safety Enhancement Project. ii. Expenditure Account 1410040 Job No. CP05 'Major Strategic Project Greenbushes CBD Parking & Safety Enhancement Project' – increase by \$57,624 from \$610,796 to \$668,420. iii. Income Account 1414130 'Car Park Grants & Contributions' – increase by \$7,760 from \$605,282 to \$613,042. 				
<p>SpC.03/0223 Greenbushes Youth Precinct Detailed Design and Construct RFQ Acceptance</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Accept the proposal from Skate Sculpture dated 1 February 2023 for the detailed design and construction of elements of the Greenbushes Youth Precinct (stage 1) including Skate Park, Quarter Basketball Court, Shelter and Outdoor Furniture in accordance with the Greenbushes Youth Precinct Plan and Report for the contract value of \$483,104.70 2. Authorise the Chief Executive Officer to negotiate cost elements of the contract as long as the total value of the contract does not exceed \$483,105 Amend the 2022/23 budget by; <ul style="list-style-type: none"> i. increasing the expenditure allocation of Job No. 22IN 'Major Strategic Project – Greenbushes Youth Precinct' by \$33,105, from \$450,000 to \$483,105 ii. increasing income in account 1344530.92 'Other Recreation and Sport Contributions/Reimbursements' by \$160,000 from \$191,564 to \$351,564 iii. decreasing income in account 1344230.65 'Other Recreation and Sport Grants' by \$125,000 from \$283,164 to \$158,164 	<p>M Richards</p>	<p>March 2023 The Skate Sculpture have been engaged to complete the Greenbushes Youth Precinct stage 1. Site possession and demolition is scheduled to start mid April. Letters to residents close to the construction site will be notified of the potential disturbances that may occur during construction.</p> <p>April 2023 Site possession took place on the 12 April. Safety fencing of the area and demolition of the existing infrastructure has been completed. Letters to neighbouring residents have been sent, and posters with the works schedule have been provided to Greenbushes CRC for display around Greenbushes, inclusion in the Greenbushes Balingup Newsletter and inclusion on the Greenbushes CRC FB page. Detailed design will go to April Council and construction will begin Mid May.</p>	<p>May 2023 The area has been fenced and construction team have taken site possession. Demolition is complete and construction is beginning on the 22/5/2023. Estimated completion is mid July.</p>	

	<ol style="list-style-type: none"> 3. Determine that, in the event that a third party contribution of less than \$160,000 is received for this project by 31 March 2023, that the funding shortfall be allocated from the Strategic Projects Reserve, and that a formal budget amendment report to ratify this will be prepared at that time should this be necessary 4. Transfer an amount up to \$35,000 from the Strategic Projects Reserve to fund contingency and project management costs for Stage 1 of the project. 				
C.04/0223 Greys Hill Road 50km/h Speed Zone	That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street	S Alexander	March 2023 Current traffic data required for application. Counter to be installed asap. April 2023 No update since last month's report.	May 2023 No update since last month's report.	
C.05/0223 Desktop Review of Strategic Community Plan	That Council: <ol style="list-style-type: none"> 1. Endorse the draft briefing paper (Attachment 3) to be released during the community consultation period for the desktop review of the Strategic Community Plan 2. Authorise the CEO to make formatting changes to the draft briefing paper to improve appearance and legibility 3. Set a 6 week community consultation period for the desktop review, commencing Wednesday 1 March 2023 and concluding Wednesday 12 April 2023. 	T Clynch	March 2023 Currently out for consultation. April 2023 Consultation has been completed with an update to be provided shortly.	May 2023 Refer agenda item in May Council agenda.	√
C.13/0223 Development Compliance Policy	That Council: <ol style="list-style-type: none"> 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 2. Advertise the draft policy in accordance with the 	P St John	March 2023 Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution.	May 2023 The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting	

	<p>requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions:</p> <ol style="list-style-type: none"> i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this iii. Providing hard copies of the draft policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>		<p>April 2023</p> <p>Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2 2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005. ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and 	<p>P St John</p>	<p>March 2023</p> <p>Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p>April 2023</p> <p>A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p>	<p>May 2023</p> <p>Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p>

	<p style="text-align: center;">Development (Local Planning Schemes) Regulations 2015</p> <p>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions:</p> <ul style="list-style-type: none"> i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period. ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this. iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b). iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property 				
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	<p>owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>SpC.03/0323 Proposed Budget Amendment – Reallocation of Portion Local Roads and Community Infrastructure Program Phase 3</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 3. This would replace the Nelson Street Footpath Resurfacing Project (\$80,000) with the following project: <ul style="list-style-type: none"> • Blechynden Street Asphalt Overlay – overlay the section from Roe Street to Barlee Street, replacement kerbing and reinstatement of the short footpath next to the school drop-off bay. 2. Amend its 2022/23 Budget as follows: <ol style="list-style-type: none"> a. Decrease budget allocation for Job FP05 – 'Nelson Street Footpath' by \$80,000 (from \$80,000 to \$0) b. Include new budget allocation of \$80,000 to new "RC" Job No. 'Blechynden Street'. 	T Clynych	<p>March Application for variation has been submitted.</p> <p>April 2023 No update.</p>	<p>May 2023 The variation request has been approved.</p>	√

C.03/0323 South Western Highway and Stanifer Street Intersection	That a request be submitted to Main Roads Western Australia seeking it investigate the installation of lighting at the intersection of South Western Highway and Stanifer Street, Greenbushes.	S Alexander	April 2023 Request has been made. Awaiting a response.	May 2023 MRWA have advised they are seeking funding to commence the development of a project to undertake safety improvements in the vicinity of the intersection of South Western Highway and Stanifer Street. The scope includes lighting.	
C.05/0323 Establishment of a new 'Sustainability Reserve' in 2023/24 Budget	1.That in its 2023/24 budget Council establish a 'Sustainability Reserve' with the purpose of the reserve to be: "to provide environmental benefits to Council and the community, combat rising costs of energy and reduce the carbon footprint of corporate operations with energy-efficiency initiatives, implement water-wise and waste-reduction initiatives, and create future cost savings to be reinvested into the delivery of new sustainability projects". 4.That the \$10,000 contained in Council's 2022/23 budget for development of a local climate change plan/strategy be quarantined for initial funding of the Sustainability Reserve and Council consider possible additional funding of the reserve in the 2023/24 budget process.	M Larkworthy	April 2023 No progress.	May 2023 Will be actioned as part of 2023/24 budget.	
C.05/0323 Establishment of a new 'Sustainability Reserve' in 2023/24 Budget	5.That the CEO present a draft 'Sustainability Reserve' policy to Council by its June 2023 meeting with the contents of the draft policy providing guidance on how the reserve will be funded in future, for example how to estimate "sustainability savings" for transfer into the reserve and how a specific timeframe for reinvestment could be included for the funds to act as a revolving sustainability fund.	T Clynch	April 2023 No progress.	May 2023 Not actioned yet due to other short-term priorities.	
C.08/0323 Greenbushes Bus Bays	That Council: 2. Seek the approval of the Public Transport Authority to remove the current bus stop on the northern side of Stanifer Street and that the indented bus bay on the southern side of Stanifer Street be the sole bus	T Clynch	April 2023 No progress.	May 2023 Application has been submitted.	

	stop in Greenbushes for buses travelling north and south.				
C.16/0323 Resignations of Cr Amanda Rose and Cr Peter Quinby	That Council: 3. Seek the approval of the Electoral Commissioner to allow the two vacancies to remain unfilled until the 2023 Local Government Ordinary Election, in accordance with section 4.17(3) of the Local Government Act 1995.	T Clynch	April 2023 Request to allow the vacancies to remain unfilled sent to the WAEC Commissioner, awaiting response.	May 2023 Approval received from the Commissioner for the offices to remain unfilled.	√
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	T Clynch		May 2023 Application being submitted.	
C.10/0423 Reflect Reconciliation Action Plan	That Council: 1. Approve the Reflect Reconciliation Action Plan process as follows; a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown.	M Richards		May 2023 No progress	

LOCAL GOVERNMENT ACT 1995

Shire of Bridgetown-Greenbushes

LOCAL LAWS RELATING TO FENCING AMENDMENT LOCAL LAW 2023

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 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 2023.

2. Commencement

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

3. 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.”

4. First Schedule Amended

In the First Schedule delete clause A and replace with the following –

- “A. A picket timber fence which satisfies the following specifications:
- (a) corner posts to be not less than 100mm x 100mm x 2400mm and intermediate posts to be not less than 100mm x 75mm x 2400mm spaced at 2400mm centres;
 - (b) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
 - (c) rails to be 75mm. x 50mm with each rail spanning two bays of fencing double railed or bolted to each post with joints staggered;
 - (d) the fence to be covered with a minimum 75mm. x 20mm. sawn pickets, 1800mm in height placed a maximum 75mm apart and affixed securely to each rail; and
 - (e) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.”

Dated this XX day of XXXX 2023.

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



POLICY MANUAL

2022-2023

Foreword

This Manual is an essential component of Council's governance framework and guides Council, Management and residents in the context of Council's decision making.

The Policies in this Manual are designed for:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency

It is important to note that Policies are not legislatively binding and when good reasons prevail and are documented, can be set aside.

The Index to this Manual is divided into two divisions – Corporate Policies and Departmental Policies.

These are further divided into the following categories:

Corporate

- Corporate Management
- Financial Management
- Governance
- Information Management
- Information Technology
- Personnel
- Risk Management

Departmental

- Community Relations
- Community Services
- Council Properties
- Customer Service
- Development and Building Control
- Emergency Services
- Environmental Management
- Governance Relations
- Land use and Planning
- Laws and Enforcement
- Legal Services
- Parks and Reserves
- Plant, Equipment and Stores
- Public Health
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- Recreation and Cultural Services
- Roads
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CM 1 – Decision Making

1 Policy

During decision-making processes, workshops, meetings, discussions or carrying out work based on delegated authority, all Councillors and Staff are to consider the following to ensure that any decisions made, and/or direction pursued, are in the best interest of the whole community from a balanced and sustainable perspective.

Decisions should be founded on the Shires Strategic Community Plan and its associated integrated planning framework. Decisions should also comply with Council Policies and Statutory law.

In the interest of good corporate governance, equity and accountability, Council and Council Staff are to consider the following in their determinations:

- Summary/Purpose
- Background
- Officer Comment
- Statutory Environment
- Integrated Planning
 - Strategic Community Plan
 - Corporate Business Plan
 - Long Term Financial Plan
 - Asset Management Plans
 - Workforce Plan
 - Other Integrated Planning
- Budget Implications
- Policy
- Whole of Life Accounting
- Risk Management

Decisions should aim for best practice and target continual improvement while being achievable. At the same time, these decisions need to be agreed in consultation with relevant and interested parties.

The interpretation of the different decision categories includes but is not limited to:

Whole of Life Accounting

That whole of life accounting is applied including capital costs, operating costs and replacement costs in determining impacts on the Shire's financial position.

Risk Management

That the whole of community risk, including insurance, statutory and legislative compliance, Australian Standards and other guidelines and standards are considered.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	Strategic Community Plan 2021 – 2031 Corporate Business Plan 2021-2025 Long Term Financial Plan Asset Management Plans Workforce Plan
Related Procedure	N/A

3 Administration

Original Adoption Date	25 September 2008 (C.20/0908)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CM 2 – Election Caretaker Period

1 Objectives

This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Bridgetown-Greenbushes during the period immediately prior to an election.

2 Scope

This policy applies to Council Members and Employees and specifically applies during a 'Caretaker Period' to:

- (a) Decisions made by the Council;
- (b) Decisions made under delegated authority;
- (c) Decisions made administratively;
- (d) Promotional materials published by the Shire of Bridgetown-Greenbushes;
- (e) Discretionary community consultation;
- (f) Events and functions, held by the Shire of Bridgetown-Greenbushes or other organisations;
- (g) Use of the Shire of Bridgetown-Greenbushes resources;
- (h) Access to information held by the Shire of Bridgetown-Greenbushes

2 Definitions

2.1 Caretaker Period

means the period of time prior to an Election Day, specifically being the period from the close of nominations (*37 days prior to the Election Day in accordance with s.4.49(a) of the Local Government Act 1995*) until 6.00pm on Election Day.

2.2 CEO

means the Chief Executive Officer of the Shire of Bridgetown-Greenbushes.

2.3 Election Day

means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

2.4 Electoral Material

means any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or

- (c) Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

2.5 Events and Functions

means gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Shire of Bridgetown-Greenbushes and/or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the Shire or an external entity.

2.6 Extraordinary Circumstances

means a circumstance that requires the Council to make or announce a Major Policy Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker period has reasonable potential to:

- (a) incur or increase legal, financial and/or reputational risk; or
- (b) cause detriment to the strategic objectives of the Shire of Bridgetown-Greenbushes

2.7 Major Policy Decision

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Action CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to the Shire of Bridgetown-Greenbushes entering into a sponsorship arrangement with a total Shire contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Shire of Bridgetown-Greenbushes entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
- (d) That would commit the Shire of Bridgetown-Greenbushes to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic objectives and/or will have significant impact on the community,
- (e) To prepare a report, initiated by the Administration, a council Member, candidate or member of the public that, in the CEO's opinion may be perceived as or is actually an election campaign issue;
- (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clause (a) to (b) above;
- (g) That adopts a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation.
- (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy;
- (i) Major Policy Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire President in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

1.1

2.8 Caretaker Protocol

means the practices or procedures prescribed in this Policy.

2.9 Public Consultation

means a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral/campaign issue, but does not include statutory consultation/submission periods prescribed in a written law.

2.10 Significant Expenditure

means expenditure that exceeds 0.1% of the City's annual budgeted revenue (inclusive of GST) in the relevant financial year

3 Policy

3.1 Caretaker Periods Protocols – Decision Making

The CEO will ensure that:

- (a) Council Members and employees are advised in writing of the impending Caretaker Period Policy requirements at least 30 days prior to the commencement of a Caretaker Period.
- (b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

3.1.1 Scheduling Major Policy Decisions

- 1 During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
 - (a) Council or Committee Agenda, do not include reports and/or recommendations that constitute Major Policy Decisions; and
 - (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Major Policy Decisions.
- 2 The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:
 - (a) Considered by the Council prior to the Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
- 3 The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Major Policy Decision or an election campaign issue.

3.1.2 Council Reports Electoral Caretaker Period Policy Statement

Each report included in an Agenda for Council's consideration during a Caretaker Period, will include a statement that demonstrates due consideration of the requirements of this Policy.

If the matter is not a Major Policy Decision, the following statement must appear in the Report:

Electoral Caretaker Period Policy Statement

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

3.1.3 Extraordinary Circumstances

1 Council Reports

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Major Policy Decision for Council's consideration, subject to the report including:

- (a) Details, if applicable, of:
 - (i) Options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
 - (ii) How potential electoral impacts will be managed or mitigated.
- (b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.
- (c) An Officer Recommendation, for Council's to accept Exceptional Circumstances apply and receive the report for consideration. This Recommendation is to be considered and resolved by Council, prior to debate of the substantive recommendation relating to the Major Policy Decision:

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been determined as a Major Policy Decision within the context of the Shire's Electoral Caretaker Period for the following reasons:

- [list reasons]

In accordance with the Shire's Electoral Caretaker Period Policy, the CEO seeks a Council Resolution to enable Council's consideration of the matter due to the following Exceptional Circumstances:

- [list reasons]

Officer Recommendation

That Council, in accordance with the Electoral Caretaker Period Policy, determines in regard to the Report titled '*insert report title*' to:

Accept that Exceptional Circumstances exist and therefore received the Report for Council's consideration.

2 Council forums, Workshops or Briefings

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Major Policy Decision for Council Member discussion t council Forums, Workshops or Briefings.

The CEO is required to provide council with advice as to why Exceptional Circumstance apply and how potential electoral impacts will be managed or mitigated. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

3.1.4 Managing CEO Employment

This Policy, prohibits Major Policy Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

- 1 The Council may consider and determine:
 - (a) CEO's leave applications;
 - (b) Appoint an Acting CEO, where necessary;
 - (c) Suspend the current CEO, where appropriate and in accordance with the terms of their contract)
- 2 The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

3.1.5 Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employers who have delegated authority shall not exercise that delegated authority where the matter relates to a Major Policy Decision or an election campaign issue. All such decisions under delegated authority must be referred to the CEO for review in consideration of clause 2.1(3) above.

3.2 Caretaker Period Protocols – Candidates

Part 3 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.

Candidates, including Council Members who have nominated for re-election, shall be provided with equitable access to the Shire's public information.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire.

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

3.2.1 Candidate Requests on behalf of Electors, Residents or Ratepayers

Candidates, including Council Members who have nominated for re-election, may advise the CEO where they have received elector, resident or ratepayer requests for advice, information or responses to matters relevant to the Shire of Bridgetown-Greenbushes.

Responses will not be provided to the candidate on the basis that the provision of responses to enquiries from electors, residents or ratepayers regarding the operations of the Local Government is

an administrative function (refer Regulation 9 of the *Local Government (Rules of Conduct) Regulation 2007*). Therefore, candidate's requests made on behalf of an elector, resident or ratepayer, will be responded to by the Shire's Administration directly to the requesting elector, resident or ratepayer.

3.2.2 Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, are prohibited from using the Shire's official crest or logo in any campaign Electoral Materials.

3.2.3 Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period.

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

3.3 Council Member Caretaker Periods Protocols

Part 4 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.

3.3.1 Access to Information and Advice

All Council Members will scrupulously avoid using or accessing Shire information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

All Council Member requests for information and advice from the Shire will be reviewed by the CEO and where the subject of the information or advice is considered as being related to an election campaign issue, the CEO will have absolute discretion to determine if the information or advice is/is not provided, including where information is provided to one candidate, if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

3.3.2 Media and Publicity

All Council Member requests for media advice or assistance during a Caretaker Period, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire of Bridgetown-Greenbushes' Council Member's candidacy or the candidacy of another person.

3.3.3 Council Member Business Cards, shire Printed Material

Council Members must ensure that Shire business cards and printed materials are only used for purposes associated with their role of a Councillor, in accordance with section 3.10 of the *Local Government Act 1995*.

Council Members are prohibited from using Shire business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

3.3.4 Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

3.3.5 Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

3.3.6 Council Member Addresses/Speeches

Excluding the Shire President and Deputy President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire of Bridgetown-Greenbushes, unless expressly authorised by the CEO.

In any case, the President, Deputy President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

3.3.7 Council Member Misuse of Local Government Resources

A Council Member who uses Shire resources for the purpose of persuading electors to vote in a particular way is a "misuse of Local Government resources" breach in accordance with Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007*.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Shire provided equipment, stationery, hospitality, images, communications, services, or reimbursements and allowances provided by the shire of Bridgetown-Greenbushes.

3.4 Shire of Bridgetown-Greenbushes Publicity, Promotional and Civic Activities

Part 5 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting Shire services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and
- (b) Conducting the Election and promoting Elector participation in the Election All other, publicity and promotional activities of Shire initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Major Policy Decision announcement is necessary during a Caretaker Period.

3.4.1 Civic Events and Functions

The Shire will avoid the scheduling of Civic Events and Functions during a Caretaker Period, so as to avoid any actual or perceived electoral advantage that may be provided to Council Members who have nominated for reelection.

Where the Shire is required to schedule a Civic Event or Function during a Caretaker Period, all Candidates will be invited to attend and will be provided with the similar prominence and protocol courtesies as provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

3.4.2 Shire of Bridgetown-Greenbushes and Communications

All Shire publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a Major Policy decision or which is an electoral campaign issue.

All shire publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

3.4.3 Shire of Bridgetown-Greenbushes Website and Social Media Content

- 1 During the Caretaker Period, the Shire's website and social media will not contain and material which does not accord with the requirements of this Policy. For example, Council Member profiles will be removed from the website during a Caretaker Period.
- 2 Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire Delegates on external committees and organisations.
- 3 Historical website and social media content, published prior to a Caretaker Period, and which does not comply with this policy will not be removed.
- 4 New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
- 5 Content posted by the public, candidates or Council Members on the Shire's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

3.4.4 Community Consultation

Unless consultation is mandated under a written law or Exceptional Circumstances apply, community consultation relevant to Major Policy Decisions or potentially contentious election campaign issues, will not be initiated so that the consultation period is conducted immediately prior to, throughout or concluding during, a Caretaker Period.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.4.87 - Printing and publication of electoral material</p> <p>s.5.93 - Improper use of information</p> <p>s.5.103 - Model code of conduct for council members, committee members and candidates</p> <p><i>Local Government (model Code of Conduct) Regulations 2021</i></p> <p>r.17 - Misuse of local government resources</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	30 August 2018 (C.08/0818)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CM 3 – Asset Management

1 Objectives

To ensure adequate provision is made for the long-term maintenance and/or replacement of major assets by:

- Ensuring that Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation including training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management process that align with demonstrated best practice.

2 Purpose

To set guidelines for implementing consistent asset management processes throughout the Shire of Bridgetown-Greenbushes.

2 Scope

This policy applies to all Council activities and is intended to provide clear direction for the sustainable management of the Shire’s assets. The policy applies to elected members, employees and contractors/consultants engaged by the Shire.

3 Definitions

The following definitions are relevant to this Policy and are in accordance with the “Asset Management Framework and Guidelines” document published by the Department of Local Government.

3.1 Asset

A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

3.2 Asset Class

A group of assets of similar nature and use in a local government’s operations. Local Government asset classes include land, buildings, infrastructure, plant and equipment and any other asset, including assets not owned by the Council but with a management responsibility under a legal instrument.

3.3 Asset Management

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

3.4 Asset Management Plan

A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

3.5 Asset Management Strategy

One or more documents that outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.

3.6 Level of Service

The defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.

3.7 Lifecycle Cost

The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

4 Policy

- Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- Council owns and uses approximately \$203,223,231 of non-current assets (as at 30 June 2020) to support its core business of delivery of services to the community. The Shire's assets are physical items within the boundaries of the local government and under its control. They include but are not limited to the following asset classes:
 - Transport Infrastructure (including roads {including sealed, gravel and reseals}, footpaths and dual use paths, car parks, kerbs, traffic management, signs and road side drainage);
 - Property Infrastructure (including buildings, improvements to land and furniture & equipment);
 - Parks and Reserves Infrastructure (including playground equipment);
 - Plant and equipment.
- Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.
- Adopting asset management principles will assist Council in achieving its Strategic Long Term Plan and Long Term Financial objectives.
- A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets.

2.1 This will provide positive impact on;

- Members of the public, councillors and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

3.1 Principles

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- Asset renewals required to meet agreed service levels and identified in adopted asset estimates.
- Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Training in asset and financial management will be provided for councillors and relevant staff.

Responsibility

- Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.
- The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

Policy Review

This policy will be reviewed annually to ensure its currency and relevance.

5 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.58 – Disposing of property s.6.10 – Financial management regulations.</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.5(1)(d) – CEO’s duties as to financial management r.17A – Valuation of certain assets for financial reports r.17B – CEO to take steps to protect excluded portable and attractive assets r.36 – Annual financial report, content</p>
<p>Shire Policies</p>	<p>CM 4 – Asset Management – Project Management Framework</p> <p>CP 5 – Proceeds from Sale of Council land</p> <p>FM 4 – Purchasing Policy</p> <p>FM 5 – Buy Local Purchasing</p> <p>FM 9 – Assets Financing and Borrowings</p> <p>RM 1 – Risk Management</p> <p>PES 1 – Light fleet Vehicle Purchasing</p>
<p>Related Documents</p>	<p>WA Department of Local Government: <i>Integrated Planning Framework and Guidelines, October 2010.</i></p> <p>WA Department of Local Government: <i>Asset Management Framework and Guidelines, May 2011.</i></p> <p>Institute of Public Works Engineering Australia, IPWEA, <i>Asset Management for Small, Rural or Remote Communities Practice Note, 2011.</i></p> <p>Institute of Public Works engineering Australia, IPWES, <i>International Infrastructure Management Manual, 2011.</i></p>
<p>Related Procedure</p>	<p>N/A</p>

6 Administration

<p>Original Adoption Date</p>	<p>24 May 2012 (C.23/0512)</p>
<p>Last Reviewed</p>	<p>30 June 2022 (C.09/0622)</p>
<p>Scheduled Reviewed Date</p>	<p>30 November 2023</p>

CM 4 – Asset Management – Project Management Framework

1 Objectives

To outline the processes for major infrastructure renewal, new or upgrade works within the Shire of Bridgetown-Greenbushes where identified within Council’s Strategic Plans.

The implementation of a Project Management Framework that guides each stage of a proposed capital works project to achieve the following objectives:

- To provide a consistent framework for managing projects;
- To align projects with Council’s strategic plans;
- To support economic development within the local government area;
- To increase project transparency and visibility to enable effective decision making regarding the optimal use of resources;
- To deliver services through improved project management capability;
- To improve the efficiency and consistency in project delivery;
- To reduce and manage project risks; and
- Support the capability development of staff managing projects.

This will ensure only those projects assessed against other projects as detailed in Council’s Strategic Plans having the highest priority are progressed.

2 Definitions

The following definitions are relevant to this Policy and are in accordance with the “Asset Management Framework and Guidelines” document published by the Western Australian Department of Local Government and Communities.

1.1 Asset

A physical component of a facility that has value, enables a service to be provided, and has an economic life of greater than 12 months.

1.2 Asset Management

The combination of management, financial, economic, engineering and other practices, applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

1.3 Lifecycle Cost

The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

2 Policy

Council is committed to implementing a systematic asset management process in order to apply appropriate asset management best practices across all areas of the organisation. In order to

facilitate best practice asset management, the adoption of a Project Management Framework will provide the implementation process for the effective allocation of limited financial resources to projects identified within Council's Strategic Plans as having the highest priority.

2.1 Principles

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

2.2 Responsibility

- **Council** is responsible for adopting policy and ensuring that sufficient resources are applied to manage assets.
- **The Chief Executive Officer** has overall responsibility for developing strategies, plans and procedures and reporting on the status and effectiveness of asset management within Council.
- **The Executive Managers** are responsible for assessing each capital works program against the adopted criteria to ensure that only those projects that are identified as being the highest priority are listed for each annual budget and included in the Long Term Financial Plan.

2.3 Policy Review

This policy will be reviewed annually to ensure its currency and relevance.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.6.10 – Financial management regulations</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.5(1)(d) – CEO’s duties as to financial management r.17A – Valuation of certain assets for financial</p>
Shire Policies	<p>FM 4 – Purchasing Policy</p> <p>RM 1 – Risk Management</p>
Related Documents	<p>WA Department of Local Government: <i>Integrated Planning Framework and Guidelines, October 2010.</i></p> <p>WA Department of Local Government: <i>Asset Management Framework and Guidelines, May 2011.</i></p> <p>Institute of Public Works engineering Australia, IPWES, <i>International Infrastructure Management Manual, 2011.</i></p>
Related Procedure	Project Management Framework Procedure

4 Administration

Original Adoption Date	20 December 2018 (C.09/1218)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions

1 Policy

1.1 Annual Funding Allocations and Categories

Council will determine an annual funding allocation for the provision of community grants, service agreements and other donations and contributions within the following categories:

- 1 Service Agreements
- 2 Community Grants
- 3 Chief Executive Officer Donations
- 4 Chief Executive Hall Hire Donations
- 5 Rubbish & Recycling Collection Community Groups
- 6 Rubbish & Recycling Collection Shire Leased Facilities
- 7 Annual Contributions

Categories 1 & 2 are identified in the remainder of this policy as “Contestable Funding” because these are the contestable (application based) funding options available to the community.

The total annual funding allocation will be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will be application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors).

The Working Group recommendations will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will be done annually in alignment with the contestable funding timeline (being categories 1 – 2).

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be funded via the total annual funding allocation identified in the Corporate Business Plan.

1.2 Contestable Funding Timeline

The contestable funding application period will commence on 1 December annually and close at 4.30pm on the last Friday in February annually. The Working Group will review the submitted

applications no later than April annually with Council consideration of recommendations no later than May annually.

1.3 Contestable Funding Guidelines and Requirements

- 1.3.1 A representative from the applicant entity must meet with a representative from the Shire of Bridgetown-Greenbushes Community Services Department prior to submitting an application.
- 1.3.2 Funds may be used for construction, purchase of equipment, salaries, and contract services, operational expense, marketing expenses, consumables, and administration expenses.
- 1.3.3 Applicants must answer all questions in the grant application, and provide full detail on all questions asked in the application form.
- 1.3.4 Applications must reach the Shire no later than 4.30pm on the last Friday in February annually.
- 1.3.5 Late applications will not be considered and will not be presented to the Working Group.
- 1.3.6 Applicants must be local community (including sporting) groups, or commercial ventures that provide community benefit.
- 1.3.7 An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- 1.3.8 Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- 1.3.9 Funding will not be provided for recurring projects at the conclusion of either a community grant or a service agreement and will not be considered in the application assessment process.

1.4 Contestable Funding Conditions

- 1.4.1 The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
- 1.4.2 Successful applicants who receive funding of \$5000 or more are required, as part of the acquittal process, to submit a report on the outcome of the funded activity. Upon receipt the report is to be distributed to councillors (note not formal reporting to Council) in a manner to be determined by the CEO.
- 1.4.3 Council may use the information provided by funded entity for its own promotional purposes.
- 1.4.4 All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
- 1.4.5 All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- 1.4.6 Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
- 1.4.7 Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.

- 1.4.8 Any change to a funded project cannot proceed without a formal resolution from Council – The applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required.

1.5 Assessment of Applications for Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible applications for contestable funding and will make recommendations to council in accordance with the following assessment criteria:

- 1.5.1 The Working Group will assess each application received in the Contestable Funding process on its merit, and determine the value of the application in relation whole of community benefit.
- 1.5.2 Applications which demonstrate a cash contribution (not just an ‘in kind’ contribution (from the applicant will be assessed as having higher merit than applications solely reliant upon grant funding.
- 1.5.3 Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than applications that do not.
- 1.5.4 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

1.6 Assessment of Projects for Non Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible projects for non-contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

- 1.6.1 The Working Group will assess each project (application based on otherwise) received in the Contestable Funding process or throughout the year via alternative process, on its merit, and determine the value of the project in relation to whole of community benefit. This assessment will be undertaken annually, at the same time as the assessment of the contestable funding applications.
- 1.6.2 The Working Group will review projects on an annual basis that are not new, but are existing projects within the Shire’s operating budget to determine ongoing community benefit and funding provision. This will include the budget allocation for CEO Donations.
- 1.6.3 Projects can be service delivery or event based activities.
- 1.6.4 Projects which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than projects that do not.
- 1.6.5 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and

Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be refunded.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.7 – Municipal fund <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(b) – Payments from municipal fund or trust fund, restrictions on making
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 September 1999
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 2 – Investment Policy

1 Objectives

- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- To have investment funds achieve a return consistent with the goals set by the CEO from time to time.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security by using recognised ratings criteria.

So as to ensure that Shire officers have ready access to funds for day-to-day operations, without penalty.

2 Overview

The purpose of this Policy is to ensure:

- Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Section 18(1)(a) of the *Trustees Act 1962* (as amended) (the “Prudent Person” rule) – *Refer Addendum 1*
- Council at all times has in place a current set of policies and delegations for its Investment Officers.
- Adherence to the guidelines and policies outlined in this document by all Officers with delegated authority to invest/control surplus funds.

This document is to be made available to all employed involved in daily investment decisions, as well as to those who approve Council’s policies.

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Chief Operating Officers under the *Local Government Act* and the *Local Government (Financial Management) Regulations* should at all times be complied with.

3 Policy

3.1 Risk Profile

The Council and delegated investment Officers have fiduciary responsibilities under Section 6.14 of the *Local Government Act* and therefore risks must be kept to a minimum, particularly credit risk. In this respect, the schedule of *Authorised Investments* (Section 3.8) and limits applying to counterparties (Section 3.9) are to be adhered to. This will ensure delegated officers comply with the Prudent Person rule.

Council recognises its obligations under the Prudent Person Rule by seeking to adhere to an investment policy with a conservative bias. Council also seeks to add value to the investment portfolio through product selection and diversification.

3.2 Risk Management Controls

- 1 Documented authority to invest (*Refer Addendum 1*)
- 2 Documented investment procedures.

- 3 Documented back-up procedures i.e.
 - Staff
 - Systems, operations
 - Checking controls, supervision
- 4 Management reporting:
 - Monthly investment report (refer Section 3.10)
 - Monthly statements to be received from counterparties with the exception of term deposits

The General Financial Management obligations imposed on Chief Executive Offices, under the Local Government Act and the Local Government (Financial Management) Regulations must at all times be complied with.

3.3 Liquidity

- 1 Liquidity ratio: At least 50% of total investment portfolio must be liquefiable within 31 days.
- 2 Cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments.
- 3 Maturity analysis report to be monitored at least monthly.

3.4 Long Term Investments/Reserves

Council will establish reserves, as required, upon the recommendation of the Chief Executive Officer.

Where a reserve is to be established for long-term projects, investments other than those outlines in this Policy may be appropriate. Council approval would be required in each case.

3.5 Diversification

- 1 Portfolio of investments must be diversified to ensure a spread of credit risk and market risk.
- 2 No more than 50% of funds may be invested into any one asset class (or product without Council approval). The only exemption being deposits with authorised deposit-taking institutions within the meaning of the *Banking Act 1959 (Cth)*.

3.6 “Prudent Person” Rule

Addendum 1 outlines the legislative background of the “Prudent Person” rule.

These guidelines must be adhered to. In case of conflict, the “Prudent Person” ruling must apply, or Council approved obtained.

By way of background, the “Prudent Person” rule replaces the previous legislation which stipulated that all investments had to fall within the list of Authorised Trustee Investments (in accordance with Part III of the *Trustees Act 1962*), otherwise approval of the Minister for Local Government was required, on the advice and recommendation of the Treasurer (*Local Government Act 1995*, Section 6.14(1)).

3.7 Delegated Authority to Invest

The CEO is delegated authority by Council to make investment decisions and sign investment lodgements, withdrawals, etc. The CEO is to sub-delegate authority to appropriate Corporate Services staff the authority to place and withdraw investments subject to a minimum of two staff

(may include the CEO) to be signatories to any investment decision with a suitable hierarchy of investment responsibility (amount) being established. This hierarchy shall require either the CEO or Executive Manager Corporate Services to be a signatory to any investment decision and the CEO to be a signatory to any investment decision of an amount equal to or greater than \$1 million.

3.8 Authorised Investments

Authorised investments are contained in Addendum 2. These investments may be made by authorised officers subject to the investment policies outlined in this document being adhered to.

3.9 Authorised Counterparties and Exposure Limits

	Counterparty Details	Minimum Standard & Poor's Rating	Maximum Exposure as a % total investment Portfolio
3.9.1	All authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Commonwealth) section 5 with a maximum term 3 years (Note: at all times a minimum of 50% total investments must remain with a Bank)	A - 1	100%
3.9.2	Western Australian Treasury Corporation fixed term investments with a maximum term of 1 years	A - 1	50%
3.9.3	Commonwealth Government (Guaranteed) Bonds (maximum term 3 years)	A - 1	50%
3.9.4	State or Territory Government (Guaranteed) Bonds (maximum term 3 years)	A - 1	50%

3.10 Management Reporting

3.10.1 Monthly Reports

Each month an investment report must be produced to the Chief Executive Officer. The report will summarise:

- Liquidity levels (cash flow report)
- Maturity profile Investment spread (asset classes)
- Counterparty exposure versus limits
- Returns versus benchmarks
- Any breaches of authority

3.11 Reviews

Annual reviews of the Investment Guidelines and Policy Document must be provided.

Legislative Background – The “Prudent Person”

The investment options available to Local Government Authorities in Western Australia were altered in June 1997 with changes to the Trustees Act.

With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the “Prudent Person” rule.

The main features of the prudent person rule include:

- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.
- A duty to invest funds in investments that are not speculative or hazardous.

In exercising powers of investment, there are important matters for consideration:

- The purpose of the investment and the needs and circumstances
- The desirability of diversifying investments
- The nature of and risk associated with existing investments
- The need to maintain the real value of capital and income
- The Risk of capital or income loss or depreciation
- The potential for capital appreciation
- The likely income return and timing of the income return
- The length of the term of the proposed investment
- The liquidity and marketability of the proposed investment
- The aggregate value of the investment
- The effect of the proposed investment in relation to the tax liability (if any)
- The likelihood of inflation affecting the value of the proposed investment
- The costs of making the proposed investment
- The results of a review of existing investments

Authorised Investments

Note: Authorised Officers may invest in the following assets subject to Delegated Authority Section 3.7 and Section 3.9.

- 1 Cash/Authorised Deposit taking Institution Deposits/Securities
 - (a) At Call/Short-dated deposits with an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 – maximum term 3 years.
 - (b) Bills of exchange that have been accepted or endorsed by an authorised deposit-taking institution – maximum term 3 years.
 - (c) Certificates of deposit and term deposits issued by an authorised deposit-taking institution whether negotiable, convertible or not – maximum term 3 years.
 - (d) Bonds guaranteed by the Commonwealth Government or a State or Territory Government of the Commonwealth – maximum term 3 years.
- 2 Restrictions
 - (a) Organisations with which deposits are placed must have a long-term credit rating of A (or equivalent or higher) as assessed by a recognised Ratings Agency.
 - (b) Officers may not invest in currency that is not the currency of Australia, i.e. foreign currency
 - (c) Maximum limits (% of investment portfolio) are set out in Section 3.9.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.14 – Power to invest</p> <p>Part III of the <i>Trustees Act 1962 Banking Act</i></p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.19 – Investments, control procedures for r.19C – Investment of money, restrictions</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	29 April 1999
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 3 – Regional Price Preference

1 Policy

In order to promote sub-regional development the Shire of Bridgetown-Greenbushes will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

Price preference will be given to all suppliers submitting conforming tenders for the supply for goods and services (including construction (building) services) to the Shire of Bridgetown - Greenbushes, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy;

Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% up to \$10,000 to all suppliers located within the Shire of Bridgetown-Greenbushes.

5% above \$10,000 to all suppliers located within the Shire of BridgetownGreenbushes.

Construction (building) Services – up to a maximum price reduction of \$50.000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

5% to all suppliers located within the Shire of Bridgetown-Greenbushes.

2.5% to all suppliers located within the Shire of Manjimup, shire of Nannup and Shire of Boyup-Brook.

Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Goods or Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document

Stipulated Area

10% to all suppliers located within the Shire of Bridgetown-Greenbushes.

5% to all suppliers located within the Shire of Manjimup, shire of Nannup and Shire of Boyup-Brook.

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part A – Regional price preference
Shire Policies	FM 4 – Purchasing Policy FM 5 – Buy Local Purchasing
Related Documents	N/A
Related Procedure	N/A

2 Administration

Original Adoption Date	26 October 2000
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 4 – Purchasing Policy

1 Objectives

Purchasing Procedures are to encompass the following requirements;

To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Compliance with the guidelines contained within the Local Government Purchasing and Tender Guide published by the Western Australia Local Government Association.

To deliver a best practice approach and procedures to internal purchasing for the Shire of Bridgetown-Greenbushes.

To ensure consistency for all purchasing activities that integrates within all the Shire of Bridgetown-Greenbushes operational areas.

2 Policy

2.1 Statement of Intent

The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Bridgetown-Greenbushes and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:

- Provides the Shire of Bridgetown-Greenbushes with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Bridgetown-Greenbushes receives value for money in its purchasing.
- Ensures that the Shire of Bridgetown-Greenbushes considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Bridgetown-Greenbushes is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Bridgetown-Greenbushes purchasing practices that withstands probity.

2.2 Ethics and Integrity

All officers and employees of the Shire of Bridgetown-Greenbushes shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Bridgetown-Greenbushes.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Bridgetown-Greenbushes policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honest and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Bridgetown-Greenbushes by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2.3 Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Bridgetown-Greenbushes. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

As assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

2.4 Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The shire of Bridgetown-Greenbushes is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Bridgetown-Greenbushes sustainability objectives.

2.5 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Requirements
Up to \$2,500	Direct purchase from supplier at purchaser's discretion.
\$2,501 - \$5,000	Obtain at least two verbal or written quotations.
\$5,001 - \$39,999	Obtain at least three written quotations.
\$40,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250, 000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The CEO may, in justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.

For purchases greater than \$10,000 (ex GST), all parties providing quotations are to be notified in writing (including by fax/email) if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order). The Shire will compile and maintain a preferred list of suppliers if the CEO believes it is warranted. Only one quote, unless considered prudent to seek more, is required for prospective purchases made from supplier listed on the Shire's preferred list of suppliers.

2.5.1 Up to \$2500

Where the value of procurement of goods or services does not exceed \$2,500, direct purchase from the supplier may be made. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

2.5.2 \$2,501 to \$5,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$2,501 and \$5,000.

At least two verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

- Ensure that the requirement / specification is clearly understood by the Shire of Bridgetown-Greenbushes employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

2.5.3 \$5,001 to \$39,999

For the procurement of goods or services where the value with ranges between \$5,001 and \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies

NOTES: The general Principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

2.5.4 \$40,000 to \$249,999

For the procurement of goods or services where the value with ranges between \$40,000 and \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price along, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Record keeping requirements must be maintained in accordance with record keeping policies.

2.6 Regulatory Compliance

2.6.1 Exemptions

Tenders do not have to be publicly invited where the proposed purchase is being done in accordance with Regulation 11 of the Local Government (Functions and General) Regulations. However where the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program,

then compliance to the balance of this Purchasing Policy will be required. This includes meeting the requirements to obtain a minimum number of quotations unless the CEO waives such a requirement taking into account the nature of the purchase and availability/suitability of potential suppliers.

2.6.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision “sole source of supply” should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

2.6.3 Anti-Avoidance

The Shire of Bridgetown-Greenbushes shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

2.6.4 Tender Criteria

The Shire of Bridgetown-Greenbushes shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$249,999, the panel must contain a minimum of 2 staff members; and
- \$250,000 and above, the panel must contain a minimum of 3 staff members.

2.6.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include;

- a brief description of the goods and services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the Shire of Bridgetown-Greenbushes decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;

- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Bridgetown-Greenbushes has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

2.6.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Bridgetown-Greenbushes not to compromise its Duty to be Fair.

2.6.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

2.6.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by a least two Shire of Bridgetown-Greenbushes Officers present at the opening of tenders.

2.6.9 No Tenders Received

4.1 Where the Shire of Bridgetown-Greenbushes has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 and \$249,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

2.6.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Bridgetown-Greenbushes by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

2.6.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Bridgetown-Greenbushes may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

2.6.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Bridgetown-Greenbushes and tenderer have entered into a Contract, a minor variation may be made by the Shire of Bridgetown-Greenbushes.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

2.6.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

2.6.14 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Bridgetown-Greenbushes internal records management policy.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part 4, Divisions 1 and 2 – Provision of goods and services
Shire Policies	FM 3 – Regional Price Preference FM 5 – Buy Local Purchasing
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	28 March 2002
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

FM 5 – Buy Local Purchasing

Note this Policy should be read in conjunction with the Council’s “Purchasing” Policy (FM 4)

1 Objectives

To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Bridgetown-Greenbushes.

Note this policy does not apply to purchasing via tender. The consideration of local suppliers in the tender process is address in Finance Policy FM 3 – Regional Price Preference.

2 Purpose

The purpose of the Policy is to facilitate local economic development by encouraging the retention of Shire expenditure within the local economy. Increased circulation of Shire expenditure streams within the Shire district has a direct financial impact on the competitive businesses that are able to supply goods and services to Shire and also has a multiplier or ‘knock on’ effect to other businesses and the broader community. By minimising ‘economic leakages’ from the local economy Shire can make a tangible contribution to the economic property of its community.

3 Policy

2.1 Philosophy of Local Purchasing

Shire staff will have a philosophy of at all times seeking quotes from local suppliers. When seeking quotes from suppliers for the supply of goods or services staff will refer to the “data base of local suppliers and product”. Where a product(s) is not specifically referenced on the data base but there exists a logical assumption (ie – similar products are provided) that the business may have access to those product(s) it is the responsibility of the purchasing officer to submit an enquiry (either verbal or written) to the local supplier to determine if they are able to supply the product(s) in question.

Where a local supplier does provide a quote in competition to a non-local supplier then the purchasing officer is to make a determination on the selection of the supplier in accordance with Parts 3.3, 3.4 and 3.5 of this Policy.

2.2 Local Purchasing (Not Including Tenders)

A Price preference will apply to suppliers that are based in and operate within the district for the supply of goods and services. The preference enables businesses within the Shire to claim a price preference with their quote for the supply of goods or services.

The following price preference will be given to local suppliers submitting quotes for consideration of the Shire:

Stipulated Area

- 10% on Shire purchases of a value up to \$5000 to all suppliers located within the Shire of Bridgetown-Greenbushes.

- An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000 to all suppliers located within the Shire of Bridgetown-Greenbushes.
- An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999 to all suppliers located within the Shire Bridgetown-Greenbushes.

Note purchases of \$250,000 and over require the calling of tenders and are assessed in accordance with the Shire's Regional Price Preference Policy.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multi-national company.

Price is only one factor that the Shire considers when evaluating a quote. There is nothing contained within this policy that compels the Shire to accept the lowest quote or any quote based on price offered.

2.3 Value for Money Considerations

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome for the amount of money spent. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

1. The advantages of dealing with local businesses;
2. Local content;
3. The cost of transporting products from non-local suppliers (this is particularly important if assessing quotes for the same/similar product from local and nonlocal suppliers).
4. The purchase or contract whole-of-life costs;
5. Compliance with specifications, guidelines and requirements;
6. Knowledge of the specific brand, make or model of the good, in particular for items of plant and machinery. If appropriate where staff have a concern about an unknown brand, make or model enquiries will be made with the supplier on the availability of a similar model for a free trial for assessment prior to final assessment of all quotes and determination of the purchase.
7. Supplier capability to fulfil the specified requirements (ie; legal, financial, experience etc).
8. The supplier's commitment to supporting other local businesses through their subcontracting and supplier arrangements;
9. Net benefits to the Shire including maintaining an ongoing innovative and competitive local business environment; and
10. Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Shire's economic prosperity.

2.4 Decision Making Process When Local Quotes are Received

Where a quote has been received from a local supplier any decision to award to purchase to a non-local supplier will require the approval of the relevant senior officer.

2.5 Council Reporting

That an annual update be provided to Council on implementation of the Policy.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part A – Regional price preference
Shire Policies	FM 3 – Regional Price Preference FM 4 – Purchasing Policy
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	24 February 2011 (C.28/0211)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 6 – Use of Corporate Credit Cards

1 Objectives

The objective of the Policy is to provide guidance for the use of corporate credit cards.

2 Policy

2.1 Use of Credit Cards

The use of Corporate Credit Cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

- Elimination or reducing time spent on paper based ordering and payments;
- Reduction of administrative costs;
- Reducing the number of payments per month;
- Provision of a useful resource in an emergency situation; and
- Reducing the need to carry cash on the premises.

2.2 Applications for Corporate Credit Cards and Approval

All applications for a Corporate Credit Card shall be approved by the Chief Executive Officer. In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

2.3 Register

A register shall be maintained by the Executive Manager Corporate Services of all Credit Cards issued.

The register shall include:

- Date of approval by Chief Executive Officer;
- Name of card holder; and
- Conditions of use of the card.

2.4 Issuing of Corporate Credit Cards to elected Members

2.4.1 The Local Government Act does not make provision for the issuing of credit cards to Elected Members. (A Local Government can only pay allowances or reimburse expenses to an Elected Member).

2.4.2 Elected Members shall not be issued with a Corporate Credit Card as there are no provisions within the Act, which allow an Elected Member to incur a debt.

2.5 Policies and Procedures Governing the use of Corporate Credit Cards

The following shall be complied with for controlling the use of Corporate Credit Cards:

2.5.1 An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using Credit Card;

2.5.2 A register by the Executive Manage Corporate Services of all current cardholders should be Kept which includes card number, expiry date of the Credit Card, credit limit and details of goods and services the cardholder has authority to purchase;

- 2.5.3 All new and existing cardholders shall be provided with a copy of the policies relating to the use of Credit Cards;
- 2.5.4 When an employee misplaces their Credit Card, they shall promptly report the matter to Executive Manager Corporate Services who shall immediately cancel the card;
- 2.5.5 Credit Cards shall not be transferred to other users;
- 2.5.6 Use of the reward schemes, such as Fly Buys, will not be permitted for personal gain;
- 2.5.7 All surrendered Credit Cards shall be destroyed by the Executive Manager Corporate Services in the presence of another employee;
- 2.5.8 In the event that a cardholder fails to comply with the requirements of this policy, the Chief Executive Officer shall withdraw the use of the Corporate credit Card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities; and
- 2.5.9 The use of Corporate Credit Cards for personal entertainment uses is prohibited.

2.6 Purchasing

- 2.6.1 Credit Cards shall only be used for purchasing goods and services on behalf of the Shire;
- 2.6.2 Personal expenditure is strictly prohibited;
- 2.6.3 A Credit Card shall not be used for cash withdrawals;
- 2.6.4 A maximum credit card limit of \$10,000 is to be applied to the Chief Executive Officer's corporate credit card. The maximum credit limit (not to be greater than \$5000) for any other employees approved by the Chief Executive Officer for holding of a corporate credit card is to be determined by the Chief Executive Officer based on an assessment of the type of transactions likely to be made by the employee.
- 2.6.5 Purchases by facsimile, telephone or over the internet shall be authorised by the personal and all paperwork shall be kept and verified.

2.7 Payments

- 2.7.1 The cardholder shall provide appropriate and sufficient documentary evidence of all charges, within 10 working days of month end;
- 2.7.2 Time frames for all payment of accounts shall be monitored by Executive Manager Corporate Services to ensure that credit charges are minimised and accounts are paid so as not incur a penalty or interest;
- 2.7.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval – the Chief Executive Officer shall refer any such instances to the Executive Manager Corporate Services.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Local Government (Financial Management) Regulations 1996</i> r.11 – Payments, procedures for making etc.
Shire Policies	FM 4 – Purchasing Policy
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	27 September 2012 (C.19/0912a)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 7 – Collection of Non-Rates and Charges

1 Objectives

To provide for the collection of outstanding debts and the charging of interest as it relates to debts other than rates.

2 Policy

2.1 Debt Management

If the invoice is not paid by the due date then the following procedure will take place.

- 2.1.1 For amounts outstanding for up to 30 days, the Finance Officer – Income Stream is to issue a Statement to the debtor with an 'overdue' sticker attached to the Statement.
- 2.1.2 For amounts outstanding for greater than 30 days but less than 60 days, the Finance Officer Income Stream is to issue a Statement to the debtor with 'any reason for overdue account' sticker attached to the statement.
- 2.1.3 For amounts outstanding for 60 days but less than 90 days, the Finance Officer Income Stream is to issue a Statement to the debtor with 'final notice payment within 7 days' sticker attached to the statement
- 2.1.4 For amounts outstanding for greater than 90 days, the Finance Officer income Stream is to issue a letter of demand to the debtor and instruct debt collection agency to initiate debt recovery action.
- 2.1.5 Before any third party is engaged to take legal action to recover an outstanding debt, the Executive Manager Corporate Services and Chief Executive Officer are to be consulted to ensure that this action is appropriate giving due consideration to all issues that have led to the debt being overdue and not paid.
- 2.1.6 Once all reasonable attempts to either locate the debtor or to obtain payment have failed, the officer responsible for raising the debt will be asked to submit a written request for the invoice to be considered for write off.
- 2.1.7 Approval will be sought from the Chief Executive Officer, as per Delegation F.3, or from Council where the debt is greater than \$500, for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Accounts Receivable Ledger.

2.2 Debt Raised in Error or Debt Adjustment

If a debt has been raised in error or requires an adjustment then an explanation will be sought from the relevant staff members. Once this has been received a credit note request will be raised which is to be authorised by both the staff member who raised the initial invoice and the Executive Manager Corporate Services.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.12 – Power to defer, grant discounts, waive or write off debts</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.19AA – ministerial approval required to write off repayment of advance payment</p> <p><i>Local Government (Administration) Regulations 1996</i> r.34AE – Repayment and recovery of advance payments of fees and allowances</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	25 October 2012 (C.15/1012)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 8 – Self Supporting Loans to Shire Community/Sporting Groups

1 Objectives

The purpose of this Policy is to:

- Establishes the framework within which Council may consider provision of self-supporting loans to community and sporting groups, subject to the financial position of the Shire, competing demands for funds, debt financing structure and capacity of the Shire to borrow;
- Establish the principles, constraints, criteria and administrative guidelines for the allocation and utilisation of Shire borrowings to finance self-supporting loans for community and sporting groups for the purposes of capital asset acquisition or development; and
- Ensure an organisation wide and inclusive approach is taken to the capitalisation of facilities in the district via Shire funded self-supporting loans.

2 Scope

This policy applies to all requests received from community and sporting groups for financial support by way of self-supporting loans. The policy limits the availability of self-supporting loans and provides a guide to the eligibility and assessment criteria for each request.

Self-supporting loans will only be considered for capital asset acquisition or development to buildings and/or land, and will not be approved by Council for operational equipment or operating expense purposes.

3 Definitions

3.1 Act or LGA

means the Local Government Act 1995.

3.2 Asset

means a physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

3.3 Association

Includes society, club, institution, group or body – that is not-for-profit.

3.4 Council

means the Council of the Shire of Bridgetown-Greenbushes

3.5 Incorporated association

means an association incorporated under the Associations Incorporation Act 1957.

3.6 Long Term financial plan

means a minimum ten year rolling financial plan incorporated into the Shire's Corporate Business Plan that activates Strategic Community Plan priorities.

3.7 Shire

means Shire of Bridgetown-Greenbushes.

3.8 Strategic Community Plan

means the Strategic Community Plan adopted by the Council.

4 Policy

Self-supporting loans are loans taken out by the shire on behalf of community/sporting groups who undertake to meet the capital, interest and loan guarantee/administrative payments.

Community/sporting groups may make application for self-supporting loans where the funds are to be used for capital improvements to land or buildings they own, or occupy (where the property is Shire property)

The term of the loan shall be less than or equal to the half-life of the capital works or improvements being undertaken, and not more than ten (10) years. This will enable the group sufficient time to set aside a cash reserve for the future refurbishment or replacement of those improvements.

Council will only consider approving applications from groups that adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments. The financial plans are to be certified by an independent Certified Practising Chartered or similarly qualified and experienced Accountant.

4.1 Matters to be considered by Council

4.1.1 The Shire's Long Term Financial Plan and forecast debit financing capacity – across the (prospective) life of a requested plan.

4.1.2 Regulated borrowing limits as determined by WA Treasury Corporation.

4.1.3 Debit service Coverage Ratio (calculated as annual surplus before interest expense and depreciation, divided by annual debt service payments) meets that required of the Department of Local Government Standard.

4.1.4 Standard is NOT met if ratio is less than two.

4.1.5 Basic Standard if ratio is between two (2) and five (5).

4.1.6 Advanced Standard if greater than five (5).

Note: This indicator is used by the WA Treasury Corporation when considering loan applications from the Shire.

4.1.7 The current financial position of the Shire.

4.1.8 New Capital Works program priorities and funding requirements.

4.1.9 Demands for use of borrowings for Shire requirements.

1.1.10 Compliance with legislative requirements associated with borrowing of monies under Section 6.20 of the *Local Government Act 1995*.

4.2 Guidelines

The Shire is not a lender-of-last-resort for community or sporting groups and will only provide access to self-supporting loans when financial circumstances permit, and when there is compelling evidence of positive benefits to the community.

Council will only ever consider providing self-supporting loans to community/sporting groups:

- 4.2.1 In exceptional circumstances to mitigate serious risks and/or to bridge an urgent capital shortfall that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- 4.2.2 Where the self-supporting loan forms part of a matching community grant component (eg; CSRFF).
- 4.2.3 Where in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- 4.2.4 Where in the view of Council there is compelling justification for the Shire to act as lender rather than a bank or other financial institution.

4.3 Limits

- 4.3.1 Funding to any one (1) application shall be in the range \$25,000 to \$100,000.
- 4.3.2 The term of borrowing will be limited to a ten (10) year period or such lesser period as may be determined by the prevailing terms of the Shire's debit financier.

4.4 Assessment

Based on an application having no significant or adverse impact in relation to the abovementioned general principles and it also meets criteria and guidelines principles, the application will be assessed based on the following:

- 4.4.1 Provision of a fully completed application form.
- 4.4.2 Provision of proof of incorporation
- 4.4.3 Provision of latest audited financial statements (Operating, cash Flow & Financial Position Statements).
- 4.4.4 Provision of a forward financial plan in relation to the required term of borrowing.
- 4.4.5 Provision of compelling evidence of ongoing capacity to service and repay the loan from its operations.
- 4.4.6 Provision of a Business case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.
- 4.4.7 If the property (land and/or building) to be self-supporting loan funded is not Shire property, then the group shall provide proof of ownership.

4.5 Deed of Loan

- 4.5.1 Where a self-supporting loan for a particular group is raised, a separate 'Deed of Loan' for the period of loan repayments is to be prepared and executed as contractual evidence for payment of the loan.

4.5.2 The costs associated with the preparation and stamping of the ‘deed of Loan’ shall be the responsibility of the Club or organisation.

4.6 Reallocation of Surplus Loan Funds

Should any funds remain unspent at the completion of the project, officers responsible for the carrying out of the works shall, upon completion and in accordance with the schedule of works, issue a certificate of completion for the funded work. The responsibility for recommending to the Audit Committee the reallocation of surplus funds shall lie with the Chief Executive Officer.

4.7 Administration Costs and Loan Guarantee Fees

The following costs incurred by the Shire shall be recouped from groups applying for self-supporting loans:

4.7.1 Actual advertising costs (incl. GST).

4.7.2 Where non-standard Deeds of Loan, Mortgage or other legal documents are required, the actual preparation costs of such documents will be on-charged to the applicant.

4.7.3 Stamp duties, or other duties or taxes applicable to the self-supporting loan application or documentation, will be on-charged to the applicant at actual cost.

4.8 Roles and Responsibilities

Executive Manager Community Services:

It is the responsibility of the Executive Manager Community Services to establish a point of contact and as required support, for community/sporting groups wishing to complete and submit self-supporting loans for Council consideration.

Executive Manager Corporate Services:

Review and appraise each application, and make a recommendation (approve/not approve) for presentation to the Audit Advisory Committee.

Audit Committee:

Appraise the Executive Manager Corporate Services; recommendation (approve/not approve) for presentation to Council.

Council:

Review recommendation and make final determination by Absolute Majority to approve or not approve self-supporting loan document.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.20 – Power to borrow
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	25 July 2013 (C.11/0713)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

SELF SUPPORTING LOAN APPLICATION

Organisation: _____

Address: _____

ABN: _____

Contact Person: _____

Contact Phone Number: _____

Eligibility Check list

- Are you an incorporated body
- Do you have an ABN
- Has your organization been operational for 3 or more years
- Can your organisation demonstrate an established relationship with Council
- Will the "end product" for the use of loan funds be an asset.

5.1 Loan funds required: \$ _____

Term of loan: _____

Purpose of the Loan: _____

Brief description of the project: _____

The following components **MUST** be included with your application –

- 1 Certificate of incorporation
- 2 ABN certificate
- 3 Plans and specifications associated with the project
- 4 Audited financial statements (Operating, Cash Flow & Financial Position) for the current year
- 5 Current business plan demonstrating forward financial plan for the term of the borrowing
- 6 Evidence of ongoing capacity to service the loan from operations
- 7 Detailed business case in support of the acquisition showing costing's and project budget
- 8 Whole of life costing analysis for the asset
- 9 Other funding body confirmation of commitment
- 10 Statements demonstrating the need for the loan, together with reasons for not seeking to obtain alternative funding (if no other funding has been sought)

FM 9 – Assets Financing and Borrowings

1 Objectives

The purpose of this policy is to affirm that the preferred position of council is to remain debt free (except for self-supporting loans). However, should this not be practicable, then to:

- establish the framework within which Council may consider Borrowings or Other Financial Accommodation(s) to fund the acquisition, renewal or construction of specified assets;
- provide guidance as to the appropriate terms of any borrowings funded assets thus identified; and
- ensure that an organisation wide and inclusive approach is taken to the capitalisation of physical assets (e.g. facilities) in the district that are to be borrowings funded.

2 Scope

This Policy relates to forms of financing which create a liability for future repayment and not for recurrent capital works i.e. road resurfacing. It does not include those financing methods shown in Excluded Borrowings below, or the funding of asset purchases via ongoing operational funding mechanisms such as rates, fees and charges and grants.

3 Definition

The following definitions are relevant to this Policy:

3.1 Act

means the *Local Government Act 1995*.

3.2 Asset

means a (physical) facility or component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

3.3 Council

means the Council of the Shire of Bridgetown-Greenbushes.

3.4 Economic Life

The estimated period during which an asset is expected to be economically usable by the Shire, with normal repairs and maintenance. It is worth noting that the economic life of an asset may be considerably less than the physical life of that asset, as the 'fit for use life' of an asset may be less than the physical life of that asset e.g. a building may suit a particular use but when that use is no longer required it may not be suitable for another use by the local government. Stock yards are an example of a specific use asset.

3.5 External Borrowings

includes raising and obtaining, in any way money, credit and other financial accommodations from sources external to the Shire.

3.6 Excluded Borrowings

Includes money, credit or other financial accommodations obtained in the ordinary course of the Shire performing its function such as –

- (a) An operating lease for fleet vehicles, office furniture/equipment or information technology assets;
- (b) A credit or purchase card facility;
- (c) An overdraft required to balance daily cash flow requirements;
- (d) A hire-purchase agreement.

3.7 Gross Debt

means all debts owing by the Shire including self-supporting loans.

3.8 Internal Borrowings

means a minimum ten year rolling financial plan incorporated into the Shire's Corporate Business Plan that activates Strategic Community Plan priorities.

3.9 Liability

means a debt or financial obligation for which the Shire is responsible.

3.10 Long Term Financial Plan

means a minimum ten year rolling financial plan incorporated into the Shire's Corporate Business Plan that activates Strategic Community Plan priorities.

3.11 Net Debt

Gross debt less cash assets.

3.12 Self-Supporting Loans

are Shire loans taken out, the repayments of which are made by a third party i.e. Shire Community/Sporting Groups.

3.13 Shire

means Shire of Bridgetown-Greenbushes.

3.14 Strategic Community Plan

means the Strategic Community Plan adopted by the Council.

4 Policy

Whilst the preferred policy position of the Shire of Bridgetown-Greenbushes (Shire) is to remain debt free (except for Self-Supporting loans), the Shire recognises that in order to ensure intergenerational equity in funding the acquisition, renewal or construction of some assets, it may need to resort to the prudent use of loan borrowings, debt instruments or other finance or capital raising methodologies from time to time. The following principles are to be applied when considering undertaking borrowings or other asset financing.

4.1 Matters to be considered by Council

The following matters need to be considered by Council when assessing borrowing of funds:

1. The Shire's Long Term Financial Plan and forecast debt financing capacity – across the proposed life of any loan or portfolio of loans.
2. Regulated borrowing limits as determined by WA Treasury Corporation.
3. Debt Service Coverage Ratio (calculated as per Local Government Operational Guidelines – Number 18 Financial Ratios) meets that required by both the Department of Local Government, Sport and Cultural Industries Standard and WA Treasury Corporation.
4. Standard is NOT met if ratio is less than 2X (two times).
5. Basic Standard if ratio is between two (2X) and five times (5X).
 - 6.1 Advanced Standard if greater than five (5).
6. Note: Currently this indicator is used by WA Treasury Corporation when considering loan applications from the Shire.
7. The current financial position of the Shire.
8. New Capital Works program priorities and funding requirements.
9. Compliance with legislative requirements associated with borrowing of monies under Sections 6.11, 6.20 and 6.21 of the Local Government Act 1995.

4.2 Guidelines

Operating Expenditure – The Shire will not borrow money (other than by way of Excluded Borrowings) to fund operating expenditure. This type of expenditure shall be funded through operating revenue streams such as rates, fees and charges or operating grants.

Recurrent Capital Expenditure – The Shire will not borrow money or obtain finance (other than by way of Excluded Borrowings) to fund the acquisition, replacement or renewal of assets that is expected to occur on an annual or similar basis at approximately the same level each year e.g. recurrent capital works. Examples of this type of expenditure are road resurfacing, plant replacement, information technology and office equipment acquisitions and replacement. This type of expenditure shall be funded through operating revenue streams such as rates and fees and charges. The Shire's Landfill business unit is an exception to this, as it has the capacity to finance borrowings for plant replacement (for example) out of its rates and fees and charges.

4.3 Limitations

4.3.1 Borrowing Term –

The term of the Borrowing or Other Financial Accommodation shall be set having due regard to the Economic Life of the asset being acquired or constructed.

Should the Shire decide to borrow funds, the term of the borrowing shall generally not be greater than half of the Economic Life of the asset being acquired or constructed. This is to enable the Shire to use the remaining economic half-life to set sufficient funds aside in a reserve (sinking) fund in order to renew or replace that asset, should that be required, at the end of its Economic Life.

4.3.2 Borrowing Ratios –

Prior to undertaking any borrowing the Shire shall assess its capacity to pay, to ensure that the community is not burdened with unnecessary risk.

When assessing the borrowing ratios, consideration will be given to the economic earnings potential of the asset being acquired or constructed.

The Shire will not borrow funds when such borrowing would result in the following financial ratios being exceeded:

- Debt Service Cover Ratio being greater than 3X (three times, WA Treasury Corp Guideline is 3X); and
- Net Debt (Gross Debt less cash assets) to Operating Revenue Ratio 45% (WA Treasury Corp Guideline is 50%)

In order to reflect the Shire's contingent liability risk as guarantor for Self-Supporting Loans the permissible borrowing limit of the Shire will be reduced by the amount of 50% of the outstanding value of self-supporting loans.

4.3.3 Statutory Limitations -

Any borrowings will be conducted in accordance with relevant statutory requirements as contained in the Act and the *Local Government (Financial Management) Regulations 1996*.

Other Limitations – Borrowings shall be undertaken in Australia and be in Australian dollars.

Local government loan application guidelines published by the WA Treasury Corporation from time to time will also limit the amount of borrowings that can be undertaken.

Determining the Appropriate Lending Institution –Where practicable three written quotations shall be obtained or a loan tender called in order to determine the appropriate lending institution for any loan borrowings. Determination of the appropriate institution will be based on the interest rate and loan costs offered, the terms and conditions of the loan and the financial stability of the lender.

4.3.4 Interest Rates Parameters -

Should any borrowings be undertaken, the Shire will consider the following factors when deciding an appropriate period for which interest rates will be fixed:-

- the level of the interest rate when compared to the long term average official interest rate;
- recent movements in the official interest rate; and
- the term of the loan.

4.3.5 Structure of Borrowings -

The Shire will obtain advice to determine the most appropriate structure of any borrowings with regard to:

- Fixed or Floating rate
- CPI – Linked rate
- Interest Capitalised, Interest Only or Principal and Interest

Where possible, the nature of cash flows related to the funded asset will be used as a guide to the most appropriate borrowings structure. For example, interest capitalised may be appropriate for capital expenditure related to a land release, with full principal repayment from land sales.

4.4 Assessment

The Shire will give favourable consideration to borrowing money for the acquisition or construction of an asset where:-

- the asset to be acquired is a new addition to the Shire’s asset base or replaces an existing asset with one which affords the Shire substantially better service and has an economic life of greater than 10 years; or
- all alternative options for undertaking the project without borrowing have been investigated and proven less advantageous to the Shire; or
- the income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
- repayments will be met by a third party e.g. self-supporting loans and the financial stability of that party meets the criteria as set out in the Self Supporting Loans Policy F.18; or
- the index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to “save” for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring or construction the asset today.

As a general rule the benefits received (cost savings or income earned) from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.

4.5 Internal Borrowings

Where the cost of using external funds acquired through borrowing is greater than the forgone investment earnings on Municipal funds (held in Reserve accounts) that are surplus to current requirements, such funds should be used prior to seeking external funds. It should be noted that the Act places restrictions on the use of funds held in Reserve accounts i.e. Municipal Fund equity, as follows:-

6.11. Reserve accounts

- 1 *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose. (2) (3)*
- 2 *Subject to subsection (3), before a local government – (a) changes* the purpose of a reserve account; or (b) uses* the money in a reserve account for another purpose, it must give one month’s local public notice of the proposed change of purpose or proposed use. *Absolute Majority Decision Required.*
- 3 *A local government is not required to give local public notice under subsection (2) – (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year.*

Where the use of such Reserve account funds is made ‘notionally available’ as internal borrowings, journal entries shall be made reflecting the value of forgone investment earnings as a cost to the programme for which the funds were borrowed and crediting the relevant investment earnings budget account for the fund/reserve account from which the funds were “borrowed”.

Under no circumstances shall funds be “borrowed” from the Employee Leave or Bus Reserve accounts, Trust Fund or Trust accounts.

4.6 Roles and Responsibilities

7.1 Executive Manager Corporate Services:

Review and appraise each (external/internal) loan proposal, and make a recommendation (approve/not approve) for presentation to the Audit Advisory Committee.

8.1 Audit Committee

Appraise the Executive Manager Corporate Services' recommendation (approve/not approve) for presentation to Council.

9.1 Council

Review recommendation and make final determination by absolute majority to approve or not approve the (external/internal) loan proposal.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government's policies</p> <p>s.6.11 – Reserve accounts</p> <p>s.6.20 - Power to borrow</p> <p>– Restrictions on borrowing</p> <p><i>Local Government (Financial Management) Regulations 1996</i></p> <p>r.18 – When local public notice not required for change of use of money in reserve account</p> <p>r.20 - When local public notice not required for exercise of power to borrow</p> <p>r.21 - When local public notice not required for change of use of borrowed money</p>
Shire Policies	<p>CM 3 – Asset Management</p> <p>FM 8 – Self-Supporting Loans to Shire Community-Sporting Groups</p>
Related Documents	<p>Strategic</p> <p>Community Plan</p> <p>Corporate</p> <p>Business Plan</p>
Related Procedure	N/A

6 Administration

Original Adoption Date	26 September 2013 (C.26/0913)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

FM 10 – Related Party Disclosures

1 Objectives

To ensure compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures and the Local Government Act 1995 to prepare financial accountability documents, including general purpose financial statements.

2 Overview

Under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities, including local governments. The Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

This Policy provides guidance on:

- the identification of the Shire’s related parties;
- management of related party transactions;
- recording such transactions; and
- disclosure of the transactions in the Shire of Bridgetown-Greenbushes Annual Financial Statements in accordance with AASB 124.

The Policy addresses four (4) different types of related party that must be considered by the Shire:

- 1 Entities related to the Shire;
- 2 Key Management Personnel;
- 3 Close family members of Key Management Personnel; and
- 4 Entities that are controlled or jointly controlled by either 2 or 3 above.

3 Definitions

Australian Accounting Standards Board, Related Party Disclosures Standard 124:

3.1 Close family members of Key Management Personnel (KMP)

Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Bridgetown-Greenbushes and include:

- the KMP’s children, and spouse or domestic partner;
- children of the KMP’s spouse or domestic partner; and
- dependents of the KMP or the KMP’s spouse or domestic partner.

3.2 Entity

Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

3.3 Entity Related to a KMP

Related Entities to Key Management Personnel are entities that are:

- *controlled or jointly controlled by a KMP;
- apart from Council, where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity; or
- controlled or jointly controlled by a close family member of a KMP of the Shire.

* A person or entity is deemed to have control if they have:

- power over the entity is deemed to have control if they have:
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

3.4 Entity Related to the Shire

This includes any entity that is either controlled, jointly controlled or over which the Shire has a significant influence. A person or entity is a Related Party of the Shire if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which the Shire is part of;
- they are the Shire are joint venture of a third party and the Shire is an associate of the third party;
- they are a post-employment benefit plan for the benefit of employees of either the Shire or an entity related to the Shire;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of the Shire; or
- they, or any member of a group of which they are a part, provide KMP services to the Shire

3.5 Key Management Personnel

AAS 124 defines KMP as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”

Key Management Personnel for the Shire of Bridgetown-Greenbushes are:

- Elected Members; and
- persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Senior Executive officer.

3.6 Material (Materiality)

Means the assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of

an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

3.7 Ordinary Citizen Transaction (OCT)

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Bridgetown-Greenbushes.

3.8 Related Party

A person or entity that is related to the entity preparing its financial statements.

3.9 Related Party Transaction

A transfer of resources, services or obligations between the Shire of Bridgetown-Greenbushes and a related party, regardless of whether a price is charged.

3.10 Significant (significance)

Likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/taxpayer relationship.

4 Policy

4.1 Key Management Personnel (KMP)

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with the Shire of Bridgetown-Greenbushes. All related parties must be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

4.2 Related Party Transactions

4.2.1 Ordinary citizen Transaction (OCT)

For the purpose of this Policy, an Ordinary Citizen Transaction (OCT) is one that occurs between the Shire and KMP and/or related parties which satisfy the following criteria. The transaction must:

- occur during the normal course of the Shire delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

This includes for example – facility hire, and the payment of rates and dog/cat registrations. There is no obligation to disclose OCTs.

Transactions between the Shire and Related Parties that would normally be considered OCTs but where the terms and conditions differ from normal practice however, must be disclosed.

4.2.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) must be disclosed in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are with a related party and are not an OCT:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of the Shire or by the Shire on behalf of the related party.

4.3 Disclosure of Information

4.3.1 Shire Disclosure

AASB 124 provides that the Shire must disclose the following financial information in its financial statements for each financial year period:

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including;
 - I. their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - II. details of any guarantees given or received;
- provisions for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transaction:

- significance of transaction in terms of size;
- whether the transaction was carried out on non-market terms;
- whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- whether the transaction is disclosed to regulatory or supervisory authorities;
- whether the transaction has been reported to senior management; and
- whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transaction are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

4.4 Key Management Personnel disclosure

In accordance with this Policy, KMP must provide a Related Party Disclosure in the form set out in the Attachment annually to coincide with the end of the financial year.

4.5 Review of Related Parties

A review of KMP's and their related parties will be completed annually. Particular events, such as a change of Elected Members, Chief Executive Officer or Senior Executive Officers or a corporate restructure will also trigger a review of the Shire's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via the Shire's accounting and electronic records management systems
- other transactions not passing through the Shire's electronic accounting/management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Executive Manager Corporate Services, make a determination on the matter.

4.6 Privacy & Confidentiality

4.6.1 Access to Information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 4.6.2.

- the Chief Officer;
- Executive Manager Corporate Services;
- an Auditor of the Shire (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

4.6.2 Permitted purposes

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- assess and verify the disclosed related party transaction;
- reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

4.6.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- information (including personal information) provided by a KMP in a related party
- disclosure; and
- personal information contained in a register of related party transactions.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 5, Division 6 – Disclosure of financial interests and gifts s.6.4 – Financial report</p> <p>Part 4 <i>Local Government (Financial Management) Regulations 1996</i> – Financial reports</p> <p>Part 6 <i>Local Government (Administration) Regulations 1996</i> – Disclosure of financial interests and gifts</p>
Shire Policies	N/A
Related Documents	Australian Accounting Standard AASB 124
Related Procedure	N/A

6 Administration

Original Adoption Date	28 September 2017 (C.13/0917)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH

Did you or any member of your close family use facilities provided at the Bridgetown Leisure Centre, attend any event at the Civic Centre, or use any other Council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of Transaction	Nature of Discount or Special Conditions Received

4. LEASING AGREEMENTS – DOMESTIC RESIDENTIAL

Did you, a close family member or related entity, enter into a lease agreement with the Shire of Bridgetown-Greenbushes (either as lessee or lessor) for the provision of a domestic rental property (includes properties owned by the Shire and privately owned properties sub-leased through the Shire from a Real Estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the Lease	Property Address	Term of & Weekly Rental	Detail of any Non-Arms Length Conditions

5. LEASING AGREEMENTS – COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Bridgetown-Greenbushes for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the Lease	Property Address	Term of Lease & Weekly Rental	Detail of any Non-Arm's Length Conditions

6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Bridgetown-Greenbushes? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire.

Business Name	Goods or Services Provided	Approximate Value for the Reporting Period	Terms & Conditions

7. OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)

Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire of Bridgetown-Greenbushes (whether or not a price was charged)? This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security). [For e.g. a company that a close family member controls, was awarded a contract with the Shire for building a new office facility]

Name of Person or Business/Company	Nature of Agreement	Value of Agreement	Terms & Conditions

8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Bridgetown-Greenbushes? (This may include vehicles or other plant items, land or buildings). Was the purchase made at arms length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of Person or Entity Name	Property Purchased	Value of Purchase	Terms & Conditions

9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the Shire of Bridgetown-Greenbushes? (This may include vehicles or other plant items, land or buildings). Was the sale made at arms length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of Person or Entity Name	Property Sold	Value of Purchase	Terms & Conditions

10. FEES & CHARGES FOR APPLICATIONS

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of Person or Entity Name	Application Type	Application and/or Receipt No.

11. SELF SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Bridgetown-Greenbushes? [For e.g. a club for which you have control]

Name of Person or Entity Name	Loan Details	Value of Loan	Terms & Conditions

12. OTHER LOANS

Please list any other Agreement or Arrangement you believe is a related party transaction and should be declared

Name of Person or Business/Company	Nature of Agreement	Value of Agreement	Terms & Conditions

I declare that to the best of my knowledge, the information above is a complete and accurate record of my close family members and the entities controlled, or jointly controlled by myself or my close family members. I make this declaration after reading Council Policy "Related Party Disclosures" which details the purpose for which this information will be used.

SELECT OPTION 1: Handwritten Signature

Signed: _____ Date ____/____/____

OR

SELECT OPTION 2: Electronic Signature

This form can be sent by email to the Chief Executive Officer Provided the email is sent by the person making the disclosure from their work or personal email account

RELATED PARTY DISCLOSURES INFORMATION SHEET

From 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate.

In order to meet this requirement Council has adopted a Policy that requires all KMP to provide an annual declaration identifying:

- Their close family members;
- Entities that they control or are associated with; and
- Entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit.

Who are KMP?

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly. This includes Councillors, Chief Executive Officer, Executive Managers and any other members of staff identified by the CEO.

Who are Close Family Members of KMP?

These are family members who may be expected to influence, or be influenced by, that person in their dealings with the Shire. The following table may assist in identifying your close family member:

Definitely a close family member	May be a close family member (if they could be expected to influence or be influenced by you in their dealings with the Shire)
Your spouse/domestic partner	Your brothers and sisters
Your children	Your aunts, uncles, cousins
Your dependents	Your parents and grandparents
Children of your spouse/domestic partner	Your nieces and nephews
Dependents of your spouse/domestic partner	Any other member of your family

Example 1 of Close Family Member

Sunny Shire Council has recently employed Paul's son (George) in the Council's Parks & Gardens area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Human Resources Officer and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of Council which makes him a related party. George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 2 of Close Family Member

The President of Happy Shire (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagency through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagency would need to be separately identified and may need to be disclosed.

What is an Entity that I, or my Close Family Member, Control or Jointly Control?

Entities include companies, trusts, incorporated or unincorporated associations such as clubs or charities, joint ventures and partnerships.

You control an entity if you have:

- (a) Power over the entity;
- (b) Exposure, or rights, to variable returns from involvement in the entity; and
- (c) The ability to use your power over the entity to affect the amount of your returns.

Example 1 of Control

Fred is the Shire President of Sunny Shire and owns 100% of the ordinary share in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company. Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example 2 of Control

Fred is the President of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both. Fred will need to include the company on his related party declaration.

Example 3 of Control

The President of Sunny Shire Council is the President of the League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and 4 other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the President does not control or jointly control the football club so it will not be a related party of Council just because the Shire President is the President of the football club.

Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. The transactions may be disclosed in the financial statements if they are individually significant either because of their amount or nature.

Further information or clarification on Related Parties Disclosures should be directed to the Department of Local Government, Sport and Cultural Industries.

FM.11 – Budget Management Policy

1 Objectives

The objective of this policy is to provide clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements.

2 Scope

This policy applies to the circumstances where it is intended to spend funds for a particular purpose that is greater than the current budget allocation or for a purpose not identified in the budget.

3 Definitions

3.1 Additional Purpose

In accordance with Section 6.8(1a) of the Local Government Act additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget and includes:

- A new capital project, irrespective of the funding source
- A new operating project, irrespective of the funding source
- Unbudgeted revenue (e.g. new grant income) that will require offsetting or matching expense for a project not currently included in the budget
- Operating expense for a new function, service or cost centre (not previously adopted by Council)
- Transfer of funds from or to Reserve Funds

3.2 Budget Amendment

Where the Council decides to change the content of the current budget to reflect greater or lesser funds being allocated to a particular purpose or new funds being allocated to an additional purpose.

3.3 Nature or Type

Nature are categories of expenditure and income prescribed by Schedule 1 Part 2 of the *Local Government (Financial Management) Regulations* (type has the same meaning) as follows

Revenue	Expenditure
Rates	Employee costs Material and contracts
Operating grants, subsidies and contributions	Utility charges (electricity, gas, water etc.)
Non-operating grants, subsidies and contributions	Depreciation on non-current assets
Profit on asset disposals	Loss on asset disposal
Fees and charges	Interest expenses
Service charges	Insurance expenses
interest earnings	Other expenditure
Other revenue	

3.4 Non-Cash Items

The following nature and type categories are classed as non-cash items for the purposes of this policy:

Depreciation on non-current assets

Loss on asset disposals

Profit on asset disposals

3.5 Overspend

Expenditure incurred for a particular purpose that is greater than the amount allocated for that purpose in the current budget.

4 Policy

4.1 Budget Overspends

4.1.1 Non Reportable

Budget overspends at job level (excluding salaries & wages, utilities and non-cash items) can be approved by the CEO for an amount up to 20% of the budgeted amount where the CEO is satisfied that expected of service for jobs will be maintained and the aggregated general level expenditure for those jobs is maintained.

Budget overspends at general ledger (excluding salaries & wages, utilities and non-cash items) can be approved by the CEO for an amount up to \$1000 or 20% whichever is the lesser.

Overspends in employee salaries and wages are not reportable at any level provided overall organisation salaries and wages are within budget.

4.1.2 Determined by the CEO and Subsequently Reported to Council

Subject to Section 4.1.4 budget overspends can be approved by the CEO at general ledger or job level for amounts greater than the threshold set in Section 4.1.1 and up to \$20,000 or 20% whichever is the lesser in accordance with the following parameters, where:

- Budget transfer does not involve operating expense to capital expense or vice versa
- Budget transfer does not involve from one Nature or Type to a different Nature or Type (e.g. from employee costs to materials and contracts)
- Budget transfer does not involve from one Department to a different Department (e.g. from Roads to Buildings)
- There are sufficient funds available in other budget line items equivalent to the proposed amount and not expected to be spent where jobs are completed or definitively costed.

Where additional revenue is received for an existing identified Council activity or project additional expenditure directly linked to this activity or project can be approved to the extent of the additional revenue received. (e.g. grant amount received for a specific project is greater than originally estimated, sale of stock is greater than estimated requiring additional stock to be purchased).

Likewise shortfalls in actual revenue amounts received against budget forecasts are to be met by reductions in operating expenditure where specifically linked (e.g. grant income received for a grant

funded project is less than anticipated, stock sales being less than estimated would require reduced expenditure on purchase of stock).

4.1.3 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.

4.1.4 Council Budget Amendments

Any expenditure above the current budget outside the parameters of this policy, or any expenditure at all for an additional purpose, will require a variation to the budget to be decided by the Council before funds are committed.

4.2 Reporting

4.2.1 Budget Overspends Authorised by the CEO

On a monthly basis a Budget Management Report is to be presented to Council for consideration of the budget overspends approved by the Chief Executive Officer and the proposed budget offsets in accordance with Clause 4.1.2 during the previous month and is to include the following detail:

- Expense line item to be amended and offsetting budget line item(s) with relevant general ledger account/job numbers and account descriptions
- Current budget and proposed budget for each account/job to be affected
- An explanation as to the reason the budget variation is required
- If applicable details of any offsetting income source(s)

4.2.2 Council Budget Amendments to Vary Allocated Amounts

On an as needed basis, the Budget Management Report presented to Council will include proposed budget amendments requiring Council adoption before funds are committed. This report will include the same detail as outlined in 4.2.1.

4.2.3 Council Budget Amendments to include Additional Purposes

On an as needed basis, the Budget Management Report presented to Council will include proposed budget amendments for additional purposes requiring Council adoption before funds are committed. This report will include the same detail as outlined in 4.2.1.

4.2.4 Expenditure for an Additional Purpose Authorised by the Shire President

In accordance with Section 6.8(2)(b) of the *Local Government Act 1995* the Budget Management Report will include expenditure authorised by the Shire President in emergency in the previous month.

4.3 Annual Budget Review

As required by Regulation 33A of the *Local Government (Financial Management) Regulations* the Shire will carry out a review of its annual budget between 1 January and 31 March each year.

The purpose of the annual budget review is to:

- Perform a detailed review of year-to-date actual results to the current income and expense budgets,

- Report on significant variations not previously endorsed by Council,
- Estimate the closing position at the end of financial year,
- Consider and determine any transfer to or from reserves

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.6.2 - Local government to prepare annual budget s.6.8 - Expenditure from municipal fund not included in annual budget</p> <p><i>Local Government (Financial Management) Regulations 1996</i></p> <p>33A. Review of budget</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	Budget Management Administration Policy & Procedure

6 Administration

Original Adoption Date	15 December 2022 (C.08/1222)
Last Reviewed	
Scheduled Reviewed Date	30 November 2023

G 1 – Policy Manual

1 Policy

- 1.1 It is the policy of the Council to maintain a manual recording the various policies of the Council.
- 1.2 Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
- 1.3 The objective of the Council’s Policy Manual are:
 - (a) to provide Council with a formal written record of all policy decisions;
 - (b) to provide the staff with precise guidelines in which to act in accordance with Council’s wishes;
 - (c) to enable the staff to act promptly in accordance with Council’s requirements, but without continual reference to Council;
 - (d) to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
 - (e) to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
 - (f) to enable ratepayers to obtain immediate advice on matters of Council Policy.
- 1.4 The Policy Manual is to be reviewed on an annual a basis.
- 1.5 A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate Staff. The manuals are to remain the property of the Council. The manuals will be supplied in an electronic format.
- 1.6 Changes to Council Policy shall be made as part of the annual review processor:
 - (a) Notice of Motion, or
 - (b) an Agenda Item clearly setting out details of the amended Policy.
- 1.7 All changes, additions or deletions to any policy shall be cited as Variations and recorded in the Shire’s Policy Manual with the date on which that Variation became operational.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	30 June 2022 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

G 2 – Councillor Training/Conferences and Continuing Professional Development

1 Objectives

This policy describes Council's approach to enable councillors to meet their statutory obligations in relation to councillor training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the Local Government Act 1995 (the Act) describes provisions related to the universal training of Councillors:

- Under section 5.126 of the Act, each councillor must complete training in accordance with the Regulations;
- Under section 5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Councillors; and
- Under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of councillors.

2 Policy

2.1 Introduction

Councillors have a unique and challenging role performing their functions under the Act. Council recognises the value of training and continuing professional development to build and supplement councillor skills and experience.

Training can take several forms including formal qualifications, short-courses, seminars and conferences.

Training Paid for in accordance with this policy must have benefit to Council, the Shire and the community. Training must relate to the professional development of councillors in their role as a councillor. Examples of organisations that provide training relating to the professional development of councillors, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association
- Australian Institute of Management
- Australian Institute of Company Directors

Training related to town planning; strategic planning; financial management; corporate governance; risk management; and emergency management is also considered to be relevant. Attendance and/or participation at conferences is also considered to be training where value to the Council, Shire and community can be demonstrated.

2.2 Councillor Compulsory Training

The Local Government (Administration) Regulations 1996 (the Regulations) requires councillors to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all councillors following their election within 12 months of taking office. Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

Once completed the compulsory training modules are valid for five years. Councillors have a responsibility to complete training in accordance with legislation.

The CEO will ensure that newly elected councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability.

Council will allocate funds in its annual budget for the completion of compulsory training. This allocation will be separate to the individual councillor professional development funds budgeted annually (refer below).

2.3 Continuing Professional Development

The Shire is committed to supporting continuing professional development of councillors to the benefit of Council, the Shire and the community. Continuing professional development can include training and attendance at conferences in accordance with this policy. Training that exceeds the allocated budget amount may be approved by resolution of Council.

Each councillor is to be allotted an annual professional development allocation in the annual budget and this will fund individual councillor training (other than the compulsory councillor training modules) or conference attendance each year. The allocation is for a financial year and expires at the end of the financial year.

The amount of the annual allocation is \$2,000 for the Shire President, \$1,500 for the Deputy Shire President and \$1,000 for other councillors. Note this allocation doesn't include attendance at the annual Local Government Convention (WALGA) which due to cost is dealt with in Part 2.4 below.

2.4 Local Government Convention (WALGA)

Council will include funds in its annual budget of attendance at the Local Government Convention for a maximum of three delegates to represent the Shire.

The costs of attending this conference are separate from the annual allocations provided to councillors in Part 2.3 above.

Council's South West WALGA Zone delegate is to have automatic rights to attend the Local Government Convention (WALGA) each year if he/she desires. The selection of other councillors will be via nomination and in the event of more nominations than vacancies being received preference will be given to councillors who did not attend the previous year.

2.5 Reporting

Councillors should note that all training undertaken, including conferences paid for entirely or partially by the Shire will be published on the Shire’s website in accordance with section 5.127 of the Act.

2.6 Seeking Approval for Training or Professional Development

- 2.6.1 Councillors seeking to attend a training course or conference are to submit a request to the CEO. The CEO will refer the request to the Shire President for approval. Note for enrolment in a compulsory training module the approval of the Shire President isn’t required. Council approves councillor attendance at the annual Local Government Convention.
- 2.6.2 Where a councillor has insufficient funds remaining in their annual professional development allocation they can seek Council approval for over-expenditure and enrolment in a specific course or initiative.

2.7 Expenditure Limitations

- 2.7.1 Council will not be responsible for expenses associated with laundry, drycleaning or purchase of in-house movies.
- 2.7.2 Travel should be by Council vehicle unless written authorisation is received from the CEO for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid and costed against the councillor’s annual professional development allocation.
- 2.7.3 That where a Councillor is an official participant or observer, accommodation expenses will be paid. In addition, meal expenses not exceeding \$100 per day will be paid. IF meals are purchased outside of the accommodation outlet, receipts will be required.
- 2.7.4 Accommodation allowance – any councillor attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (i.e. as an alternative to staying in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission. This payment is to be costed to the councillor’s annual allocation.

It is noted that the expenditure limitations and accommodation allowance set out in Part 2.7 also apply to staff attending training, conferences or other professional development.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.5.126 – Training for council members</p> <p>s.5.127 – Report on training</p> <p>s.5.128 – Policy for continuing professional development</p> <p><i>Local Government (Administration) Regulations 1996</i></p> <p>r.35 – Training for council members</p> <p>r.36 – Exemptions from Act s.5.126(1)</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	30 April 2020 (C.03/0420)
Last Reviewed	25 November 2021 (C.05/1121)
Scheduled Reviewed Date	30 November 2023

G 3 – Members Allowances/Expenses

1 Objective

To provide clear guidance as to the method of determining Councillor meeting fees and the circumstances and amount of expenses reimbursed.

2 Background

This policy outlines principles applicable to the payment of Councillor meeting fees and reimbursement of expenses allowable under the Local Government Act 1995 and Regulations and the annual determination made by the Salaries and Allowances Tribunal.

3 Policy

- 3.1 The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members (councillors) of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.
- 3.2 The method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.
- 3.3 All councillors other than the Shire President will receive an “Annual Meeting Attendance Fee” set at 60% of the range specified by the Tribunal for Band 3 councils. The Shire President will receive an “Annual President’s Meeting Attendance Fee” set at 60% was selected by comparing the level of payments made by other Band 3 Councils in Western Australia.
- 3.4 The “Annual Meeting Attendance Fee” covers attendance at all Council and Committee meetings, Concept Forums as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
- 3.5 The Shire President will receive an annual “President’s Allowance” set at 60% of the range specified by the Tribunal for Band 3 Councils. The Deputy President will receive a “Deputy President Allowance” set at 25% of the President’s Allowance.
- 3.6 All councillors will receive an annual “Information Communication and on Technology Allowance” in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. The annual allowance is to be set at 60% of the range specified by the Tribunal for all Councils.
- 3.7 All allowances are to be paid monthly in arrears.
- 3.8 Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have their allowances adjusted on a pro-rata basis.
- 3.9 Claims for any further reimbursements in relation to travel expenses (for attendance at meetings, representing Council), and child care will be considered in accordance with the

provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.

- 3.10 Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.
- 3.11 In the event a pool vehicle is not available, Councillors are entitled to claim actual mileage incurred on Council business at the current rate specified in the Public Service Award for any travel.
- 3.12 Councillors are able to claim mileage for the following purposes:
- (a) Attending Council and Committee meetings, Concept Forums and any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils. Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
 - (b) Council briefings and/or workshops
 - (c) Council ceremonies such as Australia Day, Anzac Day or citizenship ceremonies
 - (d) Council functions and receptions
 - (e) Councillor training and/or seminars
 - (f) Attending meetings as a representative of Council at the request of the CEO or government department/agency
 - (g) Attendance at the Shire Administration Office or Shire Depot by the Shire President to execute documents, meet with the Chief Executive Officer and/or senior staff and community members or business representatives;
 - (h) Any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer.
- 3.13 Any Councillor seeking reimbursement is to provide the Chief Executive Officer with a formal (on the relevant claim form), which includes a declaration to the effect that the travel expenses were incurred.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies Part 5, Division 8 <i>Local Government Act 1995</i> – Local government payments and gifts to its members Part 8 <i>Local Government (Administration) Regulations 1996</i> – Local government payments and gifts to members
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	29 January 1998
Last Reviewed	30 June 2022 (C.06/0622a)
Scheduled Reviewed Date	30 November 2023

G 4 – Meeting of Council

1 Policy

It is Council's policy that Ordinary Meetings of the Council will be held on the last Thursday of each month (excepting the month of December), commencing at 5.30pm.

If Australia Day or Anzac Day falls on a normal Council Meeting Thursday, then the meeting be held on the Wednesday beforehand.

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies Part 5, Division 2 – Council meetings, committees and their meetings and electors' meeting</p> <p>Part 2 <i>Local Government (Administration) Regulations 1996</i> – Council and committee meetings</p> <p>Part 2 Standing Orders Local Law – Notice of Meetings</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	30 June 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 5 – Elected Members – Presentations on Retirement

1 Policy

It is Council policy to present all retiring Elected Members with a Certificate of Appreciation and the Members desk name plate.

Council will hold a dinner for retiring councillors and their partners within 6 months of the Election Day.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.100A – Gifts to council members <i>r.34AC Local Government (Administration) Regulations 1996</i> – Gifts to council members, when permitted etc.
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	26 October 2000
Last Reviewed	30 June 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 6 – Public Question Time

1 Objectives

To guide members of the public in asking questions of the Council or Management Committee.

2 Policy

2.1 Policy Statement

A 'Public Question Time' will be available at the commencement of each meeting of Council and every meeting of a Committee to which the local government has delegated a power or duty (Management Committee) to provide an efficient and effective way for members of the public to ask questions of the Council or Committee and for the Council/Committee to respond. Members of the public are requested to note there is no Public Question Time held at Council's Advisory termed because of their delegated authority from Council to make decisions). On behalf of Council the Presiding Member will not admit inappropriate questions (including those containing defamatory remarks, offensive language matters of the personal affairs or actions of Council members or employees, confidential, legal advice/proceedings/processes, questioning the competency of staff or Council members or questions that have been answered by earlier questions or at a previous meeting), nor will it debate any issue during Public Question Time.

2.2 Procedure

The following procedure for Public Question Time to apply:

- 2.2.1 Public question time shall be held in accordance with section 5.24 of the Local Government Act 1995 prior to the discussion of any matter that requires a decision to be made at the Meeting.
- 2.2.2 Question time may be extended in 15 minute intervals by resolution of Council at that meeting.
- 2.2.3 A member of the public who raises a question during Public Question Time is to initially state his or her name and if the matter relates to an item included in the agenda, the number and title of the agenda item.
- 2.2.4 If a person wishes to ask a question that is likely to require research he/she is encouraged to submit the question in writing in advance to the meeting, either via fax to 9761 2023 or email to btnshire@bridgetown.wa.gov.au prior to 9.00am of the day of the meeting. At the commencement of Public Question Time at the meeting the Presiding Member will indicate if any such questions had been submitted and the author of those questions will be given first precedence to ask the submitted questions.
- 2.2.5 A person submitting questions to be tabled and responses provided. The author of the questions is to be given the option of either reading out the questions individually prior to a response to each being provided, or allowing the Presiding Member (or CEO if requested by the Presiding Member) to read out the questions and responses together. In the event of a person submitting questions in advance of the meeting but not being in attendance at the meeting the CEO will provide responses as per normal correspondence protocols.
- 2.2.6 A question may be taken on notice. When a question is taken on notice, the Presiding Member shall explicitly state this. If a question is taken on notice a written response is to be given by

the CEO (or his nominated delegate) within seven (7) working days of finalisation of the unconfirmed Minutes from the meeting where the question was raised. A summary of the question and the response is to be included in the Agenda for the next Ordinary meeting.

- 2.2.7 Every question and answer shall relate to a matter affecting the Council, be submitted as briefly and concisely as possible and no discussion shall be entered into. At Special Meetings of Council, questions will only be accepted if they relate to Items listed on the Agenda of the Meeting.
- 2.2.8 Adverse reflection on the integrity of Councillors or Officers will not be permitted or tolerated, nor will questions not asked in good faith, relating to the personal affairs of Council Members or employees or otherwise as deemed inappropriate by the Presiding Member.
- 2.2.9 Only questions shall be asked – no statements will be allowed.
- 2.2.10 If during Public Question Time the Presiding Member is of the opinion that:
- (a) The concern(s) raised by the question(s) by a member of the public have been and/or are presently being dealt with by the Council or an Officer and that no useful purpose will be served by pursuing the matter(s) further in public question time; or
 - (b) A member of the public has spoken for more than three (3) minutes altogether and it is clear that no resolution of his or her concern(s) will be reached during this time, then the Presiding Member may rule the question will not be addressed and for the member of the public to resume their seat and their turn in the queue.
- 2.2.11 Where the Presiding Member makes a ruling pursuant to the preceding clause, the Presiding Member shall:
- (a) Cite clause 11(a) or 11(b) and note the reason for the ruling; and
 - (b) Cause the ruling and the reason for the ruling to be noted in the Minutes of the meeting.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.24 – Question time for public</p> <p><i>Local Government (Administration) Regulations 1996</i> r.5 - Question time for public, meetings that require prescribed r.6 - Question time for public, minimum time for r.7 - Question time for public, procedure for</p> <p>Clause 3.3 Standing Orders Local Law – Public Question Time</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 7 – Civic Receptions – Approvals/Rejections of Requests

1 Policy

Any request for a civic reception is to be referred to the Shire President who may approve or reject the request provided that a specific or general budget allocation exists.

Where no budget allocation exists, council may approve or reject a request for a civic reception. If Council approves the application, a specific budget limit is to be set by Council.

Arrangements for civic receptions (format, invitations list, etc) are to be made by the Shire President and Chief Executive Officer without referral to Council.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	G 5 – Elected Members – Presentation on Retirement
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 8 – Meetings of Council – Distribution and Release of Minutes

1 Policy

- 1.1. A copy of the Minutes of all Council meetings, stamped with the wording – “Unconfirmed Minutes”, are to be made available for perusal by members of the public at the Council Library as soon as possible following each meeting but within the time limits prescribed by Local Government (Administration) Regulation No. 13.
- 1.2 Any person may be provided with a photocopy or electronic format of any page or pages of any Council meeting or Committee meeting Minutes, on payment of the current photocopying charges that apply. Such copies issued that have not been confirmed are to be stamped with the wording – “Unconfirmed Minutes”.
- 1.3 Upon request, a copy of the Minutes of all or any council meeting may be posted or e-mailed to local Members of State or Federal Parliament, free of charge. If unconfirmed, the Minutes are to include the words “Unconfirmed Minutes”.
- 1.4 A copy of all Ordinary Council and Special Council Agendas (including attachments) and Minutes are to be loaded on the Shire website. Note when an attachment is too large to uplift to the website (where not able to be broken down into a series of logical small sections) a note is to be placed in the relevant area of the website advising that a hard copy can be viewed in the Shire Library.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.5.22 – Minutes of council and committee meetings</p> <p>s. 5.25 – Regulations about council and committee meetings and committees</p> <p>s.5.94 – Public can inspect certain local government information s.5.96A – Information published on official website</p> <p>Local Government (Administration) Regulations 1996</p> <p>r.11 – Minutes, content of</p> <p>r. 13 – Publication of unconfirmed minutes of meetings</p> <p>Standing Orders Local Law</p> <p>Part 2 – Notice of Meetings</p> <p>Part 4 – Public Access to Agenda Material</p> <p>Part 7 – Keeping of Minutes</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 9 – Public Attendance at Meetings – Agendas

1 Policy

It is Council policy that:

- 1.1 Three (3) copies of Council Meeting Agendas with one (1) copy of the Attachments are to be provided in the Council Chambers for distribution to members of the public that attend Council/Committee meetings.
- 1.2 Members of the public may view or receive Council/Committee meeting Agendas from the Administration Offices prior to a Council/Committee meeting. Copies will be made available at the office or by post upon payment of the appropriate photocopy charge.
- 1.3 Items that the Chief Executive Officer considers confidential or that are to be considered by Council/committee behind closed doors are to be withdrawn from copies of the Agenda that are made available to the public.
- 1.4 One copy of the Agenda will be placed in the Library and one copy at the Customer Service area for public inspection.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.5.5 – Convening council meetings</p> <p>s.5.23 – Meetings generally open to public</p> <p>s.5.25 – Regulations about council and committee meetings and committees</p> <p>s.5.94 – Public can inspect certain local government information</p> <p><i>Local Government (Administration) Regulations 1996</i></p> <p>r.14 – Notice papers, agendas etc.</p> <p>Clause 3.3 Standing Orders Local Law – Public Question Time</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 10 – Code of Conduct for Council Members, Committee Members and Candidates

1 Policy

Note: Although Council has adopted the ‘Code of Conduct for Council Members, Committee Members and Candidates’ it isn’t contained in the Council Policy manual as it has standalone page numbering. There is a legislative requirement for local governments to publish their codes of conduct on their websites and this has been done on a standalone page on the Shire website.

The ‘Code of Conduct for Council Members, Committee Members and Candidate’s can be viewed at <https://www.bridgetown.wa.gov.au/documents/243/code-ofconduct>

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies – Model code of conduct for council members, committee members and candidates – Adoption of model code of conduct</p> <p><i>Local Government Model Code of Conduct) Regulations 2021</i></p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

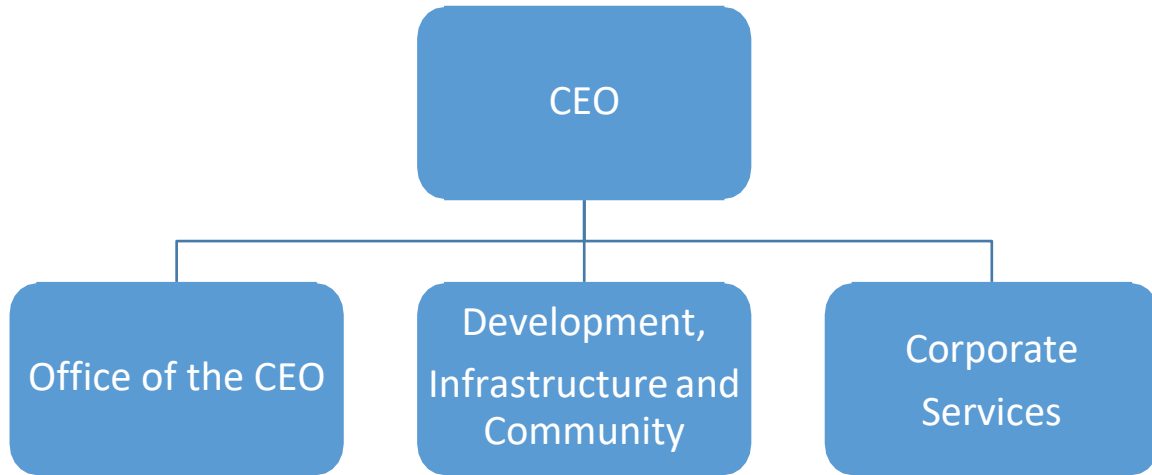
3 Administration

Original Adoption Date	29 April 2021
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 11 – Organisation Structure

1 Policy

The Organisation Structure for the administration of the Shire of Bridgetown-Greenbushes is as follows:



2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	30 June 2022 (C.15/0622a)
Scheduled Reviewed Date	30 November 2023

G 12 – Well Wishes From Council

1 Policy

- 1.1 It is the Council’s Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families.
- 1.2 In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	29 April 1999
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 13 – Meetings of Council – Guest Speakers

1 Policy

- 1.1 Council's Policy is to support the scheduling of guest speakers immediately prior to, or at the commencement of, Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.
- 1.2 This Policy is not to be constructed so as to allow persons to make submissions for or against items on the Agenda, or canvas issues that may be addressed by Council in the near future.
- 1.3 The Shire President and/or CEO are authorised to approve requests to address Council.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	29 April 1999
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 14 – Establishment of Council Committees

1 Policy

Council may establish committees under Section 5.8 (onwards) of the Local Government Act 1995 to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can 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 adopted by Council. Every committee will be guided by such a document.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 5, Division 2, Subdivision 2 – Committees and their meetings Part 17 Standing Orders Local Law – Committees of the Council
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	24 April 1999
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 15 – Provision of Information for Councillors

1 Objectives

The objectives of this Policy are to –

- Provide a documented process on how Councillors can access Council records.
- Ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council.
- Provide direction on Councillors' rights of access to Council building

2 Purpose

This Policy will -

- Provide clear communication channels to ensure the timely provision of accurate information
- Recognise the particular circumstances of the Council and intent of the Act
- Require adequate training of staff and Councillors on the need for the Policy and its requirements

3 Policy

3.1 Inappropriate Interactions - Information

Council's Policy is that the following interactions are inappropriate:

- Councillors approaching members of staff other than at Executive Manager level for information on sensitive, confidential or controversial matters.
- Members of staff approaching Councillors directly g working hours (rather than via the executive, staff representatives or union delegate) on staffing or political issues.
- Councillors approaching staff outside the Council premises or outside hours of work to discuss Council business.
- Staff refusing to give appropriate information available to other Councillors to a particular Councillor.
- Councillors who have a Building Application or Planning Application before Council discussing the matter with staff outside appropriate forums
- Staff being asked to complete tasks, answer questions or provide documents to Councillors who are overbearing or threatening.
- Councillors directing or pressuring staff in the performance of their work, or recommendations they should make.
- Staff providing advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- Councillors or staff making any adverse comments about another member of the organisation (including Councillors) outside an appropriate forum.

3.2 Confidential or Sensitive Information

At times confidential or sensitive information will be provided to Councillors. The use of such information is regulated by Council Policies and the Local Government Act Section 5.93 which reads:

“A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law -

- (a) to gain directly or indirectly an advantage for the person or any other person; or*
- (b) to cause detriment to the local government or any other person.*

Penalty: \$10 000 or imprisonment for 2 years”

Confidential or sensitive information shall wherever possible be tabled at Council and Committee Meetings and be collected at the same meeting. Copies of confidential or sensitive information shall not be made without the express permission of the CEO.

3.3 Access to Council Records by Councillors

The Local Government Act provides that the Council must provide access to the current version of certain Council documents free of charge to all members of the public. These documents are listed in Section 5.94 of the Local Government Act (noting that access is limited by virtue of Section 5.95 of the Local Government Act).

Official Council documents will always remain the property of the Council.

In addition to these documents/information, the Local Government Act also allows a person performing the function of a member of the Council (or Committee as the case may be) (refer Section 2.7 of the Local Government Act), access to other documents via Section 5.92 which reads:

“(1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

(2) Without limiting subsection (1), a council member can have access to –

- (a) all written contracts entered into by the local government; and*
- (b) all documents relating to written contracts proposed to be entered into by the local government”*

Functions of Local Government’s are described in Part 3 of the Local Government Act; Division 2 deals with the legislative functions (ie; Local Laws) and Division 3 deals with the Executive Functions (ie; providing services and facilities).

Access to a Council file, record or other document can only be provided according to this Policy to ensure that access is obtained in ways that are legal and appropriate. This Policy does not limit or restrict statutory or common-law and appropriate.

Councillors can request the CEO or a person nominated by the CEO to provide access to a particular Council record.

Members of the Council who have a personal (as distinct from civic) interest in a document of Council have the same rights of access as any other person.

Councillors are entitled to access to all Council files, records, or other documents where that document is identified in Section 5.94 and 5.92 of the Local Government Act or to a matter currently before the Council.

Councillors can request access to other documents of the Council whether by a Notice of Motion or a Freedom of Information application.

3.4 Access to Council Premises

- As elected members of the Council, Councillors shall have access to the Council Chamber and Committee Rooms for the performance of their duty.
- Councillors who are not in pursuit of their authorised/statutory duties have the same rights of access to Council buildings and premises as any other member of the public.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.2.10 – Role of councillors</p> <ul style="list-style-type: none"> – Access to information by council, committee members – Improper use of information – Public can inspect certain local government information – limits on right to inspect local government information <p><i>Local Government (Administration) Regulations 1996</i></p> <p>r.29 – Information to be available for public inspection</p> <p>r.29A – Limits on right to inspect local government information</p>
Shire Policies	G 10 - Code of Conduct for Council Members, Committee Members and Candidates
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	29 June 2000
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 16 – Election of President & Deputy President

1 Policy

As newly elected Councillors may be unacquainted with the candidates who have nominated for the positions of President and/or Deputy President, each candidate shall make a presentation of no more than five (5) minutes duration, providing some background information on themselves in support of their nominations prior to ballot papers being distributed.

The process for the election of President and Deputy President shall be as follows:

- 1 All nominations are to be submitted in writing to reach the CEO by no later than 4.00pm on the day of the Special Meeting where the election will take place. This cut-off time is to allow the CEO sufficient time to prepare ballot papers for the elections of President and Deputy President.
- 2 At the Special Meeting, the names of the candidates nominated for the position of president will be read aloud by the CEO who will then call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
- 3 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President elected.
- 4 Once the election of the President has concluded and the President has assumed the Chair, the CEO will read aloud the names of the candidates nominated for the position of Deputy President. The President will call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
- 5 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the Deputy President elected.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies – Role of mayor or president – Role of deputy mayor or deputy president</p> <p>s.2.15 – Filling office of deputy mayor or deputy president</p> <p>Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council</p> <p>Part 3 <i>Local Government (Constitution) Regulations 1998</i> – Offices of councils</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 November 2007 (C.13/1107)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 17 – Recording of Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes

1 Objectives

To provide guidance how to record Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes to reduce the time needed to summarise and record these items on the physical minutes, and avoid subsequent queries that are occurring when members of the public and/or Councillors are unhappy with the manner in which the content of these items are summarised in the minutes.

2 Policy

In relation to the recording of Petitions/Deputations/Presentations” and “Comment on Agenda Items by Parties With an Interest”, unless the speaker reads verbatim from a prepared script and tables that script at that meeting and provides an electronic copy to the CEO within two working days the Minutes are to contain the following detail:

- (a) Petitions/Deputations/Presentations – Presenter name; presentation subject, and any direct request to Council for action/funding. No other details of the presentation are to be included in the Minutes.
- (b) Comment on Agenda Items by Parties with an Interest – Presenter name, Agenda Item number and title, whether the presenter spoke for or against the officer recommendation or proposed motion. No other details of the presentation are to be included in the Minutes.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.5.22 – Minutes of council and committee meetings</p> <p>s. 5.25 – Regulations about council and committee meetings and committees</p> <p>r.11 <i>Local Government (Administration) Regulations 1996</i> – Minutes, content of</p> <p>Standing Orders Local Law</p> <p>Sub Clause 3.4.1 – Petitions</p> <p>Sub Clause 3.4.2 – Deputations</p> <p>Sub Clause 3.4.3 – Comments on Agenda Items by Parties With an Interest</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	26 March 2009
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 18 – Taking of Photographs in the Council Chambers

1 Policy

Any person wanting to taking photographs in the Council Chambers must first, through the Presiding Member, obtain the permission of the person(s) concerned.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	26 November 2009 (C.05/1109)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 19 – Council Photographs

1 Policy

A council photograph consisting of Councillors and Senior Staff, and individual photographs if deemed appropriate, be taken upon the election of a new Council biannually:

- Council photographs are to be taken at the first meeting of every new Council biannually where all elected members are in attendance.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	26 November 2009 (C.04/1109)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 20 – Audio Recording of Meetings

1 Objectives

To provide for:

- Electronic audio recording of council meetings to ensure that a true and accurate account of decision-making is available.
- Procedures to access the recorded proceedings of the council meetings.

2 Policy

- 2.1 All ordinary council and Special Council meeting are to be audio recorded except where a meeting is held at an alternative (to the Council Chambers) venue where audio recording equipment is not able to be set up.
- 2.2 No other meetings, workshops, etc fare required to be audio recorded.
- 2.3 Members of the public may purchase a copy of the audio recording at a cost stipulated in Council’s annual Schedule of Fees and Charges.
- 2.4 Councillors may obtain a copy of the audio recording, upon request to the Chief Executive Office, free of charge.
- 2.5 All recordings are to be retained as part of the Shire’s records in accordance with its record keeping plan/policy and record keeping legislation.
- 2.6 Where confidential items are considered behind closed doors all relevant audio is to be removed from any public copy of the audio recording.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Standing Orders Local Law Clause 7.4 – Audio Recording Clause 8.5 – Recording of Proceedings
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	29 September 2011 (C.14/0911)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 21 – Advertising of Annual General Meeting of Electors

1 Objectives

To raise community awareness of the scheduling of the Annual General Meeting of Electors.

2 Policy

- 2.1 When setting the date of the Annual General Meeting of Electors Council is to have regard to the time required to implement the advertising stipulated in the Policy.
- 2.2 The CEO is to give at least 14 days public notice of the meeting date, time and place with the advert appearing in the Manjimup Bridgetown Times newspapers.
- 2.3 Notice of the Annual General Meeting of Electors is to be posted on the Shire website and social media (Facebook) page.
- 2.4 Notices in other publications are also to occur, subject to the dates corresponding with publication of those newsletters.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.27 – Elector’s general meetings s.5.29 – Convening elector’s meetings
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	28 March 2013 (C.12/0313)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 22 – Acknowledgement of Country

1 Policy

At Ordinary Council and Special Council meetings an ‘Acknowledgement of Country’ be conducted by the Presiding Member as the first item of business, prior to the recording of Attendance, Apologies and Leave of Absence. The wording to be spoken by the Presiding Member shall be -

“We acknowledgement the Noongar People, the Traditional Custodians of the land on which we are gathered, and pay our respects to their Elders past, present and emerging”.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	27 August 2015 (C.10/0815)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 23 – Concept Forums

1 Policy

1.1 Background

The Department of Local Government, Sport and Cultural Industries and Communities (via Operational Guideline Number 05) acknowledges that many local governments, especially those in rural areas, need from a time management viewpoint to introduce procedures such as the holding of forums – as councillors need an opportunity to discuss issues within the freedom of a forum rather than in a formal Council meeting.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government, leading to better informed elected members and a more efficient and decision-making regime.

1.2 Frequency of Concept Forums

Concept of Forms will be held once per month excluding the month of December each year the month of October every 2nd year, coinciding with ordinary local government elections. Concept Forums will be held on the 2nd Thursday of the month starting at 5.30pm.

1.3 Subject Matter of Concept Forums

Concept of forums involve councillors and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Councillors and staff are also looking to present ideas and concepts for future consideration. IF the response is favourable staff can proceed with their research and eventual report on the matter.

- Discussion on current matters of a local or regional significance;
- Discussion on matters relating to the future development of the local government;
- Discussion on significant revenue-raising requirements or expenditure needs;
- Development of internal strategic, planning, management and financial documents, including the annual budget;
- Discussion on governance processes and effectiveness;
- The brainstorming of ideas;
- Policy development and direction (but not adoption); and
- Breaking down of complex issues scheduled to come before Council in the 4 medium to longer term

1.4 Guidelines for the Operation of Concept Forums

1.4.1 Concept Forums are not a decision-making process. Formal decisions are still to be referred to the Council meeting.

1.4.2 Concept Forums are held behind closed doors (not open to the public) and operate in a relatively informal manner. Holding these meetings behind closed doors is justified, as many of the ideas and concepts are preliminary. Privacy and informality allows Councillors to

propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

- 1.4.3 Concept Forums are to be chaired by the Deputy Shire President. If both the President and Deputy President aren't in attendance the balance of the councillors present are to elect a chair for the forum.
- 1.4.4 To facilitate participation and the exchange of ideas formal standing orders will not apply to Concept Forums apart from being used as a general guide to Councillor conduct in conjunction with the Shire's Code of Conduct and Rule of Conduct Regulations. Councillors should declare a conflict of interest as they would for a Council or Committee Meeting.
- 1.4.5 Minutes of Concept Forums are not compiled however the CEO (or his/her delegate) is to ensure that appropriate notes are taken in order to record the general thrust of discussion – noting again that no decisions are made at these forums. The CEO will ensure notes are distributed to elected members, noting they are not to be released for public viewing. Such notes will be distributed to Councillors within five (5) working days. These notes do not represent the formal vies of the Council with any subsequent decisions being made at a Council meeting or under delegated authority. The findings of the forums will however provide direction to staff in presenting future reports to Council on those specific issues.
- 1.4.6 Any councillor items are to be submitted to the CEO no less than 5 working days prior to the Concept Forum.
- 1.4.7 The CEO will ensure that the agenda for the Concept Forum is provided to councillors no later than 5pm the Monday prior to the Concept Forum

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies
Shire Policies	G 10 – Code of Conduct for Council Members, Committee Members and Candidates
Related Documents	Local Government Operational Guidelines No 5 – Council forums
Related Procedure	N/A

3 Administration

Original Adoption Date	26 April 2018 (C.10/0418)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 24 – Attendance at Events and Functions

1 Objectives

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events by councillors, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:

- 1 If a councillor receives a ticket in their name, in their role as councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- 2 Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- 3 If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
- 4 Note this policy doesn't apply to prizes won by 'games of chance' such as a lottery, raffle business card draw or contest.
- 5 Nothing in this policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Bridgetown-Greenbushes.

2 Scope

This policy applies to Councillors, the CEO and all employees of the Shire of Bridgetown-Greenbushes (the Shire) in their capacity as a councillor or employee of the Shire.

Councillors, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Note this Policy isn't applicable to the attendance by councillors, CEO or employees at training, conferences or other professional development as such attendance is covered by separate Council policies.

3 Definitions

3.1 Event

Section 5.90A – Attendance at Events. In this section “event” includes the following:

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed by the Local Government (Administration) Regulations 1996.

A local government must prepare and adopt (via absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including –

- (a) the provision of tickets to events;
- (b) payments in respect of attendance;
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

4 Policy

4.1 Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

Under this Policy Council approves attendance at the following events by councillors, the CEO and employees of the Shire:

- (a) Advocacy, lobbying or Ministerial briefings;
- (b) Meetings of clubs or organisations within the Shire of Bridgetown-Greenbushes;
- (c) Any free event held within the Shire of Bridgetown-Greenbushes;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Bridgetown-Greenbushes to which the Shire President, councillor(s), CEO or employee(s) has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Bridgetown-Greenbushes or South West Region;
- (k) Cultural events/festivals within the Shire of Bridgetown-Greenbushes or South West Region;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities with local government at a local, state and federal level;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event of facility within the Shire of Bridgetown-Greenbushes or South West Region;
- (p) Recognition of Service events
- (q) RSL events;
- (r) An event run by an organisation of which the Shire of Bridgetown-Greenbushes is a member;
- (s) Bridgetown-Greenbushes Business and Tourism Association events; and

- (t) Where the Shire President, councillor(s), CEO or employee(s) attendance has been formally requested.

All councillors, the CEO and employees are entitled to attend a pre-approved event.

If there are more tickets than prospective attendees the Shire president and CEO will liaise to determine allocations.

4.2 Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the deputy Shire President
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO.

Considerations for approval of the event include:

- Any justification provided by the application when the event is submitted for approval.
- The benefits to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the applicable members governance account.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Where partners of an authorised local government representative attend an event, any tickets for that person, paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

4.3 Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality within 10 days).

4.4 Procedures

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to councillors and by the CEO in relation to employees.

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Councillor, CEO or particular employee of the Shire, should clearly indicate that on

the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant councillor or employee.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.90A – Policy for attendance at events
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	30 April 2020 (C.04/0420)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 25 – Code of Conduct Behaviour Complaints Management

1 Objectives

To establish, in accordance with Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Bridgetown-Greenbushes' commitments to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

2 Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

3 Definitions

3.1 Act

means the *Local Government Act 1995*.

3.2 Behaviour Complaints Officer

means a person authorised in writing [by Council resolution or by the CEO exercising delegated authority] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 4.2.1 of this Policy.

3.3 Breach

means a breach of Division 3 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

3.4 Candidate

means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

3.5 Candidate Complaints

means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 4.3.2 of this Policy.

3.6 Code of Conduct

Means the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

3.7 Committee

means a committee of Council, established in accordance with s.5.8 of the Act.

3.8 Committee Member

means a Council Member, employee of the Shire of Bridgetown-Greenbushes or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

3.9 Complaint

means a complaint submitted under Clause 11 of the Code of Conduct.

3.10 Complainant

means a person who has submitted a Complaint in accordance with this Policy.

3.11 Complaint Assessor

means a person appointed by the Behaviour Complaints Officer in accordance with Part 4.2.2 and Part 4.3.8 of this Policy.

3.12 Complaint Documents

means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

3.13 Complaint Form

means the form approved under clause 11(2)(a) of the Code of Conduct [by council resolution or by the CEO exercising delegated authority].

3.14 Council

means the Council of the Shire of Bridgetown-Greenbushes.

3.15 Council or Committee Meeting

means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

3.16 council Member

means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

3.17 Finding

means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

3.18 Plan

means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

3.19 Response Documents

means the response provided by the Respondent to the Complaint, and includes and supporting information or evidence that is supplied.

4 Policy

4.1 Principles

4.1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

4.1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

4.1.3 Confidentiality

The Shire of Bridgetown-Greenbushes will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complain will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

4.1.4 Accessibility

The Shire of Bridgetown-Greenbushes will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Bridgetown-Greenbushes' Administration Building and on the Shire of Bridgetown-Greenbushes' website. The Shire of Bridgetown-Greenbushes will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

4.2 Roles

4.2.1 Behaviour Complaints officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complainant Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the call and convening of Council meeting if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

4.2.2 Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor is able to request a written response from the Respondent, review all documents provided by the Behaviour Complaints Officer and conduct any necessary investigations.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

4.2.3 Council

Council will determine matters relating to complaints, including:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12 of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

4.3 Procedure

4.3.1 Making a Complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [*clause 11(1) of the Code of Conduct*].

A Complaint must be made within one (1) month after the alleged Breach [*clause 11(2)(c) of the Code of Conduct*].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made [*clause 11(2)(c) of the Code of Conduct*].

4.3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 4.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with [*clause 15(1) of the Code of Conduct*].

4.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint [*clause 14 of the Code of Conduct*].

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

4.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 4.3.6 of this Policy.

4.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 4.3.6 of this Policy.

4.3.6 Alternative Dispute Resolution

The Shire of Bridgetown-Greenbushes recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 4.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

4.3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

4.3.8 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Bridgetown-Greenbushes' Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

4.3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Bridgetown-Greenbushes' Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Bridgetown-Greenbushes' Meeting Procedures/Standing Orders Local Law.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

4.3.10 Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 4.3.4 and Part 4.3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

4.3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Council; and
- include reasons for each recommendation, with reference to Part 4.4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

4.3.12 Council Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Council will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decisions that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.4.2 of this Policy.

If the Council dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.4.3 of this Policy.

If the Council finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy.

If the Council decides to take no further action, the Behaviour Complaints Office must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct.

4.3.13 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4.4 Decision Making

4.4.1 Objective4 and Principles

All decisions made under this Policy will reflect the Policy Objectives and Principles included in Part 1 of this Policy.

4.4.2 Dismissal

The Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that –

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either –
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Bridgetown-Greenbushes' Meeting Procedures/Standing Orders Local Law.

4.4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [clause 12(3) of the Code of Conduct].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;

- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.4.5 Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives express in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.4.49 – How to make an effective nomination</p> <p>s.4.77 – Returning officer to declare result</p> <p>s.5.8 – Establishment of committees</p> <p>s.5.10 – Committee members, appointment of</p> <p>s.5.23 – Meetings generally open to the public</p> <p>s.5.105 – Breaches by council members</p> <p><i>Local Government (Model Code of Conduct) Regulations 2021</i></p> <p>r.11 – Minutes, content of</p> <p>r.15 – other provisions about complaints</p>
Shire Policies	G 10 - Code of Conduct for Council Members, Committee Members and Candidates
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	29 July 2021 (C.04/0721)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

G 26 – Electoral Code of Conduct

1 Policy

1.1 Introduction

This Code of Conduct contains the principles and standards Officers are to apply in performing Electoral Officer duties and must be read in conjunction with Part 4 (Elections & Other Polls) of the Local Government Act 1995 and the Local Government (Elections) Regulations 1997.

Elections are the very foundation of our democratic society and vigilance is required in preserving the integrity of the electoral process.

The character of the Code of conduct is contained in Elections Regulation 8, which provides –

“8.(1) This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election

(2) The Returning Officer (RO) for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election which aims to ensure that all electoral officers act –

- (a) lawfully;
- (b) professionally;
- (c) fairly and impartially;
- (d) with honesty and integrity; and
- (e) without any conflict of interest, in relation to the election.

10.1

(3) The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.

(4) An electoral officer is to observe and comply with the electoral code of conduct.’

It is noted this Electoral Code of Conduct pertains to elections, referendums or polls conducted “in-house”. A Returning Officer who is not the Shire of Bridgetown-Greenbushes’ CEO will provide his/her own Electoral Code of Conduct to Electoral Officers. IF no Electoral Code of Conduct is provided, then the Shire of Bridgetown-Greenbushes Electoral Code of Conduct will become the Electoral Code of Conduct for the specific election, referendum or poll.

1.2 Appointment of Electoral Officers

Unless other arrangements are made by Council, the Returning Officer for local government elections, referendums and polls will be the Chief Executive Officer [s.4.30].

The Returning Officers functions will be those as set out in clause 4.23 of the Local Government Act 1995 and Local Government (Electoral) Regulations 1997 which include –

- (a) appointing places for the casting of votes, places for the delivery of postal votes and places for the counting of votes for elections;
- (b) appointing Electoral Officers including a Deputy Returning Officer

If the Returning Officer is absent or cannot perform his or her functions, the Deputy Returning Officer is to perform the RO’s functions [2.4.22(3)].

1.3 Act Fairly and Impartially

Electoral Officers will –

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs: explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage and report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of Council.

Electoral Officers will not –

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate

1.4 Act With Honesty and Integrity

Electoral Officers will –

- advise if a vote cannot be allowed, and explain the reason(s) why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved persons to exercise their rights of appeal or complaint
- explain processes and procedures

1.5 Duty of Care

Electoral officers must exercise a duty of care in order to fulfil their obligations effectively and without causing harm. Such a duty of care includes:

- ensuring the efficient and effective use of those resources placed at Officers' disposal
- being accountable for the use of those resources: and
- setting an example by supporting and monitoring ethical behaviour.

1.6 Act With No Conflict of Interest

Electoral officers are to act without conflict of interest.

Generally, a conflict of interest exists if the relationship between a prospective Electoral Officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of “closely associated” relationships an Officer could have to a candidate where a conflict of interest might arise include:

- a spouse (included defacto) of the candidate
- a parent of a candidate
- a close relative of a candidate
- a partner of a candidate
- an employee of a candidate
- a trustee, if a candidate is a beneficiary
- associated through his/her spouse who is living with the Officer and is –
 - (a) parent of a candidate living with them

- (b) partner of a candidate
- (c) an employee of a candidate or
- (d) a trustee, if a candidate is a beneficiary.

If any Officer has such a “close association” or is the Director of a Company associated with a candidate they must disclose the relevant detail to the RO and accept that person’s judgement as to whether or not the ‘interest’ should preclude their engagement as an Electoral Officer.

1.7 Complaints & Grievance Procedure

A complaint or grievance made by a third party against an Electoral Officer should be directed to the Chief Executive Officer if he/she is the Returning Officer. If Council has appointed someone other than the CEO to be the Returning Officer then the complaint or grievance should be in accordance with the Electoral Code of Conduct provided by the Returning Officer. If no independent Electoral Code of Conduct has been provided by the Returning Officer then a complaint or grievance should be directed to the Electoral Commissioner for Western Australia.

Where the CEO is the Returning Officer, a complain or grievance against an Electoral Officer or the Returning Officer will be dealt with in accordance with Council’s Code of Conduct.

1.8 Disciplinary Action

Sanctions may be applied if this Code or any relevant law is breached. Depending on the nature of the breach, sanctions may include counselling, disciplinary action (including termination of Electoral Officer duties), the levying of a fine and/or the laying of criminal charges and the taking of civil action.

The Electoral Code of Conduct should be read in conjunction with Council’s Code of Conduct and breaches dealt with accordingly.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.4.20 – CEO to be returning officer unless other arrangements made</p> <ul style="list-style-type: none"> – Returning office to conduct elections – Returning officer’s functions <p>s.4.27 – Regulations about electoral officers and conduct of elections</p> <p><i>Local Government (Elections) Regulations 1997</i></p> <p>r.8 – Electoral codes of conduct</p>
Shire Policies	G 10 – Code of Conduct for Council Members, Committee Members and Candidates
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	27 November 2003
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

IM 1 – Record Keeping Guidelines for Elected Members

1 Objectives

The purpose of these guidelines is to assist Elected Members to manage the official records created or received by them in the course of their role as an Elected Member with the Shire of Bridgetown-Greenbushes. It also aims at helping Elected Members comply with their responsibilities under the *State Records Act 2000*.

2 Definitions

2.1 Government organisation employee

- (a) A person who, whether or not an employee, alone or with others governs, controls or manages a government organisation;
- (b) A person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation; or
- (c) A person who is engaged by a government organisation, whether under a contract for services or otherwise

and includes, in the case of a government organisation referred to in item 5 or 6 of Schedule 1, a ministerial officer (as defined in the *Public Sector Management Act 1994*) assisting the organisation. (*State Records Act 2000*)

2.2 Government Record

A record created or received by or for a government organisation or a government organisation employee or contractor in the course of the work for the organization (*State Records Act 2000*)

2.3 Record

Any record of information however recorded and included:

- (a) anything on which there is writing or Braille;
- (b) a map plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for person qualified to interpret them;
- (e) anything from which images, sounds or writing can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, mechanically, or electronically (*State Records Act 2000*)

2.4 Records of continuing value

These are those records, which contain information that is of **administrative, legal, evidential, fiscal or historical value** to the local government. These records may be referred to for many purposes, including the need to:

- Document elected members' decisions, directives, reasons and actions;
- Check an interpretation of the local government policy or the rationale behind it
- Check the facts on a particular case or provide information

- Monitor progress and coordination of responses to issues; and
- Document formal communications

2.5 Record of temporary value

These are those records, which have no continuing value and are considered of interest or used for a short time only, for example, a few hours or a few days.

3 Policy

3.1 Applicability of the State Records Act to elected Members

It is the view of the Crown Solicitor's Office that although Elected Members are not employees, they are clearly persons who govern, control and manage the local government in accordance with the Local Government Act 1995. Therefore, Elected Members fall under the definition of the term "government organisation employee" as outlined in section 3 of the State Records Act 2000.

"Accordingly, records created or received by (Elected Members) in the course of their capacity as office holders for the local government constitute government records."

The State Records Commission has provided further clarification of the extent that the State Records Act applies to Elected Members in the following statement:

"In relation to the record keeping requirements of Local Government Elected Members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes for council and Committees of Council and Committees of council by the Local Government.

Activities or transactions which stem from the performance of other roles by Local Government Elected Members that are not directly relevant to the decision making processes of Council or Committees of council are not subject to mandatory record keeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the local government".

3.2 Elected Members Records

Although records that are not directly relevant to Council's decision making processes may be considered with discretion, records created or received by Elected Members can still be divided into two broad groups – those of continuing value to the local government and those of temporary value.

3.3 How to Deal With Specific Kinds of Records

3.3.1 Diaries/Appointment Books/Calendars

Diaries, appointment books and calendars are generally used to record appointments. They may also be used to record messages and notes, some of which may only be an aide memoir of a routine nature, and some of which may be of significance to the conduct of local government business.

Guidelines

Elected member's diaries, appointments books and calendars that are used to record information such as dates and times of meetings and appointments or to record notes and messages generally, have NO continuing value and may be destroyed when reference to them ceases. However, it is a matter of discretion to be judged by the elected member based on whether the information is:

- relevant;
- worthy of retention; and
- has not already been recorded elsewhere in the record keeping system.

3.3.2 Telephone and Other Verbal Conversations

Elected members' may have telephone or face-to-face conversations at any time on a variety of matters. Some conversations may involve the relay of information, or involve matters, of significance to the conduct of local government business. These conversations should be documented in an appropriate format.

Other conversations may only be very basic or routine in nature, such as the issuing or receiving of basic instruction or information, and need not be documented.

Guidelines

- Conversations involving the exchange of routine or simple administrative instruction or information; and
- Conversations that do not relate to the business functions of the local government if they are documented in a written or other form have NO continuing value and may be destroyed when reference to them ceases.
- Conversations which relate to the business functions of the local government involving the issuing of directives, proposals, recommendations, definitions or interpretations from the elected member to another party or vice versa: and
- Conversations that are part of an actual business transaction itself, or have policy/procedure implications, or otherwise identified as being significant to the conduct of the local government's business if they are documented in written or other form, may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system

The appropriate format for documenting these conversations is a File Note, using the form attached (Appendix 1).

3.3.3 Lobbying

Lobbying is the activity of ratepayers or members of the community attempting to influence the Council through representations to elected members, and may include one or more elected members lobbying other elected members.

3.3.4 Guidelines

Records, such as correspondence or petitions, relating to lobbying matters regardless of whether the lobbying itself is of local government or community interest may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system.

3.3.5 Electioneering Material

Electioneering material or records created or received by an elected member in regard to electioneering are private records of the elected member, and do not need to be forwarded to the local government office.

3.3.6 Confidential Documents/Records

If the elected member believes that some of the documentation forwarded to the local government office for incorporation into the record keeping system is of a highly sensitive or confidential nature, the elected member should advise the local government to treat the information as confidential and restrict access to those records.

3.3.7 Agendas/Minutes/Information Brochures

Notes that are written on Council Agendas, Council Minutes or Information Brochures and are considered relevant to the decision made by council may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system.

A copy of the notes can be provided to the elected member for their reference, if required.

3.3.8 Correspondence

Council records may include any correspondence received or sent by elected members in any format (eg. By post, fax, e-mail, courier, hand delivered) whether received or sent at the Council.

Guidelines

- Correspondence addressed to elected members at the Council office will be opened by designated officer/s and if the items are assumed to have continuing value they will be incorporated into the record keeping system with a copy being provided to the elected member.
- Correspondence addressed to elected members at the Council office and which is marked “private”, Confidential”, “personal” “himself/herself” etcetera will be opened and recorded by the designated officer/s. After the designated officer/s has entered the correspondence into the inward mail register the correspondence will be resealed and forward to the appropriate elected member.
- Where an elected member(s) receives correspondence (written or email) from a member of the public raising questions or concerns about an operational matter the elected member(s) will ensure that a copy of the correspondence is forwarded to the CEO to enable organisation response to be provided.

3.3.9 Destruction Methods

The destruction of records must be done completely so that no information is retrievable.

Elected members may, at any time or at the end of their term, provide their records to the Record Officer for destruction.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>State Records Act 2000 Evidence Act 1906 Limitation Act 1935 Freedom of Information 1992 Local Government Act 1995 Criminal Code 1913 (Section 85) Electronic Transactions Act 2000 Privacy Act 1988</i>
Shire Policies	IM 2 – Records Management
Related Documents	Record Keeping Plan 2020
Related Procedure	N/A

5 Administration

Original Adoption Date	26 February 2004 (C.19/0204)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

IM 2 – Records Management

1 Objectives

The purpose of this policy is to define the principles of the Shire of Bridgetown-Greenbushes' records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law (s.5.41(h)).

Records are recognised as an important information resource in the Shire of Bridgetown-Greenbushes, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Shire of Bridgetown-Greenbushes is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

This policy applies to all external and internal records, which are handled, received or generated by the Shire of Bridgetown-Greenbushes, regardless of their physical format or media type.

2 Definitions

2.1 A Record

A record as defined in the State Records Act 2000 means any record of information however recorded and includes:

- Anything on which there is writing or Braille,
- A map, plan, diagram or graph,
- A drawing, pictorial or graphic work or photograph,
- Anything on which there are figures, marks, perforations, or symbols, having a meaning for person qualified to interpret them,
- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else, and
- Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

2.2 Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorized as:

2.3 Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

2.4 Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to “records” in this guideline document should be read as relating to significant public records unless otherwise stated.

2.5 Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire’s reconstruction in the event of a disaster.

2.6 Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire’s activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, a training manual of a third party.

2.7 Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with *General Disposal Schedule for Local Government Records*.

3 Policy

3.1 Statement

The Shire’s records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Shires records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.

- All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification
- All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate aspect of the record keeping system
- Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders photographs, form, vital records, files and contracts
- All contractual arrangements are to ensure the Shire’s ownership of significant records
- Any records / files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible

- Only approved record formats are to be used in effecting the Shire’s business
- All records within record keeping series maintained by the Shire of Bridgetown-Greenbushes are to be disposed of in accordance with the State Records Office’s General Disposal Schedule for Local Government Records
- Records are not to be removed from the Shire’s sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing approved business.

3.2 Roles and Responsibilities

3.2.1 Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.11(h) of the Local Government Act 1995.

3.2.2 Executive Officers

Executive Officers are to ensure their staff are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

3.2.3 Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office’s General Disposal Schedule for Local Government Records.

3.3 Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing Shire records:

- *Evidence Act 1906*
- *Limitation Act 1935*
- *Freedom of Information 1992*
- *Local Government Act 1995*
- *Criminal Code 1913 (Section 85)*
- *Electronic Transactions Act 2000*
- *Privacy Act 1988*

3.4 Custodianship

The Shire’s records are a government-owned asset. The records created during the course of business belong to the Shire of Bridgetown-Greenbushes by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Bridgetown-Greenbushes. Officers or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.41(h) Local Government Act 1995 – Functions of the CEO <i>State Records Act 2020 Evidence Act 1906</i> <i>Limitation Act 1935</i> <i>Freedom of Information 1992 Criminal Code 1913 (Section 85)</i> <i>Electronic Transactions Act 2000 Privacy Act 1988</i>
Shire Policies	IM 1 – Record Keeping Guidelines for Elected Members
Related Documents	Shire of Bridgetown-Greenbushes Record Keeping Plan 2020 State Records Commission Standards and Principles
Related Procedure	N/A

5 Administration

Original Adoption Date	28 November 2002
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

IT 1 – Information Communication Technology Use

1 Objectives

- To ensure that the Shire’s investment in information and/or information systems and devices is used in the most productive and appropriate manner to the greatest possible benefit of the Shire of Bridgetown-Greenbushes.
- To ensure that all the organisation’s digital information is preserved and available as corporate knowledge.
- To uphold the reputation of the Shire in all digital and information based transactions.

2 Overview

Effective security is a team effort involving the participation and support of every Shire employee who deals with information and/or information systems and devices.

The Shire of Bridgetown-Greenbushes’ information and/or information systems and devices are a corporate resource and are to be used for corporate business as a vehicle for business to business and business to customer transactions. Personal usage should be kept to a minimum.

Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term “employee/s” shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

3 Policy

3.1 Use of Information and/or Information Systems and Devices

3.1.1 Security and Propriety Information

All information stored on the Shire’s corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly.

All devices connected to the Shire’s computing systems/network, regardless of ownership, must be running approved and up to date virus-scanning software.

People must use caution when opening files received from unknown senders.

All corporate information which is owned (created or received) by the organization are records under the State records Act and may have any or all of the following attributes:

- (a) Information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record.
- (b) Formal communication and/or a transaction between officers (for example – memorandum, report or submission) or between an officer and another party; or
- (c) It may document the rationale behind agency policy, decisions or directives.

3.1.2 Personal use of ICT Equipment

While the Shire's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect Shire's network device belonging to Shire cannot be guaranteed.

A degree of personal use is allowed on the Shire's equipment/devices/systems.

Employees should exercise conservative judgement regarding the reasonableness of personal use but should be guided by the following principles;

- 3.1.2.1 Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- 3.1.2.2 Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- 3.1.2.3 Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
- 3.1.2.4 Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- 3.1.2.5 If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within the Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

3.1.3 System and Network Activities

The following activities are not permitted:

- 3.1.3.1 Violations of the rights of any person or company/organisation protected by copyright trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution, of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user.
- 3.1.3.2 Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.
- 3.1.3.3 Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The CEO or appropriate Executive Manager should be consulted prior to export of any material where status is unclear;
- 3.1.3.4 Introduction of malicious programs or code into the network or onto devices connected to the network;
- 3.1.3.5 Revealing an account password to others or allowing use of an employee's account by others
- 3.1.3.6 The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager.
- 3.1.3.7 Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account.
- 3.1.3.8 Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- 3.1.3.9 Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- 3.1.3.10 Executing any form of network monitoring which will intercept data not intended for the user's host;
- 3.1.3.11 Attempting to avoid or bypass Shire's network security measures;
- 3.1.3.12 Interfering with any other user's account, by whatever means; and
- 3.1.3.13 Using the system in a way that could damage or affect the performance of the network in any way.

3.1.4 Email and Communication Activities

- 3.1.4.1 All corporate emails sent or received via the Shire's email are the property of the Shire of Bridgetown-Greenbushes and thus form part of the organisation's record keeping system.
- 3.1.4.2 All corporate emails (incoming and outgoing) are to be downloaded and registered through the Inward/Outward Mail registers including appropriate File Numbers allocated by the receiver/author.
- 3.1.4.3 Attachments should not be opened or stored unless the employee is satisfied it is a legitimate business email. This is to ensure no virus is released into the Shire's network.

The following activities are not permitted:

- 3.1.4.4 Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- 3.1.4.5 Any form of harassment via electronic/ICT means;
- 3.1.4.6 Unauthorised use, or forging, of email header information;
- 3.1.4.7 Send or distribute emails containing pornographic or derogatory content.
- 3.1.4.8 Any employee receiving questionable material (as outlined in 3.1.4.7) should immediately report the incident to their supervisor for appropriate action.
- 3.1.4.9 Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- 3.1.4.10 Use of any of the Shires network or systems for the purpose of generating unsolicited communications;
- 3.1.4.11 All staff and Elected Members are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on/from the Shire's computer system. This includes providing information about, or lists of the Shire's employees to parties outside the organization or to personal email addresses;
- 3.1.4.12 Communicate in a manner that could adversely affect the reputation or public image of the Shire; and
- 3.1.4.13 Communicate in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so.

3.1.5 Remote Access

Users with remote access should be reminded that, when they are connected to the Shire's network, their machines are an extension of the network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment, and systems. That is, their machines need

to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire's system:

- 3.1.5.1 Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests;
- 3.1.5.2 The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- 3.1.5.3 The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business; and
- 3.1.5.4 All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

3.1.6 Provision and Use of Mobile phones and Information/Communication Devices

Some employees will be supplied with a mobile phone and/or other mobile computing devices if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to operate the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received proving the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

3.1.7 Consequences and breaching this Policy

Any employee or elected member found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire may also be obligated to refer any breach of the policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred. The CEO will determine breaches for staff the Council will determine breaches for the CEO and Elected Members.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p><i>State Records Act 2020</i></p> <p><i>Local Government (Model Code of Conduct) Regulations 2021</i> r.17 – Misuse of local government resources</p>
Shire Policies	RM 1 – Risk Management
Related Documents	<p>Code of Conduct for Council Members, Committee Members and Candidates</p> <p>Code of Conduct for Employees</p> <p>Shire of Bridgetown-Greenbushes ICT Business Continuity Plan 2020</p>
Related Procedure	N/A

5 Administration

Original Adoption Date	25 January 2001
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 1 – Anti-Discrimination, Sexual Harassment and Bullying Policy

1 Overview

The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire has a right to do so in an environment where every employee is treated equally, fairly and without prejudice, free from discrimination, sexual harassment and bullying. The Shire is committed to providing such an environment.

For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Bridgetown-Greenbushes in any capacity.

2 Purpose

The purpose of this policy is to provide a definition and a framework of what constitutes discrimination, harassment or bullying in the workplace.

3 Policy

3.1 Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement.

The Shire acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal Record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

3.2 Sexual Harassment

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress;
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails,).

3.3 Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety.

Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle or family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

3.4 The Employer

The Shire recognises that discrimination, sexual harassment and bullying can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints, where required. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

The Shire will endeavour to ensure the work environment is conducive to encouraging employees to report discrimination, sexual harassment or workplace bullying.

Managers and supervisors must ensure employees who make complaints, or witness an inappropriate workplace behaviour are not victimised.

The Shire will ensure all workers are educated as to the nature, effects and possible consequences of unlawful discrimination.

- Provide all workplace participants with a workplace free from discrimination,
- sexual harassment and bullying;
- Provide and maintain safe systems of work;
- Provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- Treat all employees fairly; and
- Take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

3.5 Employees

Employees are required to:

- Report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- Follow all Shire policies and procedures;
- Ensure they do not victimise any person making complaint of sexual harassment, discrimination or bullying; and
- Treat all employees fairly and with respect.

3.6 Consequences of Breaching This Policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

An employee whose health or work performance has been affected by sexual harassment or workplace bullying will not have their employment status or conditions disadvantaged in any way.

Council has grievance and investigation procedures to deal with discrimination, sexual harassment and bullying. Any reports will be treated seriously and investigated promptly, confidentially and impartially.

3.7 Complaints/Grievance Procedure

All complaints of discrimination, sexual harassment and bullying will be treated confidentially and resolved promptly.

Wherever possible the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

Procedure

- 1 A complain of sexual harassment may be lodged with any of the following:
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - Department Manager (if applicable – except where this person is the alleged harasser)
 - Human Resources Officer (except where this person is the alleged harasser)
 - Chief Executive Officer (if the alleged harasser is a Departmental Manager or Shire President)
 - Shire President (only if the alleged harasser is the Chief Executive Officer or Councillor)
- 2 A person receiving a complaint of sexual harassment will:
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward received the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
- 3 The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
- 4 If it is not possible to resolve the complaint through simple mediation between the complainant and the alleged harasser:
 - The matter will be independently investigated (by whom)? And where the complainant of the alleged harasser is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
- 5 During the period of the investigation of a case of serious sexual harassment:
 - The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them.

- If requested by either party or by management, alternative working arrangements or a change to work schedule may be made.
 - Any reasonable request by either party for legal or union representation shall not be denied.
- 6 If, following investigation and resolution, a complain is judged to have been proven:
- Remedial action will be taken.
 - A record of the detail of the remedial action will remain on the employee’s personnel file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.
- 7 If, following investigation, a complain is judged to have been unproven:
- The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.
- 8 While it is Council’s wish to attempt to deal with complaints of harassment internally, no employee will be penalised for bringing a complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.

3.8 Breach of procedure - Consequences

Persons who commit acts of unlawful conduct, risk exposing both themselves and the Shire to claims for compensation by a person aggrieved by the conduct. If an independent investigation determines that the alleged harasser has acted inappropriately, the Shire reserves the right to seek compensation for losses related to reduced work and/or any other specifically itemised costs incurred by the Shire as a direct result of the incident.

4 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p><i>Age Discrimination Act 2004 (Cth).</i></p> <p><i>Disability Discrimination Act 1992 (Cth).</i></p> <p><i>Racial Discrimination Act 1975(Cth).</i></p> <p><i>Sex Discrimination Act 1984 (Cth)</i></p> <p><i>Sex Discrimination Act 1984 (Cth)</i></p> <p><i>Equal Opportunity Act 1984.</i></p> <p><i>Work Health and Safety Act 2020</i></p> <p><i>Equal Opportunity Act 1984</i></p> <p><i>Workplace Relations Act 1996</i></p>
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	<i>Work Health and Safety (General) Regulations 2022</i>
Shire Policies	<p>P 5 – Equal Opportunity Employment</p> <p>G 10 – Code of Conduct for Council Members, Committee Members and Candidates</p> <p>G 25 – Code of Conduct Complaints Management IT 1 – Information Communication Technology use CUS 1 - Complaints</p>
Related Documents	<p>Code of Conduct for Employees</p> <p>Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2020</p>
Related Procedure	N/A

5 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

P 2 – Senior Employees

1 Policy

The following are designated senior employees for the purposes of Section 5.37 of the Local Government Act:

- Executive Manager Corporate Services
- Executive Manger Development & Infrastructure

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.37 Local Government Act 1995 – Senior employees
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	30 June 2022 (C.15/0622a)
Scheduled Reviewed Date	30 November 2023

P 3 – Appointment of an Acting CEO

1 Objectives

To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting Chief Executive Officer.

2 Scope

To provide a framework and guidelines for the employment of an Acting CEO.

3 Policy

Sections 5.39C of the Local Government Act requires the adoption of a policy regarding the employment of an acting Chief Executive Officer (CEO).

Council delegates (Delegation A.1) to the CEO, appointment of an executive manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration of no greater than 25 consecutive working days in length. The delegation also allows the CEO to appoint an executive manager as Acting CEO when the CEO is on sick leave and deems there is a need to appoint an Acting CEO.

Again this delegation limits the duration of the appointment to no greater than 25 consecutive working days in length.

This policy is written in line with the current delegation.

Under this Policy:

- 3.1 The CEO is authorised to appoint 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.
- 3.2 Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of a Acting CEO, the CEO is authorised to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.
- 3.3 The CEO is authorized to pay the Acting CEO “higher duties” remuneration with the amount of higher duties being within the current remuneration levels of the CEO at the time of making the appointment.
- 3.4 The CEO is to advise all councillors of the appointment of the Acting CEO immediately after the appointment is made.
- 3.5 The CEO shall report to Council any proposal to fill an Acting CEO role over 25 consecutive working days with as much advanced notice as possible.
- 3.6 If the CEO position becomes vacant, all acting arrangements are to be determined by the Council.

Note: Section 5.39C of the Local Government Act 1995 prevents the appointment of the Acting CEO for a period of greater than 12 months.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.39C – Policy for temporary employment or appointment of CEO
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	25 November 2021 (C.07/1121)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

P 4 – Staff Appointments – Council Requirements

1 Policy

It is Council policy that all staff appointments be subject to:

- (a) Medical Examinations
 - 1 Prior to a formal offer of employment being made the preferred candidate for appointment to a position is required to obtain a medical certificate to a format determined by the Chief Executive Officer including a basic hearing and eye sight assessment.
 - 2 If the Medical Certificate is deemed to be satisfactory by the Chief Executive Officer, the offer of employment can be confirmed.
 - 3 The costs of the medical examination is to be met by Council. The Doctor or Medical Practice to be used can be selected by the preferred candidate.
 - 4 A Shire supplied medical form must be used.
- (b) A position description is to be prepared for all permanent or part-time positions within the organisation and prior to any appointments being made to the position.
- (c) A six (6) months probationary period to apply to all appointments. The probationary period may be extended at the discretion of the Chief Executive Officer other than casuals.
- (d) The CEO is authorised to only appoint people to those jobs which are funded in the Budget at the time the Budget is adopted, without further reference to Council.
 - 1 Prior to employment, potential new employees are required to obtain a Police clearance certificate.
 - 2 IF the Police clearance is deemed to be satisfactory by the CEO, the offer of employment can be confirmed. The cost of obtaining the Police Clearance to be met by Council.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies – Principles affecting employment by local governments – Functions of CEO <i>Equal Opportunity Act 1984 Work Health and Safety Act 2020</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 5 – Equal Opportunity Employment

1 Objectives

The objective of this Policy is to outline the Shire’s position on Equal Employment Opportunity (EEO) and to create an environment of equal opportunity and diversity to achieve good working relationships. The goals of this Policy are:

- The Shire will actively work to raise the level of awareness of Equal Opportunity and Diversity principles and practices within the Shire;
- The Shire will actively promote an environment for all staff that is free of discrimination, bullying and harassment;
- The Shire will enable all staff to apply equally for all positions within the Shire, for which they are qualified, thorough its commitment to their support, provision of carer planning and development, advice and assistance;
- The Shire will recognise the diverse cultural needs of employees.

2 Definitions

2.1 Discrimination

is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

2.2 Harassment

Is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

2.3 Bullying

is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.

3 Policy

- 1 The Shire is committed to being an employer which provides for equal employment opportunity for all employees. This policy should be read in conjunction with the Shire’s Policy relating to “Discrimination, Sexual Harassment and Bullying”.
- 2 The Shire aims to provide an environment of fairness and equity in its workplace. The Shire believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.
- 3 The Shire considers it the right of every employee to carry out their work in an environment which promotes job satisfaction, maximises performance and provides economic security. Such and environment is dependent of it being free from all forms of harassment, bullying, discrimination and victimisation.

- 4 In accordance with the WA Equal Opportunity Act 1984, the Shire shall develop and maintain an Equal Opportunity management Plan.

3.1 Responsibilities

- 3.1.1 The shire recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended);

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1975
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1986
- The Disability Discrimination Act (Cth) 1992

and will actively promote amongst Elected Members, employees and prospective employees, equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, disability, religious or political convictions, age, and family status and responsibility.

- 3.1.2 The Shire also has a moral obligation to ensure its staff are not subjected to other forms of harassment. All employees are expected to treat each other with consideration and respect at all times.

3.2 Staff Training, Appointment and Promotions

- 3.2.1 All employment training with this Shire will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training. All promotional polices and opportunities with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

- 3.2.2 All offers of employment within this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

- 3.2.3 The Shire is mindful of its community obligations and to that end will proactively undertake training for disadvantaged persons.

3.3 Grievances

- 3.3.1 All informal complaints related to EEO will be dealt with fairly, quickly and confidentially.

- 3.3.2 All formal complaints related to EEO will be dealt with fairly, quickly and in accordance with legislative requirements by the Chief Executive Officer. Where the complaint involves the Chief Executive Officer, it shall be reported to the President for investigation and appropriate action.

3.4 Harassment

- 3.4.1 The Shire will not tolerate harassment of any form within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

- 3.4.2 Harassment will be treated in accordance with the Shire's Policy relating to "Discrimination, Sexual Harassment and Bullying"

3.5 Bullying

Bullying will be treated in accordance with the Shire's Policy relating to "Discrimination, Sexual Harassment and Bullying"

3.6 Employment

- 3.6.1 In accordance with the Local Government Act 1995 (as amended) the Shire shall recruit in accordance with the principle of merit and equity and shall ensure that discrimination does not occur.
- 3.6.2 All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- 3.6.3 All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- 3.6.4 The equal employment opportunity goal of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

3.7 Procedure

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Shire's Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment, bullying and discrimination.

Allegations of discrimination or harassment may be discussed or assistance sought from the appropriate Executive Manager or the Chief Executive Officer.

Harassment allegations will be considered seriously and sympathetically and will be investigated promptly and confidentially. In all cases, the utmost care shall be taken in investigating allegations impartially by recognising the rights of all parties. Victimisation of any party will not be tolerated by the Shire.

However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

3.8 Responsibilities

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer. However the Shire recognises that equal opportunity is the responsibility of everyone in the Shire and, as such, will ensure that advice on equal opportunity matters is available on an ongoing basis to all staff.

The coordination of the equal opportunity function within the Shire is primarily the responsibility of the Chief Executive Officer.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.40 – Principles affecting employment by local governments</p> <p>Equal Opportunity Act, 1984</p> <p>Industrial Relations Act 1979</p> <p>Racial Discrimination Act (Cth) 1975</p> <p>Sex Discrimination Act (Cth) 1984</p> <p>Human Rights and Equal Opportunity Commission Act (Cth) 1986</p> <p>Disability Discrimination Act (Cth) 1992</p>
Shire Policies	P 1 – Anti-Discrimination, Sexual Harassment and Bullying policy
Related Documents	Code of Conduct for Employees
Related Procedure	N/A

5 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 6 – Staff – Tertiary Study

1 Policy

- 1.1 The Shire will provide assistance who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within the Local Government.
- 1.2 Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from the Shire will not be provided unless the course has been approved as being relevant, in writing, by the Chief executive Officer.
- 1.3 The Shire will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
- 1.4 Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
- 1.5 Accommodation and emails will no be the responsibility of the Shire whilst undertaking an intensive course.
- 1.6 For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
- 1.7 Applications by the CEO under the terms of this policy will be determined by Council. Applications from any other staff member will be determined by the CEO.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 7 – Gratuity Gifts & Payments To Departing Employees

1 Objectives

The purpose of this policy is to provide guidelines for the payment of gratuities to staff who are leaving the organization.

2 Policy

Pursuant to the provisions of Section 5.50 of the Local Government Act 1995, Council has adopted the following guidelines respect to the payment of gratuities to staff who are leaving the organization.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organization.

Length of Continuous Service	Value of Gratuity Gift
5-8 years	\$150
8-10 years	\$200
10-15 years	\$250
15-20 years	\$350
20 years and more	\$500 plus \$10 per every year thereafter

* A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.

* A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

The Chief Executive Officer has delegated authority to purchase a gift for departing employees on behalf of the Council, to the value stipulated in the above table.

For the purposes of this Policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorized paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.50 – Payments to employees in addition to contract or award</p> <p><i>Local Government (Administration) Regulations 1996</i> r.19A – payments in addition to contract or award, limits of</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 8 – Conferences/Fact Finding Tours

1 Policy

1.1 Attendance at State and Federal Professional Conferences

- (a) The Chief Executive Officer and Senior Employees are encouraged to attend the Annual State Conference relating to their profession.
- (b) The Chief Executive Officer and Senior Employees are encouraged to attend by-annually, the Federal Conference relating to their profession. (Note: where the Officer's professional organisation does not convene a State Conference the Officer is encouraged to attend the organisations Federal Conference, annually).
- (c) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences in accordance with the following guidelines:
 - (i) Budget authority and/or funding arrangements are in place or are to be considered.
 - (ii) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the Officer and/or the Council.
 - (iii) The Officer is to provide a report on the issues, outcomes, etc of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - (iv) Senior Staff will not be precluded from attending a Federal Conference.
 - (v) If it is considered beneficial for a Councillor, such attendance is to be at the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available on the budget.

1.2 Fact Finding Tours

This does not apply to the annual or bi-annual Council study tour to other local governments

- (a) A fact finding tour is designed to enable Councillors and staff to travel intrastate, interstate and/or overseas to research, study and lobby for specific issues confronting Council.
- (b) Details of tours are to be arranged in advance so that suitable provision can be made on each years budget. When no details of tours have been arranged or arrangements are incomplete, and appropriate, an appropriate amount is to be included on the budget to cover the cost of an annual fact finding tour.
- (c) Council may approve attendance at fact finding tours but shall apply the following guidelines.
 - (i) The maximum attendance at any tour is to be two Councillors and two staff.
 - (ii) Attendance at a tour shall only take place where there are appropriate funds provided for on the annual budget.
 - (iii) A detailed report on each tour is to be submitted to Council.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies 5.128 – Policy for continuing professional development
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

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

P 9 – Release of Staff to Assist Emergency Services

1 Policy

Council supports and recognises the need of volunteers as members of the emergency services within the Shire and adopts as policy the following:

The CEO or his nominated officer may authorise release of staff, who are trained and registered volunteers to assist the emergency services of which they are a current member, in an emergency situation.

The emergency services are those defined under LEMC (Local Emergency Management Committee) and are:

- Bridgetown VFRS
- St John Ambulance
- Bush Fire Brigades
- State Emergency Services
- Australian Red Cross

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	Strategic Community Plan 2021 - 2031
Related Procedure	N/A

3 Administration

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

P 10 – Private Telephones

1 Objectives

To ensure appropriate officers can be contacted out of hours.

2 Policy

Upon presentation of documented evidence, telephone expenses incurred due to carrying out Shire Business shall be reimbursed.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 6 – Financial management <i>Local Government (Financial Management) Regulations 1996</i> Part 2 - General financial management
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	24 February 2000
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 11 – Staff Housing

1 Policy

Council recognises it has a limited stock of housing available for subsidised rental by Shire employees. This stock consists of the two former police quarters in Hampton Street and the dwelling adjacent to the recreation centre in Gifford Road.

These dwellings may be offered to staff on a fixed term lease of duration and conditions to be determined by the CEO. Leases will take the form of a standard residential tenancy agreement including arrangements for utilities, bond, pets, etc.

Nothing in this Policy prevents an eligible employee’s ability to direct remuneration benefits towards housing to capitalise on the discounted FBT applicable to remote area housing. The eligibility of an employee is to be determined by the CEO with eligibility predicated on whether the position occupied by the relevant employee is one that has specific technical skills, experience, etc that is not common to most employees and therefore is a position most likely to be filled by a person residing outside the district.

In addition to permitting eligible staff to salary sacrifice remuneration benefits towards housing the Shire can also take out lease agreements for dwellings and sub-lease to the employee. In these situations the Shire’s only involvement will be to facilitate the lease in its name; all negotiations on occupancy conditions, rent, etc are to be between the employee and the property owners.

Eligible employees considering issues such as salary sacrificing and eligibility for remote area housing tax benefits are to seek their own professional advice. The contents of this policy are not to be construed by the employee as tax advice.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.58 – Disposing of property <i>Residential Tenancies Act 1987</i> <i>Local Government (Functions and General) Regulations 1996</i> r.30(2)(d) – Dispositions of property excluded from Act <i>Residential Tenancies Regulations 1989</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	24 November 2011 (C.17/1111)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 12 – Injury Management and Rehabilitation

1 Policy

It is a policy of the employer:

- (a) To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- (b) To treat all workers with dignity and respect.
- (c) To guarantee that all information is treated with sensitivity and confidentiality.
- (d) To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the ‘Key Principles of Injury Management’, as identified by WorkCover, will be adopted. They are:

- 1 Recognition that employers and injured workers are the primary stakeholders within the workers compensation system.
- 2 Maintenance in or a safe return to work is the expected outcome.
- 3 Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- 4 The focus of all services should be workplace based.
- 5 Early intervention and pro-active injury management is critical in achieving return to work goals.
- 6 When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of workplace injury management coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated injury management professional to assist and guide this individual, Further to this, the Scheme’s claim team leader, appointed to the employer, is available to discuss any issues related to the management of the worker’s claim.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p><i>Work Health and Safety Act 2020</i></p> <p><i>Workers’ Compensation and Injury Management Act 1981</i></p> <p><i>Workers’ Compensation And Rehabilitation Act 1981</i></p> <p><i>Work Health and Safety (General) Regulations 2022</i></p> <p><i>Workers’ Compensation and Injury Management Regulations 1982</i> <i>Workers’ Compensation and Rehabilitation Regulations 1982</i></p>
Shire Policies	N/A

Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 January 2003
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 13 – Supplementary Superannuation Contributions for Employees

1 Objectives

- To encourage the interest of quality staff to be employed with the Shire, and offer incentives for staff to remain within the Shire workforce.
- Remain competitive within the Local Government industry in attracting the highest calibre of staff
- To ensure Shire employees receives similar benefits of the majority of Local Governments in Western Australia.

2 Policy

This policy offers permanent staff a superannuation benefit of 3% above their gross salary.

Conditions required in being eligible for this benefit:

- Staff must be employed on a full-time basis, or a permanent part-time basis
- Staff must voluntary surrender 5% of their gross salary
- Staff must state, in writing, their intention of voluntary contributing 5% of their gross wage
- If intending to cease participating in the supplementary superannuation scheme a member of staff must give a minimum fourteen (14) days notice
- Staff can contribute more than the prescribed 5%, but can only receive a maximum of 3% council superannuation contribution

This policy aims to “top up” the contribution to the employee’s superannuation fund by paying 3% of gross wages when the employee makes a voluntary contribution of %% of their gross wage. This will result in Council contributing a total of 13% superannuation.

Superannuation guarantee (statutory)	10%
Employee voluntary superannuation contribution	5%
Council supplementary superannuation contribution	3%

This policy will be automatically updated when legislation changes the % of superannuation guarantees.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> <i>Superannuation Guarantee Charge Act 1992 (Cth)</i> <i>Local Government (Employee Superannuation) Regulations 2016</i>
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Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	29 April 2004 (C.21/0404)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 14 – Payments of Rates & Other outstanding Debts by Employees

1 Policy

All full time and permanent part-time employees employed by the Shire of Bridgetown-Greenbushes are able to make payments on their rates and any other outstanding Shire Debts through fortnightly payroll deductions.

Staff wishing to pay rates and/or other outstanding monies owed to the Shire must complete and sign an Employee Deduction form. Employees are to ensure all outstanding debts are paid by the 30 the June of the financial year in which the debt was raised.

In the case of payment of rates, payments must be in accordance with the following three payment types:

- 1 Payments in Advance – Rates payments in advance must not exceed an amount greater than the rates amount expected to be raised in the coming rates year.
- 2 Instalment Option – Payments are to be made in accordance with the instalment plan set down by Council. Sufficient fortnightly payments must be made to meet or exceed to instalment amount due at the instalment date. Rates assessments under this payment type will receive a charge for administration fees plus interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.
- 3 Payments in Arrears – A payment plan must be entered into with the CEO where an employee will make sufficient fortnightly payments to clear the outstanding rate debt by 30th June of the financial year the rates were raised. Rates assessments under this payment type will have penalty interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 6, Division 6 – Rates and service charges <i>Local Government (Financial Management) Regulations 1996</i> Part 5 – Rates and service charges
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 June 2005
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 15 – Accrual of Annual Leave

1 Objectives

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed to ensure that employees take their annual leave regularly each year to ensure their well-being and that the Shire's annual leave liability is minimised.

2 Policy

2.1 Maximum Accrual

Employees shall accumulate annual leave in accordance with their relevant award or enterprise bargaining agreement's provision.

- Annual leave is to be taken at a time mutually convenient to the employer and employee within twelve months of the date of accrual. This means that the maximum annual leave accrual at any time is eight weeks.
- Annual leave is not to accrue beyond eight weeks at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.
- Where it is proposed that an employee's annual leave accrual will exceed this eight week limit, a written application for deferral will be submitted to the Chief Executive Officer for approval. This application must be submitted at least two months before the eight week maximum accrual is reached.
- If such approval is not granted, the employee will be required to commence taking their excess annual leave accrual within four weeks of this decision.

2.2 Directing Employees to Take Annual Leave

The Chief Executive may direct an employee to take a specified amount of annual leave at a prescribed time when:

- Work arrangements dictate;
- There is an annual close-down;
- The employee has accrued more than eight weeks annual leave.
- The Chief Executive Officer must give the employee a minimum of four weeks notice.

2.3 Transitory Arrangements

- The Shire recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of eight weeks (including both entitled and pro-rata leave).
- Accordingly, for only those employees who have such excessive leave accruals, the relevant Manager, in consultation with the employee, will provide a plan to the Chief Executive Officer that outlines how the employee's leave accrual will be reduced below the eight week maximum.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	Local Government Officers’ (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021
Related Procedure	N/A

4 Administration

Original Adoption Date	28 February 2008 (C.19/0208)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 16 – Leisure Centre Discounted Membership for Employees

1 Objectives

To offer a benefit to employees in the form of discounted leisure centre membership.

2 Policy

In order to promote physical activities which will contribute to productivity in the workplace and a healthy work/life balance all staff (full-time, part-time and casual) will be eligible for a discounted membership at the Bridgetown Leisure Centre.

The Bridgetown Leisure Centre offers a range of memberships, including:

- Pool Only
- Gym Only
- Gym and Pool

Taxation advice is that fringe benefit tax is exempted where recreational facility memberships are provided to employees of the owners of that recreational facility, in this case the Shire of Bridgetown-Greenbushes. However this exemption doesn't apply to classes and programs offered by the recreational facility. Therefore the discounted membership available to Shire employees is only for the following types of membership:

- Pool Only
- Gym Only
- Gym and Pool

Discounted membership will be in the form of a 50% discount on a single adult membership in the name of the employee.

2.1 Exclusions

The discounted membership must be in the name of the employee and isn't transferrable to any family member or other person.

- The value of the discounted membership can't be transferred as a contribution towards another type of membership such as family membership. This is because fringe benefits tax would be triggered by the provision of any nonemployee membership, including a subsidised family membership.
- In the event of an employee leaving the employ of the Shire of Bridgetown-Greenbushes the applicable membership can be retained up until its expiry date notwithstanding that the person is no longer an employee. After the expiry date the ex-employee is no longer eligible for a discounted membership.

2.2 Review

- In the event of taxation laws or rulings changing with respect to applicable fringe benefits tax Council will reserve the right to withdraw, without notice, the employee discounted membership benefit. Where employees have already paid for a discounted membership a

determination will be made on whether a partial refund of paid membership will be made or a continuation of membership until the applicable expiry date will apply. This determination will be based on the implications of the changes to taxation laws or rulings.

- Like all Council policies, this policy is open to annual (or more regular if required) review and Council can determine to amend or revoke this policy via a formal resolution. In this situation where employees have already paid for a discounted membership the membership can continue until the applicable annual expiry date.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.6.16 – Imposition of fees and charges</p> <p>s.6.12 – Power to defer, grant discounts, waive or write off debts</p> <p>Shire of Bridgetown-Greenbushes Local Government Property Local Law</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	27 October 2016 (C.04/1016)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 17 – Salary Packaging

1 Objectives

The objective of this policy is to make various salary packaging options available to eligible Shire employees and to provide the guiding document for the provision of such benefits.

2 Scope

This policy applies to all full time, part time and fixed term employees (longer than 12 months duration), subject to meeting specific eligibility criteria relevant to the packaged benefit sought. Due to the variant hours of casual employees, they are able to access salary packaging of superannuation only, and are therefore not covered under this policy.

Superannuation is already offered as a salary packaging benefit by Council and will continue to be offered outside of this Policy.

3 Definitions

3.1 Allowable Benefits

means the following range of salary packing benefits:

- Work Related Items – i.e. laptops, mobile phones
- Novated Leasing of Vehicles
- Remote Area Housing Benefit – Rental
- Remote Area Housing Benefit Mortgage Interest
- Remote Area Domestic Energy

3.2 ATO

means the Australian Taxation Office.

3.3 Base Cash Salary

means remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.

3.4 Benefit

means any non-cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of the employee.

3.5 Fringe Benefits Tax (FBT)

means tax payable by the Shire of Bridgetown-Greenbushes to the Government on some categories of benefits provided to employees.

3.6 FBT Year

means 1 April to 31 March each year.

3.7 Otherwise Deductible

means a legitimate expense incurred in the course of earning assessable income which could otherwise be claimed by the employee at the time of submitting an income tax return.

3.8 PAYG

means Pay As You Go taxation.

3.9 Remote Area

means an area 'over 40 kms from a town with a population of 14,000 to less than 130,000 and over 100kms from a town with a population of 130,000 or more'. Note all land within the boundaries of the Shire of Bridgetown-Greenbushes is classified as a remote area.

3.10 Salary Packaging

means an arrangement between an employee and employer whereby the employee elects to exchange cash salary for benefits but for the purpose of this Policy does not include superannuation.

3.11 Salary Sacrifice

means an allocation of amount of money to be deducted from gross earnings before PAYG tax deductions are calculated.

3.12 Total Remuneration

means total package value (expressed as an annual sum) assigned to the permanently occupied position that the employee is entitled to receive under an appointment or contract of employment with the Shire.

4 Policy

Salary packaging will be made available to employees as a benefit in accordance with any operational practices and procedures implemented by the CEO and in accordance with ATO legislation, rulings and any other relevant legislation, as amended from time to time, but only to the extend of the Allowable Benefits as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed total remuneration) to account for variations in a salary packaging arrangement, including variations in Allowable Benefits, taxation, and scheme participation.

No employee may salary package more than 50% of their Total Remuneration.

Salary Packaging Arrangements will be administered at no financial cost to the Shire and where required by the CEO or when required the external salary package provider administering the package. As part of any salary packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee. Prior to approval by the CEO of any Salary Packaging Arrangements the participating employee is to be provided with a cost estimate for the Shire to administer the package in the form of an estimate of the number of hours per annum that Shire staff will expend on administering the employee's Salary Packaging Arrangements with an annual administration fee calculated based on the estimated hours times the salary and overheads of the relevant employee charged with administering the Shire's end of the arrangements. This

administration fee will be charged against the employee as a payroll deduction and a written agreement is to be entered into prior to the Salary Packaging Arrangements commencing.

All employees entering into a salary packaging arrangement for the purposes of an allowable benefit must enter into an agreement as appropriate to the type of benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to allowable benefits. The Shire strongly urges employees contemplating salary packaging to seek independent financial or other appropriate advice.

Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

In the event of tax rulings or laws changing the Shire of Bridgetown-Greenbushes takes no responsibility or liability for the rectification, amendment or ceasing of any existing Salary Package arrangement.

All salary packaging arrangements, with the exception of novated leasing, cease immediately when an employee leaves the employ of the Shire of Bridgetown-Greenbushes or is on Leave without Pay (LWOP) for a period exceeding 10 days. This includes employees on parental leave. Employees on LWOP must ensure that the reduced income and any payment consequences of that are notified and discussed with HR or the relevant external provider at least one (1) month prior to taking the leave.

Salary Packaging, with the exception of novated leasing, will be suspended during claims for Workers Compensation. As Workers Compensation is calculated on the taxable income, figures submitted to LGIS in relation to a claim will be based on the normal base wage applying to that employee (as would be the case without salary packaging).

The following benefit specific eligibility criteria apply:

Remote Area Housing – Rental

All employees, within the scope of this Policy, may be eligible for remote area housing benefits whereby they rent a property privately within a Remote Area.

Remote Area Housing – Mortgage Interest

All employees, within the scope of this Policy, may be eligible for remote area mortgage interest benefit whereby they own and live in a property located within a Remote Area.

Work Related Items

The following items (limit of one item per category per annum), where used for work purposes only and not provided by the Shire, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)

- protective clothing
- briefcase
- calculator
- computer software

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. Novated leases may not be entered into for Shire provided (fleet) vehicles.

In entering into a novated lease, the Shire and an employee will enter into an agreement with the financier whereby the Shire will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right to take the vehicle with them should they leave employment of the Shire.

On termination of the employee's employment, or on termination of the novated lease, the responsibility of the vehicle is passed on to the employee. This will also occur when the employee is on extended periods of LWOP and/or Workers Compensation.

Remote Area Housing

The Shire of Bridgetown-Greenbushes is considered a 'Remote Locality' under the ATO's definition of 'Remote Area'. Additionally an employee will live outside of the Shire area and also be within a 'Remote Locality'.

Where an employer subsidises certain costs that employees incur in acquiring accommodation in Remote Areas, housing assistance concessions may be applicable. Specifically, eligible employees may salary package the following items under this Policy:

Rent – Employer Provided Housing

The CEO, at his discretion may agree to provide eligible employees with a Council owned or leased rental property as part of their package, whereby the employee may enter into a salary sacrifice arrangement to salary package 100% of the rental value tax free.

Rent – Private Rentals

Employees renting privately (i.e. employees who have a rental agreement with a landlord or agency), within a Remote Area can apply to salary package 50% of their rental value tax free through being paid part of their total remuneration as a nontaxable remote housing reimbursement. Their Base Cash Salary will be reduced accordingly.

Rental value relates to the employee's portion of the rental payment only, i.e. if an employee rents with another non dependant person, then the rental value will be half of the total rental value paid.

The employee must provide to the CEO (or when required the external salary package provider administering the package) a copy of their rental lease and this must clearly specify the rent payable, the term of the lease, and show them as the lessee or co lessee of the rental property. The employee must also sign a declaration stating whether they rent the property alone or with others and whether those others are dependants or not.

Mortgage Interest

Subject to further qualifying criteria below, employees that have a mortgage on their home and which is in a Remote Area can apply to salary package their interest expenses on the mortgage. The home must be their usual place of residence.

The employee receives reimbursement of 100% of their interest expenses paid through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

To be eligible to access a Mortgage Interest benefit under this Policy, the mortgage that an employee holds must be in strict accordance with the following criteria:

- The sole purpose of the loan must have been for the purchase of the employees home;
- The employee must reside in this property as their primary place of residence;
- The loan can be fixed and/or variable;
- The loan may be a principal and interest type loan of an interest only loan. In the event that an interest only loan is converted to a principal and interest loan, consolidation of other debts into the loan will disqualify it from eligibility;
- The loan cannot have a redraw facility;
- The 'home' must be a house, unit, flat or apartment (a caravan or mobile home is not considered a 'home' for these purposes)

The employee must provide to the CEO (or when required the external salary package provider administering the package) any evidence required to demonstrate the above criteria is met. Typically this will be:

- Property settlement papers showing the purchase details for the house.
- Copy of bank letter showing the loan arrangement – whereby the loan must be in the employee's name or jointly with their spouse and for the purposes of the purchase of the house only.
- Mortgage statements clearly identifying the interest reimbursement sought.

Remote Area Domestic Energy

Employees who package remote area housing benefits can apply to salary package 100% of the value of the cost of their residential electricity and gas tax free through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

The employee is only able to package residential electricity and gas costs paid during the period of their employment with the Shire of Bridgetown-Greenbushes and for the period that they are claiming a remote housing benefit.

The employee must provide to the CEO (or when required the external salary package provider administering the package) tax invoices and any other required evidence of purchase and payment of the domestic energy and that the energy was used in the house being packaged. The invoices must be in the employee's name or jointly with their spouse or partner.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p><i>Income Tax Assessment Act 1997 (Cth)</i></p> <p><i>Fringe Benefits Tax Act 1986 (Cth)</i></p> <p><i>Fringe Benefits Tax Assessment Act 1986 (Cth)</i></p> <p><i>Fringe Benefits Tax Assessment Regulations 2018</i></p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	30 March 2017 (C.09/0317)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

RM 1 – Risk Management

1 Objectives

The Shire of Bridgetown-Greenbushes Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

2 Definitions

Definitions (from AS/NZS ISO 31000:2009)

2.1 Risk

Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

2.2 Risk Management

Coordinated activities to direct and control an organisation with regard to risk.

2.3 Risk Management Process

Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

3 Policy

3.1 Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

3.2 Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are a component of, and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For

operational requirements such as projects or to satisfy external stakeholder requirements alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

3.3 Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Manual (Operational Document).

3.4 Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire’s Senior Management Group and its employees. It will be formally reviewed every two years.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.41 – Functions of CEO</p> <p><i>Work Health and Safety Act 2020</i></p> <p><i>Local Government (Audit) Regulations 1996</i> r.17 – CEO to review certain systems and procedures</p>
Shire Policies	All
Related Documents	AS/NZS ISO 31000:2009
Related Procedure	N/A

5 Administration

Original Adoption Date	17 December 2015 (C.04/1215)
Last Reviewed	30 June 2022 (C,09/0622)
Scheduled Reviewed Date	30 November 2023

Measures of Consequence

Health	Financial Impact	Service Interruption	Compliance	Reputational		Property	Environment
				External	Internal		
Negligible injuries	Less than \$500	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item, no social media attention	Isolated incidents of short term decline in individual staff morale/confidence	Inconsequential or no damage	Contained, reversible impact managed by on site response
First aid injuries	\$501 – \$5000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item, limited social media attention (e.g Limited to local news / limited social media impact)	Short term decline in staff confidence/morale	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Loss time injuries <5 days	\$5001 - \$50,000	Medium term temporary interruption-backlog cleared by additional resources < 1 week	Short term noncompliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story)	Decline in staff confidence/morale, or unauthorised absences	Localised damage requiring external resources to rectify	Contained, reversible impact managed by internal response
Loss time injuries >= 5 days	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions, requires immediate and ongoing social media response and monitoring (e.g. National News – lead story single occurrence)	Long term decline in staff confidence or morale, occasional unauthorised staff absences or threat strike	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Fatality, permanent disability	More than \$50,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions, requires substantial social media resourcing for long term response and monitoring. (e.g. International/National News – lead story, multiple days)	Sudden or unexpected loss of personnel due to strikes, excessive unauthorised staff absences	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained irreversible impact

Measures of Likelihood

Description	Detailed Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	>90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring

Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	<10% chance of occurring

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

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operation Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management/executive and subject to monthly monitoring	Shire Management Team/CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement	Processes (Controls) operating as intended and aligned to Policies/Procedures Subject to ongoing monitoring. Reviewed and tested regularly
Adequate	There is <u>some</u> scope for improvement	1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate		1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist, or are not being complied with.

	There is a <u>need</u> for improvement of action	3. Have not been reviewed or tested for some time.
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CR 1 Public Relations – Press Releases

1 Policy

- 1.1 The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and Staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.
- 1.2 When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President to determine who will respond/comment and. If the Shire President or person acting in the capacity of Shire President is unable to be contacted. The Chief Executive officer only will determine who is to respond and the nature of the response.
- 1.3 Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.
- 1.4 A Councillor's right to express a personal opinion on any issue of public interest is recognised.
- 1.5 It is acknowledged that the Chief Executive Officer and senior employees will, when appropriate, be required to comment to the media regarding operational issues. When doing so, these staff shall not offer a Council view, attitude, stance, etc on any issue that has not been resolved by Council, this clearly being the function of the Shire President.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies s.2.8 Role of mayor or president Shire of Bridgetown-Greenbushes Local Government Property Local Law
Shire Policies	G 10 – Code of Conduct for Council Members, Committee Members and Candidates
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CR 2 – Australian Citizenship Ceremonies

1 Policy

- 1.1 Australian Citizenship Ceremonies are held as a stand alone event, separate from Council meetings. The default date for the Citizenship Ceremonies is 4.00pm on the day of an Ordinary Council meeting however it is recognized that due to scheduling, priorities and urgency, this date may not always be suitable to the recipient. On those occasions a revised date will be scheduled.
- 1.2 It is Council’s policy that all arrangements for the presentation of Australian Citizenship Certificates be left to the discretion of the Shire Presidents so that presentations can be made to accommodate the wishes of the recipients.
- 1.3 All recipients of Australian citizenship Certificates are to receive a small gift from Council. The gift is to be determined by the Shire President and Chief Executive Officer.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	s.2.7(2)(b) <i>Local Government Act 1995</i> - The council is to determine the local government’s policies <i>Australian Citizenship Act 2007 (Cth)</i> <i>Australian Citizenship Regulation 2016 (Cth)</i>
Shire Policies	N/A
Related Documents	Australian Citizenship Ceremonies Code
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CR 3 – Community Engagement/Consultation

1 Objectives

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

The policy establishes a framework for timely and meaningful community engagement/consultation and communication to take place between Council and the Community. Council believes that early effective communication and consultation with the Community will lead to better decision-making, and more open, transparent and accountable governance.

2 Definitions

2.1 Community Engagement, Consultation and Democratic Governance

Community engagement is any process “that involves the public in problem solving or decision making and uses public input to make decisions (as defined by the International Association for Public Participation).

Consultation for the purpose of this document is defined as a process of two-way, informed communication between the Council and the Community on issues prior to Council making decisions on those issues.

There is a difference between “engagement” and “consultation”. Consultation is the process where people respond to a proposal such as submitting written comments. Engagement goes beyond seeking views on specific decisions to having a dialogue with the community about key issues such as service delivery – this gives members of the community more of an active, participatory role.

Democratic governance involves community participation and input into Council’s decision making. Consultation is a vehicle for obtaining this input and it fulfils the need to ensure that the community’s views can be identified and communicated effectively.

Community engagement/consultation does not detract from council’s ultimate role to make decisions and its accountability for its decision making. Instead it is intended to support rather than replace the role Councillors (and staff when acting under delegated authority granted by council) have in receiving and generating ideas, and making its decisions. It does not imply government by referendum.

3 Policy

3.1 Aims of the Policy

The principal aim of the policy is to create and foster a consultative culture within the Shire of Bridgetown-Greenbushes.

The policy aims to allow the community an adequate and appropriate opportunity to:

- (a) Respond to and comment on issues and proposals affecting individuals and groups within the community;
- (b) Be kept informed on current issues and proposals that will potentially affect the community;

- (c) Provide support and gain a sense of ownership of key Council functions and activities.

The policy ensures that the consultation includes people affected by a Council decision and that they have every opportunity to make an impact on council decision making. It is intended to foster a consultative culture between the Council and the community.

The Policy objectives from the Shire and Council perspectives are to:

- (a) Clearly define the levels of community consultation required on issues affecting the community;
- (b) Detail the requirements for consultation for the related levels of community impact;
- (c) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

3.2 Key Principles

The following principles form the basis of the consultation policy.

Inclusiveness

- Consultation will encourage the participation of people affected by or interested in a decision.
- Affected and interested parties will be given equal opportunity to participate in the consultation process.
- Consultation will be sensitive to the needs of particular groups to maximise their ability to contribute.
- Council will actively seek out people for consultation.

Focus

Consultation will be purpose driven.

- Chosen consultation methods will be appropriate for the task.
- A clear statement about what the consultation is to achieve will be provided.
- A clear statement about the role of Council and the role of participants in the consultation will be made.

Responsiveness

Council will consider and respond to contributions from all participants.

- Consultation will be transparent and those involved will have a clear understanding of how their feedback and comments are to be used.
- Council will maintain openness and will consider new ideas and alter the course of actions as appropriate.
- Council will ensure respect for the diverse range of interests that may be represented during a consultation.

Provision of Information

- Information relating to the consultation will be readily available to allow participants to make informed and timely contributions.
- Information relating to the consultation can be accessed easily by everyone involved.
- Information will be presented in an easily understood format.
- In some instances full details about an issue may not be fully disclosed to the public because of its commercially sensitive or personal nature.

- Unless mandated by or for a legislative requirement, Council will not count the public holiday periods of Christmas, New Year and Easter in public consultation periods.

Implementation and Evaluation

- Through Council, participants will receive feedback about inputs received and how the related decision(s) was reached.
- As part of its commitment to the effectiveness of the Policy, Council will welcome and act upon appropriate recommendations from the community for changes to the policy.

The Decision Making process

Elected members and the CEO are charged under the Local Government Act 1993 (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Their decisions may not necessarily reflect the majority view received from community consultation. However, they are bound to make decisions that are equitable, economically, socially and environmentally appropriate, time and in accord with The Act.

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

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

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

3.3 Consultation Framework

3.3.1 Levels of Consultation

Democratic local government, with its very broad charter, needs to consult across many levels which may range from consultation about the future use of a specific site in the Shire of Bridgetown-Greenbushes, to consultation on the community’s views of a state-wide issue which impacts on the community and therefore requires a Council position.

The levels illustrated in Table One indicate that different approaches will be required to consultation.

3.3.2 Modes of Consultation

There are a number of ways in which the Council can commence a dialogue with the community. These are outlined in Table Two.

3.3.3 Consultation Matrix

The Council and the community need to determine which consultation modes are appropriate at which levels of consultation. The matrix at Table Three (presents the preferred mode(s) for each consultation level, and the related levels of certainty that the consultation mode will be undertaken.

Table One: Levels of Consultation

Consultation Level	Definition
Statutory Advertising or Notification	Under Council's Local Laws and Town Planning Schemes (TPS) there are a number of mandatory advertising or notification requirements. Examples include amendments to a TPS, "SA" uses under the Zoning Table of a TPS, consideration of development guide plans and amendments to or review of a Local Law.
Site Specific Planning/Development	Where standards or requirements stipulated under a TPS, Council Policy or Local Law are proposed to be varied in a specific, localized instance. Examples include setback reductions, building envelope alterations, development plans for Shire reserves, etc.
Area Improvement	Matters that affect people in a whole neighbourhood, e.g. traffic management.
Modifications to Service Delivery	Changes to Council functions or services e.g. extension of rubbish collection area, modification to opening hours of Shire facilities.
Policy Development	To develop or improve policies for Council's position on particular matters. Does not include internal "governance/administration" policies.
Key Strategic Issues	Projects of a size that will impact on a substantial proportion of the community and/or which will have far reaching financial implications, e.g. new subdivision or industry, extensions to Shire facilities.
Review of Strategic Community Plan (both comprehensive review every 4 years and desktop review after 2 years)	Expresses the community's vision and priorities for the future and shows how the Council and community intend to make progress over a ten year period.

Table Two: Modes of Consultation

Consultation Mode	Description
Advertisements in Local Newspapers	Adverts in either or both of the local newspapers and/or "The Mailbag" community newspaper and Greenbushes Newsletter

Notice Boards	A copy of all advertisements and other relevant notices are placed on all Shire Notice Boards
Website	Information will be placed on the Internet at www.bridgetown.wa.gov.au
'Shire Bytes' Email Service	The 'shire Bytes' email service is a means for the Shire to circulate by an email group, the members of which 'opt-on' and 'opt-off' the email group. The emails occur only when specific information needs to be disseminated. This mode of consultation differs from the website as people need to access the website actively; while the email service accesses the people directly and automatically when information is to be sent.
Facebook Post	Posts on the official Shire Facebook page are made in real time, providing information on relevant issues and events. Only staff nominated by the CEO are authorised to create posts on the Shire Facebook page. The Shire will not post directly to any page other than the Shire Facebook page but can share the Shire posts to any community pages.
Written Notice	This is a personally addressed letter to all affected households, outlining the related issues and inviting comment.
Media Release	This involves issuing media releases and conducting interviews with local journalists. When part of the consultative process, the Council spokesperson will indicate to the media representative that feedback from the community is invited and valued. The media release will be made available to local newspapers.
Survey	This is a professionally structured and statistically correct survey seeking particular attitudes, beliefs or information. It may be completed by written or questionnaire survey of individuals, individual households or groups of households.
Bulk Mail-Out	This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to Council. The flyer indicates how that feedback can be given.
Personal Briefings	These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer(s) and/or elected members.
Working Groups Including Members of Public	These are discussion groups of around 6-12 people, with membership determined by Council. The participants are invited because they have a particular interest, involvement or stake in the subject being discussed. The group may be comprised of Shire Officers, Councillors,

	professionals and/or residents with particular skills, competencies and/or knowledge relevant to the particular issue. The purpose is to find out the range of opinions and options that exist for feedback to Council's decision-making process.
Information Session or Public Meeting	This may be held at a community venue, at the site of the matter under consultation, or at the Shire offices. Invitations will be sent by one or more of the following methods: <ul style="list-style-type: none"> - Advertising in the local papers - Letterbox drop - Media.
Formal Displays	A formal display area, placed in the Shire offices or other convenient local venue, showing plans, drawings, photos and/or related proposals and information for public inspection. Structured comment forms will be provided at the display for public completion and submission.

Table Three: Consultation Matrix

The Consultation Matrix describes, for each Consultation Level, the Mode/Modes of Consultation that will be undertaken. The numbers 1 to 6 in each related cell indicates the levels of certainty that the mode of consultation will be undertaken for the level of consultation involved.

Consultation Level	Statutory Advertising or Notification	Site Specific Planning/ Development	Area Improvement	Modifications to Service Delivery	Policy Development	Key Strategic Issues*	Strategic Community Plan Full Review*	Strategic Community Plan Desktop Review*
Mode of Consultation	1	4	3	3	1	1	1	1
Advert in Local Newspaper	1	4	3	3	1	1	1	1
Notice Boards	1	4	3	3	1	1	1	1
Website	2	3	2	2	1	1	1	1
Shire Bytes and Facebook	2	4	3	2	1	1	1	1
Written Notice	2	1	3	3	3	3	6	6
Media Release	5	6	2	3	3	2	2	2
Survey	6	6	6	6	5	3	1	1
Bulk Mail Out	6	6	4	4	5	3	5	5
Personal Briefings	3	3	3	3	3	3	5	5

Working Groups (including Public Members)	5	5	4	5	3	3	5	5
Information Sessions	3	4	4	4	3	3	1	5
Formal Display	3	5	3	3	2	2	2	5

*For key strategic issues and reviews of the Strategic Community Plan a specific community engagement plan is to be prepared prior to commencement

Levels of Certainty:

- 1 = every time
- 2 = in most cases
- 3 = depending on the program/issue
- 4 = occasionally
- 5 = rarely
- 6 = never

3.4 Consultation Process

The community consultation will involve the following process steps, which may vary depending on the levels of consultancy involved:

3.4.1 Research

- Identify the range of issues that are involved.
- Identify any policies or strategic plans that may impact on any of these issues.
- Identify the issues that are core to the consultation.
- Establish what the responsibilities of Council are in relation to each of the core issues that have been identified.

3.4.2 Setting the Framework for the Consultation

- Define the purpose of the consultation.
- List the specific aims of the consultation.
- Define the internal stakeholders who may have an interest in the consultation.
- Define the external stakeholder groups or individuals that need to be included.
- When an issue is likely to be controversial, consider engaging an independent expert who can develop credibility with both sides.
- Using the consultation matrix define the most appropriate approach to reaching the audiences involved.
- Holiday Period:
 - Council to take into account the ability for timely consultation during public holiday periods.
 - Council to take into account the possible low number of residents for exposure to critical consultation process during the December/January holiday period

3.4.3 Plan and Initiate the Consultation Process

- Establish the process which will be used to reach the audiences.
- Prepare a timetable for consultation that is realistic, including a avoidance of public holidays during the consultation period.

- Establish the necessary consultation budget.
- Prepare the information on which the consultation will be based.
- Ensure a quality and completeness review is performed on the information to be provided¹.
- Circulate the information and/or provide and advertise access points to the information for the identified audiences.

¹ Where relevant, Shire Officers must ensure that the information is fully compliant with legislation (i.e. a planning application can be approved in its submitted form) prior to commencing the consultation process. If the application is found not to be compliant it is to be deferred until additional/revised information is provided by the applicant to make it compliant.

3.4.4 Consideration of Submissions

- Formally acknowledge (either via letter or acknowledgement card) written submissions within 7 days of the end of the consultation timeframe
- Summarise all submissions and present a report to the relevant Shire Officers and Elected Members.
- Once the related/Council decision is made, communicate the outcome to the community via a relevant communication media (e.g. newspapers, notice board, website, Council Minutes), including direct to the community members who responded in writing.

3.4.5 Privacy of Submissions

Submissions received may be included within the official Council agenda and minutes, including personal information about the submitter's identity and location. Agendas and minutes are made available to the public and on Council's website. Authors of submissions that don't wish to have this information identified in agendas and minutes can request suppression of this information in their submission. In these situations the relevant Shire Officer may be required in the agenda item/report to provide information about the proximity and associated relevance of the contents of the submission.

Note the full copy of any submission, can be subject to access requests under the Freedom of Information Act.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies
Shire Policies	CR 1 – Public Relations – Press Releases CS 5 – Social Media
Related Documents	Strategic Community Plan 2021 - 2031
Related Procedure	N/A

5 Administration

Original Adoption Date	29 November 2018 (C.05/1118)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CR 4 – Recognising Centenarians

1 Objectives

For Council to provide guidance to the CEO in recognising Shire residents turning 100 years of age.

[It should be noted that there is no way for Shire Officers to know when a person in the Bridgetown-Greenbushes community is to turn 100. The Shire will rely on members of the community to provide this information]

2 Policy

That upon notification by family members (or closely associated community members), Council will honour our local Centenarians on their birthday, or on a date as close as possible to their birthday. The way in which this will be achieved is by providing an afternoon tea and an official letter of congratulations from the Shire President.

The guest list for the afternoon tea is to be formulated in consultation with the Centenarian and will include invitations being forwarded to appropriate State and Federal Members of Parliament and all Shire Councillors.

An appropriate State member of Parliament will be requested to advise the Prime Minister's office of the impending birthday to enable letters of congratulations to be organised from the Queen and the Prime Minister.

3 Applicable Legislation and Documents

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

4 Administration

Original Adoption Date	26 August 2010 (C.17/0810)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CR 5 – Bereavement Notices

1 Objective

To recognise deceased persons who have been closely associated with the Shire and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the community of the Shire of Bridgetown-Greenbushes.

2 Scope

Those to be recognised on their passing are to be limited to:

- (a) Current and former councillors and Chief Executive Officers;
- (b) Current employees; and
- (c) Identities of the Shire of Bridgetown-Greenbushes as agreed by the Shire President and the Chief Executive Officer.

3 Policy

3.1 Application

When informed of the death of a person entitled to bereavement recognition the Shire Administration is to ensure one or all of the following tasks are completed to reflect this policy:

- Councillors and employees are notified;
- A notice is placed in the Bereavement Notices section of the West Australian newspaper or Manjimup Bridgetown Times newspaper.

4 Applicable Legislation and Documents

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

5 Administration

Original Adoption Date	25 June 2020 (C.03/0620)
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CR 6 – Logo

1 Policy

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



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

2 Applicable Legislation and Documents

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

3 Administration

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

CR 7 – Australia Day Events

1 Objectives

To describe the arrangement for events on Australia Day by the Shire of Bridgetown-Greenbushes.

2 Policy

Australia Day is a day on which all Australians should feel a degree of national and civic pride.

Council will recognize one official Australia Day event to be conducted in Bridgetown as its formal Australia Day ceremony for the presentation of Australia Day Awards to recognize outstanding community contributions by local residents. The Bridgetown ceremony will be held as a breakfast function.

Council will financially support another Australia Day event, to be held in Greenbushes and managed/hosted by Grow Greenbushes. Although the formal Australia Day Awards will be presented at the Bridgetown event Grow Greenbushes is able to offers own awards to local residents that have contributed to the development and capacity of Greenbushes and its surrounding districts.

The amount of financial support provided by Council to Grow Greenbushes will be determined annually at such time as Council considers its annual community grants/service agreements/other community donations allocations.

Due to the Bridgetown event being the official event hosted by the Shire it is not possible for the Shire staff to manage the Greenbushes event.

With the holding of a Greenbushes event on Australia day the Shire will no longer provide a bus service from Greenbushes to the Bridgetown Australia Day event.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies Shire of Bridgetown-Greenbushes Local Government Property Local Law
Shire Policies	WM 1 – Rubbish Removal for Community Events
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	26 May 2016 (C.14/0516)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

CR 8 – Advisory Committee Policy

1 Objectives

The objectives of this policy:

- To Support Council in ensuring sound governance and management of Advisory Committees
- To ensure consistency in the formation and operation of all of Council’s Advisory Committees.
- To provide a clear pathway for community to provide advice and recommendations to Council
- To outline roles and responsibilities of Advisory Committee members and Shire officers.

2 Scope

This policy applies to all of Councils Advisory Committees, Councillors while remaining members of an Advisory Committee, and employees responsible for Advisory Committees. The policy is also relevant to all staff and community members who may interact from time to time with an Advisory Committee.

3 Definitions

3.1 The Act

the Local Government Act 1995.

3.2 Advisory Committee

means an Advisory Committee established under this policy. in this policy a reference to advisory committee is a reference to an advisory committee of the Shire of Bridgetown-Greenbushes.

3.3 Committee Member

an individual or organization represented by a delegated person who is appointed for the term of the Advisory Committee.

3.4 Member Organisation

an organization/community group that is appointed as a Committee Member represented by a delegated person who has authority to represent the organization/community group in decision making. The organization/community group must be based in the shire of Bridgetown-Greenbushes.

3.5 Member Organisation Representative

a person representing a Member Organisation with delegated authority to represent the organisation in decision making.

3.6 Responsible Officer

a Shire staff member that is nominated by the CEO to provide administrative and governance support to an advisory committee.

3.7 Advisory Committee Meeting –

a Meeting of an Advisory Committee.

3.8 Councillor

a current elected Councillor Council.

3.9 Instrument of Appointment and Delegation

a document which outlines the scope, purpose, authority and protocols of a Committee.

3.10 Quorum

at least 50% of the number of offices whether vacant or not; a Quorum is required to hold a formal meeting of an Advisory committee where recommendations to Council can be made.

4 Policy

4.1 Formation of an Advisory Committee

Advisory Committees must be formed (and rescinded) by Council Resolution, and the Instrument of Appointment and Delegation, and membership must also be decided by Council.

4.2 Powers and Functions of an Advisory Committee

Advisory Committees do not have any executive, financial or delegated powers.

Advisory Committees do not have the power to sub-delegate or form sub-committees. The role of an Advisory Committee generally is to provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council.

An Advisory committee can offer specialized advice and assistance with research on issues of interest to Council and the Community.

4.3 Membership

4.3.1 All Advisory Committees that have community members must have a minimum of five members, comprising of:

- A minimum of one Councillor; and
- A minimum of four community members.

4.3.2 Other than the Bush Fire Advisory Committee and Local Emergency Management Committee, Advisory Committee memberships will be capped at ten, including:

- a minimum of one Councillor, and a maximum of three councillors;
- a minimum of four and maximum of nine independent members, noting that where a Committee has two Councillor Representatives, up to eight independent members can be appointed, but where a Committee has three Councillor Representatives, up to seven independent members can be appointed.

4.3.3 The Bush Fires Advisory Committee (BFAC) membership is to consist of up to 2 councillors, the Chief Fire Control Officer, all Deputy Chief Fire Control Officers and the Fire Control Officer (or his/her representative) from each of the Shire's bush fire brigades. A number of government agency representatives also attend BFAC meetings but are not classified as members.

- 4.3.4 The Local Emergency Management Committee (LEMC) is to consist of up to 3 councillors, and representatives from the Shire, government agencies and community organisations.
- 4.3.5 Any Committees currently in existence that exceed this membership limit may continue to operate, but as members vacate the positions, they will not be replaced to allow the Committee to transition to the recommended membership.
- 4.3.6 Any community member may become a member of an Advisory Committee if appointed by Council, and any such member will have the same entitlement to participate as the Councillor Representative/s. Weight will be given to ensuring diversity of membership and skills on an Advisory Committee.
- 4.3.7 All Advisory committees will have an elected Chairperson, who must be a Councillor, and will, where necessary, have the casting vote.
- 4.3.8 Advisory Committee members must adhere to the same standards of conduct as elected members, as defined in the code of Conduct (Members and Staff).
- 4.3.9 Advisory committee members will be included in the Councillors Calendar. Any Councillor is able to attend a meeting of any advisory committee. Only Councillors who are appointed to the committee may vote.
- 4.3.10 Training will be provided to first time Advisory Committee Members prior to the first formal meeting of the committee after it is formed and/or reviewed at the commencement of each Council Term.

4.4 Advisory Committee Governance

Advisory Committees are subject to an Instrument of Appointment and Delegation (IoA). There is a standard IoA attached to this policy, and the IoA may be amended slightly, but must be adopted at the time the Committee is formed and/or reviewed at the commencement of each Council Term.

Advisory Committees are assigned a responsible officer by the CEO, to provide administrative support, ensure that the objectives of the IoA are met and to provide support and advice to the Chair in relation to governance. The Officer has no delegated power and is not a voting member of the committee.

Committees are subject to the Shire of Bridgetown-Greenbushes Standing Orders. These Standing orders apply generally to the proceedings of committees, with the exception of;

- (a) Clause 9.1 in respect of the requirement of rise;
- (b) Clause 9.5 limitation of the number of speeches

4.5 Officer Responsibilities

The nominated responsible officer will;

- Prepare agendas and distribute not less than 3 days before each meeting
- Compile the draft minutes and distribute them to committee members no less than 14 days after the meeting and no less than 7 day prior to the next meeting.
- Compile Council agenda reports outlining all recommendation of the advisory committee to be considered by Council.

- Provide reasonable support to the Advisory Committee through research to assist the Committee with its deliberations. However, work undertaken on behalf of the Advisory Committee will be balanced with other duties assigned to the officer. Where there is insufficient capacity to undertake work on behalf of the Committee, this matter will be referred to the officer's manager for determination of workload priorities.
- Provide the Chair with support and guidance on governance.

4.6 Committee Recommendations

- All actions/proposals made by an Advisory Committee will be taken to Council as recommendations for consideration or to the CEO if the matter can be dealt with under delegated authority or is of an operational nature.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Division 2 – Council meetings, committees and their meetings and electors' meetings Subdivision 2 Committees and their meetings of the Local Government Act 1995, <i>Local Government (Administration) Regulations 1996</i> Part 2 Council and committee meetings Standing Orders Local Law
Shire Policies	G.10 - Code of Conduct for Council Members, Committee Members and Candidates P 1 - Anti-Discrimination, Sexual Harassment and Bullying G 14 - Establishment of Council Committees CR 3 - Community Engagement/Consultation Policy IM 2 - Records Management Policy
Related Documents	Advisory Committee Standard Instrument of Appointment and Delegation
Related Procedure	N/A

6 Administration

Original Adoption Date	24 November 2022 (C.13/1122)
Last Reviewed	30 March 2023 (C.09/0323)
Scheduled Reviewed Date	30 November 2023

7 Standard instrument of Appointment and Delegation



BRIDGETOWN-GREENBUSHES STANDARD ADVISORY COMMITTEE (20XX-20XX)

INSTRUMENT OF APPOINTMENT & DELEGATION

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes (*Name*)(hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the (*Name*)

3 Objectives

The Objectives and role of the Committee are:

- 3.1 To advise Council on;
- 3.2 To advise Council on ways to develop and implement (*Document/s*) strategy.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members number of being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 14 days prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 21 October 2023 or as otherwise specified in the Local Government Act 1995.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

CS 1 – Library – Personal Use Computer

1 Objectives

To provide conditions of use and equity of access for the Library's Public Use Computers.

2 Policy

2.1 The Shire of Bridgetown-Greenbushes Public Library provides in-house use computers for the following purposes:

- To search the library catalogue
- To provide access to the Internet
- Some word processing and other computer services

2.2 Users are required to "sign on" to use a computer at the Help Desk and to "sign off" at the end of the allocated session time.

2.3 A user may make an advanced booking for use of a computer at a predetermined time. If a user is more than 10 minutes late for a booking, the booking is forfeited and the remaining time may be allocated to another user.

2.4 Continuous access during the time booked cannot be guaranteed, due to the possibility of technical interruptions beyond the Library's control.

2.5 Users are not permitted to modify the installed hardware or software in any way, for example, removal of a tool bar or icon.

2.6 The Library will not be held responsible for the security or privacy of content left on the public use computers by users. It is the user's responsibility to remove any content at the completion of a booking session.

2.7 The following Disclaimer applies to the Library's Public Use Computer Facilities:

- The Shire of Bridgetown-Greenbushes has no control over the information accessed through the Internet and cannot be held responsible for its content.
- A person must not use a computer service to transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material (*WA Censorship Act 1996*, s.101). The Shire of Bridgetown-Greenbushes is not responsible for any access points reached.
- A person must not use a computer service to transmit restricted material to a minor or make restricted material available to a minor (*WA Censorship Act 1996*, s.3). Supervision or restriction of a minor's access is the responsibility of the parent or guardian.
- The Shire of Bridgetown-Greenbushes does not guarantee or accept any liability for the information's accuracy, authoritativeness, timeliness, or usefulness for a particular purpose. The Shire of Bridgetown-Greenbushes shall have no liability for any direct or indirect or consequential damages related to the use of the information contained therein.

(A Notice including the above Disclaimer will be displayed beside the Public Use Computer Facilities).

2.8 The written consent of the parent/guardian is required before a minor is permitted to make Internet facility bookings. A copy of the Consent Form is attached as Appendix A. Library Membership is not a prerequisite for use of these facilities.

2.9 If insufficient space is available to enable groups to use the Library's Public Use Computers, a maximum of two (2) public users at any computer at one time is permissible. This policy may be varied at the discretion of the Library Officer on duty.

2.10 Clause 2.9 of this Policy notwithstanding, users are to respect the privacy of others using these facilities. Any user who disregards the privacy of another may be asked to leave the Library's Public Use Computer area without notice.

2.11 Any user who disregards this Policy may be prohibited from using the Library's Public Use Computer Facilities.

3 Applicable Legislation and Documents

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

4 Administration

Original Adoption Date	31 October 2002
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

PARENT / GUARDIAN'S PERMISSION FOR A CHILD TO USE THE LIBRARY'S PUBLIC

USE COMPUTER FACILITIES

Public-use Internet facilities are available at the Library to enable members of the public to access electronic information sources. This service is free of charge.

It should be noted, however, that the Library has no control over information accessed through the Internet and cannot be held responsible for its content.

Supervision or restriction of a child's access to the Library's Public Use computer Facilities is the responsibility of the parent or guardian.

Your child has asked to use this facility. Prior to arranging bookings, we require your written consent as indicated below. We also encourage you to accompany the child when they visit the Library to use the facility. Children under the age of 6 must be supervised by an adult.

For further information, please contact the Library on Tel. 97612503.

Parent / guardian's consent <p align="center">For a minor (a person under 18 years of age) to use</p> <u>Shire of Bridgetown-Greenbushes Library's Public Use Computer Facilities</u>	
Child's Name:	
Date of Birth:	
Address:	
(Print) Name of parent/guardian signing this form:	
Contact Telephone No.	
I hereby give my consent as parent/guardian for my child to use Shire of Bridgetown-Greenbushes Public Library's Public Use Computer Facilities Signed: Date:	

CS 2 – Library Membership

1 Policy

1.1 Introduction

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of resourcing sharing goals. The SWLC provides a Once-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardized policies.

1.2 Policy

The majority of physical and electronic collections in SWLC Libraries are considered to be State Government assets. Therefore (under the provisions of the Library Board Regulations 1985) any person who lives in Western Australia should be able to use those assets. If the person has the pre-requisite Proof of Identity and Address and is reasonably contactable via mail, telephone or email then there is no barrier to membership.

Residents of the Shire of Bridgetown-Greenbushes are entitled to enrol for membership of the Bridgetown-Greenbushes Library. In addition (under the provisions of the South West Library Consortia, members of other member libraries are entitled to use the Bridgetown-Greenbushes Library services. Users are to adhere to the Shire of Bridgetown-Greenbushes Member Code of Conduct and Borrowing Guidelines. The proof of identity, membership types, membership conditions and membership expiry are determined by the Participation Agreement and addressed in the Borrowing Guidelines (see Attachment 1).

2 Applicable Legislation and Documents

Statutory Power (Acts, Regulations, Local Laws, TPS)	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Library Board (State Library) Regulations 1956</i> r.34 – Use of books from library
Shire Policies	CS 3 - Library Loans
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 November 2017 (C.19/1117)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

BORROWING GUIDELINES

(1) Proof of Identity

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver's License or Proof of Age Card
- Passport
- Birth Certificate
- A Pension or Concession Card
- Other proof of identification
- In addition, proof of current address is required. If located on primary identification such as a Driver's License, this is sufficient. If address is not on the Proof of Identity then a current utilities bill or bank statement in the name of the application or similar can be used as a proof of address.
- People who have no fixed address may join the library at the discretion of the Library Services Coordinator, if they have adequate Proof of Identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.
- People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.
- Parents and guardians must provide Proof of Identity and Address as outlined for underage applicant such as a Medicare Card with the name of the Parent/Guardian and the applicant or a birth certificate.
- Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.
- Library managers may exercise some discretion in special circumstances to either allow or disallow membership applications.

MEMBERSHIP

(1) Membership options include:

Full user	Adult, Junior, Student, Young Adult
Now 18	Join Online, Now 18, Online
Outreach Membership	College Staff, Home Delivery, Outreach
Temporary Membership	Temporary Adult, Temporary Junior, Temporary Young Adult
Lite Membership	Lite Adult, Lite Junior, Lite Young Adult
Book Clubs Membership	

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits:	Borrowing Limits:	Borrowing Limit:	Borrowing Limit:	Borrowing Limit:	Borrowing Limits:

30 items across the consortia (limit to 10 DVD's)	None – until ID is sighted and membership is updated to full user	50 Items across the consortia (limit of 10 DVD's)	5 items across the consortia	2 items across the consortia	2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals:
Intra-Library Loans Limits: 20 Items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 Items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Intra-Library Loans Limits: 4 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: Not Permitted	Intra-Library Loans Limits: Not Permitted	Intra-Library Loans Limits: Not Permitted	Intra-Library Loans Limits:

(2) Membership Conditions

When adding a user membership to the system the following fields are mandatory:

- Basic Info – First Name
- Basic Info – Last Name
- Basic Info – Library (Where user has joined)
- Basic Info – Profile Name (E.g. Adult, Junior, YA)
- Privilege – PIN (system automatically generates alpha-numeric / up to 20 characters)
- Demographics – Notify (How user is to be notified)
- Demographics – Council
- Demographics – Birth Date (determines age in the system, dictates user privileges and provides data for reporting purposes).
- Address Information: Postal address (required for postal notifications) as per Australia Post Guidelines.
- Address Information: Email address (required for email notifications)
- Address information: Mobile number (required for SMS notifications)

(3) User Status

User status carries into all libraries in the consortium. IF the user status restricts use at one library, user is restricted at all libraries until the issues are resolved:

- OK: User in good standing, with no outstanding issues

- Overdue: User has overdue items. The user may still borrow subject to the renewal of overdue items
- Restricted: Restricted from using services until issues are resolved. May use online services
- Banned: Prohibited from using all services until issues are resolved

(4) Membership Expiry

Membership records require review and updating every 12 months. This will ensure user's details remain current throughout consortia.

The membership privilege will automatically expire 24 months. The membership record is retained an additional 12 months past the privilege expiry date. Should the user present to use the library service during that 12 month period, their ID and address may be confirmed and the membership reinstated.

IF the membership is not reinstated, and if it has no outstanding fees or memos, it will be purged from the system 36 months after the initial registration. If a user has outstanding fees, memos, or other obligations, the home library may decide to retain or discard the user record subject to local rules.

11.1

CS 3 – Library Loans

1 Policy

As a member of the South West Library Consortia (SWLC), the Shire of Bridgetown-Greenbushes Public Library offers an array of resources and services for the education and enjoyment of its members. These resources, and those of other Consortia Libraries, are shared jointly between all Consortia member libraries. Whilst the exact membership of the Consortia may change with time, the founding members are:

Australind	Bunbury	Eaton	Pemberton
Balingup	Busselton	Greenbushes	Walpole
Binningup	Capel	Harvey	Waroona
Boyanup	Dalyellup	Manjimup	Withers
Boyup Brook	Dardanup	Nannup	Yarloop
Bridgetown	Donnybrook	Northcliffe	

Resources available are “owned” by the purchasing Library either through local stock budget or via State Library funding allocation.

- Most items in the collection will be available for loan by users
- Reference items and special collections deemed “not for loan” are to be used in the library only
- Age restrictions will apply to the borrowing of DVD’s rated MA15+ and R Restricted
- Users may borrow items at any library within the consortium
- Users may return items to any participating library in consortium

Library Loans

- The total number of items borrowed by user can be made up from a variety of formats.
- Lending and renewal limits (total number of items) are outlined in the table below.

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD’s)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD’s)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 days	Lending Period: N/A	Lending Period: 42 days	Lending Period: 21 days	Lending Period: 21 days	Lending Period:

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending Library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Intra-Library Loans Limits: 4 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:

- Users must present their library cards to borrow from any library within the consortium.

Renewals

- Renewal period begins from the original due date. Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.

Holds

- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be place on hold by:
 - Accessing the online catalogue link
 - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of fourteen days.

12.1 If the item is not collected within the fourteen day period, it will be returned to general circulation

Overdue Items

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Notices will be sent from the lending library at intervals of 7 and 14 days.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the replacement cost. The invoice details are automatically entered into the user's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the user's records.

- If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved..Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

Inter-Library Loans

Inter-library loans for items no held by SWLC libraries are sourced via the State Library of Western Australia’s Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government’s policies <i>Library Board (State Library) Regulations 1956</i> r.34 – Use of books from library
Shire Policies	CS 2 – Library Membership
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 November 2017 (C.19/1117)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

CS 4 – Banners

1 Objectives

This policy sets out Council’s position regarding the use of the banners, including the six banner poles situation adjacent to Nelson Street along the northern South West Highway entrance to town.

2 Definitions

2.1 Event

An event can range from a Council sponsored event such as Anzac Day or Australia Day through to a major national awareness campaign. An “event’ is defined the following way:

- A cultural, sporting, recreational and/or charity event or festival that is community based.
- Major events that result in an influx of visitors
- Conferences/Conventions/meetings being hosted that warrant a community awareness campaign.
- Community minded messages or campaigns.

3 Policy

3.1 Introduction

Council is committed to the promotion of local events and celebrations and to provide a welcoming and vibrant atmosphere to its town sites.

To achieve this Council has developed a policy regarding the display of promotional banners.

Council has a responsibility to ensure that banners displayed in public areas do not cause offence.

Banner poles are to be utilized for festivals, special events and general promotion of Bridgetown and Greenbushes.

Council banners celebrating significant cultural dates will be considered a priority.

3.2 Procedure

Applicants book the banner poles by submitting a written request to the Shire a minimum of 6 weeks prior to installation of banner(s). The application is to include a photograph or graphic design component that enables the design of the banner to be clearly ascertained. Where the banners are for an annual event and remain unchanged from the previous year this requirement will be waived and only advance notification of dates for displaying of the banners is required.

Banners are to be delivered to the Shire Depot a minimum of five working days prior to the proposed installation date and will be installed for a minimum of two weeks and a maximum of six weeks (due to the rapid deterioration of the banners from sun and wind conditions). Once removed, all banners must be collected from the Shire Depot within 14 days.

The installation and removal of the banners will be undertaken by Council’s Works & Services staff at a subsidised charge outlined in the annual Fees and Charges.

Where annual events and booking times are contested Shire Officers will fairly rotate between groups over alternate years.

Community owned banners will only be installed for a period of two (2) weeks unless otherwise agreed.

The Shire Welcome Banners (once designed and produced) will be installed and remain in place when other event or celebratory banners are not installed.

3.3 Standard Banner Size

Banner measurements – 6 x Double sided banners. No pocket, just 4 eyelets in each corner, top and bottom 1.85 m x 1.2 m. Banners are required to meet the size and specifications to enable the banner to fit the banner poles, with eyelet reinforcing and rope for the purpose of anchoring the banner to its mounting.

4 Applicable Legislation and Documents

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

5 Administration

Original Adoption Date	24 November 2022 (C.18/0908)
Last Reviewed	24 November 2022 (C.11/1122)
Scheduled Reviewed Date	30 November 2023

CS 5 – Social Media

1 Objectives

The aim of this Policy is to outline what Council considers appropriate and productive use of social media, to minimize miscommunication and prevent misuse of social media tools that will undermine Council's brand and reputation.

2 Scope

This Policy outlines what is expected of officers, elected members and contractors in relation to using social media in order to protect the reputation and legitimate interests of Council.

3 Policy

3.1 Key Principles

- (a) Social media will be used as a communication tool, to facilitate a direct link with local community. Social media will not be the driver for building a communications strategy, but rather, a tool used to facilitate community engagement.
- (b) Information disseminated through social media will be accurate, authorized and aligned with council strategies, policies and decisions.
- (c) Use of social media will always follow clear identification of objectives and the right tools to meet those objectives.
- (d) Private information will be protected and copyright, privacy and other applicable laws will be taken into account when interacting with social media.
- (e) Record keeping of information disseminated or collected via social media will adhere to Local Government Authority requirements.
- (f) In developing and posting and responding to content, officers will uphold the values of Council by acting with honesty, integrity, courtesy and professionalism and will not be discriminatory, defamatory, harassing or encourage law breaking.
- (g) Officers and elected members are responsible for being familiar with this policy.

3.2 Objectives

With the CEO's approval, selective use of social media sites will be employed to:

- Enhance Council's reputation.
- Develop stronger relationships with community members.
- Provide an informal and accessible way for communication between community and Council.
- Promote selected services, events, policies and activities.
- Expand community engagement opportunities.
- Provide essential updates to the community during a crisis or emergency.
- Protect the organisation's reputation by monitoring social media activity that relates to Council.
- Respond or clarify an issue in detail.

3.3 Links to Other Council Policies

- Code of Conduct,
- Community Consultation.

- Complaints
- Provision of Information
- Email/internet
- Records Management/Archiving
- Emergency Management Plan.

These policies have been reviewed to ensure alignment with Social Media Policy.

3.4 Corporate Use of Social Media

3.4.1 Delegated Site Moderators

Delegated site moderators will be trained and authorized to write and post/moderate incoming content and respond to positive and negative comments. Delegated site monitors will be nominated by the CEO and will be the only officers to post/upload content on the official social media site.

All other officers wishing to post content on official social media sites can forward their information and/or responses to the delegated site monitors. The site monitors will then seek CEO approval if required (see 5.2).

3.4.2 Content

(i) Content-promotional

Officers developing promotional content for use on official social media site/s for the purpose of promoting activities, programs, community consultation and events should ensure that content is appropriate and forward to the nominated departmental site monitor to review and upload onto the official social media site/s.

(ii) Content-policy/response

Officers developing content regarding policy or official responses to public comment for use on the official social media site/s should forward to the nominated departmental site monitor for review and approval by the CEO. Site monitors will ensure the information posted is accurate and not misleading in any way.

When developing and posting content, officers WILL:

- Uphold the values of council by acting with honesty, integrity, courtesy and professionalism.
- Ensure that all relevant legislation has been complied with and that there is adherence to Council codes, policies and procedures.
- Avoid political bias.
- Act in a timely manner.
- Take steps to avoid real or potential conflicts of interest.

When developing or posting content, officers must NOT:

- Use abusive, profane or sexually explicit language.
- Undertake commercial solicitations or transactions.
- Use copyright or ownership protected materials without appropriate approvals.
- Be discriminatory, defamatory, or encourage law breaking.
- Compromise Council, officer or system safety.
- Engage in personal campaigns.

When developing content officers will consider:

- Protection of privacy and the confidentiality of Council, officer and rate payer information.
- Preventing disclosure of corporate information outside that which is authorized or publicly available.
- Protection of Council's intellectual property and copyright
- Terms of service for nominated social media sites.
- Level of response for issues raised by people outside the municipality.

3.4.3 Content Removal

The CEO reserves the right to remove content such as illegal or offensive material. Material that is reasonably critical of Council or Shire operations will not be deleted, but, appropriate responses will be developed by delegated site moderators and upload once responses have been approved by the CEO.

Delegated site moderators will always state why a post or content was removed regardless of who posted the content.

3.4.4 Monitoring/Moderating/Responding

As a minimum requirement, delegated site monitors will monitor social media content and exchanges daily (Monday to Friday) and establish whether:

- Comments need a reply or removal.
- Current content is factual, accurate and up-to-date.
- Posts are relevant.
- News information needs uploading.

Delegated site monitors will make use of digital monitoring tools whenever available as part of their evaluation of social media activities and report to Council.

Delegated site monitors will make use of digital monitoring tools whenever available as part of their evaluation of social media activities and report to Council.

Delegated site monitors will respond to constructive feedback, however will not respond to remarks of a derogatory nature. All feedback will be authorized by the CEO.

3.4.5 Access

Delegated site monitors must post comments from the administrative profiles set up for the Shire of Bridgetown-Greenbushes. Those accounts are:

- Shire of Bridgetown-Greenbushes Facebook pages.
- Any other social media sites approved and implemented by the CEO

3.4.6 Branding

The brand is the corporate identity of Council and can take many forms (name, sign, symbol, colour combination, slogan). A clear brand is an essential tool in online communications. The Shire logo will be attached to all corporate content.

3.4.7 Engagement

Social media tools may be used for community engagement as appropriate. When an officer requests to use social media for community engagement the officer will provide a project outline which briefly articulates the desired outcome of the consultation process, how the outcome will be achieved, the relevance of social media tools in the consultation process and how the process will be managed and evaluated.

3.4.8 Copyright

Material which is copyrighted (applications, audio, video, graphics, images, photographs, publications) will not be used unless prior written consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged. Delegated officers will be diligent in their consideration of brand, copyright, fair use and trademarks.

3.4.9 Website

Information provided on the Shire website can be replicated through official social media sites as determined by the CEO.

3.4.10 Review and Evaluation

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

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

3.4.11 Record Management

In developing content and using social media, officers will comply with the requirements of the *Archives Act 1983* with reference to the State Archivists Guidelines on digital record management. Consideration of record keeping requirements will be made before each new planned use of social media.

3.4.12 Resourcing/Training

The CEO will ensure that social media activities are adequately resourced to allow for adequate content development, monitoring, interpreting and responding to volume and content of messages as required.

3.5 Misuse of Corporate Social Media

Officers, other than delegated site monitors should not comment directly on official shire social media pages by may send comments to the relevant delegated site monitor after the content has been approved by CEO.

Officers wishing to upload content onto an official Shire social media site are required to adhere by this policy including content development and authorization before forwarding information for authorized officers for up-loading.

Delegated site monitors must not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racists, and/or sexist or infringes copyright.

Whilst commenting or posting content onto Council's official social media sites, delegated site monitors must not bring Council's integrity into disrepute, or harm the operations or reputation of the Shire of Bridgetown-Greenbushes.

3.6 Legal Issues/Liabilities

3.6.1 Defamation/Offensive/Obscene

Social media can appear to blur private and public spheres but activities on social media websites should be considered public activities. Despite the availability of privacy functions on social media websites, the possibility exists for content to be shared beyond intended recipients. Additionally it should be noted that the terms and conditions of use for most social media sites state that all content becomes the property of the site on which it is posted.

Online content is essentially permanent and should NEVER be considered private. Use of offensive, obscene or defamatory content may breach a number of Federal and State Laws. For example:

- Defamation Act 2005
- Commonwealth Criminal Code Act 1995 – offences related to telecommunications for example Section 474.17 deals with using a carriage service to menace or harass or cause offence.

Officers and elected members must not post offensive, obscene or defamatory content onto any of Council's official social media sites.

3.6.2 Privacy/Confidentiality

In developing content to uploading onto an official Council social medial site, officers and elected members will be cognisant of requirements under the *Personal Information Protection Act 2004*, the *Privacy Act 1988* and the *Local Government Act 1993*.

Personal and sensitive information cannot be published without permission from the person to which that information belongs, this includes photographs or quotes.

Delegated site monitors and elected members will not disclose confidential Council information, including but not limited to matters relating to closed meetings of Council.

3.6.3 Security Risks

Officers and elected members will be cognisant of security risks to Council through all use of social media.

Officers and elected members will also give consideration to security risks in relations to content development and uploading, recognizing that while one small fact alone might not form a security risk, however, jointly all posted information can form part of a collective whole that can be used against the interests of council and the operations of the Shire of Bridgetown-Greenbushes.

3.7 Personal Use of Social Media by Officers

Officers and elected members must not use Shire email addresses for personal social media logins. Officers and elected members must not establish fictitious names or identities deliberately intended to deceive, mislead or lie on Shire social media sites.

3.7.1 In Work Time

Incidental personal use of social media during work time is permissible provided the use of equipment and consumption of space on network is kept to a minimum and does not compromise, pre-empt or impact adversely upon Council business. Such use should not interfere with productivity, effectiveness and legitimate work activities and the time spent on personal use must be kept to minimum. Excessive use will not be tolerated.

The CEO will provide notice to staff if monitoring of social media usage is to be introduced.

3.7.2 Making Comments About Council

When using personal social media sites, officers and elected members must not purport to represent Council. It is permissible to mention where you work provided the website is appropriate for people of all ages – e.g. not a gambling or adult website, but you must make it clear you don't speak on behalf of Council.

When commenting on personal social media sites officers and elected members can post public information about Council – if the information can be found on the Official council website.

In using personal social media accounts for personal communication, officers must not:

- Damage the reputation of Council.
- Use Council's intellectual property or copyrighted materials.
- Disclose sensitive or confidential information.
- Post offensive or defamatory comments – particularly about Council, officers or elected members.

Consideration should be given to the following:

- Could what you are doing harm the reputation of Council?
- Are you disclosing Shire material that you are not authorised to disclose?
- Have you made it clear to others when your contribution is as a private individual, not an employee of the Shire?
- Are you willing to defend your post to your Executive Manager or CEO?
- Are you behaving with integrity, respect and accountability?

3.8 Breach of Policy-Penalties

Officers and elected members must comply fully with the policy at all times.

If you are not sure if an activity complies, speak to your Executive Manager or CEO.

Noncompliance is a serious matter and appropriate action will be taken.

Nothing in this policy should be interpreted as diminishing or attempting to diminish an employee's right to engage in lawful activities.

An elected member breaching this policy may be subject to a Code of Conduct complain (as per the *Local Government Act 1993* and the *Local Government (General) Regulations 2005*).

Officers breaching this policy may be subject to disciplinary action as per the Code of Conduct Policy (Officers and Elected Members).

3.9 Dispute Resolution

Disputes will be managed in accordance with dispute resolution policy.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.103 – Model code of conduct for council members, committee members and candidates</p> <p><i>Local Government (Model Code of Conduct) Regulations 2021</i> r.8 – Personal integrity</p>
Shire Policies	<p>CR 1 – Public Relations – Press Releases CR 3 – Community Engagement – Consultation Policy</p>
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	26 September 2013 (C.25/0913)
Last Reviewed	24 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

CS 6 – Service Agreements for Community Service Providers

1 Objectives

The Objectives of Service Agreements aim to:

- Provide the Service Agreement recipients with more longer-term security, enabling the group to forward plan and implement longer-term security and service to the groups recipients.
- Encourage, promote and support community services.
- Encourage community groups to forward plan their services, which will promote the stability of these services to the Shire.
- Reduce the time required by organisations to prepare submissions. Many of these organisations are managed and supported by volunteers. This time which has in the past been spent on producing a yearly detailed submission could be imputed into more community service work provided by that group.
- Streamline the Council budget process.
- Separate on-going operational activities from one-off activities or capital purchases. (It is recommended that groups applying for Service Agreements could also apply for one-off grants through the budget process).

The purpose of Service Agreements is to fund on-going operational activities, rather than one-off activities or capital purchases. This policy aims to clearly separate these one-off grants with Service Agreements.

2 Policy

2.1 Selection Criteria for Applying for Service Agreement

A group, organisation or individual providing an on-going service to the community at little or not profit.

2.2 Requirements to be Eligible for a Service Agreement

A Service Agreement request may be for operational on-going costs only. One-off capital items or projects may be applied for through the annual Community Grants process.

The project or program must be started within 12 months of the grant award.

Grant funds may be used for staff salaries, and contract services.

Service Agreement applications must answer all questions, and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.

Service Agreements will be in place for 3 years unless otherwise decided by Council.

Closing date for new Service Agreement applications is the last Friday in March annually. Late applications can be accepted by a resolution of Council.

Grant applications can be community or sporting groups, or Commercial ventures provided 100% of any grant funds provided by the Shire are for the purpose stated in the Service Agreement application.

A business plan, budget or detailed explanation of income and expenditure is required.

Provide of financial report with the Service Agreement application.

The Shire of Bridgetown-Greenbushes will determine terms of payment for Service Agreements.

Successful Service Agreement providers must provide the CEO, by 31 January each year, an interim acquittal, with written detail on services progressed via the service agreement funds.

Council may request to check the Financial Records of funded groups and organisations, eg. Cash Books and Bank Statements.

Council may use the project/program information provided by funded groups/organisations for promotional and networking purposes.

All funded groups/organisations will be required to enter into a formal agreement with the Shire of Bridgetown-Greenbushes before receiving funding regarding the Monitoring, Evaluation and Accountability and other conditions of the grant.

All funded groups/organisations will be required to acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material.

It is essential that any change of office bearers, telephone numbers and postal address be notified immediately.

Payments of funds may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

Funds will not be provided for activities that are the primary responsibility of other funding agencies.

Application to explicitly detail what the group/organisation/individual provides to the community, and how the service agreement will improve services to the Shire. Provide a financial report with the service agreement application.

Funds are not to be expended on capital or “one-off” projects.

Applicants for a Service Agreement may also apply for grants for “one-off” or capital items through the annual community grants process.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government’s policies
Shire Policies	CR 3 – Community Engagement – Consultation Policy FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions FM 8 – Self Supporting Loans to Shire Community Sporting Groups
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	27 November 2003
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

CS 7 – Library Exhibition Policy

1 Objectives

This Policy sets out Council’s position regarding art exhibitions in Council owned and operated public galleries.

2 Policy

2.1 Exhibiting Guidelines

Council manages the public exhibition space known as the Gordon Holdsworth Exhibition Space in the Bridgetown Library. This space was developed to showcase local and regional artists, touring exhibitions, local collections, artist in residence and to profile local art.

2.2 Exhibition Proposals

Council developed an exhibition space specifically for the purpose of providing professional opportunities for local and regional artists, and to showcase community art-making of the region. Exhibitions presented in Councils Gordon Holdsworth Exhibition Space will include mix of touring exhibitions, locally-developed curated exhibitions and community-initiated exhibitions.

All proposals will be submitted through the library and considered for approval by the Chief Executive Officer.

2.3 Exhibition Promotion and Public Relations

All exhibitions held in the Gordon Holdsworth Exhibition Space will be promoted through Council’s web site, Council’s Facebook page, email information group (Shire Bytes) and relevant publications. On occasion the exhibiting Gallery will receive editorial coverage in local press or promote exhibitions in industry publications. Invitations are developed and distributed by Council and/or by the exhibitor.

Exhibitors wishing to promote their exhibitions in addition to Council’s usual mechanisms are welcome to do so but are required to acknowledge Council’s support of the exhibition. Promotional material therefore must be checked by the Chief Executive Officer (or his delegate) and approval for the use of the Shire of Bridgetown-Greenbushes Council logo is required.

The Library Manager can provide a mailing list of VIPs (including the Council President and Councilors) for the Exhibitor’s use.

2.4 Sale of Artworks

Council’s exhibition space is a public gallery, therefore selling artwork is not Council’s primary role. However, the sale of artworks can be negotiated with the facility manager. The following conditions apply:

- If the exhibitor elects to offer the artwork for sale, the exhibiting gallery will receive a commission of 10%. If the exhibitor does not elect to offer artwork for sale, or does not sell any works after electing to offer artwork for sale, no fees will be paid.
- All sales of artworks will be undertaken in accordance with the sale of art commission’s administrative procedure.

- While all reasonable care is taken for the safety of artwork or other items for sale, Council cannot be held responsible for damage or loss due to theft.

2.5 Book Launches and Similar Events

The Gordon Holdsworth Exhibitions Space and other areas of the Library are suitable spaces for events such as a book launch. Such events are encouraged at the Library subject to them not detracting from the predominate functions of the Library. These events will operate under the same conditions and commissions as listed above for “exhibitions”.

2.6 Policy Review

The Art Exhibition Policy will be reviewed annually to ensure its currency and relevance and to assess the cost coverage of the art sales commission percentage.

3 Applicable Legislation and Documents

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

4 Administration

Original Adoption Date	27 November 2014 (C.15/1114)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

CS 8 – Swimming Pool Entry Age

1 Policy

Children entering the Swimming Pool facility must be accompanied by an adult if under the age of 10 years as per the Royal Life Saving Standards.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	19 December 2002
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

CP 1 – Facility Opening Hours to the Public

1 Policy

1.1 General Office

- (a) Monday to Friday 9.00am – 4.30pm
- (b) Office to be closed during Christmas/New Year period.

1.2 The Library

- (a) Monday, Tuesday, Wednesday and Friday 10.00am – 5.00pm
 - 13.1 Thursday 10.00am - 7.00pm
 - 14.1 Saturday 9.00am – 12 noon
- (b) The Library will be closed during Christmas/New Year period and Easter including Easter Saturday.

1.3 Bridgetown Landfill Site:

- (a) Wednesday to Thursday 7.30am – 12 noon
 - 15.1 Friday 7.30am to 11.00am
 - 16.1 Saturday and Sunday 9.00am – 4.00pm
- (b) The Bridgetown Landfill site will be closed Monday & Tuesday and on Christmas Day, New Year’s Day and Good Friday.

1.4 Greenbushes Transfer Station:

- (a) Saturday 10.00am – 1.00pm
- (b) The Greenbushes Transfer Station will be closed on Christmas Day, New Years Day.

1.5 Bridgetown Leisure Centre:

The gym at the Leisure Centre is available 24 hours per day for gym members.

Facility opening hours will be:

Summer Operating Hours

Leisure Centre

Monday to Sunday 8.30am – 6.00pm

Aquatics

Monday to Wednesday 6.00am – 6.00pm

Tuesday, Thursday and Friday 7.00am – 6.00pm

Saturday, Sunday and Public Holidays 8.00am – 6.00pm

Winter Operating Hours

Leisure Centre

Monday to Thursday 8.30am – 6.00pm

Friday 8.30am – 2.00pm

The Leisure Centre Manager has discretion to adjust opening times during the season dependent on weather and patronage. The aquatic complex may close up to one hour later (at 7.00pm) during the summer school holiday period.

During the course of the swimming season there are occasions where the aquatic facility is booked for a school swimming carnival (generally 4 - 6 times per season). On these occasions access to the 25 metre pool will be exclusive to the school(s).

Access to other facilities may be available to the general public therefore members of the public will not be charged an entry fee to use these facilities during the carnival(s). Note this waiving of entry fee does not apply to spectators of the school swimming carnival.

The swimming season at the Bridgetown Leisure Centre shall run annually from 1 November to 31 March with the CEO having discretion to extend the season to at least Easter each year depending on expected patronage and weather forecasts.

1.6 Visitor Centre

Monday to Friday	9am – 4pm;
Saturday	10am – 3pm;
Sunday	10am – 1pm

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies Local Government Property Local Law
Shire Policies	CP 3 – Facility Hire CP 4 – Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	25 February 1999
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

CP 2 – Closed Circuit Television (CCTV)

1 Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Bridgetown-Greenbushes –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within Shire.

2 Scope

- 1 This policy applies to the Shire of Bridgetown-Greenbushes owned, leased and operated CCTV systems only.
- 2 This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

3 Policy

3.1 Introduction

Due to high rates of graffiti, vandalism, anti social behaviour and other offences related to Statue Law, the Shire of Bridgetown-Greenbushes has undertaken to use CCTV camera recording systems within the Shire of Bridgetown-Greenbushes public areas to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Bridgetown-Greenbushes within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Bridgetown-Greenbushes. It is recognized, however, that such crime will never be totally prevented.

3.2 Operating Procedures and Guidelines For Use of CCTV

3.2.1 Role and purpose of CCTV System

The Shire utilizes fixed CCTV surveillance systems throughout the locality in public areas in order:

- (a) Deter and prevent offences against person or property.
- (b) Provide a record/evidence to events or incidents which may have occurred in the area of use.
- (c) Improve the safety and amenity of residents and visitors within the Shire of Bridgetown-Greenbushes.

3.2.2 CCTV Staff

- (a) All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.
- (b) All staff shall follow the terms and procedures of this policy when dealing with CCTV.
- (c) All authorised staff shall sign the approved Code of Conduct contained in this policy.

3.2.3 Recording of Images and Still Photographs

- (a) Video images and still photographs are recorded by cameras fixed at sites to view identified crime “hot spot” locations within the Shire of Bridgetown-Greenbushes under the control of the CEO;
- (b) Downloading and storage of images or still photographs shall only occur if the Shire of Bridgetown-Greenbushes CEO is of the opinion that an offence against a Statute Law has been or is being committed;
- (c) At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;
- (d) All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Bridgetown-Greenbushes.
- (e) Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;
- (f) The date, time and category of incident shall be noted on the rear of any still photograph taken;
- (g) All recordings and still photographs shall be kept in secure storage under the control of the Shire of Bridgetown-Greenbushes;
- (h) All original recordings shall be erased and still photographs shall be shredded after forty-five (45) after the date of the recording unless a request is made in writing for it to be held;
- (i) All written requests for access to original recordings shall be filed within the Shires data record system;
- (j) The CEO and/or authorised officer(s) may view any tape on a random basis;

3.2.4 Viewing of Images and Still Photographs

- (a) WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;
- (b) Such a request must specify the date, time and location of the incident which the person wishes to view;
- (c) Requests by lawyers and individuals shall be made in writing and lodged with the Shire;
- (d) Requests to view a recording shall be responded to within ten (10) working days.

3.2.5 Copying of Images and Still Photographs

- (a) The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;
- (b) Any recording copied is to be marked “copy” and certified as such;
- (c) Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident;
- (d) Certified copies will only be released to the parties names above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

3.2.6 Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument;

3.2.7 Joint Operations With WA Police

- (a) Members of the WA Police may request the cooperation of the Shire of Bridgetown-Greenbushes CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;
- (b) Such requests shall be made by the WA Police officer responsible for coordinating the operations;
- (c) The request shall detail the times and general purpose for which surveillance support is requested;
- (d) The CEO may decline to provide cooperation;
- (e) The CEO may withdraw cooperation at any time during the operation.

3.3 Code of Practice for CCTV Surveillance System

3.3.1 Key Principles

This policy contains a Code of Practice containing the basic standards with which the Shire of Bridgetown-Greenbushes CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognized by ensuring the security and integrity of operational procedures.

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5

The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8

Staff employed to operate and access CCTV Camera Systems, whether they are operators, managers, or contactors will meet the highest standards probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11

Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12

The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for forty-five (45) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13

Contact related to the CCTV Surveillance System between the Shire of Bridgetown-Greenbushes and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

3.3.2 System Description

The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for forty-five days (45) unless they are required in relation to an investigation of crime or for court proceedings.

3.3.3 Purpose

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently in accordance with the Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognized by ensuring the security and integrity of operational procedures

The primary purpose of the Shire of Bridgetown-Greenbushes CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Sexual Assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

- (i) to reduce crime levels by deterring potential offenders;
- (ii) to reduce the fear of crime;
- (iii) to assist in the detection and prosecution of offenders; and
- (iv) to help secure a safer environment for those people who live within the Shire of Bridgetown-Greenbushes.

Temporary cameras may be installed for major or special events or other operational requirements.

3.3.4 Responsibilities of the Shire as Owner of the System

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

3.3.5 Accountability

Principle 5

The Shire will be accountable to the public for effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.

3.3.6 Public Information

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advise will:

- (i) inform the public that cameras are in operation;
- (ii) inform people entering the area as to the possible operation and recording of activities in public areas; and
- (iii) identify the Shire of Bridgetown-Greenbushes as the owner of the system.

3.3.7 Assessment of the System and Code of Practice

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the System are being complied with and objectives are being achieved.

The shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

3.3.8 Management of Recorded Information

Principle 8

Staff employed to work and access the CCTV Surveillance Camera system, whether they are operators, managers or contractors, will meet the highest standards of probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

3.3.9 Control and Operation of Cameras

Principle 10

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the system.

Principle 11

Information should be obtained fairly and in accordance with the privacy provisions of Principle 2.

All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outline in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

3.3.10 Stills and Recorded Material

Principle 12

The retention of, and access to, photographs and recorded material will be only for the purposes provided by the Code of Practice. Photographs and recorded material will be retained for forty-five (45) days unless they are required in relation to the investigation of crime or for court proceedings.

Access to and use of recorded materials and photographs will only take place:

- (a) in compliance with the needs of police in connection with the investigation of crime; or
- (b) if necessary for the purpose of legal proceedings.

Recorded material and photographs will not be sold or used for commercial purposes for the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime

or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognizable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Appropriate security measures will be taken against unauthorized access to, alteration, disclosure, accidental loss or destruction of recorded material.

3.3.11 Contact with Police

Principle 13

Contact related to the CCTV Surveillance System between the Shire and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.

Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Bridgetown-Greenbushes and will be subject to audit.

3.3.12 Breaches of the Code

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire of Bridgetown-Greenbushes or the needs or the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Complaints in relation to any aspect of the management or operation of the system may be made in writing or via email to the CEO.

3.4 Code of Conduct – Authorised Officers for CCTV Operation

This Code of Conduct has been developed to ensure that the highest ethical standards are practiced by Authorised Officers who operate the Shire of Bridgetown-Greenbushes closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:

The Shire of Bridgetown-Greenbushes expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Bridgetown-Greenbushes expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Bridgetown-Greenbushes recording facility without formal authorization of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorization and in accordance with approved Council policies and government regulations.

- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorization having been granted.

REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Bridgetown-Greenbushes work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

- The Shire of Bridgetown-Greenbushes takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Bridgetown-Greenbushes may take disciplinary action which may result in dismissal.

I have read and understood the above Code of Conduct and agree to abide by these conditions.

SIGNATURE.....

DATE.....



**REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF
SURVEILLANCE RECORDS**

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an incident which is the subject of Police inquiries on (date and approximate time) _____ be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy/photograph whilst it is in my possession and understand that I am NOT at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will NOT be released to the Media under any circumstances unless authorised by the CEO of the Shire of Bridgetown-Greenbushes.

POLICE

SIGNED: _____

NAME: _____

RANK & NO: _____

STATION/SECTION: _____

DATE: _____

SHIRE of BRIDGETOWN-GREENBUSHES

CEO or Authorised Officer only

SIGNED: _____

NAME: _____

DATE: _____

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies
Shire Policies	<i>Surveillance Devices Act 1998</i> CP 6 - Vandalism
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	30 May 2013 (C.14/0513)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

CP 3 – Facility Hire

1 Policy

The Shire of Bridgetown-Greenbushes has various facilities which may be hired by organisations, groups, individuals and companies. The facilities differ whereby some have tables, chairs, crockery, cutlery available whilst others do not have any furniture, etc. All facilities are hired on an ‘as is’ basis and hirers must complete and sign a Facility Hire application form and adhere to the conditions of use contained therein.

1.1 Conditions of Use

Hirers of Shire of Bridgetown-Greenbushes facilities are requested to comply with the following hire conditions:

- All venue hire fees to be paid in advance. Bookings will not be confirmed until payment has been received and receipted at the Shire offices. A cleaning/damage bond as included in Council’s adopted fees and charges applies for hall hire bookings.
- Sporting Clubs who do not have Public Liability Insurance can apply to the Bridgetown Leisure Centre Manager to operate under a Leisure Centre, the final decision will be at the discretion of the CEO (or his/her nominated Officer).
- The Bridgetown Town/Lesser Hall will not be made available for hire for sport or recreation pursuits where these can occur in the Leisure Centre.
- The use of Shire Halls for the retail selling of commercial goods will not be permitted. However the use of Shire Halls for promotion of products and services only shall be permitted.
- Applications for retailing of commercial goods by community/charitable organisations may be permitted subject to Shire approval being granted prior to the event.
- The selling of goods through market stalls organised by community/charitable organisations shall be permitted.
- Compliance with any requirements/conditions listed on the Facility Hire applications form. In circumstances where the hirer is required to hold public liability insurance the minimum level of cover is to be \$20 million.

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	27 March 2003
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

CP 4 – Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate

1 Policy

Where a member of a Shire facility (i.e. gym, pool) is prohibited from using the facility due to a Government Mandate (i.e. compulsory vaccination requirements or public health directives) the membership of each member is to be extended by the period of the Government Mandate, up to a maximum period of 12 months.

If the Government Mandate is in place for a period of more than 12 months Council will review the matter going forward and could elect to continue the membership period extension, refund unused membership fees or reinstate membership charges.

Extensions of membership periods or refunds of membership fees aren't given when members relocate out of the district or simply decide they no longer wish to be a member. The Chief Executive Officer is authorised to assess the status of each member on a case by case basis in the event of a Shire facility being closed to either all members or specific members and implement the extension period where it is clear that the member is a genuine user of the facility and is solely prohibited from using the facility by a Government Mandate.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.8(2)(b) – The council is to determine the local government's policies s.5.42 - Delegation of some powers and duties to CEO s.6.12 - Power to defer, grant discounts, waive or write off debts
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	27 January 2022 (C.13/0122a)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

CP 5 – Proceeds From Sale of Council Land

1 Objectives

To ensure the organisation retains strategic Capital assets.

2 Policy

From time to time Council owned land is identified as being surplus to existing requirements, and a resolution is made by the Council to dispose of it in accordance with Section 3.58 of the Local Government Act 1995 (sale by auction, tender or private treaty).

All income (less sale of land costs) generated by the sale of Council land is to be deposited in the Land and Buildings Reserve for future use for acquisition of land and buildings.

It is not sustainable for operational costs of the organisation to be funded by sale of capital items. Ideally proceeds from the sale of capital items should be used for the acquisition of capital items.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.58 – Disposing of property <i>Local Government (Functions and General) Regulations 1996</i> r.30 – Dispositions of property excluded from Act
Shire Policies	CM 3 – Asset Management
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	29 April 2001
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

CP 6 – Vandalism

1 Policy

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

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

CUS 1 – Complaints

1 Objectives

- Recognise, promote and protect the residents, ratepayers and visitor’s right to complain about the dealings with the Shire
- Provide consistent and clear guidelines for the handling of complaints
- Provide a simple, clear and concise process for recording, examining and resolving complaints
- To obtain feedback to identify services and process that could be improved.

2 Policy

2.1 Introduction

The Shire of Bridgetown-Greenbushes endeavours to provide services and facilities of the highest standard for Shire residents, ratepayers and visitors.

The Shire recognises the right of residents, ratepayers and visitors to complain when feeling dissatisfied. We are committed to the provision of quality residents, ratepayers and visitor’s service and the efficient and fair resolution of complaints.

The Complaints Policy has been developed to provide a straight forward and uncomplicated process for investigating and resolving complaints.

The Shire recognises that the complaints mechanism also provides an opportunity for feedback, and continuous improvement of its processes and services.

2.2 What is a Complaint?

A complaint is an expression of dissatisfaction about the quality of a service a resident, ratepayer or visitor receives when dealing with the Shire. Complaints also include grievances that a resident, ratepayer or visitor may have about the inappropriate actions or behaviours of a Shire employee or an elected member.

Complaints may concern:

- Services provided by the Shire
- Actions or behaviours of:
 - a staff member
 - the CEO
 - an elected member other than the President
 - the President

A complaint under this Policy is not:

- Submittal of a residents, ratepayers and visitors service request;
- Requests for new services;
- Requests for information or explanation of policies or procedures;
- A complaint relating to a decision/determination (other than processes used) made by the Council or staff member acting under Council’s delegated authority;

- A complain for which statutory review processes exist, such as a appeal against a planning decision for which there are appeal provisions in the applicable legislation;
- A complaint about receive of an infringement when an internal appeal or request for withdrawal process to the Shire CEO is available;
- An expression of dissatisfaction with the behaviour or performance of a staff member whereby the mechanism is contained in Council’s Code of Conduct or policy;
- An expression of dissatisfaction with the behaviour or performance of an elected member whereby the mechanism is contained in the Local Government (Rules of Conduct) Regulations or Council’s Code of Conduct; or
- A work related grievance of a staff member.

The reason why complaints about behaviour or performance of staff or elected members as outlined above aren’t termed “complaints” is that the processes set out in the Local Government (Rules of Conduct) Regulations, Council’s Code of Conduct or other applicable policy take priority and no investigation under the Complaints Policy is to proceed.

All complaints must be received in writing, either via formal written correspondence, email to the Shire’s corporate email address btnshire@bridgetown.wa.gov.au or on the official complaints form, as provided at the Shire Customer Service Area, at the external centres of the Library, Leisure Centre and Visitor Centre, and on the website at www.bridgetown.wa.gov.au.

2.3 What Our Residents, Ratepayers and Visitors Can Expect From us

Complaints will be taken seriously

- Anyone making a complaint will be treated with courtesy and respect
- Anyone making a complaint will be listened to and their views will be taken into account
- All complaints will be dealt with in a timely manner
- All complaints will be recorded.

2.4 What we Would Like From Our Residents, Ratepayers and Visitors if Making a Complaint

- Courtesy and respect
- A full and accurate explanation of the complaint
- Identification and contact details so that we can provide feedback and handle the complaint as effectively and professionally as possible.

2.5 Anonymous Complaints

Limitations will apply to the investigation of anonymous complaints.

Anonymous complaints will not be investigated unless the matter is:

- A matter for which the Shire is obliged to act, prescribed in the Local Government Act, the Corruption and Crime Commission Act or under any other written law: and/or
- A matter which if not attended to could reasonably constitute a significant risk to the health and/or safety of persons, animals or the environment.

2.6 Withdrawing a Complaint

Anyone wishing to withdraw a complain must notify the Shire in writing or via email.

2.7 Complaints of Illegal or Corrupt Behaviour

Complaints which, when assessed, relate to illegal or corrupt behaviour or misconduct under applicable legislation will be referred by the CEO to the appropriate external organisation. Where such a complain alleges such behaviour by the CEO, the Shire President will refer the complaint.

2.8 Termination of a Complaint

The Shire of Bridgetown-Greenbushes may terminate a complaint if it:

- has previously been dealt with by the Shire;
- was lodged more than twelve months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern; or
- if another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

2.9 Complaints Processes and Flow charts

A “service complaint” is a complaint about the standard of a service provided by the Shire. A complaint against an employee of the Shire, CEO, elected member or Shire President is about the actions, inactions or behaviour of those persons.

Set out below is a descriptive flow chart showing the various complaint types, and their related processes.

2.10 Flow Chart

Complaint Against a Service Provided by the Shire	Complaint Against Staff Member other than CEO	Complaint Against CEO	Complaint Against an Elected Member other than President	Complaint Against President
Complaint is presented to and dealt with by CEO	Complaint is presented to and dealt with by CEO	Complaint is presented to Shire President	Complaint is presented to Shire President	Complaint is presented to CEO or Deputy President
▼	▼	▼	▼	▼
If complaint alleges illegal or corrupt action, the CEO will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the CEO will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the President will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the President will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the CEO/Deputy President will automatically refer to outside agency
▼	▼	▼	▼	▼
If complainant is dissatisfied with CEO investigation or determination, he/she to be advised of appeal option to Complaints Panel.	If complainant is dissatisfied with CEO investigation or determination he/she to be advised of appeal option to Complaints Panel.	Shire President appoints Complaints Panel.	Shire President appoints Complaints Panel.	Deputy President appoints Complaints Panel
▼	▼	▼	▼	▼
If appeal lodged, Shire President is to appoint Complaints Panel to	If appeal lodged Shire President is to appoint Complaints Panel to	Complaints Panel to determine complaint and any subsequent action.	Complaints Panel to determine complaint and any subsequent action.	Complaints Panel to determine complaint and any subsequent action

review CEO determination.	review CEO determination.			
▼	▼	▼	▼	▼
Complaints Panel to determine complaint and any subsequent action.	If Complaint Panel determines finding against staff member, the matter is referred to CEO for determination of action.	If complaint is upheld the Shire President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.	If complaint is upheld the Shire President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.	If complaint is upheld the Deputy President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.
▼	▼	▼	▼	▼
The CEO will submit a monthly report in elected members' information bulletin on the number and status of current service complaints.	If complainant is dissatisfied with Complaints Panel determination and/or CEO action, he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.

2.11 Step-by-Step Description

(A) Complaints Against a Service Provided by the Shire

Any complaint expressing dissatisfaction about a service provided by the Shire will be dealt with administratively by the Chief Executive Officer (CEO) unless a review of the CEO's determination is requested by the complainant.

- (i) The complaint will initially be referred by the CEO to the relevant senior officer responsible for the service that is the subject of the complaint. The senior officer will investigate the complaint, including interviewing relevant staff members and will provide a report to the CEO.
- (ii) The CEO will consider the report from the senior officer and make a determination of the complaint, and if the complaint is upheld will determine whether any changes to current practices or procedures are required.
- (iii) The complainant shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint.
- (iv) If the complainant is dissatisfied with the investigations or determinations undertaken by the CEO, he/she will be advised of their rights to appeal to a Shire Complaints Panel established by the Shire President. The Complaints Panel normally shall comprise:
 - (A) President;
 - (B) Relevant senior officer responsible for the provision of the service that is the subject of the complaint (where the service in question is provided by the Office of the CEO, one of the Executive Managers will be the relevant senior officer); and
 - (C) Two (2) elected members, selected by the Shire President.
- (v) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of being informed by the President/CEO of an appeal.
- (vi) The Complaints Panel will assess the complaint and, if necessary, will interview the person making the complaint, accompanied by a support person if he/she so desires, and any other

relevant person or officer. The Complaints Panel will prepare a report for the consideration of either the CEO or Council (as determined by the Complaints Panel). The report will contain:

- (A) details of the complaint;
- (B) details of how the complaint was investigated;
- (C) other relevant factors; and
- (D) a recommendation.

(B) Complaints Against Employees (other than the CEO)

The Local Government Act 1995, section 5.41 states:

“5.41 The CEO’s functions are to:

...(g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);”

Any complaint/allegation about an employee (other than the CEO) shall be dealt with administratively by the CEO, other than if a complainant is dissatisfied with the determination made by the CEO in the initial complaint. In that case the complainant may appeal to a Shire Complaints Panel for a review of the CEO’s determination. However, in accordance with Section 5.41(g) of the Local Government Act, the CEO will solely make the determination on what action is to be taken against a staff member found by the Complaints Panel to have acted in an inappropriate or adverse manner on the subject of the complaint in question.

- (i) All complaints/allegations will be treated as confidential and will ensure that the principles of “nature justice” and “procedural fairness” are followed at all times.
- (ii) The CEO will advise the employee in writing of the complaint.
- (iii) The advice will:
 - (A) contain details of the complaint/allegation (other than the complainants name/details);
 - (B) contain details of legislation/Code of Conduct being allegedly breached;
 - (C) seek comments or a response to the allegation; and
 - (D) specify a closing date for receiving such response
- (iv) The CEO will investigate the complaint/allegation, or may direct another person to carry out the necessary investigations, and will prepare a report.
- (v) If any complaint/allegation or criticism is made concerning an employee, that employee may reply to the complaint/allegation in writing to the CEO.
- (vi) The CEO (or delegate) will prepare a confidential report. The report will contain details of the complaint/allegation, legislation/Code of Conduct being breached and a determination on whether a breach has occurred and if so what action is necessary against the employee.
- (vii) The complainant and the employee being complained about shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint/allegation.
- (viii) The complainant and the employee being complained about shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint/allegation.
- (ix) If the complainant is dissatisfied with the investigations or determinations undertaken by the CEO, he/she will be advised of their rights to appeal to a Shire Complaints Panel established by the Shire President. The Complaints Panel normally shall comprise:
 - (A) President;
 - (B) Applicable senior officer: and
 - (C) Two (2) elected members, selected by the Shire President.

- (x) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of the complaint receipt.
- (xi) The Complaints Panel will assess the complaint and, if necessary, interview the person making the complaint and the employee, each accompanied by a support person should either so desire. The Complaints Panel will prepare a report for the consideration of the CEO. The report will contain:
 - (A) details of the complaint;
 - (B) details of how the complaint was investigated;
 - (C) other relevant factors; and
 - (D) a recommendation.

(C) Complaints Against Elected Members, President or the Chief Executive Officer

- (i) The elected member, President or CEO will be advised in writing of the complaint. The President will write to any elected member involved, and where the complaint involves the President, the Deputy President will write to the President. Where the complaint involves the CEO, the President will write to the CEO.
- (ii) Any complaints/allegations about an elected member, the President or the CEO shall be referred to a Complaints Panel for investigation.
- (iii) The Complaints Panel shall normally be chaired by the President, except when the complaint/allegation involves the President in which case the panel will be chaired by the Deputy President. If necessary, the Complaints Panel will interview the complainant and the elected member, the President or the CEO, each accompanied by their respective support person, should they so desire.
- (iv) Notwithstanding (iii) above, if the complaint is about the President and the complainant is the Deputy President, the Complaints Panel is to be chaired by an elected member selected by the CEO, giving cognizance of the elected member's "seniority" of service with the Council.
- (v) The Complaints Panel normally shall comprise:
 - (A) President (except where the complaint/allegations involves the President). In this case the Deputy President will chair the panel (unless he/she is the complainant);
 - (B) CEO (except where the complaint/allegation involves the CEO); and
 - (C) Two (2) elected members, selected by the Shire President, or the Deputy President if the complaint/allegations involves the President;
- (vi) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of the complaint receipt.
- (vii) When a complaint is received, the person who is the subject of the complaint will be advised in writing within (7) days. The advice will:
 - (A) contain details of the complaint/allegation (including the complainant's name/details);
 - (B) contain details of legislation/Code of conduct being allegedly breached;
 - (C) seek comments or a response to the allegation; and
 - (D) specify a closing date for receiving such response.

The President or CEO (whichever is applicable) will send the advice to the person who is the subject of a complaint. Where the complaint is about the CEO, the advice will be sent by the President, and where the complaint is about the President, the advice will be sent by the Deputy President.

- (viii) If necessary, the CEO may prepare a confidential report, for the consideration of the Council, to be jointly signed by the President, Deputy President or elected member (as applicable) and CEO. The report will contain:
 - (A) details of the complaint/allegation;

- (B) legislation/Code of Conduct being breached;
- (C) other relevant factors; and
- (D) a recommendation.

The Council will consider and determine appropriate action to be taken.

If the complaint/allegations are against the CEO, and if deemed necessary by the Complaints Panel, the President shall prepare the report to Council,.

- (ix) The complainant and the elected member or CEO being complained about shall be advised in writing, as soon as practicable, of the outcome and/or determination concerning the complaint/allegation.
- (x) If any complaint/allegation is made concerning an elected member or CEO, that elected member or the CEO may reply to the complaint/allegation either in writing to the President or to the Council itself. If the complaint is about the President, the President may reply to the Chair of the Review Panel and/or to the Council itself.

Where a complaint against an elected member (including the President) comes under the authority of the Local Government (Rules of Conduct) Regulations then the process under that legislation is to take priority and no investigation under this Policy will proceed.

2.12 If at the End of the Shire’s Process the Complaint is Not Satisfied

If a person making a complaint believes that his/her complaint has not been duly dealt with by the Shire of Bridgetown-Greenbushes, and wishes to make an appeal, he/she will be advised to raise their concerns with the Western Australia Ombudsman’s Office.

2.13 Reporting

The CEO will complete a monthly report to Council containing a list of the complaints received and processed in the prior month, including the relevant determination and action (s) taken on each complaint. The CEO will also include a summary of these complaints, including the actions taken and their outcomes, in the Shire’s annual report.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.5.41 – Functions of CEO</p> <p>s.5.51A – Code of conduct for employees</p> <p>s.5.107 – Complaining to complaints officer of minor breach</p> <p><i>Corruption, Crime and Misconduct Act 2003</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p>Schedule 1, Division 3 <i>Local Government (Model Code of Conduct) Regulations 2021</i></p>
Shire Policies	<p>G 10 – Code of Conduct for Council Members, Committee Members and Candidates</p>

	G 25 – Code of Conduct Complaints Management G 26 – Electoral Code of Conduct GR 1 – Enquiries by Ombudsman
Related Documents	Code of Conduct for Employees Public Sector Commission – Don't be afraid to speak up
Related Procedure	Public Interest Disclosure Procedures

4 Administration

Original Adoption Date	28 August 2008
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

CUS 2 – Complaints by a Member of the Public Against Another Member of the Public

1 Policy

This Policy is separate from Council’s “complaints” Policy as it deals with complaints between external parties, not against a Shire employee or service.

This Policy is designed to eliminate frivolous complaints and complaints that are sometimes lodged because of ulterior motives.

Council’s Policy is:

- 1 That any member of the public wishing to make a complaint against a third party is required to lodge the complaint in writing.
- 2 The complainant is to be advised that Council may only take action on the complaint when he/she agrees to his or her name being made known to the third party.

All parties to be notified in writing of the outcome of the complaint.

2 Applicable Legislation and Documents

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

3 Administration

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

DB 1 – Building or Demolition Permit Extension

1 Policy

Any extension of time during which a permit has effect is to be limited to 12 months per extension. No fee is to be less than the minimum fee set out under the Building Regulations.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies</p> <p>s.32 <i>Building Act 2011</i> – Duration of building or demolition permit</p> <p><i>Building Regulations 2012</i> r.23 – Application to extend time during which permit has effect r.24 – Extension of time during which permit has effect r.25 – Review of decision to refuse to extend time during which permit has effect</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	20 December 2001
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

DB 2 – Building Permit Application Fee Exemptions

1 Policy

No exemptions will be granted to sporting, charitable or community groups for the payment of building licence permit application fees.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies</p> <p><i>Building Act 2011</i> s.16(i) – Making an application</p> <p><i>Building Regulation 2012</i> Schedule 2 - Fees</p>
Shire Policies	DB 1 – Building or Demolition Permit Extension
Related Documents	Shire of Bridgetown Fees and Charges
Related Procedure	N/A

3 Administration

Original Adoption Date	20 December 2001
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

DB 3 – Directional Signs Policy

1 Objectives

In defining the of this Policy, it should be noted that directional signs are primarily used by tourist operators, commercial business and community services to attract visitors and passing travelers to their business.

- To maintain a uniform appearance of directional signs to a high standard to ensure the relation of the amenity and appearance of the townsite and district.
- To attempt to ensure that residents and tourists are encouraged to visit local tourist operations, attractions, business and community services by means of a suitable network of directional signs.
- To Provide an equitable allowance of directional signs per tourist, business or community service operator in order to avoid a proliferation of signs that may reduce the amenity and appearance of the district.
- To recognise that in order to maintain road safety and avoid proliferation of signage that some strategic intersections or locations be restricted in signage.
- To acknowledge that directional signs should not replace the need for suitable tourist brochures containing guide maps and that local tourist operators to be encouraged to distribute such brochures in lieu of additional signage.

2 Policy

2.1 Road Sign Standards

All directional signs to be erected on road reserves must be manufactured and erected in accordance with Main Roads WA Standards, Policy and Codes, applicable Australian Standard AS1742-5. These are standards for the whole of Western Australia and ensure continuity in road signage and tourist guidance.

2.2 Types of Signs Permitted

Signs at road intersections to be “fingerboard” signs only, unless otherwise approved by the Shire. No “private directional advanced warning” signs will be permitted, apart from those required for safety requirements, unless otherwise approved by the Shire.

2.3 2Number of Signs Allowed per Business

The maximum number of signs permitted to be erected on road reserves within the residential area of Bridgetown townsite is three per business. The number of signs outside Bridgetown townsite to be at the discretion of the Shire. All signs to be attached to existing street sign poles if possible.

2.4 Restricted Locations

Directional signs will be permitted to be located at the corner Hampton/Steere Streets intersection only if they are related to significant tourist attractions (note not accommodation outlets or subdivision estates).

A maximum of five directional signs are permitted on any post or corner of an intersection (unless a proper stack board exists). Where a pole or intersection has five or more existing directional signs, including road name or route signage, any applications for the erection of additional directional signs will be refused.

2.5 Costs of Signs

Applicants will be responsible for all costs associated with planning approval, ordering, manufacture, delivery and erection of directional signs. The fees and charges for planning assessment and the manufacture/installation are listed in the Shire’s Schedule of Fees & Charges.

The planning application fee is to be paid by the Applicant at the time of application for the directional sign. Upon approval of the sign, the installation fee is to be paid by the Applicant prior to the sign being ordered, manufactured, delivered and erected by the Shire. Should an approved sign exceed the general size, additional fees may be required.

2.6 Replacement of Maintenance Signs

No responsibility will be taken for replacement or maintenance to missing or damaged signs by the Shire. This responsibility rests with the permit holder.

Planning approval will not be required for the replacement of damaged or lost signs that were previously approved.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.16 – Imposition of fees and charges s.6.17 – Setting level of fees and charges s.261 <i>Planning and Development Act 2005</i> – Local government fees for planning matters etc., regulations as to</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.5 – CEO’s duties as to financial management</p> <p><i>Planning and Development Regulations 2009</i> Part 7 and Schedule 2 – Local government planning charges</p>
Shire Policies	N/A
Related Documents	Shire of Bridgetown-Greenbushes Schedule of Fees and Charges
Related Procedure	N/A

4 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

DB 4 – Holiday Accommodation

1 Objective

Holiday Accommodation development needs to be compatible and integrated with surrounding land use and the natural and built environment. The challenge for the Shire, developers and holiday accommodation operators is to achieve (and maintain) a delicate balance between tourism, the environment, and protecting the amenity of surrounding residents and holiday accommodation occupants.

2 Definitions

In this policy, unless the context otherwise requires -

1.1 Business

means the operation of Holiday Accommodation.

1.2 Council

means the Council of the Shire of Bridgetown-Greenbushes.

1.3 Holiday

means accommodation which, by way of trade or business or for the purposes of any trade or business, is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor.

1.4 Proprietor

Means the owner or occupier of the land on which holiday accommodation/business is situated.

1.5 Unit

means a cabin or chalet.

3 Policy

3.1 Site Requirements

Development for Holiday Accommodation shall confirm to the following site requirements:

- (a) A site area of not less than 2 hectares;
- (b) The site shall in the opinion of the Shire contain tree cover adequate to provide visual screening and privacy and the Shire may require as a condition of Planning Approval additional planting in order to provide increased screening of the proposed development from surrounding properties;
- (c) Public road access shall in the opinion of the Shire be adequate for the use which may be reasonably anticipated. Unless otherwise determined by Council all public road access to Holiday Accommodation within the Bridgetown Townsite shall be constructed to a sealed standard;

- (d) Site conditions of topography and soil shall be such as to ensure in the opinion of the Shire adequate effluent disposal and site drainage as a result of the development, and that the site is not susceptible to erosion;
- (e) Sites shall be located to avoid potential conflict with normal farming operations on adjoining or nearby properties; and
- (f) Developments should not contribute to a concentration of similar land use activities that would alter the established character of the surrounding area.

3.2 Scale of Development

- (a) The Shire may permit up to five units per lot. Developments proposing greater than five units will require zoning to the Special Use Zone under the relevant Town Planning Scheme.
- (b) It should not be anticipated that Planning Approval will automatically be granted to all applications to develop holiday accommodation.
- (c) Notwithstanding sub-clause 3.2(a), Council may refuse an application to develop up to five units of holiday accommodation and direct the applicant to initiate a rezoning to the relevant Town Planning Scheme. The basis of such a decision by the Council would be that the proposed development may raise significant environmental or social issues requiring specialist input from government agencies, greater community consultation, binding conditions of development under the Town Planning Scheme, and assessment with regard to the strategic planning of the locality.

3.3 Development Approval

Planning Approval under the relevant Town Planning Scheme will be required prior to any development of holiday accommodation being commenced. The Shire, in considering the granting of Planning Approval, may seek public comments from adjoining or nearby land owners/residents.

3.4 Development Requirements

- (a) The minimum distance between the external walls of any building and another on the land shall be 10 metres for the purposes of privacy and amenity.
- (b) Suitable car parking facilities (minimum 2 bays per unit) shall be provided in close proximity to each unit.
- (c) Sufficient area for on-site manoeuvring of vehicles is to be provided to ensure all vehicles exit the property in forward gear.
- (d) Every habitable room intended for sleeping purposes contains not less than 14m³ of air space for every person to be accommodated within.
- (e) Developers are encouraged to design and construct units having regard to disability access and mobility.
- (f) All development is to be designed and finished to blend into the landscape of the area.
- (g) All units must be provided with a source of potable water suitable for habitable purposes.
- (h) Where the proposed development accommodates more than six persons, annual registration as a lodging house will be required.

3.5 Classification of Units

A person shall not construct a unit of holiday accommodation unless it conforms to one of the following types:

- (a) A cabin – a unit constructed with cooking, toilet, ablution or laundry facilities provided as a communal facility and having a minimum floor area of 9.2m² and a maximum of 40m².

[Amended 24.11.05]

- (i) The communal toilets, ablutionary, laundry and other facilities required for the abovementioned unit are to be to the number and nature prescribed by the Caravan Parks and Camping Grounds Act 1995.
- (b) A chalet – a detached self-contained unit including cooking, toilet and ablution facilities, with optional self contained laundry facilities, and having a minimum floor area of 40m² and a maximum of 120m². [Amended 24.11.05].
 - (i) the abovementioned unit must be provided with –
 - 1 a kitchen sink and facilities for the preparation and cooking food;
 - 2 a bath or shower;
 - 3 a closet pan and washbasin; and
 - 4 clothes washing facilities, comprising at least one washing machine and wash tub (if this facility is detached from the main building, it must be set aside for the shared use of the occupants of the units only).

3.6 Fire Safety

- (a) The proprietor shall provide not less than one dry chemical powder type fire extinguisher and one fire blanket in accordance with Australian Standard A2444, within each unit. In this regard a fire blanket is only required where cooking facilities are provided (excluding microwave oven).
- (b) The proprietor shall maintain in proper working order and condition, all fire extinguishers in accordance with the requirements of the Australian Standards AS1851 “Maintenance of fire protection equipment – Portable fire extinguishers and fire blankets”, and shall arrange with FESA, or any person approved by that agency for the periodical inspection and testing of all extinguishers.
- (c) Smoke alarms and emergency lighting activated by required smoke alarms must be located as marked in red on the approved plan, and installed in accordance with Building Codes of Australia (BCA) Part 3.7.2 and AS 3786 for Class 1b buildings, to the satisfaction of the Shire of Bridgetown-Greenbushes. Smoke alarms are required to be connected to the consumer mains power and installed by licensed electrical contractors. A sticker developed by FESA in conjunction with the National Electrical Communications association (NECA)) must be placed in the meter box or switchboard servicing the dwelling by the licensed electrical contractor to record the date the mains powered smoke alarms were installed.
- (d) The proprietor shall at all times maintain the land free of debris and material that is a fire hazard, and shall not permit the lighting of outdoor fires other than in appropriate barbecues and in accordance with the Shire of Bridgetown-Greenbushes Firebreak Order and approved Fire Management Plan where applicable.

3.7 Water Supply

- (a) Where the reticulated water supply fonts a development site connection to all units will be required.
- (b) Where reticulated water supply is not available to the development site, raid water storage tanks may be used, with a minimum size of 45,000 Litres per unit being maintained.

Note: It is recommended that stored rain water be treated (eg. chlorination) in line with the “Guidelines for Drinking Water Quality (NHMRC) and tested annually to ensure a safe potable water supply.

3.8 Maximum Length of Occupancy

Except with the prior approval in writing of the local government:

- (a) A person shall not occupy a unit of holiday accommodation, or more than one unit in the same approved development; and
- (b) The proprietor shall not permit any one unit, or units of holiday accommodation to be occupied by the same person;
for an aggregate period of more than three months in any consecutive 12 months.

3.9 Short Term Rental of Residential Dwellings

The short term rental of residential dwellings to single parties shall not be classified as Holiday Accommodation. Council considers such a use as merely another form of landlord – tenant rental.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Planning and Development Act 2005</i> <i>Planning and Development Regulations 2009</i>
Shire Policies	N/A
Related Documents	Town Planning Schemes 3 and 4
Related Procedure	N/A

5 Administration

Original Adoption Date	30 September 1999
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

DB 5 – Geegelup Brook Land Acquisition

1 Policy

A number of properties along the Geegelup Brook are in private ownership and unless purchased by the Council, the development of a “green-belt” along Geegelup Brook would not be able to occur. The purchase of land for development of this “green belt” should be viewed as a long-term project, and should be done in cooperation with land owners rather than be seen as a form of resumption.

As funds generated from the sale of Council land are deposited in the Land and Buildings Reserve, the CEO acting under delegate authority, is authorised to negotiate with the owners of land along Geegelup Brook between the Blackwood River and Peninsula Road, for consideration by Council of its purchase.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r.11(2)(f) – When tenders have to be publicly invited</p>
Shire Policies	<p>CM 3 – Asset Management</p> <p>CM 4 – Asset Management – Project Management Framework</p> <p>CP 5 – Proceeds From Sale of Council Land</p> <p>FM 4 – Purchasing Policy</p>
Related Documents	Shire of Bridgetown-Greenbushes Strategic Community Plan 2021 - 2031
Related Procedure	N/A

3 Administration

Original Adoption Date	20 December 2001
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

ES 1 – Provision of Refreshments to Firefighters by Incident Controller

1 Background

Council recognises its responsibility to provide refreshments to fire fighters with clear guidance on the method of purchasing to be followed.

The Bush Fire Advisory Committee recognises a policy is required to address the following issues:

- Who is authorised to “book-up” expenditure (noting that a purchase order can rarely be arranged at the time).
- An indication of how much expenditure is considered acceptable
- Whether any limitations on the type of refreshments is necessary.
- Who should be responsible for refreshments – Shire or local brigade or combination of both?
- Whether reimbursement of cost of refreshments should be sought from landowner where incident occurred.

NB: Affected landowners provide refreshments to fire fighters at their own cost.

It is necessary to ensure that appropriate financial mechanisms are in place, noting that under normal Council policy no goods are meant to be ordered or purchased without first providing a purchase order. Council policy no goods are meant to be ordered or purchased without first providing a purchase order. Council acknowledges that this policy contravenes its purchasing policy however, in cases of emergency the formulation of this policy will ensure that appropriate financial mechanisms are in place to accommodate unforeseen and critical events.

The funds for purchase of refreshments will be set aside in the Shire’s annual budget for supply of refreshments to fire fighters.

2 Policy

- In addition to relevant Shire staff the Incident Controller is authorised is incur expenditure for the welfare of fire fighters.
- Noting that a purchase order for purchase of refreshments can be difficult to arrange during the course of fighting a fire, the Incident Controller is authorised by this policy to “book-up” expenditure at commercial outlets without providing a signed purchase order from the Shire.
- The Incident Controller must endorse any accounts after the incident and ensure that accounts are presented to the Shire at the earliest opportunity.
- A maximum of \$1,000.00 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire.
- Land owners will not be required or requested to make a contribution towards the cost of providing refreshments.
- This policy is only for the purpose of authorizing expenditure by the Incident Controller. The provision of refreshments during a fire or other emergency is a standard procedure and applicable Shire staff are authorised to incur expenditure to meet the requirements of the fire or emergency.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.7 – Municipal fund</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(b) – Payments from municipal fund or trust fund, restrictions on making</p>
Shire Policies	FM 4 – Purchasing Policy
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	31 October 2002
Last Reviewed	24 November 2022 (C04/1122)
Scheduled Reviewed Date	30 November 2023

ES 2 – Use of Chainsaws by Bush Fire Brigades

1 Policy

The Shire of Bridgetown-Greenbushes acknowledges that the use of chainsaws is part of normal Bush Fire Brigades activities.

Chainsaws will be provided to Bush Fire Brigades where necessary to undertake their functions of fire fighting.

Chainsaws are only to be used by Bush Fire Brigade members who are qualified in their use for the task they are undertaking. Operators must ensure they wear appropriate personal protection equipment (PPE) whilst operating chainsaws.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Work Health and Safety Act 2020</i> <i>Work Health and Safety (General) Regulations 2022</i>
Shire Policies	N/A
Related Documents	Shire of Bridgetown-Greenbushes Work Health and Safety Manual
Related Procedure	Personal Protective Equipment and Clothing procedure Safe Work Procedure – Chainsaw Petrol

3 Administration

Original Adoption Date	17 December 2009 (C.14/1209)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

ES 3 – Fire Protection – Shire or Brigade Owned Fire Fighting Appliances

1 Background & Issues

As a result of the Black Cat Creek Bushfire the State Government reviewed all operation Fire Fighting Fleet for crew protection in a “burn over” situation. The outcome was to fit out all State Government supplied Fire Fighting Appliances with crew protection measures (burn over blankets, AVL’s, roll down in-cab curtains, in-cab air, water deluge system and shielding).

Currently the Shire of Bridgetown-Greenbushes Bushfire Brigade Network has a number of Shire or Brigade owned appliances that don’t meet the current standard for crew protection in a “burn over” situation.

2 Objectives

To minimize the risk to volunteer fire fighters and Council when Shire or Brigade owned fire fighting appliances are used in bushfire operational roles.

Note the definition of an “appliance” is any vehicle with fire fighting capability – from a vehicle with a slip on unit upwards).

3 Scope

The policy applies to appliances that have been purchased by either the Shire of Bridgetown-Greenbushes, a bush fire brigade or combination. The policy does not apply to private vehicles.

4 Policy

4.1 Policy Measures

Shire/Brigade owned appliances that don’t have the full suite of crew protection are not to be used for the following:

- Direct attack when a bushfire is burning in a forest environment.
- Fire investigation when a bushfire is burning in a forest environment.
- Any activity that may place the appliance in a “burn over” situation in a forest environment.

Shire/Brigade owned appliances that don’t have the full suite of crew protection can still be used for the following:

- Prescribed burning operations conducted by brigades or the Shire.
- Runner vehicle
- Sector Commander Vehicles
- Fire fighting when the bushfire is burning in low lying heath lands or pasture.
- When the appliance can safely work on a large road network that has two or more escape routes.
- When a Bushfire is burning in a forest environment and has been deemed to be in the “mop-up” stage.

All Shire/Brigade owned appliances will be fitted as a minimum a WAREN Radio and Burn Over Blankets.

4.2 Explanatory Note

It is noted that in 2017/18 Council has made budget provision to install crew protection measures on the major fire fighting appliances under its ownership however even when these works are complete there will be a number of other smaller appliances (both Shire and Brigade owned) that won't have crew protection.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies</p> <p><i>Bush Fires Act 1954</i> s.36(a) – Local government may expend moneys in connection with control and extinguishment of bush fires</p> <p><i>Work Health and Safety Act 2020</i></p> <p>Work Health and Safety (General) Regulations 2022</p> <p><i>Bush Fire Brigade Local Law</i></p>
Shire Policies	PES 1 –Light Fleet Vehicle Purchasing
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	22 February 2018 (C.11/0218)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

ES 4 – Bush Fire Brigade Personal Protective Equipment

1 Objectives

To ensure that the Shire of Bridgetown-Greenbushes Bush Fire Brigades members have suitable Personal Protective Equipment (PPE) and that PPE is managed correctly.

2 Policy

The Shire of Bridgetown-Greenbushes currently has ten (10) Bush Fire Brigades, and over 500 registered Bush Fire Brigade Volunteers.

Council received funding through the Emergency Services Levy (ESL) to provide PPE to its bush fire brigades. Often there is a deficiency on what is received under the ESL and what is required by the Brigades. This Policy is intended to reduce this deficiency.

2.1 Person to be a Registered Member of a Bush Fire Brigade

PPE will only be issued to people who are registered bush fire brigade members as per the Shires's/DFES's membership records

2.2 PPE will be Supplied to Active Firefighter/Cadets Only

Firefighting PPE will only be supplied to active firefighters and cadets (if applicable) and not to auxiliary members. Other uniforms to be considered for non firefighting members of Bush Fire Brigades

2.3 PPE to be Handed Out to New Members on Completion of Bush Fire Fighting and Introduction to Fire Fighting Courses

PPE will be supplied to new members upon completion of the Introduction to Fire Fighting Course and and Bush Fire Fighters Course.

2.4 PPE will be Replaced on a Fair Wear and Tear Basis

Members requesting replacement overalls or two piece coveralls will need to produce the existing pair for inspection. Helmets will be replaced every 3 years as per the manufacturer's specification or if damaged, before that period. Gloves and Goggles will be replaced on a reasonable as needs basis.

2.5 Brigade Captain or FCO to be Responsible for the Return of PPE from Members that have left the Brigade

Should a member resign from a bush fire brigade, the Brigade Captain, or in his absence, the Brigade FCO is responsible for ensuring that the PPE is returned for reissue to other members.

2.6 Absentee Landowners to be Issued with Second Hand PPE in the First Instance

Should a member of a bush fire brigade be an absentee landowner, they will be issued with second hand PPE which is suitable to be reused in the first instance. If no suitable garments are available, the provision of a new PPE to absentee landowners will considered after residing members PPE requests have been accommodated.

2.7 The Shire of Bridgetown-Greenbushes is Responsible for the purchase of PPE for Brigade Members

The Shire will not reimburse any member or Brigade who purchases PPE and produces a receipt for reimbursement without prior consent from the Chief Executive Officer.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Work Health and Safety Act 2020</i> <i>Bush Fires Act 1954</i> <i>Work Health and Safety (General) Regulations 2022</i> <i>Bush Fire Regulations 1954</i> Shire of Bridgetown-Greenbushes Bush Fire Brigades Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	27 July 2006 (C.15/0706)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

EM 1 – Managing the Natural Environment

1 Objectives

The objective of this Policy are to:

- within planning decisions promote conservation of ecological systems and the biodiversity they support including ecosystems, habitats, species and genetic diversity;
- within planning decisions assist in the conservation and management of natural resources, including air quality, energy, waterways and water quality, landscape, agriculture and minerals to support both environmental quality and sustainable development over the long term;
- within planning decisions adopt a risk-management approach that aims to avoid or minimize environmental degradation and hazards;
- prevent or minimize environmental problems that might arise as a result of siting incompatible land uses together;
- outline what matters Council will address through the palling system and outline which matters are addressed through other legislation and other agencies; and
- within planning decisions encourage other stakeholders to fulfill their responsibilities to NRM through an environmentally sustainable approach.

2 Scope

The Policy does not bind Council in respect of any application for planning approval but council will have due regard to the objectives and policy measures of the Policy before making its determination.

This Policy is also intended to:

- assist Council’s consideration of structure plans; and
- guide Council’s advice to the WAPC regarding subdivision applications.

This Policy applies throughout the Shire of Bridgetown-Greenbushes in relation scheme amendments, structure plans, guide plans, subdivision/strata applications and development applications which are referred to as “proposals” in tis Policy.

3 Policy

3.1 Policy Measures

3.1.1 Background and Issues

With the international debate on climate change and the resulting implications for the environment there is an evolving change in the legislative landscape in which local government operates. This Planning Policy is a result of this changing landscape. The Shire needs to bring into its operations an awareness of the natural environment and the threats to the natural resource assets upon which we rely for our existence. The policy reviews relevant legislation and other planning policies to ensure the inclusion of sustainable natural resource management (NRM) principles into the planning framework to assist implementation of the Shire of Bridgetown-Greenbushes Town Planning Scheme No.3 and No.4 (TPS3 and TPS4).

There is a variety of legislation, strategies and policies concerned with NRM and a large number of government agencies and other stakeholders that are involved in the regulation and management of issues associated with NRM.

This Policy compliments the Western Australian Planning Commission's (WAPC) Statement of Planning Policy No.2 – Environment and Natural Resources Policy, TPS3 and TPS4 and the Shire's Natural Environment Strategy.

3.1.2 General

- 1 The above objectives provide the context for the Policy measures which are set out under the following headings:
 - General;
 - Water Resources;
 - Soil and Land;
 - Biodiversity;
 - Land Management;
 - Carbon Sequestration; and
 - Fire Management.
- 2 This Policy should be read in conjunction with the Shire of Bridgetown-Greenbushes Natural Environment Strategy.
- 3 This Policy is intended to complement and be used in conjunction with relevant Legislation, the Shire's Town Planning Scheme(s), the Shire's Local Planning Strategy, other Local Planning Policies, WAPC Policies and Strategies, and other guidelines that apply to planning and the management of natural resources.
- 4 Council may impose conditions for development applications or request conditions to be imposed subdivision applications approved by the WAPC that require the preparation and/or implementation of environment management plans that may be contained within a separate legal agreement with the proponent and or landowner.
- 5 Council may require proponents and or the landowner to prepare, where appropriate, additional information that shows the "ecological footprint analysis" of the proposal to the satisfaction of Council. This may include: water management; acid sulphate soils management; fire management; waste management; and/or energy conservation.
- 6 Where, in the opinion of Council, a proposal may have a high likelihood for environmental impact, such as hydrological, biodiversity or geotechnical implications, a robust monitoring programme should be required to properly inform the decision-making prior to Council determining the proposal and/or assist in ensuring implementation and compliance post-construction.
- 7 Assessment of any possible environmental impacts/constraints should occur at an early stage in the development process to that the proposal can be developed with required design modifications made to alleviate any possible adverse impacts to the environment.

3.1.3 Water Resources

- 1 A proponent may be required by Council to develop a Hydrological Management Plan and/or a Drainage Management Plan to show how the proposal will suitably address possible environmental effects on surface and ground water flow and quality. This plan may need to be extended to include any off-site impacts that may result from the development. Council expects that water flows should be maintained at pre-development levels, with no significant increase

- or decrease (including such recurrent events as a 10 year storm flow) unless appropriately justified by the proponent and agreed to by the Council.
- 2 Nutrient levels in water resources are not to be increased as a result of the proposal, and ideally should decrease after development. If in the opinion of Council this is unavoidable Council may determine and require relevant mitigation measures.
 - 3 Stormwater retention, use and quality treatment should be at source or as high as possible in the catchment and adopt best practice water sensitive design wherever possible and practical to the satisfaction of Council. This applies to all catchment scales from a residential lot to a river catchment.
 - 4 Installation of wet stormwater basins as artificial ponds or lakes will not be supported unless the proponent can demonstrate long term cost effectiveness and sustainability of these structures. Areas that provide the dual function of water management and public open space (POS) may be supported where other functional POS sites exist. The POS will need to ensure that community need and the amount, function and amenity of the POS are not compromised and the water management facility does not impose an unreasonable maintenance burden on the Shire.
 - 5 Where there is any proposed or expected change to the hydrology such as; altering groundwater flow and/or lowering of groundwater levels or disturbance of waterlogged passive/potential acid sulphate soils will be required to the satisfaction of Council unless appropriately justified by the proponent and agreed to by Council.
 - 6 In considering proposals which may have an impact on any waterway or waterbody Council will have regard to:
 - maintaining water balance;
 - maintaining and where possible enhancing water quality;
 - encouraging water conservation; and
 - maintaining and where possible enhancing water related environmental values.
 - 7 Council may require the establishment of a native vegetation buffer/riparian zone that reflects the original vegetation community type(s) along any perennial watercourse/drainage line for the protection of water quality. Unless suitably justified by the proponent and agreed to by Council, council will apply a 50m buffer and may require other protection measures to ensure there is a lesser risk to water resource quality and the sustainability of the downstream ecosystems.
 - 8 Council may require “streamlining” to enhance the biodiversity by improving the water quality and vegetation within the stormwater management system by requiring as appropriate:
 - planting sedges and rushes as filter beds;
 - installing pools and riffle sequences to improve aeration and oxygenation and reduce erosion events;
 - create ponds, pools or stormwater gullies designed as sediment traps; and
 - create watercourse profiles that provide a range of fauna habitats.

3.1.4 Soil and Land

- 1 Where there may be a risk of creating or disturbing acid sulphate soils (whether these be active acid sulphate soils or passive/potential acid sulphate soils) in the opinion of Council and/or other government/NRM agency, a management plan or other measures will be required in accordance with the latest guidelines from the Department of Environment and Conservation (DEC) and WAPC.

- 2 Where there is the possibility of the existence of a contaminated site proponents should minimize the risk to human health and the environment by ensuring that the proposal is such as to minimize the potential for any adverse impacts from the contaminated site to the satisfaction of Council.
- 3 Where there maybe the possibility of creating any erosion in the opinion of Council a management plan will be required to prevent or minimize the impact to the satisfaction of Council.

3.1.5 Biodiversity

- 1 Subject to the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, proponents are required to submit an appropriate level of information and/or assessment to ensure biodiversity values are identified and maintained, and where adverse impact in unavoidable there is a plan of mitigation to the satisfaction of Council.
- 2 Clearing of high conservation value vegetation, wetlands or riparian vegetation is not supported unless in exceptional circumstances and where justified by the proponent subject to State and Federal legislation. Council encourages the retention and regeneration of native vegetation and where appropriate, replanting areas adjacent to watercourses and in other areas with local native vegetation. This is in order to promote better overall NRM practices including maintaining and improving riverine ecosystem function and water quality.
- 3 Linkages between high value conservation areas should be maintained and where possible enhanced to the satisfaction of Council.
- 4 As determined by Council, applicants will be required to provide a statement confirming whether the application proposes any clearing of native vegetation on the application site generally and/or within the adjoining road reserve(s) to achieve vehicular access. IF native vegetation is proposed to be cleared, the site plan/plantation management plan will need to clearly identify these areas. Further, Council may require the proponent to prepare a flora and fauna assessment to the satisfaction of Council.
- 5 Council may impose planning conditions restricting the clearing of native vegetation and/or may require any clearing requests to be separately considered by DEC as part of the Environmental Protection (Clearing of Native Vegetation) Regulation 2004.
- 6 Council encourages applicants/operators to work in partnership with relevant government agencies, catchment management groups and the local community to develop relevant “best management practice” in the protection of native vegetation.
- 7 Council may require exotic/non-local native vegetation to be removed and replaced with local native vegetation, except where the exotic/non-local native vegetation has identified landscape or heritage value (and is not classified as a moderate or high risk environmental weed species).

3.1.6 Land Management

For “rural life-style” subdivisions (including special residential special rural and conservation lots), Council may require the proponent to prepare or financially contribute to an education programme for the new owners, prior to the issue of titles, concerning their obligations to the environment and community including stock rates, fencing, weeds, fire-risk abatement and fire break maintenance.

3.1.7 Carbon Sequestration

Council acknowledges that there will be increasing efforts to minimize the production of carbon including seeking carbon sequestration. While Council supports carbon sequestration overall, it does not support the use of non-local species plantations on rural land (freehold) throughout the Shire of Bridgetown-Greenbushes for carbon sequestration. Council is concerned for the loss of rural land for extensive periods of time which are greater than the typically one or two rotations applied to plantations. In comparison Council does support proposals for carbon sequestration that are of local native vegetation. The ultimate vegetation sink is a mixed vegetation stand that will be in situ for at least 100 years (Kyoto Protocol).

3.1.8 Fire Management

Council will assess proposals, where relevant, against the “Planning for Bush Fire Protection” document produced by the Fire and Emergency Association (FESA) and WAPC (December 2001) along with any associated updates. Council seeks to ensure that the safety to people and property as well as appropriate management of the natural environment is maximized in making its decisions. If proponents cannot demonstrate compliance with safety and the protection of the natural environment, then Council may refuse or not support the proposal.

3.2 Administration

3.2.1 Need for Applications

Development applications and other proposals will be assessed in accordance with the principles and objectives of the Policy, the Shire’s Town Planning Scheme(s), the Shire’s Local Planning Strategy and other relevant strategies/documents in the opinion of Council.

3.2.2 Applications Requirements

Depending on the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, council may require the submission of an appropriate:

- “ecological footprint analysis” (such as: water management and/or drainage management, acid sulphate soil management, flora/fauna assessment, fire management, waste management, and or energy conservation);
- biodiversity assessment;
- statement confirming whether the application proposes any clearing of native vegetation;
- water impact statement relating to water quantity and quality; and
- any other information considered necessary by Council.

3.2.3 Procedural Requirements

The Shire administration will:

- publicly advertise proposals where required to under the relevant TPS;
- publicly advertise proposals as deemed appropriate by the Shire administration where there are likely to be significant environmental impacts; and
- Seek comments, as determined by the Shire administration, from relevant government agencies, stakeholders, adjoining/nearby landowners and the community.

In the event that substantive objections are received against the application, the following will apply:

- objections from State Government authorities will require the matter to be considered by Council;
- where the objection is for matters not deemed relevant to the Council, for the purposes of this Policy (outlined in Section 5 or which can be addressed through planning conditions), then the Shire’s Planning Services section will assess the application based on all relevant information and advice in accordance with the Policy, operative TPS, and Draft TPS, the Local Planning Strategy, and other relevant planning and NRM documents; and
- where the objection falls within the range of relevant issues (Section 5), then the Shire’s advice in accordance with this Policy, operative TPS, the Local Planning Strategy and other relevant planning and NRM documents, operative TPS, the Local Planning Strategy and other relevant planning and NRM documents, and determine whether the matter needs to be considered by Council.

Applications that re recommended for refusal are to be determined by Council.

3.2.4 Implementation

The Shire expects proposals, when approved, to be implemented under the principle of sustainable land management based on endorsed Best Management Practice/Code of Practice documents for key land, water and biodiversity areas. Additionally, any approved proposal shall be carried out in full compliance with any conditions imposed with that approval.

3.3 Future Directions

The Shire is reviewing TPS3 and TPS4 and will reconsider this Policy as required to ensure consistency between the gazette Town Planning Scheme and the adopted Policy.

3.4 Approval Authorization

Authority to approve applications in conformity with this Policy has been delegated to the Chief Executive Officer.

3.5 Right of Review

Decisions made by Council with respect to applications for Planning approval under the discretionary provisions of TPS3 and TPS4 will normally afford a right to apply to the State Administrative Tribunal for a review of the decision (a process previously known as a planning appeal). Such applications must be made within 29 days of the relevant decision.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	This Policy relates directly to the provisions set out in TPS3 and TPS4, the Draft TPS5, the Shire’s Natural Environment Strategy, the guidelines provided in the Shire of Bridgetown-Greenbushes Draft Local Planning Strategy and also to the overall principles and guidelines set out in the WAPC’s Warren-Blackwood Regional

	Strategy, the Warren-Blackwood Rural Strategy and other relevant policies
Related Procedure	N/A

5 Administration

Original Adoption Date	30 October 2008 (C.14/1008)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

GR 1 – Enquiries by Ombudsman

1 Policy

It is Council Policy that the Chief Executive Officer is to provide Members with appropriate notification of any determination made by the State Ombudsman in regard to any Council activity.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Parliamentary Commissioner Act 1971</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

LUP 1 – Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory

1 Policy

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

- 1 Nomination Form submitted to the Shire with relevant information to support its inclusion. If the information provided is inadequate the nomination will be referred back to the nominee.
- 2 The owner(s) and occupier(s) of the land and any other person whose names appears on the Certificate of Title of the land as having an interest therein are to be notified.
- 3 Advertise notice of the proposal to update the Inventory
- 4 Invite submissions on the nomination within a period of not less than 28 days of the date specified on the notice under (2) and (3).
- 5 Council to consider any submissions made to adopt/refuse with or without modification, the nomination.
- 6 Forward notice of its final adoption of the nomination to the Heritage Council of Western Australia and the Western Australian Planning Commission.

The Nomination form adopted by Council is as follows:

SHIRE OF BRIDGETOWN - GREENBUSHES

MUNICIPAL INVENTORY - NOMINATION FORM

Essential information is marked with an asterisk*. Otherwise please only include information where this is known to be correct or has been reasonably based on the available information. Other sections should be left blank. Any relevant information that does not fit on this form can be added as an attachment.

GENERAL DETAILS

***Current Name** (if the place does not have a formal name a simple descriptive name - such as 'House' or 'Former School' should be included here):

Other/Previous Name(s) _____

***Location** (please attach a 'mud map' if a simple street address cannot be provided):

***Heritage Value** (please tick on or more of the following)

To be included in the Heritage Inventory a place must demonstrate one or more of the following values. Please tick the one(s) that you believe best represent(s) the cultural heritage values of this place.

If you would like to expand on any of these points or include other information/comments about the cultural heritage significance of the place, please include this as an attachment.

Aesthetic Value



This may include:

- *Creative or design excellence*
- *The contribution of a place to the quality of its setting*
- *Landmark quality*
- *A contribution to important vistas.*

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. For example, simple farm buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

Historic Value

A place or area included under this criterion should:

- *Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.*
- *Have a special association with a person, group of people or organisation important in shaping the locality.*
- *Be an example of technical or creative achievement from a particular period.*

Research Value

A place of research value should provide, or demonstrate a likelihood of providing, important evidence about past activity OR demonstrate qualities of innovation/new achievement for its time. For example, the place may include important information about construction technology, land use, a way of life or industrial process.

Social Value

A place will be considered for inclusion under this criterion if it is one that the community, or a significant part of the community, has held in high regard for an extended period (for social, cultural, educational or spiritual reasons).

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Degree/Level of Significance *(please tick, if relevant)*

In addition to the above values, a place may also be important because it is a rare or representative example of its type.

Rarity

It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness

It is a particularly good (and relatively intact) example of a common type of building/structure, a particular period or way of life, the work of a particular builder or architect, an architectural style etc

***Type of Place** *(please tick)*

- Building
- Group of Buildings
- Streetscape
- Tree
- Historic or Archaeological Site
- Aboriginal Site
- Road/Rail Route
- Gravesite
- Mining Site
- Stock Route
- Recreation
- Other

If other please specify

***Condition** *(please tick)*

Good Fair Poor

***Accessibility** *(please tick)*

Open Restricted Nil

Ownership Details

Owner name(s)

Address

Telephone

E-Mail

***PLACE DETAILS** *(as applicable)(please include the source(s) of any historical information provided - e.g. foundation stone, dated plans, oral/family history, documentary records such as books, family papers etc)*

Additional detail on the type of place *(e.g. house, barn, cider factory, road bridge, oak tree on the site of the former xxx school, historic site, archeological site, rifle range etc)*

Construction Date(s) *(e.g. 1892 or 1890s or approx. 1890 or possibly 1890s or prior to 1890, etc)*

Original use

Later/Current use(s)

Construction materials _____

Major Alterations/Additions _____

Architect/Designer/Builder _____

Occupied Yes/No Occupiers Name _____

Other - If you would like to expand on any of these points or include other information or comments about the type of place or its history, please include this as an attachment

SUPPORTING INFORMATION

Photographs *(if possible, please attach copies of current photographs)*

Bibliography *(Please list any books or other published sources of information about the place and wherever possible provide full details of the author, publisher, title and date)*

Other sources of information *(Where additional information is known to be held as unpublished documents or known through oral history please provide relevant contact details)*

*DETAILS OF NOMINEE

Name _____

Address _____

Telephone _____

E-Mail _____

4 Applicable Legislation and Documents

Statutory Powers <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Heritage Act 2018</i> s.103 – Local heritage survey s.104 – Purpose of local heritage survey s.105 – Guidelines for local heritage surveys
Shire Policies	LUP 18 – Assessment of Cultural Heritage Significance Policy
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	22 February 2001
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

LUP 2 – Relocated Dwellings Policy

1 Objectives

The aim of the Shire of Bridgetown-Greenbushes Relocated Dwellings Policy is:

To ensure that any relocated dwelling meets an appropriate standard of appearance and condition, is in keeping with the character of the area, and to ensure that Council does not facilitate re-use of any asbestos materials within the Shire of Bridgetown-Greenbushes.

2 Policy

2.1 Introduction

Council acknowledges that the re-use of existing dwellings can provide legitimate and cost-effective residential accommodation within the Shire of Bridgetown-Greenbushes. For the purpose of this Policy a Relocated Dwelling means any existing residential dwelling, other than a newly constructed transportable dwelling, to be relocated whole or in part to a new site and re-erected for residential habitable purposes.

It is important that any second-hand dwellings relocated within the Shire, or transported into the Shire, will be appropriate for the new location in terms of condition and finished external appearance, and in keeping with the standard of development of the new area. It is also paramount that any asbestos material is removed prior to transportation to ensure public safety and the health of the future residents. Applicants are advised that no commitment should be made to purchase a relocated dwelling until the Shire has granted necessary approvals.

Pursuant to Clause 3.4.3 of Town Planning Scheme No. 4, development approval is specifically required for erection of a 'Resited Residence.' Furthermore, the use of relocated dwellings within the Special Residential Zone is not permitted as the use of second hand materials is prohibited pursuant to Clause 4.10.8 of Town Planning Scheme No. 3 and Clause 4.11.7 of Town Planning Scheme No. 4.

2.2 Requirements

The specific policy requirements below apply to all land within Town Planning Scheme No. 3 and Town Planning Scheme No. 4, other than land zoned Special Residential whereby use of second hand materials is prohibited:

- 2.2.1 In recognition of the higher standards of development and amenity expected within the Residential, Special Rural and Special Use zones, applications for relocated dwellings within those zones will be subject to stringent assessment to ensure their compatibility with the amenity, character and development standards of that area.
- 2.2.2 No dwellings containing asbestos products are permitted to be relocated into or within the Shire. All dwellings are to be inspected by an appropriately qualified contractor and any asbestos materials removed prior to transportation and replaced with suitable materials once the building has been relocated to the proposed site. Certification is required that the dwelling is asbestos free or will be asbestos free prior to transportation within or to the Shire. All asbestos is to be disposed of in accordance with the *Health Asbestos Regulations (1992)* and the *Environmental Protection (Control of Waste Regulations) 2001.*)

- 2.2.3 The subject dwelling is to be inspected by a practicing structural engineer and a full report provided certifying that the building is in a sound condition and can be transported to and re-erected on the proposed site. The report must also detail any internal or external defects and repairs necessary to bring the house up to an acceptable standard. The report is to include photographs of each elevation of the subject building.
- 2.2.4 The design, scale, standard and external appearance of the proposed building is to be compatible with the type of dwellings that exist in the locality in which it is to be located. Shire staff may, if practical and necessary, also elect to conduct an inspection of the dwelling as part of the development application assessment with inspection fees to be paid in accordance with the Shire's Fees & Charges.
- 2.2.5 Should the dwelling be deemed suitable for transportation and re-erection on the subject lot a 'Relocated Dwelling Bond' of \$4000 shall be required as a condition of development approval. This bond shall be lodged prior to the issue of a building permit application. Refund of this bond will only occur upon fulfilment of all conditions of development approval and partial refunds of the bond based on progressive completion of conditions will not be considered.
- 2.2.6 The external appearance of the dwelling is to be finished to high standard including painting, treatment or replacement of wall cladding, gutters, downpipes, roof tiles and roof sheeting, ridge caps or flashing, or replacement of damaged external timber (ie. architraves, fascias, barge boards, etc).
- 2.2.7 the relocated dwelling is to be connected to a suitable supply of potable water for all domestic purposes. Such supply can either be by a reticulated water main or onsite storage facility.
- 2.2.8 All works must be completed within twenty-four (24) months of the dwelling being re-erected on the new site, and no more than twelve (12) months from occupation of the dwelling, whichever is the lesser.

2.3 Application Details

In addition to the development application forms and fee, the following information must be submitted with the development application:

- Site plan showing location of the relocated dwelling, proposed earthworks, etc
- The proposed floor plans of the dwelling showing any proposed modifications or additions
- The proposed elevations and cross sections of the dwelling, showing any proposed modifications or additions
- A schedule of proposed external materials and colours
- Certification from a structural engineer that the design and condition of the building is suitable for transportation and re-erection on the proposed site
- Certification that the building is asbestos free or will be free of asbestos prior to transportation within or to the Shire of Bridgetown-Greenbushes.

3 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Planning and Development Act 2005</i> Part 5 – Local planning schemes</p> <p><i>Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and 4</i> s.6.7.1</p> <p><i>Shire of Bridgetown-Greenbushes Town Planning Scheme 4</i> 7.6.1 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p>
<p>Shire Policies</p>	<p>LUP 5 – Building Envelopes Policy</p> <p>LUP 6 – Ancillary Accommodation Policy</p> <p>LUP 10 – Bridgetown Special Design Heritage Precinct – Statement of Planning Policy</p> <p>LUP 12 – Demountable Building Policy</p>
<p>Related Documents</p>	<p>N/A</p>
<p>Related Procedure</p>	<p>N/A</p>

4 Administration

<p>Original Adoption Date</p>	<p>27 July 2000</p>
<p>Last Reviewed</p>	<p>26 November 2020 (C.05/1120)</p>
<p>Scheduled Reviewed Date</p>	<p>30 November 2023</p>

LUP 3 – Road Access to New Development Policy

1 Policy

The granting of approval for the development of land (and the subsequent construction of that development) that at the time does not have constructed road access is not a sign of commitment by the Shire that such access will be constructed. Prospective purchasers of land need to take this policy into account when contemplating the purchase of land that has either no gazette road access or the fronting gazette road is not constructed.

There are numerous existing lots in the Shire either without frontage to a gazette road or only with frontage to an unconstructed road. Current practice by the Shire is to advise owners of land without legal access that the provision of access to their land is not a Shire responsibility and they are to make arrangements with adjacent land owners (rights of carriageway, etc) or Department of Environment and Conservation (where access through State Forest is required) to formalize their access arrangements. Where the land fronts an unconstructed road the practice is to advise those land owners that if the road is not identified on a road construction program there is no commitment by the Shire to construct the road and construction of a dwelling will not bind the Shire into fast tracking inclusion of the road on future construction programs.

Based on the above, Planning Approval for outbuildings or single dwellings is not withheld on the grounds of the subject land having inadequate access. It is up to the applicants to satisfy themselves that their access is appropriate. However where proposals for non-residential development such as holiday accommodation or other tourist related development (including bed & breakfast accommodation) are received, planning approval may be withheld if satisfactory evidence of legal access can not be provided. This may require upgrading of the road by the affected land owner if in the opinion of the Shire its existing construction is inadequate to cater for the expected increase in traffic volume generated by the new development. Alternatively, where no road frontage is available agreement of Department of Environment and Conservation where access through State Forest either currently exists or is proposed.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local Planning Schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s.7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	24 July 1995
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 4 Bed & Breakfast Accommodation Policy

1 Policy

1.1 Interpretation

Bed & Breakfast accommodation shall be restricted to a maximum four bedrooms for guest purposes (maximum eight adults). Developments in excess of 4 bedrooms will require rezoning to the Special Use Zone and Council approval to initiate such a rezoning should not be assumed as a formality. Additional specific standards and conditions may be imposed on such developments at the rezoning stage.

Accommodation outlets catering for more than six patrons will be classified as a Lodging House under the Health Act 1911.

1.2 Appearance of Dwelling

The use of bed & breakfast accommodation shall be incidental to the predominant use and nature of the dwelling. The appearance of the dwelling shall remain residential and shall not impact adversely on surrounding properties.

Separate “wings” or additions for guest rooms only will not be permitted under this classification. Guest rooms shall be contained within the domestic dwelling. Development of separate “wings” may result in the proposal being classified as either a motel or holiday accommodation units.

1.3 Minimum Standards for Bed & Breakfast Accommodation

(i) Bedrooms

- (a) Maximum 4 bedrooms for guest purposes (maximum 8 adults).
- (b) No guest bedroom shall have openings to any other bedroom or facilities not for use of guests.
- (c) Rooms to be suitably furnished for number of guests approved by the Shire.
- (d) Rooms to be kept clean at all times and supplied with clean linen.
- (e) Rooms to be provided with lockable door.
- (f) Guest bedrooms for guest purposes only.

(ii) Bathrooms/WC

- (a) Bathrooms to be either shared facility for guests only or private en-suite facility off bedrooms, or a combination of both.
- (b) Bathroom/WC to have impervious surfaces and shall be kept clean at all times.
- (c) Hot water shall be capable of being provided at all times.
- (d) Minimum facilities to include bath and/or shower, hand basin and WC.
- (e) Any shared bathroom and WC to be provided with lockable doors.

NOTE: Upgrading of plumbing, including septic disposal system, may be required if existing domestic system inadequate.

(iii) Kitchen

- (a) Kitchen to be kept clean and tidy at all times.
- (b) Floor areas to be smooth and impervious.

- (c) Suitable facilities for the hygienic preparation, storage and cooking of food shall be provided to cater for the maximum number of guests likely to be accommodated (dependent upon room numbers).
- (d) Preparation of meals to be responsibility of domestic residents and self-service cooking by guests is not permitted. The preparation of tea and coffee and like by guests is permitted.

1.4 Annual Inspection

The Shire's Manager Health & Building Assets shall conduct a minimum of one inspection of premises per year. Continue Shire approval is subject to the results of such inspections (refer the Shire's Schedule of Fees).

1.5 Change of Ownership

Shire approval will not be forfeited in the event of change of ownership of the premises. However notification to the Shire of the intentions of any new owners of these establishments is recommended to enable Shire records to be updated.

1.6 Cessation of Use

Any lapse in use of greater than 12 month will result in fresh approval being required for the renewal of operations.

1.7 Fees

New Bed & Breakfast establishments receiving Shire approval will be liable for a registration fee, imposed by the Shire. Planning approval will be subject to this registration fee being paid and upon payment the Visitors Centre and other interested parties will be advised of the new establishment.

1.8 Registration Licence

Upon Shire approval being granted a registration licence in the form of a Planning Approval will be granted by the Shire specifying the maximum number of guests permitted at any one time plus any other Shire imposed conditions.

Any building extensions or alterations to increase the number of guest rooms will require the annual licence to be modified to reflect increase in maximum number of guests permitted.

1.9 Carparking

Any application for Bed & Breakfast Accommodation shall demonstrate that adequate guest carparking facilities can be provided on the lot and close to guest rooms. No on-street carparking will be permitted for guest vehicles.

1.10 Guest Lounge Room

The Shire would encourage a guest lounge room although this is not a mandatory requirement.

1.11 Standard Conditions of Approval

Bed & Breakfast Accommodation may be approved subject, but not limited to, the conditions stipulated below:

- 1 Although approved as a Bed & Breakfast the proposed development will require annual approval as a Lodging House.
- 2 This approval permits the use of four (4) bedrooms of the proposed dwelling use for the purpose of bed and breakfast. The bed and breakfast is to have a maximum number of guests not exceeding eight (8) adults at any one time.
- 3 Changes to the number of bedrooms used for the bed and breakfast will require the lodgement of a new development application.
- 4 Car parking is to be marked and signposted to provide a minimum of one car bay for each bedroom used for bed and breakfast.
- 5 Sufficient area for on-site manoeuvring of vehicles is to be provided to ensure all vehicles exit the property in forward gear.
- 6 Guest bedrooms are to be for guest purposes only.
- 7 Bathroom/WC facilities are to have impervious surfaces and shall be kept clear at all times.
- 8 Hot water shall be capable of being provided at all times.
- 9 Kitchen is to be kept clean and tidy at all times.
- 10 Kitchen floor areas are to be smooth and impervious.
- 11 Suitable facilities for the hygienic preparation, storage and cooling of food shall be provided to cater for the maximum number of guest to be accommodated.
- 12 Preparation of meals is to be the responsibility of the domestic residents and self-service cooking by guests is not permitted. The preparation of tea and coffee and the like by guests is permitted.
- 13 Sufficient area for on-site manoeuvring of vehicles is to be provided to ensure all vehicles exit the property in forward gear.
- 14 Smoke alarms and emergency lighting activated by required smoke alarms must be located as marked in red on the approved plan, and installed in accordance with Building Codes of Australia (BCA) Part 3.7.2 and AS 3786 for class 1b buildings, to the satisfaction of the Shire of Bridgetown-Greenbushes. Smoke alarms are required to be connected to the consumer mains power and installed by licensed electrical contractors. A sticker developed by FESA in conjunction with the national Electrical Communications association (NECA)) must be placed in the meter box or switchboard servicing the dwelling by the licensed electrical contractor to record the date the mains powered smoke alarms were installed.

Advice Note: In relation to Condition 1, the Bed and Breakfast is subject to a minimum of one inspection per year by Council's Building/ Health Department. Continuation of planning approval is subject to the results of such inspections.

Advice Note: Any lapse in use of greater than 12 months will result in fresh approval being required prior to the renewal of operations.

Advice Note: The bed and breakfast is to comply with all relevant requirements of the Building Code of Australia, in particular access for people with mobility and visual impairment.

All applications for Bed & Breakfast Accommodation require Shire approval.

NOTE: The Shire will seek public comment through direct nearby landowner consultation for all Bed & Breakfast Accommodation applications. Applicants should note that final approval should not be assumed prior to these consultation measures being implemented.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes</p> <p>s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p> <p><i>Health Act 1911</i></p> <p><i>Public Health Act 2016</i></p>
Shire Policies	N/A
Related Documents	Building Codes of Australia (BCA) Part 3.7.2 and AS 3786 for class 1b buildings
Related Procedure	N/A

3 Administration

Original Adoption Date	25 July 1996
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 5 – Building Envelopes Policy

1 Purpose of Building Envelopes

The purpose of building envelopes is to ensure buildings are sited on a suitable location of a lot taking into account the following:

- Topography – Building envelopes should be sited to avoid steep, rugged or ridge top situations where fire behaviour is likely to be extreme. Building envelopes also minimize erosion by not permitting development on steep slopes and discourage visual prominence of buildings.
- Vegetation – Building envelopes are sited to minimize fire risk from existing vegetation and minimize the need for clearing and removal of established vegetation on-site.
- Amenity – Building envelopes should be sited to maximise privacy between future dwellings by taking advantage of existing vegetation (for screening) and topography. They are also used to set dwellings further back from the fronting road than ordinarily required under the setbacks specified by the Town Planning Schemes.
- Water Courses – All effluent disposal systems must generally be sited a minimum 50 metres from all watercourses and waterbodies. For specific subdivisions this separation distance may be increased to 100 metres. Building envelopes ensure these buffers are maintained.
- Physiographic Features – Building envelopes are sited to avoid rocky outcrops or areas that may be ‘wet’ or subject to inundation.
- Access – Wherever possible building envelopes are sited to enable suitable access to the house site from fronting roadways.

2 Policy

The relocation of building envelopes will not generally be permitted. However there does exist some scope for minor alterations of building envelopes to cater for unforeseen physiographic constraints (ie; rock outcrops, areas subject to inundation). Complete relocations of building envelopes are not generally permitted but minor alterations restricted to no more than 20 metre extensions from the nominated building envelope may be permitted with Shire approval. No intrusion into the specific setback area is permitted. The Shire may, in extenuating or special circumstances, approve the complete relocation of a building envelope subject to suitable neighbour consultation. The approval of all neighbours will not necessarily be required for the Shire to approve a total relocation.

2.1 Reasons for Policy

- (i) Under Western Australian Planning Commission Policy there is a requirement for building envelopes to be nominated on all Special Rural Zone ‘Subdivision Guide Plans’.
- (ii) the siting of building envelopes is an importing assessment criteria of Special Rural subdivisions by most of the Statutory referral authorities, in particular the Department of Agriculture and Food, Fire and Emergency Services Authority of Western Australia, Health Department of WA and Department of Environment and Conservation. Often these authorities make specific recommendations about the siting of building envelopes or base their overall recommendations on the nominated building envelope sites. For the Shire to substantially relocate a building envelope at a later date is contrary to the established consultative planning process.

- (iii) the normal size of a building envelope is 50 metres x 50 metres which generally should be ample to be able to site a dwelling and associated outbuildings in it.
- (iv) It should be noted that a standard condition imposed on Special Rural subdivisions is that the Subdivider must advise prospective purchasers of all conditions and requirements of the subdivision, including the location of building envelopes. Therefore all purchasers area aware of the location of building envelopes prior to purchasing such a lot.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	Western Australian Planning Commission Policy
Related Procedure	N/A

4 Administration

Original Adoption Date	29 August 1996
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 6 – Ancillary Accommodation Policy

1 Definitions

1.1 Ancillary Accommodation

means “self contained living accommodation on the same site as a single house and may be attached or detached from the single house existing on the lot”.

2 Policy

2.1 Introduction

A genuine need for accommodation of relatives is often demonstrated, be it for aged or disabled relatives or dependents desiring semi-independent accommodation. Such accommodation permits extended families to live in close proximity but with some autonomy from each other.

2.2 Requirement/Restrictions of Ancillary Accommodation

- (a) Comprises a total floor area of no greater than 80m², except a total floor area of 120m² is permitted within a Special Rural or Rural Zone.
- (b) Is located no more than 10 metres from the principal dwelling if within the Residential, and Special Residential zones, 20 metres within Special Rural zones and 50 metres if in the Rural zones.
- (c) Does not comprise more than 2 bedrooms, 1 dining room, 1 living room, 1 kitchen and ablution facilities.
- (d) Utilises shared vehicular access from the road as the principal dwelling.
- (e) It is to be an appearance and style similar to the main dwelling and shall endeavour to appear from the roadside viewpoint as a single residence and not a grouped dwelling.
- (f) Is not rented, leased, sold or occupied by persons other than a relative of the occupants of the principal dwelling. Applicants have to include a clear familial relationship between the owners and occupiers of the Ancillary Accommodation. If this cannot be demonstrated to the satisfaction of officers, the application will be referred to Council for determination.
- (g) A caveat is to be registered on the Certificate of Title of the subject property pursuant to Section 70A of the Transfer of Land Act notifying prospective purchasers of the restricted use of the ancillary accommodation as part of the planning approval, at the cost of the applicant.
- (h) An existing single house may be approved as ancillary accommodation to a new proposed house, subject to the existing house ultimately forming the ancillary accommodation, where compliant with the relevant requirements/restrictions under this Policy.
- (i) An existing single house may be temporarily approved for ancillary accommodation that exceeds the requirements/restrictions under this Policy (ie. floor area, separation distance, etc), for a maximum six month period of occupation, following the practical completion of a new single house on the property. The temporary ancillary accommodation shall thereafter be modified to comply with the requirements of the Policy, decommissioned to a non-habitable standard in accordance with the Health Act 1911, or fully demolished under an approved

demolition licence, and subject to any necessary legal arrangements being undertaken to this effect.

2.3 Strata Titling

The strata titling of the Ancillary Accommodation separate from the principle dwelling shall not be permitted.

2.4 Subdivision

The siting of an Ancillary Accommodation unit on a lot shall not be viewed as a basis of support for a subdivision application to separate this unit and the principle dwelling onto separate lots.

2.5 Summary

A number of the requirements/restrictions outlined in this Policy are standard provisions for such accommodation. The purpose of restricting the floor area of these units with no laundry facilities and only two bedrooms is so that the occupants of the Ancillary Accommodation must retain an association with the occupants of the principal dwelling. An Ancillary Accommodation unit should never be confused with a single house. If the restrictions can not be satisfied then applicants are advised to consider the construction of a separate dwelling either on the subject lot with the principal dwelling (if permitted) or on a separate lot.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use. <i>Health Act 2011</i> <i>Public Health Act 2016</i>
Shire Policies	LUP 2 – Relocated Dwellings Policy LUP 5 – Building Envelopes Policy
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	29 March 2007
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 7 – Plantation Applications Policy

1 Policy

1.1 Introduction

This policy sets out the minimum standards and requirements for applications to establish plantations under the Shire of Bridgetown-Greenbushes Town Planning Schemes. Also set out are the standard conditions that will be considered by Council in their assessment of plantation applications.

1.2 Code of Practice for Timber Plantations in WA

The Code sets out goals and guidelines for specific areas, including management plans, plantation location, planning and design, plantation roads, weed and pest control, stream protection, drainage, harvesting, fire prevention and control, research and development, safety and investment.

Sustainable plantations depend upon careful and responsible management. It is essential that plantation practice is compatible with a range of environmental values, and responsible land management. The Code is intended to complement related Acts, regulations, management plans, other codes of practice, local government planning schemes and State and national statements that relate directly or indirectly to plantations.

Some of the standard conditions set out below in this Policy have been extracted from the Code therefore their compliance should be an acceptable practice from the industry.

1.3 Applications – Minimum Requirements

All plantation require Council Planning Approval under the requirements of the Town Planning Schemes.

Plantations should be developed according to a plantation management plan, prepared specifically for the purpose.

A Plantation Management Plan will contain sections for different aspects of plantation management, including a:

- plantation establishment plan
- plantation tending plan
- fire management plan

The detail required to be stipulated in these plans is contained in Attachment 1 to this policy statement. Note that this attachment is a direct extract from the Code of Practice and therefore should be acceptable to the industry.

NOTE: Three separate plans are not necessarily required. The information required can be incorporated into one singular plantation management plan.

1.4 Timber Harvesting Plan

The Code of Practice suggests that a timber harvesting plan be submitted at the application stage as part of the plantation management plan.

Council is prepared to defer the requirement to submit a timber harvesting plan until the year preceding the first year of harvesting.

1.5 Standard Conditions

The following conditions will be considered by council at the application assessment stage for all plantation applications:

- 1 Compliance to Council's Firebreak Order
- 2 Planting to be in accordance with submitted plan, unless specifically otherwise stated.
- 3 That where evidence of noxious weeds exist, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in WA.
- 4 All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network. This condition will only be imposed if deemed necessary after inspection.
- 5 Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.
- 6 Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing for machine operations during site preparation and harvesting with the aim of minimizing both disturbance of the water course itself and the chance of soil being transported into the water course.
- 7 Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimize impacts on water quality and riparian vegetation, and design to cater for unusual flood events without damage to the structure or to the immediate environment.
- 8 All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points and plantation exits.
- 9 Council is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
- 10 Second rotation to commence in the first planting season post harvest otherwise a new Planning Approval will be required.
- 11 Should a second rotation not occur or a new approval not be sought after such a rotation all logging residue is to be removed from the site within six months post harvest.

Advice Note: The applicant is advised that pursuant to the Local Government Act, Council will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

Advice Note: The applicant is advised that a new approval is to be sought for any additional rotations or any change in species.

Advice Note: Any change in the area proposed for planting will be the subject of a separate planning approval.

1.6 Conclusion

The above conditions will not be automatically imposed on all plantation applications. Rather they will be considered for imposition during the application assessment process including site inspection.

2 Applicable Legislation and Documents

Statutory Power (Acts, Regulations, Local Laws, TPS)	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	Code of Practice for Timber Plantations in Western Australia
Related Procedure	N/A

3 Administration

Original Adoption Date	28 June 2007
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

Matters to be Addressed in Plans

A plantation management plan is prepared to provide the relevant information in respect of the way in which plantations are developed and managed and, to demonstrate the means by which the principles of environmental care and objectives of silviculture and protection are achieved.

The components of a plantation management plan will be prepared in advance of the operation and available before operations commence.

Maps and descriptions should detail the following information:

Land Information

- Area
- Locality plan and access roads
- Natural features:
 - Streams, rivers, lakes, ponds, swamps, drains, etc.
 - Principal soil types
 - Areas of native vegetation with high natural integrity
 - Areas of remnant vegetation with low natural integrity
 - Significant landscape, cultural and heritage values
- Improvements
 - Buildings
 - Roads, bridges, creek crossings
 - Fences, gates, powerlines, dams
 - Water or gas pipelines

These features should be included for a distance of 50 metres on adjoining properties

Plantation Establishment Plan

- Areas of native vegetation, including paddock trees to be cleared (first rotation)
- Management of logging residue (second rotation)
- Control of vermin and declared weeds
- Areas to be planted, compartment sizes
- Species to be planted and source of seedlings
- Direction of planting lines in relation to contours and natural drainage
- Description of weed control methods, including rate of herbicides application and buffer zones
- Planting techniques
- Access roads and fire breaks

Plantation Tending Plan

- Grazing strategy
- Pruning and thinning schedule
- Fertilising schedule
- Weed management
- Monitoring and contingencies for pests and diseases
- Road and break maintenance

Fire Management Plan

- Property details:
 - Contact names and telephone numbers
 - Names and telephone numbers of adjacent landholders
 - Names and addresses of local fire agencies
 - Locality plans showing access roads, firebreaks, water points, etc.
- Fire Prevention details:
 - Method of road, track and firebreak maintenance
 - Specific measures to protect powerlines and gas pipelines
 - Firefighting equipment register for locality and details of cooperative arrangements
 - Direction indicators of water points, road signs and other features
 - Fuel reduction program if applicable.

LUP 8 – Cut & Fill Policy

1 Objectives

The aim of the Shire of Bridgetown-Greenbushes Cut & Fill Policy is:

To preserve the natural topography of the Scheme Area by restricting the level of cut and fill development specifically on steep slopes.

2 Definitions

2.1 Terrace

for the purpose of this policy a “terrace” is a series of flat platforms (or steps) on the side of a hill, rising one above the other. The base of the terrace is taken to be the bottom of the lowest step with the top being the highest point of the highest step.

2.2 Topsoil

for the purpose of this policy “topsoil” is taken to be the soil zone containing decomposed organic matter and seed source, generally not to exceed 150mm in depth.

2.3 Unprotected Embankment

for the purpose of this policy an “unprotected embankment” is taken to be the face area of a section of fill that is not subject to retaining or other forms of stabilization.

3 Policy

3.1 Introduction

The natural topography of the Shire of Bridgetown-Greenbushes provides a number of challenges to developers, in particular finding level building sites in some areas.

To create these level sites cut and fill techniques are often used, however, it is becoming increasingly apparent that the management of these forms of development has not been sufficient.

Inappropriate cut and fill development can represent a scar on the landscape. There are numerous examples of inappropriate cut and fill development in the Shire, particularly within the Bridgetown Townsite and Council has received numerous complaints from local residents about the unsightliness of such form of development. Cut and fill can also cause erosion and land slip implications on steep slopes to the detriment of the landowner.

3.2 Requirements

The specific policy requirements that apply to all land within Town Planning Scheme No. 3 and all land zoned ‘Residential’, ‘Special Residential’, ‘Special Rural’, ‘Special Use’ or ‘Rural-2’ and ‘Rural-3’ where the lot is less than 4ha in area within Town Planning Scheme No.4 are set out below:

3.2.1 Where the Shire suspects that unstable soil and site conditions occur, or the slope is greater than 20%, the Shire will require a geotechnical report and a structural engineer’s report to determine building construction requirements.

- 3.2.2 No land over 25% slope prior to grading shall be developed, using cut & fill construction techniques, except at the specific discretion of Council and where it can be shown that a minimum amount of development is in the spirit and not incompatible with the objectives of this policy.
- 3.2.3 A site plan showing the main topographical features of the site including slopes contours, drainage lines, vegetation, dams, water courses, rock outcrops, soil type, fences, buildings and other items determined at the time of application.
- 3.2.4 Fill is not to exceed 2.0m at any given point on the site and the top level of the fill is not to exceed 3.5m from the base of the fill.
- 3.2.5 access tracks are to be located in such a manner as to minimize the required earthworks.
- 3.2.6 All exposed fill embankments are to be stabilised to prevent erosion using retaining walls or landscaping, with a post-landscaping plan detailing the type and location of planting, to be submitted to the Shire once completed.
- 3.2.7 Topsoil is to be stripped separately and stockpiled on site, to be respreads during landscaping.
- 3.2.8 Water discharge from the site during development is to be controlled by the use of ripping, contour banks or grade banks and sumps to attenuate turbid and/or nutrient rich water leaving the site.
- 3.2.9 Where a residence is to be constructed partially on cut and partially on fill, the excavated material is to be placed outside the building area to form batters and embankments and the platform is to be filled with sand. As an alternative, pile and beam foundations into natural uncut ground in the fill area are acceptable.
- 3.2.10 Unless otherwise provided for within this policy, retaining walls may be required where fill is equal to, or in excess, of 1.0 metre. Where it is proposed to terrace a portion of a lot the policy provisions set out above apply insofar that where a step is in excess of 1.0 metre retaining will be required and the top level of the terrace is not to exceed 3.0 metres from the base of the terrace.
- 3.2.11 Where an unprotected embankment is proposed no retaining will be required where it is in accordance with BCA Volume 2 Part 3.1.1 – Earthworks.
- 3.2.12 Where a retaining wall is required at the preliminary stage and integral to the type of development, the retaining wall shall be constructed prior to the commencement of the construction of the building.
- 3.2.13 Where a retaining wall or landscaping is required for the purposes of managing fill post construction of the building, an 'earthworks bond' of \$500 shall be required as a condition of development approval. This bond shall be lodged prior to the issue of a building permit application.

3.3 Application Details

Where cut and fill is proposed the following information should be submitted with the proposed plans:

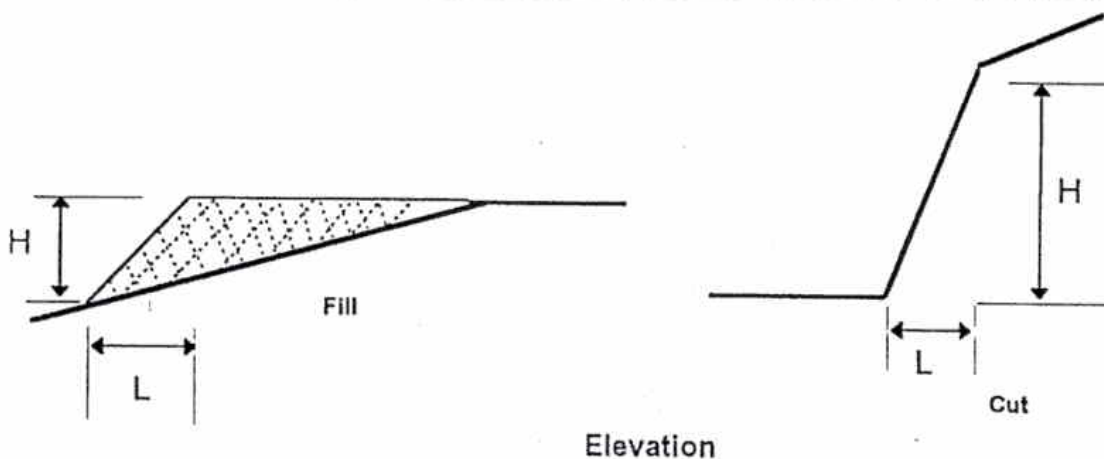
- Contours of site

- Level of top of sand pad/fill
- Finished floor level
- Cut and fill section showing sub soil drainage and cut off drains
- Cut and fill section (of greatest cut and fill) showing method of retention
- Design and construction details of any retaining walls (if required). These are to be prepared by a suitably qualified structural engineer.
- Other details required elsewhere within this policy

UNPROTECTED EMBANKMENTS

Notes: For the purposes of this Table:

1. Retaining walls or other types of soil retaining methods must be installed where -
 - (a) the slope ratio is more than that described in Table 3.1.1.1; or
 - (b) the soil type is not described in this Table.
2. Embankments that are to be left exposed at the end of the construction works must be stabilised by vegetation or similar works to prevent soil erosion.



SOIL TYPE (*see Part 3.2.4 for material description)		EMBANKMENT SLOPES H:L	
		Compacted fill (see Part 3.2)	Cut
Stable rock (A*)		2:3	8:1
Sand (A*)		1:2	2:3
Silt (P*)		1:4	1:4
Clay	Firm clay	1:2	1:1
	Soft clay	Not suitable	2:3
Soft soils (P*)		Not suitable	Not suitable

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	26 September 2002
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 9 – Highway Advertising Signs Policy

1 Policy

1.1 Introduction

This policy sets out the Shire’s position on the siting of advertising signs on or in the vicinity of highways or main roads. The erection of such signs requires the approval of Main Roads Western Australia and the Shire of Bridgetown-Greenbushes. Shire approval is required under the Town Planning Schemes and applicable local law.

Specifications for the type of signs permitted by MRWA are set out in the publication “Guide to the Management of Roadside Advertising”. Where inconsistency exists between the standards prescribed under these guidelines and the Shire’s local laws the standards of the guidelines shall prevail.

1.2 Siting Restrictions

Section 5.2.2 of the “Guide to the Management of Roadside Advertising” states that advertising signs are not permitted in highway and main road reserves between the road and:

- National Parks
- State Forests
- Any land reserved for conservation purposes
- Areas of high quality native vegetation
- Areas of Main Roads’ active rehabilitation or landscaping

In addition to these restricted areas the Shire will not permit the siting of advertising signs on or in the vicinity of the following areas of main roads:

- South-Western Highway between Hester Road and Trotts Cottage
- South-Western Highway between Railway Terrace and northern information bay
- South-Western Highway between Rifle Range Road and the Blackwood River traffic bridge
- Bridgetown-Boyup Brook Road between Campbells Road and Steere Street
- Brockman Highway between Mockerdillup Road and South-Western Highway

These areas are prohibited for the siting of advertising signs as they provide vistas of surrounding landscapes. The protection of these vistas is important from a tourism, amenity and marketing viewpoint.

The Shire may consider the erection of suitable advertising signs in these exclusion areas for adjacent buildings or properties where signage is necessary or desirable for economic or commercial purposes. The approval of such signs will be restricted to an absolute minimum and will only be permitted if sited to minimize the impact upon surrounding amenity and vistas.

Applications for advertising signs in other areas will be assessed on their specific locational criteria. If an advertising sign is deemed to be conflict with its surrounding environment and will reduce the amenity of the surrounding area it will be prohibited.

The MRWA guidelines states that MRWA will consult with the relevant local government with regard to visual amenity issues. The guidelines state that as a general guide, it is anticipated that local governments will not be supportive of proposals to locate devices in areas which obscure attractive street or landscapes.

1.3 Signage Specifications

Specifications for the various types of signs are contained in the MRWA guidelines. However in addition to these guidelines the Shire will have regard to the size, shape, materials, finish, working and general appearance of a sign in its consideration of approval.

1.4 Approval Process

The application process for the erection of an advertising sign is set out in the “Guide to Management of Roadside Advertising”. A copy of these guidelines can be inspected at the Shire Offices or at Main Roads Western Australia.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use. <i>Main Roads (Control of Advertisements) Regulations 1996</i> Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	N/A
Related Documents	Main Roads Western Australia – Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 10 - Bridgetown Special Design Heritage Precinct – Statement of Planning Policy

1 Objectives

Clause 7.5 of the Scheme Text states that “Council’s objective, recognizing the Precinct’s historic and townscape significance and the tourist importance of Bridgetown, is to ensure retention of the character of the Precinct as a whole and the buildings within”.

2 Scope

The Bridgetown Special Design Heritage Precinct Policy Area is illustrated in Figure 1 on Attachment 1 of this Policy.

3 Policy

3.1 Introduction

Development Guidelines have been adopted by Council for the Bridgetown Special Design Heritage Precinct. These guidelines provide direction to the Shire, developers and landowners on the restoration of existing buildings and the construction of infill development within the Precinct. The purpose of the guidelines is to ensure any new buildings and alterations to existing buildings within the Precinct are compatible with and complementary to the historical build environment, while maintaining the diversity and character of the streetscape.

3.2 Statement

Clause 7.5.1 states that “In order to achieve the above objectives all development including –

- demolition or removal of buildings;
- works which effect the external appearance of a building;
- construction of additions and outbuildings;
- erection of a fence or a wall; and
- development of new buildings;

is not permitted unless written approval has been granted by Council, and in considering approval Council will have regard to any development guidelines which have been adopted to assist in the retention of the established and recognizable character of the precinct.”

It should be noted that minor exterior changes such as painting, tiling, replacement of doors and windows etc, is classified as development and thus requires Shire approval. Minor repairs or maintenance such as painting over graffiti or replacement of a broken roof tile, etc, is exempt from requiring planning approval, where undertaken in keeping with the character of the building.

The Bridgetown Special Design Precinct Development Guidelines form Attachment 1 to this Policy. The Shire will assess all development proposals (including painting, new colour schemes, tiling etc.) with regard to these development guidelines. The guidelines have been prepared in order to give landowners and developers a degree of flexibility thus adherence to the guidelines should be easily achieved.

Applications for development within the precinct should be made to the Shire in writing and be supported by sufficient plans and specifications to adequately describe the proposal.

The Shire will have regard to franchising requirements for all applications for planning approval within the Precinct.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	LUP 1 – Procedure for Adopting New Sites – Properties for Inclusion in the Municipal Inventory
Related Documents	State Planning Policy 3.5 - Historic Heritage Conservation
Related Procedure	N/A

5 Administration

Original Adoption Date	27 May 1997
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 11 – Extractive Industry Policy

1 Objectives

The objectives of this Policy are:

- to facilitate the prudent use of basic raw materials, recognizing that resources (clay, gravel, sand, stone, etc) are finite;
- to protect and maintain, wherever reasonable, the existing landscape character, water resources natural resources, general amenity of the Shire and productive agricultural land use by the appropriate location and operation of extractive industries;
- to control and minimize the operational impact of extractive industry including, dust, sand drift, noise, vibration, water management, drainage and land clearing upon neighbouring land uses by the application of development standards, conditions of approval and operational requirements;
- to ensure that extractive industries operate in an environmentally sustainable manner with appropriate development control, and do not have a detrimental impact on the ecological integrity of the environment attributes of the site and surrounding area, during and at the completion of the extractive industry operations; and
- to allow extractive industries in areas where the road infrastructure is compatible with the expected road usage resulting from the land use, or the road network can be upgraded by the proponent to meet appropriate standards prior to the use commencing.

2 Definitions and Exemptions

2.1 CEO

means the Chief Executive Officer of the Shire of Bridgetown-Greenbushes.

2.2 District

means the district of the Shire of Bridgetown-Greenbushes.

2.3 Infrastructure

means any building, treatment works, screening device, tank or structure.

2.4 Person or any word or expression descriptive of a person

includes a public body, company, or association or body of persons, corporate or unincorporated but does not include the local government.

2.5 School Bus Route

means any public road utilized on a daily basis by a licensed school bus operator to transport children to and from an educational establishment registered by the Western Australian Department of Education.

2.6 Sensitive Land use

has the same meaning as in the Environmental Protection Authority – Guidance Statement No. 3, including dwellings and tourist facilities defined below.

2.7 Tourist Facility

means a building or group of buildings and associated facilities and including other non-built facilities substantially used for the attraction, accommodation and servicing of tourists, and includes wineries and cellar door sales, food and rural produce tasting, and experiential attractions available to the general public.

2.8 Volume

or quantity of extracted material is to be measured in 'bank' (ie. in-situ or in ground) cubic metres, with the term 'loose' referring to the extracted material.

2.9 Town Planning Scheme Provisions

Under Town Planning Scheme No. 3 (TPS3), applicable generally to the Bridgetown townsite, extractive industry *"includes the extraction of sand, gravel, clay, turf, soil, rock, stone, minerals or similar substances from the land, and also the manufacture of products from those materials when the manufacture is carried out on the land from which any of those materials is extracted or on land adjacent thereto."*

Under Town Planning Scheme NO, 4 (TPS4), applicable to the Shire generally beyond the Bridgetown townsite, extractive industry *"Means an industry which involves:*

- (a) the extraction of sand, gravel, clay, turf, soil, rock, minerals or similar substance from the land, and also the storage, treatment of manufacture of products from those materials where extracted or on land adjacent thereto; or*
- (b) the production of salt by the evaporation of sea water."*

Extractive industry as a land use can only be considered within the 'Rural' zone under TPS3, and in the 'Rural 1', 'Rural 2', 'Rural 3' and 'Rural 4' zones under TPS4. Extractive industry is therefore prohibited from residential and commercial areas and person shall not undertake any extractive industry without development approval granted by the Shire under TPS3 or TPS4, unless exempt.

Although on site works have the potential to cause land use conflict and nuisance via noise, dust, visual amenity and drainage implications, perhaps the greatest conflict with nearby land owners generally occurs when the extracted material is transported off the site. The problem is exacerbated by the major demand for basic raw materials for subdivisional works and the transported material may have to pass through existing residential and special residential/rural areas to arrive at the development. Clause 4.4.3 of TPS4 in relation to the 'Rural 3 – Blackwood Valley' zone states:

- (i) Within the zone development and use of land for an extractive industry will, in addition to conforming with the provisions of any by-lay relating to extractive industry, require submission of a Notice of Intent as required under guidelines established by the Environmental Protection Authority and as a condition of granting its consent Council may require preparation of an Environmental Review and Management Programme.
- (ii) In considering an application for Planning Consent for an extractive industry council shall forward the Notice of Intent to the Environmental Protection Authority with a request that the Authority consider the application and advise Council if consent should be granted or if further environmental management procedures are necessary.

Compliance with Clause 4.4.3 of TPS4 will be required prior to any approvals for extractive industry being granted where the subject land is within the 'Rural 3 – Blackwood Valley' zone.

Notwithstanding the definition under the operative Town Planning Scheme and the following exemptions, this Policy recognises two types of extractive industry for 'On Site Works' and 'Standard' (for offsite carting of material), discussed below.

2.10 Extractive Industry – On Site Works

The classification of 'Extractive Industry – On Site Works' only applies where clay, gravel, sand, stone, etc, is extracted and the material used exclusively on the same property (including contiguous holdings in common ownership), for development such as housing, sheds, dam, etc. Where such contiguous holdings are either side of an unmade road reserve the 'On Site Works' classification applies, however where the road is constructed as a public road the 'Standard' classification will apply, most likely to be within the 'Small Operation' category.

'On Site Works' does not apply where material is extracted for use on an adjoining property held in different ownership (even if access from the source property to the adjacent property does not include a public road) and does not apply where material is extracted for works on an adjoining public road. Where a public road between contiguous holdings is constructed after an 'On site Works' approval is obtained this approval will lapse and a new 'Standard' approval will be required if the extracted material is to be transported on or across this road.

This Policy recognises that the impacts of 'On Site Works' may be limited to the subject property, and accordingly basic application criteria and information is required, detailed further below. A maximum two year timeframe and straightforward compliance regime is to be imposed for 'On Site Works.'

2.11 Extractive Industry – Standard

The classification of 'Extractive Industry – Standard' applies where a clay, gravel, sand, stone, etc, is extracted and the material is transported outside of the property for use at another property or road reserve (noting exemptions below).

The Shire recognises that the scale of standard extractive industry operations can vary significantly in terms of the volume and timeframe for extraction of material, and the onsite and offsite implications are also variable. This Policy recognises three categories of 'Standard' extractive industry, listed below.

Category	Extraction Volume	Extraction period
Small Operation	Less than 4,00 0m ³ per yea	Up to five years
Medium Operation	4,000 m ³ to 10,000m ³ per year	Up to ten years
Large Operation	More than 10,000m ³ per year	Up to ten years

Truck movements (both in and out) of approximately 20 trips per week would be expected for a small operation, approximately 50 trips per week expected for a medium operation, and substantially more than 50 trips per week expected for the large operation. The annual volume of onsite extraction for each category will influence the daily hours of operation and relevant impacts of noise, dust, etc.

Whilst the application requirements for the three categories of 'Extractive Industry – Standard' are compliance regimes, particularly for the small operation category.

2.12 Exemptions for Agricultural Activities

Clause 3.4.2(b) of TPS4 states:

“The Planning Consent of Council is not required for the following development of land zoned under this Scheme, except where required by a clause of Scheme:

- (a) *development of land for purposes necessary and accepted for carrying out the normal practices of agriculture;*

The Shire is aware that many farmers within the district extract basic raw materials for use on their land such as gravel to re-sheet internal farm access roads, build dams, etc. The Shire is of the opinion that these works come under the classification of “agricultural practices” and are therefore exempt under Clause 3.4.2(b) of TPS 4 from having to obtain development approval.

This exemption also does not apply if the landowner wishes to extract material for significant development, such as housing or shed construction, for use of the material off the subject property (including adjoining and contiguous landholdings), or for sale of the material to a private party.

This exemption also does not apply if the landowner wishes to extract material for significant development, such as housing or shed construction, for use of the material off the subject property (including adjoining and contiguous landholdings), or for sale of the material to a private party.

The exemption from having to obtain development approval for ‘On Site Works’ for agricultural practices relates to the agricultural use of the property and hence the zoning of the land is not strictly relevant. Properties in a ‘Rural’ zone not used for agricultural production cannot therefore claim this exemption. For example, the use of gravel for constructing or resurfacing a road to provide access sole to a tourist accommodation within an agricultural property, cannot be claimed for an exemption from having to obtain development approval for ‘Extraction Industry – On Site Works’.

2.13 Exemptions for Overburden Removal

The Shire acknowledged that it is common when undertaking significant earthworks, such as constructing a dam or dwelling, overburden such as clay, rocks, etc, is stockpiled. The unwanted material is often transported offsite and can be sold for landfill, landscaping, etc. this practice is common on smaller residential properties to improve aesthetics and maximise space and common on rural land as a means to offset the costs of the significant earthworks.

Whilst this practice is considered reasonable the Shire is concerned that de facto extractive industry may be undertaken, under the guise of dam development for example, without the regulation applied to extractive industry. This unregulated practice can have a detrimental impact upon the local environment, amenity and road network, particularly where blasting, crushing and screening may be undertaken.

Noting the above, the transportation of up to a maximum volume of 500m³ of development overburden for sale and/or re-use is not defined as extractive industry, and development approval is therefore not required. Unless approval has been granted for development (ie. dwelling), the onus is on the landowner/contractor to prove to the Shire the legitimate source of the material (ie. dam construction).

If in the opinion of the CEO that the transportation of overburden is not legitimate, then no exemption is applicable and development approval will be required for extractive industry prior to the offsite transportation of any material.

2.14 Exemptions Under Other State Legislation

This Policy does not apply to mineral extraction under the *Mining Act 1978*, the extraction of basic raw materials on Crown land vested for that purpose or where exempt under the *Public Works Act 1902*.

This Policy does not apply for circumstances where the Shire, utilizing the head of power conferred by section 3.27 of the *Local Government Act 1995*, elects to take basic raw materials such as clay, gravel, sand, stone or earth that in its opinion is required for the making or repairing of a thoroughfare, bridge, culvert, fence or gate.

The exemption overrides the requirements of the *Planning and Development Act 2005*. The Shire will not 'take' basic raw materials from an approved 'On Site Works' or 'Standard' extractive industry pit, but can 'buy' materials from a 'Standard' pit. The resource can however be taken by the Shire from outside of the approved area on the same property, with the agreement of the landowner, at the discretion of the CEO.

3 Policy

3.1 Introduction

The extraction and supply of basic raw materials such as clay, gravel, sand, stone, minerals, and other building and road construction materials, is recognised by the Shire of Bridgetown-Greenbushes as an important contributor to the economic development of the Shire as well as being a critical component of the land development process. Extractive industries have the potential for incompatibility with other land uses, and of particular concern to sensitive land uses such as dwellings, tourist facility, and even some sensitive agricultural activities such as horticulture or viticulture located within the Shire.

The haulage of basic raw materials from extractive industry sites to their final destination can also affect the levels of service, efficiency and safety enjoyed by local road users as well as significantly impacting upon infrastructure maintenance and planning operations of the Shire. Additionally, rural based attractions may be reliant upon drawing visitors to a quiet environment for food, wine and cultural enjoyment. Noise, dust, visual and traffic impacts from operating extractive industries have the potential to adversely affect the enjoyment of these facilities.

In managing the location of extractive industries, the broad intent of the Shire is to facilitate extractive industries in appropriate locations where transport infrastructure is available or can be upgraded to adequately service the project, and where land use conflicts can be avoided or minimised through careful site planning and operational land use control.

3.2 Statement

This Policy is made pursuant Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, also pursuant to Town Planning Scheme No. 3 (TPS3) and Town Planning Scheme No. 4 (TPS4), and is to be read in conjunction with Parts III and IV of TPS3 and TPS4, that deal with the land use and zoning provisions.

This Policy gives more detailed provisions on the Shire's requirements for development and management of extractive industry operations. This Policy has been prepared specifically to

supersede TP.15 Extractive Industry Town Planning Scheme Policy, adopted by Council on 31 March 2005, and the repeal of the Shire of Bridgetown-Greenbushes Extractive Industries Local Law 2002.

3.3 Natural Environment

The Shire of Bridgetown-Greenbushes has a complex set of natural resources or assets, identified in the Shire's Natural Environment Strategy that need to be protected including biodiversity, groundwater and surface water resources, agricultural lands, remnant vegetation, conservation and productive forests, minerals and basic raw materials, air, climate and people, culture and infrastructure.

The Shire's Managing the Natural Environment Policy includes policy measures to protect important natural features such as water resources, soil and land, biodiversity, agriculture and the landscape. The Extractive Industry Policy has regard to the content of the Shire's Natural Environment Strategy and Managing the Natural Environment Policy, as well as the Stormwater Management Guidelines and Guidelines for the Construction of Dams.

3.4 Application Requirements and Process

Given the likely scale and nature of operations, application criteria have been set for 'On Site Works' and for the small, medium and large operation categories of 'Standard' applications (see table below). Providing 'Discretionary' information is at the discretion of the CEO or Shire staff, not at the discretion of the applicant.

Extractive Industry Application Checklist (Key - C - Compulsory; D – Discretionary)				
Clause/Requirement	On Site Works	Standard – Small Operation	Standard – Medium Operation	Standard – Large Operation
3.4.1 Locality Plan	C	C	C	C
3.4.2 Site Plan	C	C	C	C
3.4.3 Survey Information	C	C	C	C
3.4.4 Works and Extraction Plan	D	D	C	C
3.4.5 Resource Haulage Plan and Traffic Impact Assessment	-	D	C	C
3.4.6 Decommissioning and Rehabilitation Plan	D	C	C	C
3.4.7 Community Impact Assessment	D	D	C	C
3.4.8 Landscape Impact Assessment	D	D	D	D
3.4.9 Environmental Impact Assessment	D	D	C	C
3.4.10 Noise and Vibration Assessment	D	D	D	D
3.4.11 Surface and Groundwater Assessment	D	D	C	C
3.4.12 Application Management Report	D	DC	C	

3.4.1 Locality Plan

A locality plan showing the whole of the Shire of Bridgetown-Greenbushes district and the location of the subject property, major transport routes, the Blackwood River, State Forest or Conservation Areas, and major infrastructure if applicable.

3.4.2 Site Plan

A plan of the proposed extraction site to a scale between 1:500 and 1:2000 showing the following:

- the external surface dimensions of the subject land;
- where required, the initial survey plan of the proposed extraction area showing 1 metre contour intervals, based on the Australian Height Datum, extended beyond the proposed excavation area by at least 40 metres;
- the surface area and depth of any former or current extraction areas;
- the surface area and depth of any proposed extraction areas, marked in stages no greater than 2 hectares in area, set back a minimum of 20 metres from a property boundary, 40 metres from a dedicated public road reserve, adjoining Crown land or from a watercourse, wetland or spring;
- the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
- the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
- the location of existing power lines, telecommunications infrastructure including telephone cables and any associated poles or pylons, sewers, pipelines, Shire of Bridgetown-Greenbushes – Policy Manual – Town Planning P. 49 reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;
- the location of all existing dams, watercourses, wetlands, springs, drains or sumps on or in proximity to the land;
- the location and description of existing and proposed fences, gates and warning signs around the land; and
- the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage.

3.4.3 Survey Information

For 'Standard' operations the initial survey plan is to be certified by a licensed surveyor at the time of application, a progressive survey after five years of extraction (where applicable) and a final survey plan at the cessation of extraction. Surveys for 'On Site Works' are at the discretion of the CEO. The survey plans must be based on a datum peg established on the land related to a recognised point on the surface of a constructed public thoroughfare or such other land in the vicinity. All survey data supplied by an applicant shall comply with Australian Height Datum and Australian Map Grid standards.

The progressive and final surveys are needed to verifying the area and volume of extraction to ensure compliance with the approvals. The CEO reserves the right to require a progressive survey at any time where legitimate concerns are raised regarding the extent of extraction. Where an operator is found

to have breached the progressive and final maximum approved areas and/or volumes of extraction, maximum penalties and/or infringements may be applied pursuant to the *Planning and Development Act 2005*.

3.4.4 Works and Extraction Plan

Details and supporting documents to address the following:

- surface area and volume of material proposed to be extracted;
- details of the depth and extent of the existing and proposed extraction of the site;
- an estimate of the depth and description of the nature and quantity of the overburden to be removed;
- the nature and estimated duration and stages of the proposed extraction, including the direction of any extraction works;
- details of the methods to be employed in the proposed extraction and any on site processing works;
- details on the machinery proposed to be used for excavation and any measures to be undertaken to ensure noise levels are minimised;
- a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled; and
- a description of any proposed buildings, water supply, treatment plant, tanks and other improvements.

Staged development of extraction operations is desirable to simplify site management, to minimise the area open at any one time (and thus the area exposed to wind and water erosion), and to permit progressive rehabilitation. Staging should be designed in such a way that excavation can progress through a site without interference with stockpiles or overburden including topsoil and vegetation removed for use in later rehabilitation, or with any ongoing staged post extraction rehabilitation.

3.4.5 Resource Haulage Plan and Traffic Impact Assessment

The Shire will need to determine whether the surrounding road network is adequate for the proposed truck usage and movements based on road safety, levels of service, suitability of trucking routes and to identify any road upgrading that may be required for the safe operation of an extractive industry.

A full assessment is required for both medium and large operation categories of 'Standard' extractive industry. A Resource Haulage Plan will likely only be required for a small operation however a full traffic impact assessment may also be required at the discretion of the CEO (or delegated officer) and applicants should liaise with Shire staff to determine the need for the haulage plan and impact assessment.

The Resource Haulage Plan and Traffic Impact Assessment must show the main "local road" transport routes intended to be used for transport of the extracted material, in all directions from the site to the main arterial routes. The information can be included as part of the application report and is to include the following details:

- a description of the means of access to the extraction site, including swept path and sight distances;
- the types of internal or external thoroughfares to be constructed;

- details of the proposed type and number of trucks used for haulage;
- expected maximum number of trips per day (in and out) and average number of trips (in and out) per week (or over longer time period if use is proposed to be more intermittent);
- details on haulage routes, main destinations for extracted material (to allow determination of expected transport routes and assessment of implications thereto);
- details on existing road conditions including road widths, construction, speed limits, with regard to applicable Main Roads WA guidelines Austroads standards;
- details on road side vegetation and potential impacts of traffic movement, dust, etc;
- details on any self-imposed restrictions (eg. restricted transporting days or hours); and
- any recommended road upgrading or improvements including vegetation clearing required to accommodate traffic associated with transport of material, and ongoing maintenance regimes.

A full exemption to submittal of a Resource Haulage Plan and Traffic Impact Assessment will only be granted where the subject land directly fronts, and only has access and egress to the extraction site, via South Western Highway or Bridgetown-Boyup Brook Road. As these two roads are under the care and control of Main Roads Western Australia consultation with Main Roads WA is mandatory.

3.4.6 Decommissioning and Rehabilitation Plan

A post-extraction decommissioning and rehabilitation plan is to address the following:

- the objectives of rehabilitation having due regard to the nature of the surrounding area and the proposed end-use of the extraction site;
- proposed final land surface, future use (ie. grazing, re-vegetation);
- stockpiling and future use of resources, overburden, topsoil, etc;
- whether restoration and reinstatement of the extraction site is to be undertaken progressively or upon completion of extraction operations;
- the method by which topsoil is to be replaced and revegetated;
- the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
- how rehabilitated areas are to be maintained and monitored, including weed and pest management measures to reduce the likelihood of colonisation of weed species and to protect rehabilitation planting;
- the removal of buildings, plant, waste and final site clean up; and
- how any extraction pit face is to be made safe and batters sloped.

Unless re-seeding with grasses or crops is proposed, revegetation should use local plant species suitable for the area with regard to soil type and drainage conditions. The rehabilitation plan must include determination of appropriate and available vegetation species; planting procedures and scheduling; and ongoing protection measures.

3.4.7 Community Impact Assessment

Details and supporting documents to address the following:

- impacts upon the local economy addressing employment opportunities and surrounding attractions;

- impacts upon community services, community health and local amenity and landscape values, including potential screening of the extraction area when viewed from adjoining properties or nearby thoroughfares;
- impacts upon the local transport network, in particular traffic conflict, school bus routes and pedestrian/cyclist safety (having regard to the Resource Haulage Plan and Traffic Impact Assessment unless exempt); and
- proximity to and impact upon any Aboriginal heritage sites and Post-European Settlement heritage sites (refer Municipal Inventory).

3.4.8 Landscape Impact Assessment

A detailed Landscape Impact Assessment may be required at the discretion of the CEO and must have regard to the proximity, elevation and visual exposure to public roads and sensitive land uses, based on the height of development (including stockpiles, earth bunds, fencing) and existing or proposed vegetation screening. Proposed measures must be detailed to screen the excavation area, stockpiles, etc, to minimise any adverse visual impacts from nearby residences, adjoining landholdings, thoroughfares, constructed road reserves and other areas.

3.4.9 Environmental Impact Assessment

Details and supporting documents must be provided to address the following:

- the extent of vegetation clearing (if any) required to accommodate works, proximity to and implications on State Forest or Conservation Areas and Clearing Permit(s) if required;
- details of the nature of native vegetation, shrubs and trees on the site and any adjoining properties including Crown land, and a description of measures to be taken to minimise the destruction of existing vegetation;
- details on the excavation area proximity to threatened flora and fauna habitat likely to be impacted by the proposed works and proposed measures to minimise potential impacts
- proposed measures to prevent ground pollution/contamination;
- measures to manage weeds and pathogens such as *Phytophthora dieback*, noting responsibilities under the *Biodiversity and Agricultural Management Act 2007* and DAFWA guidelines for extractive industries;
- drainage measures to protect the excavation or associated disturbed areas;
- measures to protect any sources of surface water (ie. watercourses, wetlands and springs) and sources of groundwater/aquifers, including proximity to public drinking water sources and major tributaries such as the Blackwood River;
- measures to minimise the impact of noise and vibration upon surrounding sensitive land uses, including measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
- measures to minimise airborne pollution such as dust or sand drift, as a consequence of extraction activities and onsite and offsite vehicle movement, including details on the onsite or offsite supply of water if watering is proposed;
- measures to address fire and emergency management issues and dangers to the general public; and

- assessment of whether referral of the application to the Environmental Protection Authority (EPA) will be required for a Works Approval.

3.4.10 Noise and Vibration Assessment

A Noise and Vibration Assessment Report must be prepared in accordance with DER guidelines, and is to include assessment of noise and vibration buffer distances from nearby sensitive land uses. The Shire may exempt applicants from providing this report where an internal buffer (to EPA requirements) can be fully provided within the boundaries of subject land (including contiguous landholdings).

3.4.11 Surface and Groundwater Assessment

The maximum seasonal groundwater level must be established, where the term maximum means the highest historically observed and/or interpolated value, and not the average of a range. This information may be determined using existing known levels in close proximity or by requesting bore data from the Department of Water (DoW).

If a bore is in the vicinity of the excavation area, a hydro-geologist could use the data along with geological data of the excavation area and results from test holes to determine the maximum seasonal groundwater level.

In the absence of credible data being available, a number of monitoring bores should be established over the excavation area and monitored monthly over two winter seasons to establish the maximum seasonal groundwater table. A data request for bore information can be submitted to the DoW via www.water.wa.gov.au.

3.4.12 Application Management Report

This Policy includes an Extractive Industry Application Management Report template (See Appendix) to assist proponents in preparing a comprehensive application to ensure compliance with relevant requirements and allow timely and thorough assessment.

For 'On Site Works' and 'Standard – Small Operations' applications, a part report is recommended addressing the required criteria listed in the above table. For the 'Standard – Medium Operation' and 'Standard – Large Operation' categories a full report is required addressing relevant criteria.

3.4.13 Works Approval (DER)

Under the *Environmental Protection Act 1986*, certain premises are required to hold a Works Approval to construct works, and a Licence or Registration to operate these works. Set out below is an extract from an Environmental Protection Authority (EPA) publication.

This information is provided as a guide only and any applicants proposing extractive industry operations involving processing works (screening, crushing, etc) are advised to contact the DER for clarification of reporting requirements.

Category Number	Description of Category	Production or Design Capacity
12	Screening, etc of material: premises (other than a premises within category 5 or 8) on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated.	50,000 tonnes or more per year.
70	Screening, etc of material: premises on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated.	More than 5000 but less than 50,000 tonnes per year.

3.4.14 Clearing Permit

Any proposal to clear native vegetation for extractive industry requires the approval from the (WA) Department of Environment Regulation (DER), pursuant to the Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004, noting the various exemptions do not apply to extractive industry.

Approval may also be required from the (Federal) Department of the Environment (DOE), pursuant to the Environmental Protection and Biodiversity Conservation Act. 1999.

In the event of an application being received that proposes clearing of native vegetation evidence of an application to the DER and/or DOE must be provided by the applicant.

3.4.15 Basic Raw Materials Applicant's Checklist

The WAPC released the Basic Raw Materials Applicants' Checklist which can be obtained via www.planning.wa.gov.au. The checklist includes information for proponents on necessary approvals, the role of different agencies, useful contacts, legislative requirements and relevant state planning policies.

Although extractive industry licences fall outside the *Mining Act 1978*, under the *Mines Safety and Inspection Act 1994* and *Mines Safety and Inspection Regulations 1995*, individuals and companies extracting any mineral or rock for commercial purposes (unless exempt) must obtain approval from the State Mining Engineer, which is undertaken by way of a Project Management Plan. Minerals can only be extracted under an extractive industry licence if the land is 'minerals to owner' otherwise minerals must be mined under the Mining Act.

Reference should be also made to the WAPC's State Planning Policy 2.5: Land Use Planning in Rural Areas in relation to basic raw materials.

3.5 Assessment and Determination

3.5.1 Community Consultation

An application for 'Extractive Industry - On Site Works' will be subject to consultation with adjoining landowners or public authorities where, in the opinion of the CEO (or delegated officer), that the proposal has the potential to impact upon the environment, amenity of adjoining properties or existing infrastructure. An application for 'Extractive Industry – Standard' will be subject to compulsory adjoining landowner and community consultation in accordance with the Shire's operative local planning scheme and the Shire's Community Consultation Policy.

When advertising an application the Shire notices shall specify the particulars of the proposed extraction and invite comments within 21 days (or longer period at the discretion of the CEO), consisting of the following:

- (a) notify all the owners and occupiers of all land adjoining the land upon which it is proposed to excavate, and/or within an area determined by the CEO as likely to be affected by the proposed industry;
- (b) notify every authority or person having control or jurisdiction over any land or infrastructure within 500 metres from the boundaries of the subject land, or within an area determined by the CEO as likely to be affected by the proposed industry;
- (c) publish a notice in a local newspaper circulating in the area in which the proposed extraction site is located; and
- (d) display a notice on the subject land in a prominent location and in proximity to the main entrance where practicable.

As stated above, the CEO has discretion to insist upon community consultation for 'On Site Works' applications pursuant to clause (a) above, and may waive clauses (b), (c) and (d) if deemed appropriate.

The Shire may consult with the following state agencies/service providers, particularly where the subject land adjoins Crown land, and if so additional copies of the report (printed or CD version) must be submitted upon request:

- Department of Aboriginal Affairs
- Department of Environment Regulation
- Department of Mines and Petroleum
- Department of Parks and Wildlife
- Department of Planning
- Department of Water
- Environmental Protection Authority
- Main Roads Western Australia
- Telstra
- Western Power
- NBN Co

3.5.2 Determination

Once the community consultation period (if needed) has closed, all submissions received will be compiled and a report prepared for the internal Development Control Unit or a report to Council for consideration.

Council or the CEO (or delegated officer) may then:

- defer a decision on the proposal where further information is required; or
- refuse to grant approval where an application does not comply with the requirements of the operative Town Planning Scheme Policy or due to considered detrimental impacts; or
- approve the application subject to reasonable conditions, if any.

3.5.3 Term of Development Approval

The maximum term of development approvals will be limited to the following timeframes:

On-Site Works	Maximum Two Years
Standard – Small Operation	Maximum Five Years
Standard Medium Operation	Maximum Ten years
Standard Large Operation	Maximum Ten years

3.5.4 Extraction Setbacks and Buffers

Unless otherwise determined, extractive areas and stockpiles (excluding visual or noise bunds) must comply with the following minimum setbacks, etc.

- 20 metres from the boundary of any land on which the extraction site is located;
- 20 metres from any land affected by a registered grant of easement;
- 40 metres from any thoroughfare or road reserve;
- 40 metres from the boundary of adjoining Crown land; and
- 40 metres from any watercourse, wetland or spring.

The proponent must peg the proposed perimeter of the extractive pit area prior to applying for development approval for the purpose of onsite inspection during the assessment process, including any consultation period(s).

The WAPC 'Statement of Planning Policy 4.1 - State Industrial Buffers' and Environmental Protection Authority (EPA) 'Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Landuses' promotes buffer distances between extractive industry works and sensitive land uses of between 500 metres to 1000 metres (depending on type of material being extracted and whether blasting works are proposed). Where there is no specified buffer, a minimum of 500 metres shall be applied between any excavation area and a sensitive land use including dwellings and tourist facilities.

In all cases proponents must provide the required buffer distance within the confines of their own land however if this cannot occur, the Shire will consider allowing the buffer distance to extend over adjoining land where it can be clearly shown that existing or future development of adjoining land will not be compromised. In this case the Noise and Vibration Assessment is required as part of the Environmental Management Report justifying that a different buffer should be applied having regard for the specific location and local factors such as prevailing winds, native vegetation, etc. For such applications referral of the application to affected adjoining owner(s) will be mandatory.

The Shire may require creation of earth bunds for visual or acoustic purposes, planting of screen vegetation, or an increase in setbacks. The maximum height of overburden mounds and stockpiles are to be no more than 3.0 metres, unless appropriately stabilised with a soil binding agent, while the maximum height of top soil mounds and stockpiles are to be no higher than 2.0 metres.

Applicants should also refer to the Department of Water's South West Regional Guideline 'Water resource considerations for extractive industries, June 2014.

3.5.5 Operator Obligations

An extractive industry operator shall:

- securely fence the excavation area and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- erect and maintain warning signs at each entry gate to the excavation area and along each of the boundaries of the area being excavated so that each sign-
 - (a) is not more than 200 metres apart;
 - (b) is not less than 1.8 metres high and not less than 1 metre wide; and
 - (c) bears the words "DANGER EXCAVATIONS KEEP OUT";
- erect appropriate signage on the haulage route(s) in accordance with the applicable Australian Standard;
- drain and keep drained any approved excavation so as to prevent the accumulation of water;
- not intercept the water table and excavation is permitted only to a depth that is 0.3 metres higher than the maximum seasonal groundwater level, as agreed by DoW, noting that dewatering of the extraction area may require authorisation in areas proclaimed under the *Rights in Water and Irrigation Act 1914*;
- maintain the maximum height of overburden mounds and stockpiles to no more than 3.0 metres and appropriately stabilised with a soil binding agent, and maintain the maximum height of top soil mounds and stockpiles to be no more than 2.0 metres;
- undertake works, extraction and rehabilitate the excavation site in accordance with the terms and conditions of the approval;
- advise the Shire of Bridgetown-Greenbushes in writing of any change in operator during the term of operation, providing contact details of the new operator and organise an onsite meeting with Shire staff to discuss the term of the approval; and the new operator shall not commence operation unless authorised by the Shire of Bridgetown-Greenbushes;
- not remove any trees or shrubs from the land within 40 metres (or such lesser distance as may be approved in writing by the Shire) of the boundary with any thoroughfare, road reserve or boundary with adjoining Crown land, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation;
- not undertake any excavation, processing or transporting of material or equipment within, to or from the site on:
 - a Sunday
 - a Public Holiday
 - before 7:30am and after 5:30pm Monday to Saturday,
 - on days of catastrophic, extreme or severe fire danger ratings,
 - on days where a harvest ban is declared;except that in the event of a fire, flood or other emergency, the operator may remove all or any vehicles, explosives, combustibles and equipment considered necessary to ensure public safety and safety of any personnel and equipment on the site; and

- not store, or permit to be stored, any explosives or explosive devices on the site to which the approval applies, except with Department of Mines and Petroleum approval.

3.5.6 Blasting

An extractive industry operator shall not carry out or permit to be carried out any blasting in the course of excavating unless specific approval has been granted by the Shire of Bridgetown-Greenbushes and subject to the following:

- the blasting takes place only between the hours of 8.00am and 5.00pm, on Mondays to Fridays inclusive, and in compliance with any other reasonable conditions imposed in the interests of the safety and protection of members of the public and of property within the district.
- the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant requirements of the Shire of Bridgetown-Greenbushes; and
- blasting may be permitted at other times at the discretion of the CEO and in consultation with surrounding affected landowners.

Where blasting did not form part of the original development approval for the extractive industry, an application for blasting will be accompanied by supplementary reports as determined by the CEO.

3.5.7 Rehabilitation

Rehabilitation is to be undertaken on an ongoing basis for worked areas. Any exhausted/worked areas in excess of 2 hectares need to be reshaped, ripped, topsoil re-spread, dry seeded and a dust suppressant applied to hold the soils in place until the first rains occur.

For the purpose of ensuring that an excavation site is properly restored or reinstated the Shire will as a condition of approval require the payment of a rehabilitation bond, in accordance with the Shire's Schedule of Fees & Charges.

The proponent must give to the Shire a bond, bank guarantee or other acceptable security, prior to the commencement of operations. The bond will be held in trust pending the satisfactory rehabilitation of the excavation area and site in general, in accordance with the approved Rehabilitation and Decommissioning Plan.

Rehabilitation works are to be monitored and information reported to the Shire demonstrating the progress and success of rehabilitation for a two year period from the conclusion of rehabilitation.

Should the operator fail to carry out or complete the required rehabilitation works within the 60 days of the cessation of excavation, or longer period as agreed to by the Shire, the Shire may carry out or cause to be carried out or complete the required rehabilitation works. The Shire will then use the rehabilitation bond towards these costs, and recover any balance of costs directly from the proponent.

3.5.8 Transport

Conditions relating to upgrading or maintenance of roads may be considered on a case-by-case basis having regard for proposed traffic movements and scale of development, with the applicant to

provide a Resource Haulage Plan and Traffic Impact Assessment. The Shire can elect to impose conditions relating to impact of haulage vehicles on public roads, such as:

- Upgrading of a road if the current standard is insufficient to cater for the expected volume and type of haulage vehicles;
- Time restrictions or communication regimes applicable to specific roads (eg. school bus routes);
- Prohibitions on the use of specific roads (if alternative routes exist).

The Shire may also require the applicant to assist with upgrading, maintenance and/or watering (for dust control) of the haulage route that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading arrangements and/or contributions will be determined on a case-by-case basis.

Where an extractive industry has direct access to an unsealed road and based on the projected number of vehicle movements, to and from the site, the Shire may require a crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface, with a stormwater runoff being controlled. Where an extractive industry has direct access via a sealed road, a sealed crossover between the road surface and boundary will be required.

Upgrading of any crossover or road junction with a major road may be required, including slip lanes and turning pockets, to accommodate proposed haulage vehicles. Such upgrades would require approval from Main Roads WA and would be at the cost of the proponent.

3.5.9 Five Year Update

Where the term of an approved medium or large operation 'Standard' extractive industry exceeds five years, and the proponent wishes to continue extractive activities beyond that timeframe, the proponent must lodge a request with the Shire (three months prior) seeking approval to continue the operation and provide the following information to the Shire demonstrating compliance with the approval:

- fee as per the Shire's Schedule of Fees and Charges;
- a survey plan and licensed surveyor's certificate showing the contours of the excavation carried out to the date of that application, and the volume of material extracted, stockpiled and/or transported from the site; and
- details of the works, excavation and rehabilitation stages reached and of any changes or proposed changes.

Upon receipt of the above information and following a compliance inspection, the Shire may approve the continued operation, and apply reasonable conditions for ongoing activities. The Shire reserves the right to instead refuse the request where warranted by serious non-compliance in the opinion of the CEO, and thereby suspend or cancel the approval. For a suspended operation the Shire will impose reasonable conditions of approval to bring the operation into compliance and in the case of cancellation the requirements of the 'Cessation of Approval' section are to be met.

3.5.10 Cancellation/Cessation of Approval

Where the carrying on of an extractive industry on the site permanently ceases or the term of approval expires or is cancelled, irrespective of the type or scale of operation or whether a new

approval is to be sought, the proponent must lodge correspondence with the Shire and the following information demonstrating compliance with the approval:

- Fee as per the Shire's Schedule of Fees and Charges
- A survey plan and licensed surveyor's certificate showing the contours of the excavation carried out to the date of that application, and the volume of material extracted, stockpiled and/or transported from the site.
- Details of the works, excavation and rehabilitation stages reached, and timing for completion of rehabilitation.

Upon receipt of the above information and following a compliance inspection, the Shire may impose reasonable conditions to ensure satisfactory rehabilitation of the excavation site, and so advise the proponent in writing, addressing the following:

- restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the Shire of Bridgetown-Greenbushes may subsequently agree in writing with the proponent;
- ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is –
 - (a) sand, the sides are sloped to a batter of not more than 1:3 (vertical:horizontal); and
 - (b) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;
- ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning programme approved by the local government;
- ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land or any stream, watercourse, wetland, springs or drain that is outside of the proposed excavation area, including any approved area for stockpiling excavated, treated, overburden or topsoil material;
- erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
- remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and
- break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this approval.

3.5.11 Standard Conditions

Further to the above, conditions of approval shall be applied to extractive industry proposals as deemed appropriate by Shire staff under delegated authority or by Council. Conditions may be imposed for many reasons such as to minimise impact on amenity and/or adjacent landowners, ensure stabilisation of excavation areas and stockpiles, and to protect visual corridors and to ensure rehabilitation of the land.

In forming conditions, the Shire can rely upon decisions made by the State Administrative Tribunal, and in particular the Orders issued on 13 May 2011 in relation to Shire of Bridgetown-Greenbushes matters, addressing the following:

Term of Approval

- Hours of Operation
- Excavation Areas and Rehabilitation
- Noise Management
- Vegetation Clearing
- Haulage Route and Upgrading (including contributions)
- Access and Crossover(s)
- Onsite and Offsite Airborne Pollution (Dust) Management
- Ground and Surface Water Management
- Weed and Pathogen (Dieback) Management
- Stormwater Management
- Bushfire and Emergency Management
- Ablution Facilities
- Fuel Storage and Hydrocarbon Spill Management
- Complaints and Reporting

More specifically the Shire of Bridgetown-Greenbushes may impose conditions relevant to the following:

- the orientation of the excavation to reduce visibility from other land;
- the appropriate siting of access thoroughfares, buildings and plant;
- the stockpiling of material;
- the approval of the number and size of trucks entering and leaving the site each day and maximum number per week, and the route or routes to be utilised by those trucks;
- the hours during which any excavation work may be carried out;
- the hours during which any processing plant associated with, or located on, the site may be operated;
- requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance;
- the depths below which a person shall not excavate, including the excavation depth above the maximum seasonal groundwater table;
- distances from adjoining land or thoroughfares within which a person must not excavate;
- the safety of persons employed at or visiting the excavation site;
- the control of dust and wind-blown material;
- the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
- the prevention of the spread of pathogen diseases such as Phytophthora dieback;
- the drainage of the excavation site and the disposal of water;

- the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
- the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
- requiring the proponent to furnish to the Shire surveyor's certificate at the five year update and cessation/cancellation of approval, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme;
- requiring the proponent to enter into an agreement with the Shire of Bridgetown-Greenbushes by which it agrees to pay any extraordinary expenses incurred by the Shire in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the operator of the approval;
- requiring the operator to pay a rehabilitation bond for the life of the operation, accordance with the Shire's Schedule of Fees and Charges, as a performance bond to ensure rehabilitation of the extraction area and other identified areas; and
- requiring the operator to have at all times a current public liability insurance policy taken out in the joint names of the operator and the Shire of Bridgetown-Greenbushes indemnifying the operator and the Shire of Bridgetown-Greenbushes for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation operations. The operator shall provide to the Shire of Bridgetown-Greenbushes a copy of the policy taken out prior to the commencement of operations.

3.5.12 Compliance and Monitoring

Applicants are advised that the CEO reserves the right to:

- undertake random monitoring from time to time during the operational life of extractive industry and during the rehabilitation phase;
- use a 'call in' power to require the submission of additional information where legitimate issues arise (ie. survey to confirm volumes of extraction, noise assessment report, traffic impact study, etc); and
- issue infringements, initiate compliance action or seek prosecution against the applicant, operator or landowner where a breach of the development approval or operative local planning scheme is substantiated.

Where an operator is found to have breached elements of the approval, such as the progressive and final maximum approved areas and/or volumes of extraction for example, maximum penalties and/or infringements may be applied pursuant to the *Planning and Development Act 2005*.

3.6 Appendix

Extractive Industry Application Management Report (Template)

- 1.0 Introduction**
 - 1.1 Applicant Details
 - 1.2 Application Summary
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Figure 1 – Locality Plan

Figure 2 – Aerial Site Plan

Figure 3 – Site Plan / Stages of Extraction

Figure 4 – Final Land Surface

Appendices

- 1 - Development Application Form
- 2 - Surveyor's Certificate
- 3 - Dial Before You Dig Search
- 4 - Landscape Impact Assessment
- 5 - Resource Haulage Plan and Traffic Impact Assessment
- 6 - Flora and Fauna Assessment
- 7 - Clearing Permit
- 8 - Groundwater Assessment (Test Pit Photographs)
- 9 - Noise and Vibration Assessment
- 10 - Hydrocarbon Spill Management Plan
- 11 - Weed and Pathogen (Dieback) Management Plan
- 12 - Stormwater Management Plan
- 13 - Airborne Pollution (Dust) Management Plan
- 14 - Bushfire and Emergency Management Plan

4 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s.7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p> <p><i>Biodiversity and Agricultural Management Act 2007</i></p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Environmental Protection and Biodiversity Conservation Act 1999</i></p> <p><i>Mining Act 1978</i></p> <p><i>Mines Safety and Inspection Act 1994</i></p> <p><i>Rights in Water and Irrigation Act 1914</i></p> <p><i>AS2187 SAA Explosives Code</i></p>
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	<p>Schedule 2, Part 2, Clause 4 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p><i>Environmental Protection (Noise) Regulations 1997</i></p> <p><i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i></p> <p><i>Mines Safety and Inspection Regulations 1995</i></p> <p>Shire of Bridgetown-Greenbushes Extractive Industries Local Law 2002</p>
Shire Policies	N/A
Related Documents	WAPC 'Statement of Planning Policy 4.1 - State Industrial Buffers' Environmental Protection Authority (EPA) 'Guidance for the Assessment of Environmental Factors'
Related Procedure	N/A

5 Administration

Original Adoption Date	30 June 2016 (C.14/0616)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 12 – Demountable Buildings Policy

1 Policy

1.1 Introduction

For the purpose of this Policy a ‘Demountable Building’ includes a skid mounted transportable unit, single men’s quarters, donga and light weight pre-fabricated buildings.

Council believes that the relocation of demountable buildings often results in substandard buildings being produced and that they can be detrimental to the amenity of the area in which it is located.

Buildings should only be permitted in locations which are not easily visible from adjoining property (including the road) and also from frequented vantage points of a reasonably visible distance without effective screening.

It is believed that any demountable building within the Residential, Special Residential, Residential Development, Community/Public Purpose, Special Rural and Rural (TPS3) zones would be visible from adjoining properties due to the relatively small nature of these properties and thus should be prohibited. The relocation of the subject buildings within the Rural 1, 2, 3 and 4 zones, Commercial zone and Industrial zones shall be permitted with Shire approval. In granting approval to a relocation Shire should ensure that the dwelling is not visually intrusive on surrounding properties.

1.2 Statement

The relocation of demountable buildings is not encouraged by Shire and are prohibited in the Residential, Special Residential, Residential Development, Community, Special Rural and Rural (TPS 3) zoned areas. The Shire shall consider permitting demountable buildings in the Rural 1, 2, 3 and 4 zones, Commercial zone and Industrial zones if the proposed building is not visually intrusive on surrounding properties. In considering whether a proposed building would be appropriate the Shire shall consider:

- whether adequate screening (vegetation etc.) exists to screen the proposed dwelling from adjacent properties.
- whether the appearance of the proposed dwelling is adequate.

1.3 Exception to Policy

The Shire will not require approval in an instance where the structure is being used for the amenity (not accommodation) of persons working on a building site where a building licence is current and construction is taking place.

2 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes</p> <p>s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p>
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Shire Policies	LUP 2 – Relocated Dwellings Policy LUP 5 – Building Envelopes Policy LUP 6 – Ancillary Accommodation Policy
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	20 December 2001
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 13 – Relocatable Storage Units

1 Policy

1.1 Introduction

The purpose of this policy is to regulate the use of relocatable storage units and establish guidelines for the assessment of proposals to place such units on land within the Shire of Bridgetown-Greenbushes, to ensure that they do not detract from the visual amenity of an area.

The Policy does not address the placement transportable dwellings, relocated dwellings or outbuildings, railway carriages or transportable offices.

1.2 Statement

For the purpose of this Policy, a relocatable storage unit can include a pre-fabricated metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, and includes a sea container, cool room, etc.

The use of relocated storage units may be an economical means of providing storage space with high level of security however due to the 'industrial' appearance and relatively large size of units such as sea containers, can detract from the visual amenity of an area. Such units are generally without architectural features such as pitched roofs or windows, they can appear to be out of place in a residential or semi-rural setting as they are inconsistent with general residential housing form.

The placement of a relocatable storage unit on land requires the planning approval/consent of the Shire of Bridgetown-Greenbushes at is considered to fall within the definitions of 'development' under the Shire's Town Planning Scheme No. 3 and 4. For the purposes of assessment and approval, the Shire classifies a relocatable storage unit as an 'outbuilding' ancillary to the approved use of the land and approval is required in some cases.

The permanent use of relocated storage unit in a residential and special residential area is prohibited but can be considered in a rural, special rural commercial or industrial zone. Given the placement and use of sea containers on a large rural property is unlikely to have an impact upon the amenity of the agricultural areas, approval is not required where the container is not visible from public view.

If the building is proposed to be used for any purpose, other than storage, alterations may be required in order to comply with the Building Code of Australia.

1.3 Policy Requirements

In order for the Shire to assess an application for the permanent use of a relocatable storage unit on a property, the following requirements must be addressed by the applicant.

The proposed relocatable storage unit will:

- (a) not be located within a Residential, Residential Development, Special Residential or Community zone, where defined under the relevant Town Planning Scheme;
- (b) not result in a detrimental impact on the amenity of the land or any adjoining land or development;

- (c) not impinge on any boundary setbacks, as required by the relevant Town Planning Scheme or be located in front of the boundary line or outside of a building envelope (where relevant);
- (d) not compromise any associated approved development or use by:
 - (i) impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;
 - (ii) locating within in an existing service yard or bin storage area;
 - (iii) obstructing any existing access or visual truncation provided to an access way, pedestrian or traffic;
- (e) be in good repair with no visual rust marks; and
- (f) be appropriately screened with vegetation or other means, in order to meet the aims of point b) above.

Applications for a relocatable storage unit will have to include a site plan illustrating the proposed location of the structure on the land and its relationship with the existing development on the land. Any proposed screening or landscaping for the purpose of buffering the appearance of the structure from adjoining land and roads is also required to be illustrated, together with any other information deemed necessary at the time of application.

1.4 Conditions

Conditions of planning approval shall be applicable as deemed necessary by the Shire and without limiting the generality of the foregoing, approvals are to contain the following conditions:

- (a) The exterior of the relocatable storage unit shall be in good condition. Any rusted/damaged areas are to be treated/repared within 28 days of being placed on site and thereafter maintained to the satisfaction of the Shire of Bridgetown-Greenbushes.
- (b) The relocated storage unit is to be used for non-habitable, storage purposes only to the satisfaction of the Shire of Bridgetown-Greenbushes.
- (c) The relocatable storage unit shall not be located within the front setback area and shall be screened from public view and shall not be seen from nearby roads, other public places, or adjoining properties.
- (d) The relocatable storage unit must rest directly on compacted, level ground and is not permitted to rest on sleepers or concrete skids, unless a building licence has been granted by the Shire of Bridgetown-Greenbushes.
- (e) The relocated storage unit must not be located over any easements, effluent disposal system or utilities.
- (f) The Shire of Bridgetown-Greenbushes reserves the right to instruct a landowner to remove an approved relocatable storage unit if any of the above conditions are not carried out to the satisfaction of the Shire.

1.5 Exemption to Policy

The Shire of Bridgetown-Greenbushes will not require planning approval where a relocatable storage unit is being used for the temporary storage of plant, machinery or building equipment on a building site or for furniture and household effects where a building licence for a dwelling on the same lot has been submitted for approval. A storage unit must not be placed on the property prior to the issue of a building licence and must be removed within 28 days upon completion of the construction or expiry of the building licence.

Where a relocated storage unit is to be used on a permanent basis on a 'Rural' zoned property, outside of the Bridgetown townsite, approval is not required under Town Planning Scheme No. 4 if used for agricultural purposes or for urgent security of plant or equipment, subject to compliance with standard setbacks.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	20 December 2001
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 14 – Home Based Business Policy

1 Objectives

The aim of the Shire of Bridgetown-Greenbushes Home Based Business Policy:

“To enable low scale businesses the opportunity to be conducted from home without having a detrimental impact on the amenity of the local area.”

2 Scope

This Policy does not apply to home based tourism such as Bed and Breakfast Accommodation or Holiday Accommodation are regulated separately through the operative local scheme and policies.

This Policy also does not apply to a ‘hobby’, being a regular activity or interest undertaken by a resident of the property, typically during the resident’s leisure time, which is of an appropriate and low scale, incidental to the dwelling and does not constitute a commercial venture.

This Policy expressly supersedes the Home Occupation & Cottage Industry Town Planning Scheme Policy TP.20.

3 Policy

3.1 Introduction

Home based businesses are becoming more popular across Western Australia, particularly due to strong service sector employment growth, advancements in telecommunications technology and the desire for more flexible lifestyles. Home based employment can provide a convenient and cost effective way to establish and operate a small business, and also provide the local community with easy access to a diverse mix of local products and services.

The Shire of Bridgetown-Greenbushes recognises the importance of diverse employment and lifestyle opportunities as key contributors to the economic growth and social sustainability of the local community. The Shire’s Strategic Community Plan seeks to support existing industries and attract and promote new ‘value adding’ initiatives, particularly in the tourism, agriculture, art and cultural sectors.

This Policy is made pursuant Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, also pursuant to Town Planning Scheme No. 3 (TPS3) and Town Planning Scheme No. 4 (TPS4), and is to be read in conjunction with Parts III and IV of TPS3 and TPS4, that deal with the land use and zoning provisions.

3.2 Statement

This Policy seeks to support low-key home based business activities within the Shire, where residential amenity, the local environment and orderly and proper planning are not adversely affected. The purpose of this policy is to regulate the establishment and operation of a home based businesses across the Shire and to provide guidance to landowners, occupiers and the local government.

For the purpose of this policy a Home Based Business means a small scale business operated incidental to the habitation of the primary residential dwelling, by the permanent resident(s) of the property. This policy applies to all home based business within the Shire.

When determining the potential impacts of a home based business on the amenity of surrounding properties, consideration must be given to the nature of the business, noise, emissions, hours of operation, employees, visitors and traffic including deliveries. Hence the definitions of each use in the operative local planning scheme impose restrictions such as maximum area, restrictions on employees, maximum advertising signage, etc. Where development approval has been granted and valid complaints received about noise or other nuisances generated by the business, the Shire reserves the right to vary the conditions or withdraw the approval.

Where a home based business does not meet the specific criteria, then development approval (if possible) may be required as another type of home based business classification. Importantly, activities under these classifications are not permitted to the same extent as other activities such as a Shop within a Commercial Zone or Light industry in an Industrial zone.

3.3 Policy Requirements

There are five separate use classes for home based businesses that are supported in the Shire of Bridgetown-Greenbushes under TPS3 and TPS4 being (in order of size) Home Office, Home Occupation, Home Business, Cottage Industry and Rural Home Business. Each use is further described and criteria stipulated below. In all cases the business and any conditional approvals shall be personal to the resident(s) of the dwelling and neither run with the land nor transferable or assignable to any other person or property.

3.3.1 Home Office

The Shire considers that a Home Office operated strictly within the criteria set out below will have negligible impact on local amenity and therefore development approval is exempt under the operative local planning scheme. A Home Office for example could be an online marketing consultant or book keeper, or the administration base for a mobile business such as a plumber, builder, etc.

Noting the definition under the operative local planning scheme, a Home Office must meet all of the following requirements:

- be carried out within a maximum area of 20m² and solely from within the dwelling;
- be carried out by a permanent resident of the dwelling only;
- not cause injury to or adversely affect the amenity of the neighbourhood;
- not involve the retail sale, display or hire of goods of any nature;
- not involve clients or customers travelling to and from the dwelling;
- not increase the traffic volumes normally required for the dwelling; and
- not require any change to the external appearance of the dwelling, including the display of signage.

A Home Office may include the use of a kitchen for occasional commercial cooking including preparing cakes, preserves, etc, for sale. This occasional use is restricted to no more than twice per

week with no employees or customers coming to the property. As such, development approval is exempt although Health approval may still be required. It should be noted that an exemption from development approval does not mean the business is exempt from any approvals necessary under any other written law.

3.3.2 Home Occupation

The Shire considers that a Home Occupation operated strictly within the criteria set out below will have minimal impact on local amenity, with development approval required prior to commencing business. A Home Occupation for example could be a solicitor, hairdresser or music teacher.

Noting the definition under the operative local planning scheme, a Home Occupation must meet all of the following requirements:

- be carried out within a maximum area of 20m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the principal dwelling (not ancillary dwelling) or adjacent outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- be carried out by permanent resident(s) of the dwelling only;
- not cause injury to or adversely affect the amenity of the neighbourhood;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of one customer parking bay, in addition to parking bays available for residents of the dwelling;
- does not require result in increased traffic volume in the neighbourhood;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

A Home Occupation that relates to food production or personal services (hair, beauty, acupuncture, massage, etc) will usually require separate Health approval.

3.3.3 Home Business

The Shire considers that a Home Business operated strictly within the criteria set out below will have an acceptable impact on local amenity, subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Home Business for example could be a plant nursery, small accountancy practice or personal fitness training for small groups. Noting the definition under the operative local planning scheme, a Home Business must meet all of the following requirements:

- be carried out within a maximum area of 50m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the principal dwelling or adjacent outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- be carried out by a permanent resident of the dwelling and a maximum of two employees only who are not members of the occupier's household;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of sufficient car parking for any customers and employees, in addition to parking bays available for residents of the dwelling;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

A Home Business that relates to food production or personal services (hair, beauty, acupuncture, massage, etc) will usually require separate Health approval.

3.3.4 Cottage industry

The Shire considers that a Cottage Industry operated strictly within the criteria set out below will have an acceptable impact on local amenity, be subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Cottage Industry is limited to production of arts and crafts goods only such as making furniture, toys, pottery, clothes, etc.

Noting the definition under the operative local planning scheme, a Cottage Industry must meet all of the following requirements:

- be restricted to production of 'arts and crafts' goods only and does not include uses of a 'general industrial' nature;
- be carried out within a maximum area of 55m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the dwelling or outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- be carried out by permanent resident(s) of the dwelling only;

- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of one car parking bay per employee and one customer parking bay, in addition to parking bays available for residents of the dwelling;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

3.3.5 Rural Home Business

The Shire considers that a Rural Home Business operated strictly within the criteria set out below will have an acceptable impact on local amenity, be subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Rural Home Business allows a variety of uses such as wholesale bakery, contractor's depot or rural supply yard.

Noting the definition under the operative local planning scheme, a Rural Home Business must meet all of the following requirements:

- be carried out within a maximum area of 200m² only and under no circumstances can an extension of the business area be permitted;
- be carried out within an outbuilding or designated yard separated by no more than 20 metres from the principal dwelling;
- be carried out by permanent resident(s) of the dwelling plus a maximum of two people who are not members of the occupier's household;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;
- does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle of more than 30 tonnes gross weight; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

A Rural Home Business that relates to food production will usually require separate Health approval.

3.3.6 General Requirements

The following general requirements apply to all categories of home based businesses.

3.3.6.1 Car Parking and Access

Car parking is to be provided onsite to accommodate employee and customer vehicles and deliveries, including sufficient manoeuvring area for vehicles to exit the property in a forward gear. Car parking and access is to be located so as to limit the impact of amenity of neighbouring properties and is to be clearly identifiable to visitors. The parking of commercial vehicles associated within an approved home based in the Residential Zone in the Bridgetown townsite will be subject to the provisions of Clause 4.3.2 of TPS3.

3.3.6.2 Customer Visits

Where permitted, customer visits are to be by appointment only and limited to normal business hours (ie. 8am to 6pm) Monday to Saturday only, excluding Public Holidays. The Shire may permit customer visits outside of these days and times subject to suitable consultation with neighbours and consideration of any submissions.

3.3.7 Use of Vehicles/Machines

The use of a vehicle (car, utility, truck, etc) and the need for any onsite delivery or collections, and the use of any machinery (power tools, lighting, electrical equipment, etc) is to be detailed in the application. The Shire will take into account the zoning of the property, proximity to surrounding dwellings and the expected general impact on local amenity when determining a home based business that seeks to use vehicles and/or machinery, and will be subject to any mitigation considered necessary.

3.3.8 Storage of Materials/Equipment

The storage of materials and/or equipment associated with a home based business must be located within the approved indoor workspace, or in the case of a rural home business stored in the designated outdoor workspace and screened from public view if considered necessary.

3.3.9 Maintenance of Vehicles/Equipment

Where minor maintenance of vehicles or equipment associated with a mobile business or home business is to be conducted onsite, it must be undertaken so as not to cause a nuisance for neighbours. Where major servicing of vehicles or equipment is required this must be done offsite at an approved premise.

3.3.10 Bushfire Prone Areas

A Home Based Business in a designated Bushfire Prone Areas may require additional information to be supplied with the application to ensure the safety of customers during a bushfire event. A Bushfire Management Plan or Statement may be required depending upon the scale of the operation, assessing the location of the property, siting of the business within the lot, internal and external vehicular access and water supply for fire-fighting, with regard to SPP 3.7 Planning in Bushfire Prone Areas and the Guidelines for Planning in Bushfire Prone Areas.

3.3.11 Waste Water Control

A home based business that produces an increase in waste water from the business activities, may be required to supply additional information to ensure that the receiving environments are not impact upon by the operation. Additional information may consist of but not limited to waste water management, treatment and disposal methods.

3.3.12 Food Registration

A home based business that involves the preparation/production of food for sale may require separate environmental health approval and registration in accordance with relevant legislation, regulations, codes and guidelines.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use. Schedule 2, Part 2, Clause 4 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	State Planning Policy 3.7 Planning in Bushfire Prone Areas and the Guidelines for Planning in Bushfire Prone Areas

5 Administration

Original Adoption Date	29 June 2017 (C.12/0617)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 15 – Siting of Water Tanks Policy

1 Policy

Generally water tanks are to be sited in accordance with the setbacks applicable to the zoning of the land. In the case of lots with a defined building envelope, siting is to be in accordance with the envelope.

For the purposes of the Shire’s Town Planning Schemes a water tank is classified as a building, outbuilding or structure. General provisions within the Scheme texts require buildings, outbuildings and/or structures to comply with the setbacks applicable to the zoning of the land. In addition, Special Rural Zones generally contain a special provision under the Town Planning Schemes stating that all structures are to be sited within the building envelope.

The Shire is prepared, where justifiable circumstances exist, to allow siting of water tanks outside of the identified setbacks or building envelope applicable to the land. In such cases either an application for a reduced setback or an application for a relocated building envelope will be required. Notwithstanding the contents of the ‘Relocation of Building Envelopes’ Policy, an application to site a water tank outside of a nominated building envelope will be classified as a minor alteration, even if it requires greater than a 20 metre extension of the existing envelope.

Under the ‘Relocation of Building Envelopes’ Policy, no intrusion into the setback area is permitted. This restriction will be relaxed, if justifiable circumstances exist, for the siting of water tanks.

Where approval is granted for a reduced setback or building envelope alteration to accommodate the siting of a water tank, that approval will only apply to the tank. It should not be assumed that approval will automatically be granted for the siting of buildings to the same setback.

Where approval is granted for a reduced setback or building envelope alteration to accommodate the siting of a water tank, conditions will be considered requiring the following:

- planting of suitable screening vegetation between the tank and the street alignment; and
- prohibition on use of reflective or light coloured materials for tank.

Justifiable reasons for siting of a water tank within a setback area or outside of a building envelope may include topographical constraints and associated water pressure implications and/or cut/fill implications.

2 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes</p> <p>s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p>
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Shire Policies	LUP 5 – Building Envelopes Policy
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 August 2001 (C.27/0801)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 16 – Approval of Second Dwellings within the Rural – 1, rural – 2, Rural – 3 and Rural – 4 Zones

1 Objectives

The aim of the Shire of Bridgetown-Greenbushes Second Dwelling on Rural Zoned Land Policy is:
To achieve a balance between providing for the various legitimate requirements for a second dwelling whilst minimising any adverse impacts such dwellings may have on the agricultural activity on the subject or surrounding lots.

2 Policy

2.1 Introduction

Clause 4.9 of Town Planning Scheme No. 4 states the following:

“Not more than one single dwelling house may be erected and occupied on a lot within the rural zones of the Scheme, except that Council, where it is satisfied that one additional dwelling house is necessary or desirable for continuation of bona fide agricultural activity, or for any other permitted use, may grant its consent to one additional dwelling on a lot.”

It is necessary to control the construction of additional dwellings within the ‘rural zones’ as uncontrolled expansion can in effect sterilise the land from productive agricultural activity.

It should also be recognised that the Warren Blackwood Rural Strategy states that the minimum lot size within the agriculture zone is 80 hectares except where land has a high-capability rating (Class 1 or 2) for annual or perennial horticultural production where a lot size of not less than 40 hectares can be considered.

2.2 Specific Policy Requirements

The specific policy objectives and requirements for the different zones are set out as follows:

- (a) There is an established agricultural activity on the lot;
- (b) The lot is to have a minimum lot size of 40.0ha;
- (c) The dwelling is to be occupied by a person or persons involved in the management/running of the agricultural property.
- (d) No more than 2 dwellings will be permitted on a ‘Rural’ zoned lot.

2.3 Application Details

Applications for a second or dwelling on ‘Rural’ zoned land must include the following:

- Completed Building Licence application form;
- Details of current use;
- Justification for the need for a second dwelling; and
- Scaled site plan showing contours, existing buildings and setbacks.

2.4 Conditions of Approval

Where a second dwelling is approved the following conditions will be applied:

- (a) A notification pursuant to Section 70A of the Transfer of Land Act must be registered against the Certificate of Title to the land the subject of the proposed development advising the owners and subsequent owners of the land that both dwellings are to be occupied by person or persons involved in the management/running of the agricultural property. Such notification is required to be placed on the title prior to the issue of a building licence.
- (b) Other conditions may be applied where deemed appropriate.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes</p> <p>s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p> <p><i>Transfer of Land Act 1893</i></p> <p>s.70A – Factors affecting use and enjoyment of land, notification on title</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	23 February 2006 (C.15/0206)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 17 – Aquaculture Policy

1 Objectives

- To protect the economic viability of the District’s existing rural land uses;
- To facilitate the effective diversification of primary industry within the Shire through the establishment of land based commercial aquaculture projects;
- To ensure aquaculture projects do not have detrimental impacts upon the rural character of the surrounding area; and
- To ensure aquaculture projects operate in an environmentally sustainable manner with appropriate development setbacks, and do not have a detrimental impact on the ecological integrity of the environment.

2 Policy

2.1 Introduction

Aquaculture of introduced species has the potential to impact on endemic biologically important communities. The purpose of the Policy is to ensure that the establishment of commercial land based aquaculture projects within the Shire of Bridgetown-Greenbushes are appropriately designed and managed to protect rural character and the natural environment, as a component of the District’s diverse rural economy.

2.2 Statement

This Policy is made pursuant to Clause 6.7.2 of Town Planning Scheme No. 3 (TPS3) and Clause 7.6.2 of Town Planning Scheme No. 4 (TPS4), and to be read in conjunction with Parts III and IV of TPS3 and TPS4, that deal with the land use and zoning provisions. This Policy gives more detailed provisions on the Shire’s general requirements for development and management of aquaculture projects.

A person shall not develop any commercial purpose land based aquaculture activity, within existing or new water bodies, without planning approval being granted by the Shire of Bridgetown-Greenbushes. Aquaculture is defined as *‘the keeping, breeding, hatching or culturing of fish’* pursuant to the Fish Resources Management Act 1994. Under the Act, the term commercial purpose means *‘for the purpose or sale or any other purpose that is directed to gain or reward.’*

Aquaculture can only be considered within the Rural zone of TPS3 and the Industrial, Rural 1, Rural 2 and Rural 3 zones of TPS4 (unless otherwise stated) and includes crustaceans and fishes.

Notwithstanding the need for Shire approval, licences are required from the Department of Fisheries for commercial aquaculture purposes, and exemptions do apply for domestic/hobby purposes, pursuant to the Act.

2.3 Natural Environment

Part 5.2 Water Resources of the Shire of Bridgetown-Greenbushes ‘Managing the Natural Environment Policy’ requires the protection of natural waterways from contamination and significant storm water events.

Sub-clause (vi) states that *“In considering proposals which may have an impact on any waterway or waterbody Council will have regard to:*

- *Maintaining water balance;*
- *Maintaining and where possible enhancing water quality;*
- *Encouraging water conservation; and*
- *Maintaining and where possible enhancing water related environmental values.”*

Sub-clause (vii) states that *“Council may require the establishment of a native vegetation buffer/riparian zone that reflects the original vegetation community type(s) along any perennial watercourse/drainage line for the protection of water quality. Unless suitably justified by the proponent and agreed to by Council, Council will apply a 50m buffer and may require other protection measures to ensure there is a lesser risk to water resource quality and the sustainability of downstream ecosystems.”*

Based on the general objectives of the Policy and the Natural Environment Strategy, the location of ponds should be restricted away from the natural drainage line/water course so that in times of heavy runoff there is an avenue for excess water to move to natural watercourses without going from pond to pond or overflowing wastes toward watercourses. Separation of ponds or dams allows some environmental flow rather than capturing all water on site.

2.4 Assessment

In assessing the suitability of establishing a purpose built aquaculture facility, including ponds, dams, processing plant and associated facilities, the Shire of Bridgetown-Greenbushes shall have regard to the following matters:

- (a) The objectives of the Policy;
- (b) Compliance with the requirements of provisions of the Shire of Bridgetown-Greenbushes Town Planning Schemes No. 3 and 4;
- (c) The potential effect on existing natural and man-made water resources in the locality;
- (d) The potential effect on rural/agricultural activities of the surrounding district; and
- (e) The Shire of Bridgetown-Greenbushes’ Managing the Natural Environment Policy, Natural Environment Strategy, Construction of Dam Guidelines and Stormwater Management Guidelines.

2.5 Standard Conditions of Approval

The following conditions will be considered by the Shire of Bridgetown-Greenbushes at the application assessment stage for all aquaculture applications:

- (a) This approval relates to the farming of [insert species] in the proposed ponds, dams and/or storage tanks.
- (b) All non-endemic species are prohibited from being farmed within existing or proposed on-stream dams or within 20 metres of a watercourse. Only locally endemic crustacean species such as marron or koonac can be farmed in existing on-stream dams.
- (c) All new ponds, dams and storage tanks (where applicable) are to be setback a minimum of 20 metres from the centreline (total 40 metre buffer) of any nearby watercourses/drainage line.
- (d) No natural vegetation may be removed within 20 metres from the centreline (total 40 metre buffer) of any nearby watercourses/drainage lines.

- (e) All new ponds and/or dams are to be bunded to the high water mark and thereafter maintained, to avoid overtopping during extreme rainfall events.
- (f) The flushing of the ponds, dams and storage tanks is to be controlled to prevent any contamination of other water sources on the property or adjacent properties, including the potential discharge of sludge, silt and organic material, with all new ponds, dams or storage tanks fitted with a bottom drain (minimum 100mm diameter).
- (g) Produce is to be collected onsite only by wholesalers or delivered directly to customers offsite, and no sale of produce will be permitted from the subject land, without further approval of the Shire of Bridgetown-Greenbushes.
- (h) Transportation of produce is to be carried out in accordance with the Food Act 2008 and ANZFA Food Standards Guide.
- (i) The use hereby approved is not to cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury or prejudicial affection due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste water or waste products.
- (j) No cooking or processing of the produce on the property is permitted without first obtaining a 'registration of Food Business' from the Shire of Bridgetown-Greenbushes.
- (k) In the event of a valid complaint/s being received about nuisances generated by the business, the Shire reserves the right to withdraw the Planning Approval or review the Planning Approval and impose revised or additional conditions.

Advice Notes:

- (a) The upgrading and/or development of new ponds, dams and storage tanks should have regard to the Shire of Bridgetown-Greenbushes Guidelines for the Construction of Dams and Stormwater Management Guidelines (where applicable).
- (b) The applicant should contact the Western Australian Department of Fisheries for licence approval (if applicable) and specialist advice prior to commencement of the operation.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use. <i>Food Act 2008</i>
Shire Policies	N/A
Related Documents	Shire of Bridgetown-Greenbushes Construction of Dams and Stormwater Management Guidelines
Related Procedure	N/A

4 Administration

Original Adoption Date	30 August 2012 (C.17/0812)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 18 – Assessment of Cultural Heritage Significance Policy

1 Objectives

The objectives of this Policy are:

- To provide a clear framework for the accountable, consistent and comparable assessment of cultural heritage significance for individual places and heritage areas within the Shire of Bridgetown-Greenbushes.
- To provide improved certainty to landowners and community members about the formal practice involved in heritage identification and management within the Shire of Bridgetown-Greenbushes.

2 Policy

2.1 Introduction

The Shire of Bridgetown-Greenbushes contains a significant collection of places with cultural heritage significance, with many places identified in the Shire of Bridgetown-Greenbushes Municipal Inventory prepared in 1995, and reviewed in 2001 (to be referred to as the Municipal Heritage Inventory).

Inclusion on the Shire's Municipal Heritage Inventory (MHI) provides important recognition, and a simple documentary record, of places of cultural heritage significance for the local community. No protection is afforded to places listed in this type of inventory unless they are also included in a statutory Local Heritage List or within a Heritage Area (or Precinct) under the operative local planning scheme.

This policy has been prepared to guide the Shire (and landowners) in assessing the cultural heritage significance of places within the Shire of Bridgetown-Greenbushes. This policy has been drafted [and adopted] in conjunction with the current review of the MHI, using the guidelines set out by the Heritage Council of WA publication "Criteria for the assessment of Local Places and Areas". This includes consideration of the level of significance that warrants inclusion on the Shire's Local Heritage List or formal adoption of a Heritage Area.

2.2 Statutory Background

Section 45(1) of the Heritage of Western Australia Act 1990 requires that a local government compile and maintain an inventory of places within its district that, in its opinion, have or may have cultural heritage significance. Section 45(2) requires that the MHI is updated annually and reviewed every four years after completion.

This Policy is made pursuant to Clause 6.7.2 of Town Planning Scheme No.3 (TPS3) and Clause 7.6.2 of Town Planning Scheme No.4 (TPS4), to be read in conjunction specifically with Part VII and Schedule 4 of TPS3, which supports the identification, conservation and protection of selected heritage places through inclusion on the Local Heritage List.

Under TPS3 applicable to the Bridgetown townsite only, Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest forms the statutory Local Heritage List. Progression of the Local Planning Strategy and Local Planning Scheme No. 5 will link back to the MHI with all places assessed as being of Exceptional or High Significance (see Section 2.7) to then form the Local Heritage List.

The development controls and management of places of cultural heritage significance, with respect to the assigned management categories (see Section 2.7, Table 1), are to be detailed in a new Heritage Management Policy and Development Guidelines (yet to be drafted). In the interim, assessment should have regard to State Planning Policy 3.5 Historic Heritage Conservation and any other relevant statutory or policy provisions.

The Planning and Development (Local Planning Scheme) Regulations 2015 also provide statutory power under local planning schemes to identify and designate Heritage Areas. The Bridgetown Special Design Heritage Precinct has already been recognised under TPS3, and is managed in accordance with the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and Development Guidelines.

2.3 Statement

All assessments of the cultural heritage significance of individual places or heritage areas within the Shire of Bridgetown-Greenbushes are to be carried out in accordance with this Policy so that assessments are accountable, comparable and consistent.

The Policy criteria in Section 2.4 have been drawn directly from the ‘Criteria for the assessment of Local Places and Areas’ published by the Heritage Council of Western Australia, and relate specifically to Heritage Values and Degree of Significance.

An individual place, group of places or area may be considered to be significant to the locality and worthy of inclusion into the Shire of Bridgetown-Greenbushes Municipal Heritage Inventory if it meets one or more of the criterion under the Aesthetic, Historic, Research or Social Values, as outlined in Section 2.4.1 below.

This Policy is to be read in conjunction with the Shire’s Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory Policy O.5 (which also needs to be reviewed to reflect the contents of this policy).

2.4 Assessment Criteria

2.4.1 Heritage Values

To be included in the Municipal Heritage inventory a place must demonstrate one or more of the following Heritage Values.

2.4.1.1 Aesthetic Value

Criterion 1: It is significant in exhibiting particular aesthetic characteristics.

A place or area included under this criterion will have characteristics of scale, composition, materials, texture and colour that are considered to have value for the local district and this may encompass:

- creative or design excellence;
- the contribution of a place to the quality of its setting;

- landmark quality; or
- a contribution to important vistas.

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. For example, simple farm buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

2.4.1.2 Historic Value

Criterion 2: It is significant in the evolution or pattern of the history of the local district.

A place or area included under this criterion should:

- be closely associated with events, developments or cultural phases that have; played an important part in the locality's history;
- have a special association with a person, group of people or organisation important in shaping the locality (either as the product or workplace of a person or group, or the site of a particular event connected with them); or
- be an example of technical or creative achievement from a particular period.

2.4.1.3 Research Value

A place or area of research value should provide, or demonstrate a likelihood of providing important evidence about past activity or qualities of innovation/new achievement for its time. The place may include important information about construction technology, land use, a way of life or industrial process.

Criterion 3A: It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the district.

A place or area included under this criterion should:

- be a standing structure or archaeological deposit;
- be an important benchmark or reference site; or
- demonstrate a likelihood of providing, evidence about past activity.

This may include important information about construction technology, land use or industrial processes not available anywhere else, inherent in the fabric of the place.

Criterion 3B: It is significant in demonstrating a high degree of technical innovation or achievement.

A place or area included under this criterion should:

- show qualities of innovation or represent a new achievement for its time;
- demonstrate breakthroughs in design or places that extend the limits of technology; or
- show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet challenge of a particular site.

Places included under this criterion will likely be industrial sites, though examples of engineering (ie. bridge construction, road design, etc) may also meet this criterion.

2.4.1.4 Social Value

Criterion 4: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.

A place or area included under this criterion should or tend:

- to be one in which the community, or a significant part of the community, has held in high regard for an extended period; or
- to be a public place, or a place distinctive in the local landscape and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places such as places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues. Significant places may only need to be valued by a certain group within the community, defined for example by ethnic background, religious belief or profession.

2.4.2 Degree of Significance

In addition to the above values, a place or area may also be important because it is a rare or representative example of its type. The following criteria are to be applied when assessing the 'Degree of Significance' of a place or area.

2.4.2.1 Rarity

Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

A place or area included under this criterion should:

- provide evidence of a defunct custom, way of life or process;
- demonstrate a custom, way of life or process that is in danger of being lost; or
- demonstrate a building function, design or technique of exceptional interest.

2.4.2.2 Representativeness

Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

A place or area included under this criterion should:

- provide a good example of its type;
- be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect or an architect style; or
- have a high level of authenticity (also see below).

2.4.2.3 Condition, Integrity and Authenticity

Assessment of a place or area should also address the three following criteria:

Criterion 7A - Condition: The current state of the place or area in relation to the values for which that place has been assessed, generally graded on the scale of Good, Fair or Poor.

Criterion 7B - Integrity: The extent to which a place or area retains its original function, generally graded on a scale of High, Medium, or Low.

Criterion 7C - Authenticity: The extent to which the fabric is in its original state, generally graded on a scale of High, Medium or Low.

2.5 Thematic Framework

The 'Thematic Framework', as outlined in the MHI and prepared in accordance with the State Heritage Office Guidelines, provides an overview of the history of the Shire across time periods pertinent to the development of the municipality. Heritage assessments should specifically address the following themes where applicable:

- Demographic Settlement and Mobility
- Transport and Communications
- Occupations
- Social and Civic Activities
- Outside Influences
- People
- Other
- Any sub-themes as listed in the MHI addendum

2.6 Statement of Significance

An overarching Statement of Significance will be included within the Heritage Assessment for individual places or heritage areas. This is a statement about the place as a whole, with reference to the 'Heritage Values' and 'Degree of Significance' outlined above. This information is then used to inform the 'Level of Significance' applied to each place pursuant to Tables 1 or 2 below (as relevant).

2.7 Heritage Places

The overall 'Level of Significance' of a 'Place' (which can include an associated group of buildings or structures within a landscape setting) in the MHI, as determined by a heritage assessment of the place pursuant to Sections 2.4, 2.5 and 2.6 above, is to be categorised as Exceptional, High, Medium or Low. Table 1 below describes each particular level, assigns a related Management Category and provides the Desired Outcomes for a 'Place' within that category.

Places in both the 'Exceptional Significance' and 'High Significance' categories will include those already in TPS3 Schedule 4 or considered worthy of protection under a Local Heritage List. Places in the 'Exceptional Significance' category are further considered to be essential to the heritage of the locality and are rare and/or outstanding examples, which may also be considered for assessment for entry in the State Register of Heritage Places (RPH).

The MHI is a working document and can be reviewed with addition, deletion or changing of a place listing (based on application of the Assessment Criteria above), and updated with Council approval at any time. Such amendments may therefore change the Local Heritage List under TPS3 or TPS4 as applicable.

Table 1: Levels of Heritage Significance for Individual Heritage Places

Level of Significance	Description	Management Category and Desired Outcome
Exceptional Significance	Very high contribution to the heritage of the locality. High level of aesthetic, historic, research and/or social value. A rare or	Management Category A – Conservation of the place is essential. If not already, to be included on the Local Heritage List and recommended for assessment for entry into the RHP. Development proposals to be assessed pursuant to SPP 3.5 Historic Heritage Conservation; a Conservation Management Plan (if one exists); and to reinforce the significance of the place. Places entered on the RHP are protected

	outstanding example of its type, typically with a high degree of authenticity.	under the <i>Heritage of Western Australia Act 1990</i> . Development applications will require referral to the State Heritage Office, unless exempt.
High Significance	Important contribution to the heritage of the locality. High level of aesthetic, historic, research and/or social value. A rare or key representative a moderate to high degree of authenticity. example of its type, typically with	Management Category B – Conservation of the place is highly desirable. If not already, to be included on the Local Heritage List. Development proposals to be assessed pursuant to State Planning Policy 3.5 Historic Heritage Conservation; a Conservation Management Plan (if one exists); and to reinforce the significance of the place. Record prior to redevelopment, recognise and interpret if possible.
Medium Significance	Moderate contribution to the heritage of the locality. The built fabric helps to illustrate an important aspect of the area's history, but it is not a rare or key representative example of its type	Management Category C - Conservation of the place is desirable but not essential. Development proposals should reinforce the significance of the place, and original fabric should be retained wherever feasible. Record important elements prior to redevelopment or demolition, recognise and interpret if possible.
Low Significance	Makes some contribution to the heritage of the locality, however (for example): - Has undergone major alterations over time, which has diminished its authenticity/integrity - Is an historic site with little or no apparent physical evidence of its former use.	Management Category D – Conservation of the place is not essential. Record any elements prior to redevelopment or demolition, recognise and interpret if possible. Archaeological investigation of historic sites may be prudent (if possible) if the place is believed to have important potential research value for the community.

2.8 Heritage Areas

A group of properties can be considered suitable to be a designated Heritage Area, Heritage Precinct or Character Area, particularly when the individual components of the area collectively form a notable streetscape, townscape or cultural environment with significant heritage characteristics.

These elements may include architectural style, urban design excellence, landscape qualities or strong historic associations and these special qualities will generally be quite rare within a locality.

A Heritage Area will be of significance to the locality when:

- (a) it meets one or more of the Heritage Value criteria under Section 2.4.1 above being Aesthetic, Historic, Research or Social Values; and/or
- (b) it demonstrates a unified or cohesive physical form with an identified aesthetic, historic or social theme associated with a particular period or periods of development.

A level of significance will not be assigned to heritage areas as a whole, however each place within the heritage area will be graded according to the level of contribution it makes to the significance of the area, as set out in the Table 2 below.

Table 2: Levels of Contribution for Individual Places within a Heritage Area

Level of Contribution	Description	Desired Outcome
Considerable contribution	Very important to the significance of the Heritage Area.	Conservation of the place is highly desirable or even essential. Recommended for entry in the Local Heritage List. Any external alterations or extensions should be designed and sited in a manner that respects and complements the significance of both the place and the area. All such works should be in accordance with the Development Guidelines (if in place). Significant internal detailing should be conserved in areas accessible to the public. Places entered on the RHP are protected under the Heritage of Western Australia Act 1990. Development applications will require referral to the State Heritage Office, unless exempt.
Some Contribution	Important to the significance of the Heritage Area.	Conservation of the place is desirable. Recommended for inclusion in the Municipal Heritage Inventory. External alterations or extensions should be designed and sited in a manner that respects and complements the significance of both the place and the area. All such works should be in accordance with the Development Guidelines (if in place). Conservation of significant internal detailing is encouraged in areas accessible to the public.
Little/No Contribution	Little or no importance to the significance of the Heritage Area.	Existing fabric does not need to be retained. Any new (replacement) development on the site, or any external alterations or extensions to the existing building, should be designed and sited in a manner that respects and complements the significance of the area. All such works should be in accordance with the Development Guidelines (if in place).

3 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p>Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.</p> <p><i>Heritage Act 2018</i> s.103 – Local heritage survey s.104 – Purpose of local heritage survey s.105 – Guidelines for local heritage surveys</p> <p><i>Planning and Development (Local Planning Scheme) Regulations 2015</i> r.44C <i>Heritage Regulations 2019</i> – Publication of guidelines for local heritage surveys</p>
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Shire Policies	LUP 1 – Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory
Related Documents	Shire of Bridgetown-Greenbushes Municipal Inventory
Related Procedure	N/A

4 Administration

Original Adoption Date	25 August 2016 (C.11/0816)
Last Reviewed	26 November 2020 (C.05/1120)
Scheduled Reviewed Date	30 November 2023

LUP 19 – Exemptions From Development Approval Requirements

1 Objective

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

2 Definitions

2.1 Outbuilding

An enclosed non-habitable structure that is detached from any dwelling.

2.2 Single House

A dwelling standing wholly on its own green title or survey strata lot together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.

Note: the definitions are derived from the R-Codes

3 Application of this Policy

The specific policy requirements below apply to specified land as per this Policy within the Shire of Bridgetown-Greenbushes two (2) operative Town Planning Schemes being:

1. Town Planning Scheme No.3; and
2. Town Planning Scheme No. 4.

This Policy does not exempt development from obtaining any other approvals and compliance with relevant local laws, statutes and policies including building and health approvals.

4 Limitations and Exclusions

This Local Planning Policy does not deal with exemptions for:

1. Development as provided under clause 61 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. Signs that are administered under separate provisions of the respective town planning schemes;
3. Fences that are administered under separate legislation outside the local planning framework.

5 Policy

5.1 Exemptions – Town Planning Scheme No 3

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport, incidental structure (and the like) or the siting of a rain water tank of 5000 litre capacity or less on a lot in the Rural, Special Rural, Residential Development and Special Residential zone where:

i) in the Rural Zone the development is:

- compliant with the setback requirements set out in Section 4.5.1 of the TPS 3
- in the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - Wall height of 3.0m; and
 - Apex height of 4.0m

17.1

ii) In the Special Rural zone, the development is:

- In the case of a single house, is not constructed of materials that are wholly or predominantly:
 - Second hand or damaged materials;
 - Corrugated iron;
 - Re-used.

18.1 As these building elements are deemed to have a negative visual appearance potentially effecting the amenity of the locality as set out in Section 4.6.10;

- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.6.11;
- compliant with Section 4.6.12 relating to the provision of a potable water supply;
- compliant with Section 4.6.13 relating to siting of effluent disposal systems;
- compliant with any specific requirements set out in Schedule 1 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m

19.1 iii) in the Residential Development zone, the development is

- compliant with the setback requirements set out in Section 4.7.4 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m

iv) in the Special Residential zone, the development is:

- compliant with Section 4.10 of the TPS 3;
- compliant with any specific requirements set out in Section 3 of the TPS 3;
- in the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m

(Note: This Local Planning Policy negates the requirement to comply with Section 4.10.6 of the TPS No 3)

- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area

5.2 Exemptions – Town Planning Scheme No 4

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport, incidental structure (and the like) or the siting of a rain water tank of 5000 litre capacity or less on a lot in the Rural 1,2,3, and 4, Special Rural, Special Residential and Special Use zones where:
- i) in the Rural 1,2,3, and 4 zones the development is:
 - compliant with the setback requirements set out in Section 4.6 of the TPS 4;
 - is not contained within a Tree Preservation Area set out in Section 4.5.7 of TPS 4.
 - ii) in the Special Rural zone, the development is:
 - contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.5.6 of the TPS 4;
 - compliant with any specific requirements set out in Schedule 3 of the TPS No4.
 - In the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m
 - iii) in the Special Residential zone, the development is:
 - contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.11.3 of the TPS 4;
 - compliant with Section 4.11.7 relating to use of second hand materials;
 - compliant with Section 4.11.13 relating to siting of effluent disposal systems;
 - compliant with any specific requirements set out in Schedule 7 of the TPS No 4.
 - In the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m
 - iv) In the Special Use zones (SU1 and SU3), the development is:
 - compliant with any specific requirements set out in Schedule 6 of the TPS No 4.
 - in the case of an outbuilding is of a size that is equal or less than:
 - 120m² in floor area;
 - wall height of 3.0m; and
 - apex height of 4.0m
- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

6 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Part 5 <i>Planning and Development Act 2005</i> – Local planning schemes s.6.7.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 3 and s 7.6.1 Shire of Bridgetown-Greenbushes Town Planning Scheme 4 – In order to assist in the implementation of the Scheme, the Council may make Town Planning Scheme Policies relating to one or more of the aspects of the control of development and land use.
Shire Policies	N/A
Related Documents	Shire of Bridgetown-Greenbushes Town Planning Scheme No.3 Shire of Bridgetown-Greenbushes Town Planning Scheme No.4 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Related Procedure	N/A

7 Administration

Original Adoption Date	24 November 2022 (C.07/1122c)
Last Reviewed	
Scheduled Reviewed Date	30 November 2023

LE 1 – Commercial Activities on Thoroughfares

1 Introduction

This Policy establishes a management strategy for the administration of ‘Commercial Activities on Thoroughfares’ in particular, being within the constructed footpath pavement and verge area of Hampton Street, and Steere Streets, within the Bridgetown CBD, and activities on thoroughfares generally.

The policy addresses approval and administration of permits for commercial activities on footpaths as Street Trading, under the provisions of the Shire’s Trading in Thoroughfares & Public Places Local Law, including Outdoor Eating Areas (Alfresco Dining) and other commercial use of footpaths, while also providing support and direction to Community & Charity groups engaged in fund-raising activities.

This Policy is to be read in conjunction with the Shire’s Trading in Thoroughfares & Public Places Local Law (Gazetted June 2000), in particular Parts 6 & 7.

Nothing in this policy extinguishes the requirement to gain approval/registration under the Shire of Bridgetown-Greenbushes Town Planning Scheme and/or the Food Act 2008 respectively.

This policy does not include ‘portable signs’.

2 Policy

Trading in public places is not to adversely impact on the amenity of an area or occur at locations which compromise public safety and access, including the safety of street traders and traffic.

Permits for commercial activities on footpaths will only be considered where it is ancillary and adjacent to an existing commercial business.

2.1 Permits

2.1.1 Outdoor Eating Areas

All outdoor eating (Alfresco Dining) facilities are to be established, operated and maintained in accordance with the requirements of the Local Law and conditions imposed under this policy and will only be considered where they are ancillary to an existing registered ‘Food Business’.

2.1.2 Retail Merchandise

Retail Merchandise placed for sale on thoroughfare (Street Trading), Bridgetown, provided that a minimum 1.5metre access way, free of any obstructions, be maintained immediately adjacent to the shopfronts in this locality and there being no other access, amenity or safety issue of concern in the opinion of Council.

2.1.3 Festival/Event – Short term permits

The regulation of stallholders, traders and outdoor eating areas on thoroughfares during the Blues at Bridgetown Festival is referenced under Council Policy H.3 – “Trading in Public Places – Blues Festival”.

For other festival/events that are staged either wholly or partly on a thoroughfare the Shire will only approve applications for new Outdoor Eating Areas, stallholders and trader's permits and liquor licensing permits (including Extended Trading Permits), for applicants that have been endorsed by the relevant Festival/Event Committee.

Holders of annual Outdoor Eating Areas permits will be able to conduct that al-fresco dining area during the festival/event within the approved operating conditions; however any application to extend the outdoor area in the CBD, will require endorsement by the festival/event committee.

For public places not directly connected with a festival/event, normal approval processes will apply.

The Shire will not be bound to approve any activity endorsed by the festival/event committee, and reserves the right to refuse any application if that is in the best interest of the public and if refusal is in accordance with all other requirements of the relevant legislation.

2.1.4 Community & Charity Groups

Community & charity groups wishing to trade or conduct a stall on or within a thoroughfare are not regarded as 'commercial activities' and therefore are exempt from being required to obtain a permit.

Community & charity groups engaged in non-food fund-raising activities, must first obtain the approval of the commercial business in front of which they wish to operate and not impinge on pedestrian access in the location.

Subsequent to obtaining the approval of the adjoining commercial business community & Charity groups engaged in a food fund-raising activity are to obtain the written approval of the Council's Health Section, for the sale of the food and comply with any conditions that might be imposed

2.2 Permit Conditions of Approval

Under clause 7.6 of the Local Law, the permit granted by the Council is to be for maximum period of 12 months, being the period 1st July – 30th June and will require annual renewal, and may be granted subject to conditions relating to:

- The payment of the Application and permit renewal fees are listed in Council's Schedule of Fees & Charges contained within the annual budget.
- The physical marking of the permit area by and in a manner specified by the Shire.
- where a permit is issued for an activity which will or may cause damage to a public place, the payment of a bond against such potential damage.
- The rectification, remedying or restoration of a situation or circumstance reasonably related to the application / commercial activity.
- the obtaining of public risk insurance in an amount and on terms reasonably required by the local government. and
- the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

Further, Clause 6.11 of the Local Law sets out the matters to be considered by the Council in determining a Commercial Activities on Thoroughfares permit. The purpose of this policy is to set out specific criteria that must be considered and fulfilled by the applicant in order to obtain a permit for an outdoor eating or merchandise area:

- Obstructs the visibility or clear sight lines at an intersection;
- Impedes pedestrian access; or
- The tables, chairs, displays or other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

Under this policy the following additional criteria will apply:

- Tables and chairs, and retail displays will generally not be permitted on either side of public access along the footpath however exceptions may be permitted where the footpath is significantly wider than the rest of the footpath.
- The maximum width of the area of footpath that can be occupied by tables & chairs is 40% and retail displays is 25% of the width of the footpath in any individual locations permit. Again where a wider footpath is in existence exceptions to this clause may be approved.

This policy recognises that the predominant functionary use of a footpath is for pedestrian access and other activities/structures within a footpath will only be allowed where pedestrian access will not be impinged. Nothing in this policy contradicts requirements under the Local Law.

2.3 Indemnity & Insurance

Applicants for the establishment of an outdoor eating facility or other commercial street trading activity (other than Community & Charity Groups), will have to comply with the following:

- The owner shall indemnify and keep indemnified the Shire of Bridgetown-Greenbushes, its servants or agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be brought by any person or corporation against the Shire through:
 - The establishment of the outdoor eating facility or commercial street trading activity; and
 - Any negligence of the Shire, its servants and agents granting approval to erect the portable setting or displays, or failing to set conditions or giving or failing to give directions for the establishment of the outdoor eating facility or commercial street trading activity.
- The permit holder of an outdoor eating facility or commercial street trading activity shall, in respect of that business activity, effect and maintain a public liability policy with a reputable insurer. The policy must include a cross-liabilities clause, and be in the joint names of the permit holder and all subcontractors employed from time to time in relation to the commercial activity, and the Shire of Bridgetown-Greenbushes.

2.4 Refusal of Permit

An application for a Trading Permit under Part 6 (and subject to Section 2.4) of the consolidated Local Laws, may be refused where in the opinion of the CEO the number or type of street traders at specific locations is inappropriate.

Reasons may include obstruction to pedestrians or vehicles, or in any way contribute to safety, access or parking problems, or have insufficient toilet facilities where required.

2.5 Renewal/Cancellation of Permit

All outdoor eating facilities and other commercial activities on footpaths are to be established, operated and maintained in accordance with the requirements of the Local Law and this policy.

Clause 7.10 of the Local Law states that permits may be cancelled if the permit holder has not complied with a condition of the permit or requirement of the local law or policy.

It should not be assumed that outdoor eating facility permits or other commercial activities on footpaths will be automatically renewed each year on the basis that they have previously been granted a permit. Proof of renewal will be the receipt of the permit fee, issued by Council.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Food Act 2008</i> <i>Liquor Licensing Act 1988</i> <i>Health Act 1911</i> <i>Public Health Act 2016</i> Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	PH 3 – Blues Festival Trading
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	27 February 2014 (C.08/0214)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

LS 1 – Legal Representation – Costs Indemnification

1 Policy

1.1 Introduction

This policy is designed to protect the interests of Council Members and employees (including past Members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

1.2 General Principles

- 1.2.1 The local government may provide financial assistance to Members and employees in connection with the performance of their duties provided that the Member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- 1.2.2 The local government may provide such assistance in the following types of legal proceedings:
 - (a) proceedings brought by a Member and employees to enable them to carry out their local government functions (eg; where a Member or employee seeks a restraining order against a person using threatening behaviour);
 - (b) proceedings brought against Members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg; refusing a development application) or where the conduct of a Member or employee in carrying out his or her functions is considered detrimental to the person (eg; defending defamation actions)]; and
 - (c) statutory or other inquiries where representation of Members or employees is justified.
- 1.2.3 The local government will not support any defamation actions seeking the payment of damages for individual Members or employees in regard to comments or criticisms leveled at their conduct in their respective roles.
- 1.2.4 Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- 1.2.5 The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

1.3 Applications for Financial Assistance

- 1.3.1 Subject to Item 1.3.5, decisions as to financial assistance under this policy are to be made by the Council.

- 1.3.2 A Member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- 1.3.3 An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- 1.3.4 A Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- 1.3.5 Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorization to the value of \$5,000 costed to the Legal Expenses Governance Account.
- 1.3.6 Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
- 1.4 Payment of Assistance**
- 1.4.1 Any amount recovered by a Member or employee in proceedings, whether for costs or damages, will be off-set against any moneys paid or payable by the local government.
- 1.4.2 Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- 1.4.3 Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.1 – General function s.6.7(2) – Municipal fund s.9.56 – Certain persons protected from liability for wrongdoing <i>Local Government (Functions and General) Regulations 1996</i> r.35 – Certain persons protected from liability for wrongdoing
Shire Policies	N/A
Related Documents	Department of Local government, Sport and Cultural Industries Operational Guidelines – legal Representation for Council Members and Employees
Related Procedure	N/A

3 Administration

Original Adoption Date	30 November 2000
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

PR 1 – Functions in Shire Reserves or Parks

1 Policy

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

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

1.1 Guidelines for Functions

- 1.1.1 All events to be managed in compliance with the Shire’s events procedures.
- 1.1.2 No function shall preclude the normal usage or enjoyment of the facility by any member of the public unless all or a subject portion of the park/reserve has been exclusively hired (and hire fee paid) in accordance with Council’s Property Local Law and Schedule of Fees & Charges
- 1.1.3 No action should be taken to enclose the entire reserve or to prevent public entry to a non hire portion of the park.
- 1.1.4 the convenors shall, prior to permission being granted to use the facility, nominate a person or persons to assume control and responsibility for the event.
- 1.1.5 No liquor shall be sold or consumed in the Reserve/Park unless authorised by the Council and appropriate licences approved under the Liquor & Gaming Act (liquor/drinks must be served in cans or unbreakable cups).
- 1.1.6 After the event all litter shall be properly disposed of and all other property brought into the reserve shall be removed. Any minor damage such as holes made in lawns or other surface should be repaired.
- 1.1.7 The Convenor should notify the Council Administration as early as possible of any damage to the facility and of any incident likely to affect the Council.
- 1.1.8 Competitive Sport not allowed in Memorial Park/Blackwood River Park and admission charge not permitted without Council permission.

2 Applicable Legislation and Documents

<p style="text-align: center;">Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>Local Government Property Local Law</p>
<p style="text-align: center;">Shire Policies</p>	<p>CR 7 – Australia Day Events</p>

	PH 3 – Blues Festival Trading
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

PR 2 – Street Trees

1 Policy

1.1 Planting

- 1.1.1 Street trees are to be installed as per this policy or at the discretion of the CEO or nominated officer.
- 1.1.2 Planting of approved street trees by the CEO (or nominated Officer) shall be decided on in each case on merit and location.
- 1.1.3 Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependant on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.
- 1.1.4 Street trees will be varieties that have the following characteristics:
 - 1.1.5 Require minimal pruning
 - 1.1.6 Are not hyper allergenic
 - 1.1.7 Have a non invasive root system
 - 1.1.8 Are non toxic
 - 1.1.9 Do not produce thorns, a prickle or spur seed, not or fruit that will case a hazard
 - 1.1.10 Will typically grow no taller than six metres or three metres if under power lines
 - 1.1.11 Generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.
 - 1.1.12 Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1metre in diameter to minimise potential damage to Council infrastructure.
 - 1.1.13 Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

1.2 Maintenance

- 1.2.1 Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget. Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).
- 1.2.2 Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the CEO or nominated officer.

- 1.2.3 Street trees in the centre of Roe Street Bridgetown and Blackwood Road Greenbushes be allowed to grow unpruned unless they infringe on Western Power power lines, constitute a traffic hazard or show a high risk of imminent danger or at the discretion of the CEO or nomination officer.
- 1.2.4 Council will progressively implement programs for the removal of Queensland box trees in residential areas and replant one tree per lot with a suitable variety with the exception of Steere Street and Roe Street in Bridgetown and Blackwood Road in Greenbushes.

1.3 Removal of Street Trees

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

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

The above delegation notwithstanding, where a tree is considered:

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

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

- 1.3.2 Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners: Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Council property by adjacent landowners as a consequence of development should the application meet with Officer approval.

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

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

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

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

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

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

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

1.4 Native Vegetation on Council Verges

- 13 Any removal or maintenance of native vegetation on Council verges is at the discretion of the CEO or nominated officer.

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 March 2007
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

PR 3 – Pesticides Spraying

1 Policy

Note – The use of the term ‘pesticides’ is generic and includes herbicides, insecticides, fungicides etc.

1.1 Introduction

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

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

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

1.2 Use of pesticides by Shire Staff of Contractors

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

The ‘Guidelines for the Use of Pesticides in Non-Agricultural Workplaces’ can be downloaded from the Western Australian Health Department website

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

- (i) You must only use chemical products that are registered or permitted for use on the target host.
- (ii) You must not apply a chemical product at variance with the label instructions, except in accordance with an authorised permit, or where it is applied at a lower rate, concentration or frequency than advised on the label.
- (iii) You should always use products that will do the job effectively. Where practicable, you should use those products that are least toxic to people and the environment.
- (iv) You must store chemical products in their original containers in a dry, well-ventilated area that is not easily accessible to children or animals. A source of water suitable for washing should be located nearby. Permanent stores must comply with the storage requirements of Australian Standard AS 2507.
- (v) When handling or using a product, you must be equipped with and wear protective and safety equipment recommended on the product label, unless more effective exposure control methods are employed.

- (vi) You must not eat, drink or smoke while handling or using chemicals products.
- (vii) You must maintain spray equipment in good operational order. You must not start maintenance until the equipment has been cleaned.
- (viii) You must not spray onto waterways or water bodies or water logged areas unless the product is approved for such use.
- (ix) When spraying, you must not allow a chemical product to move off target to the extent that it may adversely affect any people, their land, water, plants or animals. Areas of particular concern include schools, community halls, malls, parks and gardens.
- (x) You must maintain a record of spraying operations. Your records must at least include the date, location, name and rates of any chemical products applied – however you should check with the Western Australian Department of Health for the minimum requirements. These records must be made available to relevant authorities if requested.
- (xi) Where practicable, the spray supervisor should inform the public of impending spray operations, and notify them of current operations through the use of signage or whatever suitable means are available.
- (xii) You must stop spraying if a member of the public or other third party should approach the area being sprayed.
- (xiii) If you are approached by a member of the public with an inquiry or complaint, you should answer their questions or refer them to your supervisor. The public must be treated with courtesy at all times.

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

1.3 Signage Requirements – Vehicles used for Spraying

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

An example of this signage is shown below:

CAUTION

**GLYPHOSATE
BEING APPLIED**

1.4 Signage Requirements – Spraying in Parks or Similar Public Places

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

An example of this portable signage is shown below:

CAUTION

**GLYPHOSATE
BEING APPLIED**

**AVOID CONTACT WITH AREA
WHEN SIGN IS DISPLAYED**

1.5 Spraying Near Sensitive Landuses

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

1.6 Requests for Non-Pesticide Use of Section of road Reserve Adjacent to Private Property

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

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

achieve the same results that would be achieved by the Shire spraying the subject land with pesticides.

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

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

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

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies</p> <p><i>Work Health and Safety Act 2020</i></p> <p><i>Part VIIA Health (Miscellaneous Provisions) Act 1911</i></p> <p><i>Work Health and Safety (General) Regulations 2022</i></p> <p><i>Health (Pesticides) Regulations 2011</i></p> <p><i>Biosecurity and Agriculture Management Regulations 2013</i></p>
Shire Policies	N/A
Related Documents	<p>Guidelines for the Use of Pesticides in Non-Agricultural Workplaces</p> <p>Australian Standard AS 2507-1998 – The storage and handling of agricultural and veterinary chemicals</p>
Related Procedure	N/A

3 Administration

Original Adoption Date	27 November 2014 (C.14/1114)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

PES 1 – Light Fleet Vehicle Purchasing

1 Objectives

The purpose of this policy is to provide details of the Council's requirements when providing vehicles for use by employees for both business and private use. The policy ensures that the Shire's fleet meets the highest standards practicable in relation to safety, the environment, cost and position requirements.

2 Policy

2.1 Vehicle Selection

Vehicle selection shall be based on 5 criteria:

No.	Criteria	Description
1	Fit for Purpose	The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required.
2	Service Support	The vehicle must have a minimum 5 year/120,000km standard or extended warranty and service support must be available within the South-West Region.
3	Safety	Setting a minimum standard for vehicle safety is considered appropriate on the basis of organizational risk management as well as corporate responsibility.
4	Environment	<p>In Australia all new vehicles are required to comply with ADR 79/04 – Emission Control Light Vehicles, which adopts the full requirements of the international standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 83/06), commonly known as Euro 5. Diesel vehicles are required to meet a particle number limit to comply with this standard.</p> <p>Under this Council Policy light fleet vehicles are also required to meet a specified emission target as recommended by the Western Australian Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO₂ per kilometre (g/km) and is based on the fuel consumption ratings that manufacturers are required to provide for their vehicles.</p> <p>The g/km measure is used because the g/km figure is applicable regardless of fuel type. The calculation takes account of the different emission characteristics of petrol, LPG and diesel.</p> <p>The National Greenhouse and Energy Reporting System's measurement technique of CO₂ emissions from the Australian Greenhouse Office is used to calculate the g/km emissions. Vehicles beyond the specified targets may only be selected where there is a clear operational requirement.</p> <p>The CO₂ threshold is 185g/km for passenger vehicles and 195g/km for SUV's.</p>

		The CO2 measurements of each vehicle being considered for purchase are to be assessed as part of the weighted assessment process outlined elsewhere in this Policy. Light Commercial vehicles have no specific benchmark cap due to the many different categories of vehicles. However, when purchasing such vehicles consideration is to be given to an appropriately fuelefficient vehicle subject to Fit for Purpose, Safety and Whole-Of-Life-Cost factors.
5	Economic	Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the fit for purpose requirements for the position.

2.2 Purchasing Process

The purchasing process is to be guided by a weighted assessment of all quotes, taking into account safety, environment and economic criteria. The weightings are:

Criteria	Weighting (%)
Annual Whole of Life Costs (including fuel consumption and FBT)	70
Safety	15
Environment	15

2.3 Optimum Replacement Changeover Timing

The optimum replacement timing for light fleet changeover is 5 years/120,000km whichever occurs first.

2.4 Vehicle Disposal

Options for disposal include:

- Trade-in to dealer supplying the new vehicle
- Disposal by public auction through a reputable auction facility; or
- Tender

The most cost effective method of disposal for each vehicle shall be based on the trade offer compared to the likely return at public auction or tender.

2.5 Specific Requirements for Vehicles and Maximum Capital Outlay

The vehicle requirements of staff are based on their work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.).

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions but doesn't include licensing and/or stamp duty.

The following table briefly summarises the requirements for specific positions or levels of position:

Vehicle/Position	General Requirements	Maximum Capital Outlay (Ex-GST)	Non Standard Inclusions

CEO	Luxury sedan or 4WD/AWD SUV suitable for accommodating minimum 5 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$66,000	Roo/Bull Bar with Spotlights (\$3,000)
Directors	Executive 2WD/AWD sedan or SUV suitable for accommodating 5 persons.	\$45,000	
Managers	Standard 2WD/AWD sedan or SUV suitable for accommodating 5 persons.	\$31,000	Roof Rack for MBAP (\$500)
Environmental Health Officer and Pool Car	Standard 2WD sedan or SUV	\$28,000	
Works Supervisor	4WD utility suitable to access works sites. Crew Cab preferred to enable transport of other workers to job sites	\$45,000	Roo/Bull Bar with Spotlights (\$3,000) External Toolboxes (\$2,000) Canvas Seat Covers (\$600) External Spotlight (\$225)
Parks Supervisor	4WD utility suitable to access works sites and/or reserves. Crew Cab preferred to enable transport of other workers	\$45,000	Canvas Seat Covers (\$600)
Other Parks	2WD utility (no space or crew cab)	\$30,000	Canvas Seat Covers (\$600)
Mechanic	2WD utility (no space or crew cab).	\$30,000	Canvas Seat Covers (\$600)
Rangers	4WD utility due to need to access fire grounds. Space cab preferred to allow for storage of administrative items	\$40,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) External Toolboxes (\$2,000) Canvas Seat Covers (\$600)

			Emergency Striping and Logos (\$2,000)
Depot/Call Out	4WD utility (no space or crew cab).	\$38,000	Roo/Bull bar with spotlights (\$3,000) Canvas Seat Covers (\$600)
Building Maintenance	2WD utility (no space or crew cab).	\$30,000	External Toolboxes (\$2,000) Roof Rack (\$2,500) Canvas Seat Covers (\$600)
Grader	2WD utility (no space or crew cab).	\$30,000	Canvas Seat Covers (\$600)
Fast Attack Fire Fighting	4WD utility (space cab preferred)	\$40,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000) Siren (\$1,000)
Bushfire Support	4WD/AWD SUV or Station Wagon suitable for transporting up to 7 persons on long journeys for fire attendance, crew changeover	\$45,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000) External Spotlight (\$225)
Bushfire Logistics	2WD utility (no space or crew cab)	\$30,000	Roo/Bull Bar with spotlights (\$3,000)

			Emergency Light Bar (\$1,300) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000)
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Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff departs the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

2.6 Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with electrical plug, logo decals for operational vehicles

2.7 Non-Standard Inclusions

Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored.

The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy. The amounts specified in the applicable column of the vehicle specification table are estimates only.

At the time of seeking quotes for changeover of a vehicle an assessment will be made on whether any of the non-standard inclusions can be removed and reinstalled on the new vehicle. This is particularly relevant for a roof rack, external toolboxes, canvas seat covers, light bars, spotlights and sirens. It is noted that it is unlikely to be cost efficient to remove and reinstall a roof/bull bar.

2.8 Novated Leases

Novated and Operating Leases – These modes of fleet management will only be considered when and if they offer proven financial advantage to the Shire.

2.9 Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

2.10 Value of Vehicle Private use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.6.2 – Local government to prepare annual budget</p> <p>s.6.7 – Municipal fund</p> <p><i>Local Government (Financial Management) Regulations 1996</i></p>
Shire Policies	<p>CM 3 – Asset Management</p> <p>FM 3 – Regional Price Preference</p> <p>FM 4 – Purchasing Policy</p> <p>FM 5 – Buy Local Purchasing</p> <p>FM 9 – Assets Financing and Borrowings</p>
Related Documents	Asset Management Plan
Related Procedure	N/A

4 Administration

Original Adoption Date	25 May 2017 (C.09/0517)
Last Reviewed	28 July 2022 (C.07/0722)
Scheduled Reviewed Date	30 November 2023

PES 2 – Private Works Plant and Equipment Accessed by Shire Staff

1 Objectives

- To ensure Shire employees receive no more or less than benefit than other members of the community in relation to accessing the Shire service of private works or private use of Shire equipment.
- To ensure there is a mechanism in place to adequately address and manage the issue of accountability where Shire employees are engaging the Shire to perform works.

2 Policy

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

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

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

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

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

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.16(2)(b) - Imposition of fees and charges
Shire Policies	PES 3 – Private Works by Council
Related Documents	Shire of Bridgetown-Greenbushes 2022/23 Fees and Charges
Related Procedure	N/A

4 Administration

Original Adoption Date	28 September 2000
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	27 April 2023

PES 3 – Private Works by Council

1 Objectives

- To outline the procedures for undertaking Private Works requests by residents, organisation, and others.
- To ensure that any Private Work complies with the Western Australian Policy on Competition Neutrality.
- “The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.”
- To ensure Council does not directly compete with local businesses or contractors.
- To ensure a mechanism is in place to supply a project estimate and receive payment for any Private Work.

2 Policy

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

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

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

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

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

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

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

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

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.16(2)(b) – Imposition of fees and charges
Shire Policies	PES 2 – Private Works Plant and Equipment Accessed by Shire Staff
Related Documents	Shire of Bridgetown-Greenbushes 2022/23 Fees and Charges
Related Procedure	N/A

4 Administration

Original Adoption Date	25 September 2003
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

PH 1 – Operation – “Smoke Free”

1 Policy

- 1.1 Council recognises that passive smoking is hazardous to health and that nonsmokers should be protected from the inhalation of tobacco smoke.
- 1.2 To protect the health of all employees, Councillors and the public users of Council’s facilities, it is Council’s Policy that employees, Councillors and members of the public not smoke in any enclosed Council work place, meeting room or vehicle.
- 1.3 All employees, public facilities users and visitors to work places where the Council’s smoking policy applies must be informed of the Smoke Free Policy and encouraged not to smoke by use of strategically located and well designed signage; or if they wish to smoke, to do so in an open area outside the building or vehicle, but away from open windows or doors.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Tobacco Products Control Act 2006</i> <i>Tobacco Products Control Regulations 2006</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

PH 2 – Handling of Asbestos Cement (AC) Building Products

1 Objectives

To establish a safe protocol for dealing with asbestos cement material within the community.

2 History of Asbestos Cement Products

Asbestos was commonly used in building materials due to its durability, fire resistance and insulation properties and there are a great many developed centres like Bridgetown and Greenbushes that have a considerable volume of asbestos fibre, in the form of asbestos cement products, such as roof sheeting, wall cladding, ceiling material, fencing material, etc.

Asbestos cement products typically contain 10 – 15 percent asbestos fibre by weight, and were commonly manufactured in WA from 1921 to 1987.

The use of crocidolite (blue asbestos), ceased in 1966, use of amosite (brown asbestos) ceased in May 1984 and the use of chrysotile (white asbestos).was phased out between 1981 and 1987.

Manufacturing of all asbestos products ceased in 1987.

3 Health Effects Caused by Exposure to Asbestos Cement Products

While in its raw form, asbestos is well known to cause health effects in humans, the Department of Health maintain undisturbed asbestos cement products do not pose a health risk, as the fibres are bound together in a solid cement matrix.

The natural ageing, weathering and minor damaging or disturbance of asbestos cement roofs may release a very small number of fibres into the air over time, they are unlikely to pose a risk to health.

Asbestos cement buildings do not present a health hazard in most cases, where the materials are in good condition and are not disturbed, disturbing the material (eg. By removal) may create a health hazard where none previously existed.

4 Health (Asbestos) Regulations 1992

The *Health (Asbestos) Regulations 1992* controls the handling and use of materials containing asbestos, to protect the public from the uncontrolled release of fibres into the environment.

The regulations also make it an offence to sell, give away or supply second-hand asbestos material.

5 Policy

5.1 Demolition License for Removal of Asbestos Cement Products

All work to remove Asbestos Cement Products must comply with the requirements of the Occupational Safety and Health Act 1984 and Regulations and the safety procedure established the WorkSafe Division of the Department of Consumer and Employment Protection.

Special precautions should be taken when renovating buildings containing asbestos cement products, to prevent fibres entering the atmosphere. As far as practicable, asbestos cement material must not be broken, abraded or otherwise disturbed.

Every reasonable measure must be taken to ensure asbestos fibres are not released into the air.

5.2 Disposal of Asbestos Cement Products to Landfill

Asbestos disposal within the Shire will be undertaken in accordance with the provision of the Department of Environment & Conservation's operation licencing conditions, and the ability to effectively manage the waste and disposal requirements.

Asbestos up to a maximum load of 0.2m³ will be received at the Bridgetown Waste Disposal Site subject to it being wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere. Any material not wrapped to the satisfaction of the site attendant will not be permitted to be unloaded from the vehicle. Asbestos received at the Bridgetown Waste Disposal Site will be stored on a pallet(s) until such time it is transferred to the Manjimup Waste Disposal Site for burying. Asbestos greater in size than 0.2m³ will not be accepted and persons will have to make arrangements to transport that product to the Manjimup Waste Disposal Site.

- 1 As a condition of the 'Demolition Licence' a person engaged in the removal of asbestos cement product will be instructed in the safe handling and transportation procedure.
- 2 Person or persons wishing to dispose of Asbestos Cement Product generated within the Shire are required to notify the appropriate Shire (Bridgetown-Greenbushes if size is less than 0.2m³ or Shire of Manjimup if greater than 0.2m³ load prior to delivery to or disposal at the waste disposal site.
- 3 Refuse site attendants will check if asbestos cement product has been wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere, prior to it being accepted.
- 4 Fees for the handling of AC products to be in accordance with Council's Annual Schedule of Fees & Charges.

NOTE PENALTIES:

A person who commits an offence under these regulations is liable to penalties under the Act

6 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies</p> <p><i>Health (Asbestos) Regulations 1992</i></p> <p><i>Chapter 8 Work Health and Safety (General) Regulations 2022 - Asbestos</i></p>
Shire Policies	RM 1 – Risk Management
Related Documents	N/A
Related Procedure	N/A

7 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 3 – Blues Festival Trading

1 Objectives

The annual ‘Blues at Bridgetown’ Festival is held on the second weekend of November and is a significant event for Bridgetown. During the Saturday of the festival portions of Hampton Street and Steere Street are closed for a street party and many food stalls, mobile traders and merchandise stalls operate.

The purpose of this Policy is to regulate the operations of the food stalls, mobile traders, merchandise stalls and extensions of local businesses onto the footpath so that the patrons of the festival and general public have an enjoyable experience and sufficient stalls are in place to cater for the volume of patrons, particularly during the Saturday street party.

However there is also a need for the Shire to have input into the location of stalls and traders so as to avoid conflict between stalls and adjacent businesses selling the same or similar product. The Policy also seeks to protect local businesses from excessive or unreasonable competition from stalls and mobile traders outside of the Saturday street party period (being the peak trading period of the Festival) as the local businesses provided local employment opportunities and there is a significant local multiplier effect to the income received during the festival by local businesses.

2 Scope

This Policy applies to all land (public or private) within the Shire of Bridgetown-Greenbushes.

Control of trading within public places such as a road reserve, park or reserve is governed by the Shire of Bridgetown-Greenbushes ‘Activities on Thoroughfares & Trading in Thoroughfares & Public Places’ Local Law. The same Local Law also governs trading on private property which the public are allowed to use. With respect to the Blues Festival this would include private land such as that used for the food court off Hampton Street and/or food stalls set up on private property adjacent to a road reserve or reserve.

3 Policy

3.1 Festival Permits

All stallholders or traders (including extensions of trading of existing business out onto the adjacent footpath unless an annual permit for such use has already been granted by the Shire) will require a permit from the Shire of Bridgetown-Greenbushes.

For the period of each annual Blues at Bridgetown Festival, the Shire will only approve applications for eating in streets, stallholders and trader’s permits and liquor licensing permits (including Extended Trading Permits), for applicants that have been endorsed by the Blues at Bridgetown to operate in approved venues and/or public areas close to venues for that year. This will allow Blues at Bridgetown to charge a fee or fees in addition to the fees required to be paid to the Shire of Bridgetown-Greenbushes. Blues at Bridgetown is authorised to collect the Shire fee from traders or stallholders together with their own fees but are required to forward the Shire fee component to the Shire within 4 weeks of the end of the Blues at Bridgetown Festival.

The Shire will not be bound to approve any activity endorsed by the Blues at Bridgetown Committee, and reserves the right to refuse any application if that is in the best interest of the public and if refusal is in accordance with all other requirements of the relevant legislation.

Food premises with an existing permit to conduct an alfresco dining eating area in a public place will be able to conduct that eating area during the Blues at Bridgetown Festival. Any application to extend that area however will require endorsement by the Shire and Blues at Bridgetown.

Businesses with existing approval to conduct trading within a public place adjacent to their business will be able to conduct that trading during the Blues at Bridgetown Festival. Any application to extend that area however will require endorsement by the Shire and Blues at Bridgetown.

3.2 Location of Stallholders and Mobile Traders

3.2.1 The Shire is to have input and final approval for the location of stallholders and mobile traders within and adjacent to public places. This will require Blues at Bridgetown to present a plan to the Shire showing the proposed location of all stallholders and traders, including a description of the food or goods to be sold. The Shire, in considering final approval to the plan will seek to avoid conflict between stalls and adjacent businesses selling the same or similar product. The Shire can request relocation of stallholders or traders shown on the plan as a condition of issuing approval to that plan.

3.2.2 The placement of stalls within the section of Memorial Park east of Geegelup Brook is to be limited to community groups only. Under no circumstances will commercial traders or mobile traders be permitted in this area.

3.2.3 All stalls not on the road pavement must face the road.

3.3 Duration of Permits

3.3.1 As a general principle the operation of “commercial” stallholders and mobile traders on public property or private property adjacent to public places will be restricted to the Saturday only (being the road closure period) of the Festival. However the Shire is cognisant of the need to provide a suitable quantity and variety of eating options for patrons of the festival over the whole of the festival period and therefore Blues at Bridgetown has discretion to approve a maximum of 6 separate food stallholders or mobile foot traders to operate for more than just the Saturday of the festival.

3.3.2 The location of the ‘whole of festival duration’ (maximum of 6) stallholders or mobile traders will require the approval of the Shire and the Shire will ensure that these stalls/traders are reasonably separated from competing businesses. The establishment of a ‘food court’, being the grouping of 4 or more traders in a dedicated area is prohibited.

3.3.3 “Community Group” stallholders or traders may be permitted to trade on private property adjacent to public places on the Friday and/or Sunday of the Festival subject to the location of the stalls/traders not impeding the flow of vehicular or pedestrian traffic. If these stalls are to trade on either or both of the Friday or Sunday of the Festival this must be noted on the plan submitted to and approved by the Shire by Blues at Bridgetown.

3.3.4 “Commercial” stallholders and traders will be permitted within venue areas (i.e. Blues Owl Nest) for the whole of the duration of the Festival.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Food Act 2008</i> <i>Liquor Licensing Act 1988</i> <i>Health Act 1911</i> <i>Public Health Act 2016</i> Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	LE 1 – Commercial Activities on Thoroughfares
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	29 May 2014 (C.11/0514)
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 4 – Keeping of Poultry & Pigeons

1 Objectives

To provide greater clarity to the community about the circumstances under which 'Poultry & Pigeons' can be kept and to Shire Officers administering the Health Local Law.

2 Policy

2.1 Background

Under the Health Local Laws, Division 4 – Keeping of Poultry & Pigeons, adopted by Council, an owner or occupier of premises within a townsite shall not keep a combined total of more than 12 poultry and pigeons, and shall not keep or permit to be kept on those premises, any more of the following fowl:

- (a) a rooster;
- (b) a goose or ganders;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) a gamebird (includes emus and ostriches);

than prescribed, without the prior written approval of Council.

2.2 Approval

For the purpose of the application of the Health Local Laws, Division 4 – Keeping of Poultry & Pigeons, the following conditions set the minimum limits and circumstances poultry, fowl and pigeons, above which written approval of the Shire will be required.

A person who keeps poultry, fowl or pigeons, must ensure they are kept in accordance with the Health Local Law, in particular, in a properly constructed and securely fastened structure, with or without an enclosed yard/run, that is maintained at all times in a clean condition.

Where in the opinion of the CEO or delegated officer the keeping of poultry or pigeons causes unacceptable nuisance to surrounding land owners or residents, the approval to keep the poultry or pigeons can be withdrawn subject to a suitable notice period being given to allow their removal.

2.2.1 A combined total of more than 12 poultry and pigeons

The keeping of a combined total of more than 12 poultry and pigeons within a townsite, will only be considered where:

- (i) the owner of the birds is a registered member of a breeders association and the birds are for the purpose of showing;
- (ii) the birds are contained in poultry run/s or pigeon loft (or dove cote), that are well maintained; and
- (iii) the circumstances under which the birds are kept is not considered a nuisance, or injurious, or offensive, or dangerous to health.

2.2.2 A rooster

The keeping of a rooster within a townsite, will only be considered where;

- (i) the applicant is to demonstrate in the application how he/she intends to limit any potential nuisance that the keeping of a rooster may cause;
- (ii) the rooster/s is/are contained in poultry runs during the day, that are well maintained and 'night-boxes' at night to restrict crowing; and
- (iii) the circumstances under which the rooster/s is/are kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

2.2.3 A goose or gander

The keeping of a goose and/or gander within a townsite, will only be considered where;

- (i) the number of geese and/or ganders does not exceed 6 and the combined total does not exceed 12 geese, poultry and pigeons;
- (ii) the goose or gander is/are contained in a run with access to bathing water; and
- (iii) the circumstances under which the goose or ganders is/are kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

2.2.4 A turkey

The keeping of a turkey within a townsite, will only be considered where;

- (i) the number of turkeys does not exceed 1;
- (ii) the turkey is contained in a run; and
- (iii) the circumstances under which a turkey is kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

2.2.5 A peacock or peahen

The keeping of a peacock and/or peahen is not permitted within a townsite.

2.2.6 A gamebird (includes emus and ostriches)

The keeping of gamebirds are not permitted within a townsite.

Council reserves the right to revoke an approval if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies <i>Part VII Health (Miscellaneous Provisions) Act 1911</i> – Nuisances and offensive trades Shire of Bridgetown-Greenbushes Health Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	29 April 2010 (C.24/0410)
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 5 – Temporary Accommodation Approvals

1 Objectives

To assist with security on new housing developments on land within a Rural Zone, Special Rural Zone, Special Residential Zone or the Special Use Zones of Bridgetown Gardens Estate or Windy Hollow Estate, through the provision of ‘Temporary Accommodation’, in a caravan or shed.

2 Policy

2.1 General Requirements

- 2.1.1 Applicants must own or have a legal right to occupy and build on the land.
- 2.1.2 An application for ‘Temporary Accommodation’ will only be considered where the applicant has first obtained development approval and a building permit for a house, on the land on which they are seeking approval to temporarily occupy.
- 2.1.3 Approval will be granted for a period of up to 12 months.
- 2.1.4 The Shire may consider an application to extend the approval period of up to a further 12 months but extensions will only be granted if substantial progress has been made on the construction of a house.
- 2.1.5 Note if the temporary accommodation is in a caravan the approval of the Minister for Local Government will also be required under Clause 11(2)(b) of the Caravan Parks and Camping Grounds Regulations 1997.
- 2.1.6 No further extensions for temporary accommodation in excess of this period (total two years) will be considered as two years is seen as being an ample time period to build a house.
- 2.1.7 An application for ‘Temporary Accommodation’ must be in writing (on the approved form) and directed to the Chief Executive Officer.
- 2.1.8 Approval for temporary accommodation, where granted, will be subject to the following conditions:
 - (a) The provision of approved ablution facilities (ie; toilet, shower and hand basin) within the shed or in the case of a caravan within or in close proximity to the caravan, on the same block, with all wastewater services connected to an effluent disposal system approved by the Manager Environmental Health.
 - (b) The ‘Temporary Accommodation’ being serviced by a ‘Reticulated Water Supply’ or connected to a water tank with a minimum storage capacity of 90,000 litres of water.
 - (c) Payment of the ‘Temporary Accommodation’ fee at time of application as prescribed in the ‘Schedule of Fees & Charges’.
 - (d) Provision of a signed Statutory Declaration.
- 2.1.9 Upon the completion of construction of the house on the same lot occupation of the temporary accommodation is to cease. Removal of ablutions, sinks, etc from the shed (if

applicable) is not required however habitation of the shed by other parties will not be permitted.

2.1.10 Legal proceedings may be initiated where the 'Temporary Accommodation' exceeds the conditions imposed on the temporary accommodation approval or where occupancy of the shed or caravan exceeds the approved time period granted by the Shire.

2.1.11 In the event of the building permit for the construction of a house on the same lot being cancelled, the approval for temporary accommodation will also be cancelled.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies <i>Caravan Parks and Camping Grounds Regulations 1997</i> r.11(2)(b) – Camping other than at caravan park or camping ground
Shire Policies	LUP 6 – Ancillary Accommodation Policy LUP 12 – Demountable Buildings Policy
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 6 – Exempt Charitable or Community Nature Food Business

1 Objectives

To identify which fundraising charitable or community nature group, operating 'Food Businesses', while still subject to 'Notification' requirements, contained within Standard 3.2.2 of the Australian New Zealand Food Standards Code, should be exempt from the requirement to be registered as 'Food Businesses', as prescribed within the Food Regulations 2009.

2 Definitions

The Food Act 2008 contains the following definitions that are relevant to this Policy:

2.1 Food Business

is defined as: 'a business, enterprise or activity (other than primary food production), that involves the handling of food for sale, or the sale of food; regardless of whether, subject to Section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.'

2.2 Sell

(i.e. sale of food) includes: 'barter, offer or attempt to sell; receive or have in possession for sale; display for sale; cause or permit to be sold or offered for sale; send, forward or deliver for sale; dispose of by any method for valuable consideration; dispose of to an agent for sale on consignment; provide under a contract of service; supply food as a meal or part of a meal to an employee in accordance with a term of an award governing the employment of the employee or a term in the employee's contract of service, for consumption by the employee at the employee's place of work; dispose of by way of raffle, lottery or other game of chance; offer as a prize or reward; give away for the purpose of advertisement or in furtherance of trade or business; supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment; supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions; and sell for the purpose or resale.'

2.3 Premises

includes: 'land; the whole or part of any building, tent, stall or other structure (whether of a permanent or temporary nature); a pontoon; or a vehicle (other than a food transport vehicle while it is engaged in the transport of food).'

3 Policy

3.1 Background

Under the *Food Act 2008* (the Act) and the *Food Regulations 2009* (the Regulations), which came into effect on the 23 October 2009, the proprietor of a 'Food Business' must not conduct the 'Food Business' at any premises without having first notifying the relative authority, they propose to operate as a 'Food Business', which includes 'Fundraising Charitable or Community Nature Groups' engaged in the sale of food, as determined by Council in the schedule.

Charity and Community Fundraising Events are exempt from some of the requirements under the Act and Regulations provided that:

- all the money raised is for a community or charitable cause; and
- foods produced are not potentially hazardous (i.e. low risk cakes and slices), or are cooked thoroughly for immediate consumption (i.e. sausage sizzles).

The specific exemptions relate to:

- Fees associated with Notification. NOTE: Temporary Food Permit fees (for assessment and surveillance are only exempt when deemed so by the Shire).
- Skills and knowledge requirements of food handlers in Standard 3.2.2 of the Code. NOTE: volunteers are required to meet the health and hygiene requirements for food handlers, such as taking all practicable measures to ensure that they do not contaminate food when producing food, and observe basic hygiene requirements.
- Food labelling requirements. NOTE: information relating to food allergens must be provided to potential customers and the easiest way to provide this is on a label. If a product contains royal jelly, soy, gluten etc. this must be provided on a label.

Volunteers who donate food such as cakes, slices and preserves for fundraisers are only permitted to make these foods from home as long as the food they are producing is not 'potentially hazardous'. Premises used for the preparation of nonpotentially-hazardous food by volunteers will not need to be registered.

Preparation of potentially hazardous foods must be undertaken in an approved food premises (i.e. commercial kitchen, approved school canteen facility). In this instance, Notification and Registration requirements apply to Charitable and Commercial Events. Waiving of fees is at the discretion of the Town (refer to 1.5 - Fees and Charges above). NOTE: 'Potentially hazardous' food products include examples such as: cream cakes, fried rice, curries, soups and casseroles.

The groups identified below are identified up-front as being a Charitable or Community Nature Group that on a regular basis undertakes food preparation for fundraising or other community support purposes:

Fundraising Charitable or Community Nature Group Schedule:

- Bridgetown Agricultural Society;
- Various sporting clubs other than those that operate with a permanent liquor license;
- Bridgetown Bush Fire Support Brigade and any other Bush Fire Brigade located in the Shire;
- Bridgetown Lions (Food Van), Rotary Club of Bridgetown, Apex Club of Bridgetown;
- Bridgetown Scouts and Guides;

- CWA Fundraisers;
- Grow Greenbushes community events or fundraisers;
- Bridgetown Family and Community Centre community events or fundraisers;
- School Canteens, where funds are directly benefit the school (i.e. not operated by an external contractor); and
- P & C School Groups.

Fundraising Charitable or Community Nature Groups not included in the schedule can apply the Shire’s Chief Executive Officer, to be eligible for exemption from having a ‘Registration of Food Business’ requirement, and payment of surveillance fees.

Where a group not identifiable in the above Schedule wishes to conduct ad-hoc or random food preparation for a charitable or community purpose they are invited to apply to the CEO of the Shire of Bridgetown-Greenbushes providing particulars on the type of food to be prepared, the location of the food premises (even if temporary) and any other relevant information. No fees will be charged on such an application.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Food Act 2008</i> <i>Food Regulations 2009</i>
Shire Policies	N/A
Related Documents	Australian New Zealand Food Standards Code
Related Procedure	N/A

5 Administration

Original Adoption Date	25 August 2011 (C.12/0811)
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 7 – Mobile and Itinerant Traders

1 Objectives

- To avoid the creation, of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
- To regulate the level and intensity of trading activities on road reserves and other public places necessary to ensure that the site is retained primarily for its purpose (like community/traffic use and not commercial).
- To accommodate appropriate trading activities in order to provide services that enhance the visitor/resident experience.
- To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street.

2 Scope

- The main difference between an "Itinerant Trader" and a "Mobile Trader" is that a mobile Trader can solicit business from a parked location whereas an itinerant Trader has to be stopped by customers (an ice cream van is an Itinerant Trader whereas a vehicle parked selling fresh flowers or produce is a Mobile Trader).
- This Policy doesn't bind the local government in respect of any application for approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.
- Note this Policy isn't applicable to the placement of tables and chairs (alfresco dining) on footpaths outside of eating establishments, the sale of retail merchandise from the footpath outside a retail premises or the trading of stalls and other commercial activities within a thoroughfare during a festival or event. In those situations Council's 'Commercial Activities on Thoroughfares' Policy is applicable.
- The Policy is also not applicable to the use of the community stall in Hampton Street, Bridgetown, nor for the operation of community health mobile clinics and other government/community like uses.
- This Policy is to be read in conjunction with the "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law".

3 Definitions

3.1 Mobile

means working in one place for a period of time of no more than 4 hours in any one day and then moving on to operate in another place. Consideration under this Policy will not be given to any proposals for trading in excess of this limitation, including proposals for semi-trading arrangements.

3.2 Itinerant

means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the Trader or come to the Trader while the vehicle is so parked.

3.3 Public Place

includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

3.4 Trader

means someone who promotes, exchanges or hires goods or services for money.

4 Policy

4.1 Application Requirements

Applications for mobile trading or itinerant trading are to be submitted providing the necessary information (including insurance requirements) as required under Part 6 (Trading in Thoroughfares and Public Places) of Council's "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law".

4.2 Requirements for Consideration of a Mobile Trading Location

4.2.1 A place will only be approved if it:

- (a) Is readily and safely accessible to customers;
- (b) Provides adequate parking for customers;
- (c) Does not present a traffic hazard or danger to the public;
- (d) Has adequate rubbish disposal facilities or the operator has made suitable arrangements for collection of rubbish from customers;
- (e) Does not breach any regulatory or signposted car parking restrictions;
- (f) Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
- (g) Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

4.2.2 Other than itinerant traders, there is a general presumption against trading in road reserves unless the site has a formal parking area (such as rest areas).

4.2.3 Approvals will generally not be given on sites within the boundaries of the Bridgetown Townsite. Due to the lesser commercial presence in Greenbushes consideration will be given for sites within that townsite however in considering approval specific attention will be paid to the competition with nearby established commercial premises

4.2.4 Approval will not be granted where the local government considers the environment of an area is too fragile to accommodate the activities of mobile trading, or where mobile trading would detract from the predominant public purpose of an area.

4.3 Restrictions on Itinerant Traders

4.3.1 Itinerant Traders are generally not appropriate on roads with speed limits greater than 60km/hr.

4.3.2 No trading within the Commercial Zone is permitted.

4.3.3 The use of amplified music is to comply with the applicable environmental noise regulations.

4.4 Duration of Permit

In accordance with Council's "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law" permits will be valid for 1 year from the date on which it is issued unless it is otherwise stated on the permit or is subsequently cancelled.

In the interests of administrative efficiency the local government may set an initial expiry date of less than 1 year in order to standardise the expiry dates of all traders. Such a date is likely to be either 31 December or 30 June.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	26 May 2016 (C.15/0516)
Last Reviewed	28 April 2022 (C.10/0422)
Scheduled Reviewed Date	30 November 2023

PH 8 – Lawn Cemetery – Reservation of Grave Sites

1 Objectives

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

2 Policy

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

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

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies <i>Cemeteries Act 1986</i> <i>Shire of Bridgetown-Greenbushes Cemeteries Local Law</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	26 July 2007
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

PH 9 – Placement of Memorial Plaques Outside Cemeteries

1 Objectives

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

2 Policy

2.1 Application

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

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

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

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

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

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

- Scott Memorial, Bridgetown-Boyup Brook Road (note this road is under the jurisdiction of Main Roads Western Australia) – maintenance of this memorial rests with the family and not the Shire.
- Wheatley Memorial, Brockman Highway - maintenance of this memorial rests with the family and not the Shire.
- "A Man's Best Friend" plinth and plaque, Town Square, Bridgetown – maintenance of this memorial rests with the Shire of Bridgetown-Greenbushes.

"Sunday 14th March 1954 commemoration plinth and plaque, Gifford Road - maintenance of this memorial rests with the Shire of Bridgetown- Greenbushes.

3 Applicable Legislation and Documents

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

4 Administration

Original Adoption Date	20 February 2010 (C.19/0210)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

RV 1 – Method of Valuation of Rateable Properties

1 Background

Section 6.28(1) & (2) of the *Local Government Act 1995* reads:

- (1) *The Minister (for Local Government) is to —*
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

In order to comply with Section 6.28 of the Local Government Act, Council has to determine that the rating principles of the Act are correctly applied to rateable land within the district such that rural land is rated on its Unimproved Value (UV) and nonrural land is rated on its Gross Rental Value (GRV). These values are determined by the State Government’s Valuer General.

2 Policy

- 2.1 The process for determining the method of valuation for rateable property will be in accordance with any guidelines or policy issued by the Department of Local Government, Sport and Cultural Industries.
- 2.2 The following factors will be considered in determining whether a property is “rural” or “non-rural”:

 - Land use – activities conducted on the land;
 - Livelihood generated from or on the property;
 - The land’s zoning; and
 - The size of the property.

- 2.3 Split valuations of rateable properties will not generally be pursued.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> 2.2.7(2)(b) - The council is to determine the local government’s policies s.6.26 – Rebate property s.6.28 – Basis of rates
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	26 April 2018 (C.08/0418)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

RV 2 – Collection of Outstanding Rates

1 Policy

To ensure rates and/or service charges owing to the Shire of Bridgetown-Greenbushes are collected in a consistent and timely manner, the following guidelines have been adopted by Council:

- 1.1 All monies owed to Council for rates raised under Section 6.32 of the Local Government Act are deemed to be overdue following a period of thirty-five (35) days from the date of the original rates notice.
- 1.2 At the expiration of the thirty-five (35) day period, the Shire shall issue a Final Notice and invite the debtor to discuss the matter with the Shire's administration within fourteen days with a view to resolution of the outstanding debt.
- 1.3 If no satisfactory arrangement has been entered into at the expiration of the fourteen (14) days, the matter is to be referred to the Shire's debt collection service provider to continue the debt collection process. A satisfactory arrangement is one where the debtor enters into a direct debit agreement with the Shire to acquit their debt by instalments by the 30 June of the current rate year.
- 1.4 All costs associated with debt collection action will be borne by the debtor, excluding the GST charged by the debt collector and the document handling fee charged by the Court.
- 1.5 Interest on outstanding monies shall be calculated on a daily basis at a level set by Council during its annual budget process for monies outstanding for a period of greater than thirty-five (35) days in accordance with Section 6.13(6) of the Local Government Act.
- 1.6 Following the issue of a General Procedure Claim (known previously as a Summons) and addition of associated debt collection costs, the Shire's Administration will accept a reasonable offer to discharge the debt. A reasonable offer is one where the debtor enters into a direct debit agreement with the Shire to acquit their debt by instalments by the 30 June of the current rate year.
- 1.7 The Shire's Administration is to continue Legal proceedings until payment of rates imposed is secured. Subject to Section 6.68 (3A) of the Local Government Act 1995, this includes the issue of a Property Seizure and Sale Order (previously known as a Warrant of Execution) against goods and/or land. Section 6.68 (3A) identifies those instances where the sale of land to recover rates will be referred to Council.
- 1.8 In cases where the owner of a leased or rented property on which municipal rates are outstanding cannot be located or refuses to settle the outstanding debt, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the Local Government Act. This requires the lessee or tenant to pay to the Council the rent due under the lease or tenancy agreement as it becomes due until the amount in arrears has been paid.

Arrangements to Pay Off Outstanding Rates and/or Service Charges

- 1.9 The CEO is authorised to consider and to either approve or reject any application for deferment or payment by instalments, in accordance with Section 6.49 of the Local Government Act.
- 1.10 All requests for extensions and/or payment by instalments must be made in writing. The application must include details to support the repayments.
- 1.11 Once an application has been approved by the CEO, officers will develop an instalment payment schedule, a copy of which will be provided to the ratepayer.

Note: Ratepayers who have made written contact with the Shire seeking an extension and/or payment by instalment method, or are subject to a separate agreement, are exempt from legal action for recovery of outstanding monies unless the payment schedule has been defaulted.

Each debtor's right to appeal in accordance with the provisions of the Local Government Act shall not be relinquished by anything contained in this policy.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government's policies</p> <p>s.6.13 – Interest on money owing to local governments</p> <p>Part 6, Division 6:</p> <p>Subdivision 1 – Introduction and basis of rating</p> <p>Subdivision 2 – Categories of rates and service charges</p> <p>Subdivision 3 – Imposition of rates and service charges</p> <p>Subdivision 4 – Payment of rates and service charges</p> <p>Subdivision 5 – Recovery of unpaid rates and service charges</p> <p>Subdivision 6 – Actions against land where rates or service charges unpaid</p> <p><i>Rates and Charges (Rebates and Deferments) Act 1992</i></p> <p><i>Local Government (Financial Management) Regulations 1996</i></p> <p>Part 5 <i>Rates and Charges (Rebates and Deferments) Regulations 1992</i> – Rates and service charges</p>
Shire Policies	FM 7 – Collection of Non-Rates Fees and Charges
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 June 2005
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

RC 1 – Art Acquisitions

1 Objectives

To ensure that when art is purchased, it is based upon development of culture significance to the community and/or as determined by Council.

2 Policy

When a piece of art is purchased by the Shire the following shall be adhered to:

- Priority shall be given to locally designed and/or produced pieces
- The selection of art to be at the discretion of the Shire President
- A piece of art purchased or acquired is described and becomes part of the Council’s Curatorial Register.

3 Applicable Legislation and Documents

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

4 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

RC 2 - Bridgetown-Greenbushes Visitor Centre Membership Policy

1 Policy

1.1 Classes of Membership

There shall be three classes of membership, being:

- 1 Full Membership (available to accommodation providers, visitor attractions, tours, galleries, wineries, restaurants, service providers and retail businesses operating within the locality);
- 2 Associate Membership (available to not for profit organisations, businesses and service providers within the locality whose core business is not directly related to tourism (eg; accountants, lawyers, industrial/service trades, real estate agents, nurseries, and any other business identified by the Visitor Centre Manager as fitting into this classification); and
- 3 “Out of Town” Membership (available to any business located outside the Shire of Bridgetown-Greenbushes (eg; Balingup). Nothing shall preclude a business entitled to Associate Membership or Out of Town Membership from taking out Full Membership, should that be their preference).

1.2 Membership Entitlements

1.2.1 Full Membership

- One quality DL sized brochure display in the Bridgetown-Greenbushes Visitor Centre.
- One A3 page wall poster, conforming to Visitor Centre guidelines.
- Web listing on the Bridgetown-Greenbushes Visitor Centre website www.bridgetown.com.au.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.
- Membership to the Bridgetown-Greenbushes Business & Tourism Association (BGBTA)
- Invitation to networking and social events.
- For restaurants and cafés, inclusion of the following:
 - Menu and contact details on the outside window of the Visitor Centre
 - Inclusion on the Daily Dining Guide, distributed to all accommodation operators in the Shire for their guests’ information folders
 - Inclusion on Bridgetown’s Easter & Christmas opening hours document.

1.2.2 Associate Membership

- Website listing on the Bridgetown-Greenbushes Visitor Centre website.
- Invitation to networking and social events.
- One quality DL size brochure displayed in the Bridgetown-Greenbushes Visitor Centre.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.

1.3 Membership Prerequisites

All new Full Tourism Membership applications/renewals shall be accompanied by the following documentation –

- Copy of business registration certificate (if expired from previous year)
- Proof of current public liability insurance commercial cover (min \$5m, preferably \$10m) to cover the period spanning the financial year of membership.
- Written agreement to abide by the Bridgetown - Greenbushes Visitor Centre's adopted 'Code of Ethics'.
- Note: Associate Membership businesses do not need to supply a business registration certificate or proof of public liability insurance. (Out of Shire Accommodation operators will still be required to do so).

1.4 Membership Criteria

Bridgetown-Greenbushes Visitor Centre Membership Criteria Is As Follows –

- Businesses must comply with all Commonwealth, State and Local Government Authority laws, policies, protocols and licenses to conduct their business operation. (Should operators require more information, please contact the Visitor Centre Manager)
- Businesses that accept bookings from the Bridgetown-Greenbushes Visitor Centre shall pay 12.5% commission on all bookings made, and 15% for bookings that come via www.waholidayguide.com.au.
- Members undertake to maintain all necessary licenses and insurances for the duration of their membership.
- Membership renewal must be completed within three months of the membership invoice date, or the operator's listing shall be disabled until such time as the renewal is paid.
- To maximise membership benefits, business operators are encouraged to produce a suitable quality DL sized brochure for display on the Visitor Centre racks. (For optimum presentation it is recommended that brochures be printed on minimum of 130gsm paper and no smaller than DL size)
- Accommodation operators utilising the online reservations availability function, will endeavour to keep information as up to date and accurate as possible. Realising that inaccurate information degrades the efficiency and professionalism of the system.
- Accommodation operators must complete training with either BookEasy or an accredited Visitor Centre before their business is eligible to be listed on the Bridgetown Visitor Centre website.
- Communication between visitor centre staff and accommodation businesses is vital if last minute bookings are to be secured.
- Businesses should ensure that adequate signage is installed to ensure safe and easy access to the property from main or shire roads. Where necessary, it is recommended that appropriate additional directional signage be installed on the property itself.
- Check-In: The Manager/Caretaker should ideally meet and greet guests on arrival. If this is not possible, other arrangements should be made available at the property prior to the arrival of guests.
- 24-hour contact details should be provided on site for guests (in the event of a problem) for the duration of their stay.

- Members are encouraged to obtain accreditation with the Tourism Council of Australia and /or other recognised tourism bodies.

1.5 Code of Ethics

The Bridgetown – Greenbushes Visitor Centre and members strive to achieve the following Code of Ethics;

Members' Relations with Customers

- Members shall deal with visitors/clients in an open, honest, friendly and helpful manner.
- When asked for information by visitors/clients or potential visitors/clients, members shall use their best endeavours to provide information that is accurate and up to date.
- Members shall not advertise or promote their business in misleading or deceptive ways.
- Where visitors/clients have a complaint about any aspect of a member's business, the member shall address that complaint promptly and courteously.
- Members shall not change any quoted price or policy without notifying the visitor/client and giving them the option to reconsider using the member's services.
- At the earliest reasonable opportunity, members shall advise their visitors/clients in writing of any cancellation policy or service charges which apply

Members' Relations with Other Members

- Members shall be respectful to one another and endeavour to conduct their respective businesses in a spirit of co-operation and understanding.
- Members shall strive to be fair and objective when asked for information about another member's services and shall not disparage the services offered by another member.
- Should a member receive a complaint about another member, they are encouraged to inform that member or the Visitor Centre Manager, as soon as possible, to afford the property concerned, the opportunity to resolve the problem. Alternatively, invite the guest to put the complaint in writing and address it to the Manager of the Visitor Centre.

Member/Staff Relations

- Members and Visitor Centre staff, including volunteer workers, shall deal with one another in a friendly, considerate and professional manner.
- All relevant information on bookings, events, opening hours, vacancies, new services and policy changes shall be clearly and promptly communicated by a member to the Visitor Centre and, where appropriate, by the Visitor Centre to members in the event of significant changes.
- Members shall notify the Visitor Centre of any cancellation and booking policy relating to their business and any changes to those policies.
- Visitor Centre staff shall at all times be fair, impartial and accurate in providing information to visitors and shall not promote or favour the interests of one member over those of another member.
- Where a member receives a complaint from a customer about Visitor Centre services, the member shall notify the Bridgetown – Greenbushes Visitor Centre Manager who will address the complaint in accordance with Council Policy.
- Where members provide promotional material for use or display in the Visitor Centre, that material shall be accurate, of good quality, professional presentation and conform to Visitor Centre guidelines.

- The committee, staff and volunteers of the Visitor Centre have a duty to represent all members and shall not unfairly discriminate against any member.

I/We, _____ of (enter property name) _____
have read, and by signing below do hereby accept and understand the “Code of Ethics” and all other components of the Bridgetown – Greenbushes Visitor Centre Membership Policy.

.....

Tourism Operator Tourism Operator

Date: Date:

2 Applicable Legislation and Documents

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

3 Administration

Original Adoption Date	28 April 2005
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

R 1 – Provision of Roads and Associated Civil Works for Subdivisions and Developments

1 Policy

1.1 Preliminary

- 1.1.1 It is the responsibility of subdividers who have received conditional approval which includes the provision of roads and associated civil works to deliver to the Shire's Chief Executive Officer (CEO) full drawings designs and information which would enable the CEO to make a decision on approving this work.
- 1.1.2 A qualified Consulting Engineer or Clerk of Works (a person of relevant experience or qualification) approved by the CEO must be engaged to prepare detailed design drawings and specifications sufficient to show exact details of materials, locations (both horizontal and vertical) and construction methods of all physical features such as, but not limited to, roads, drainage, sewage, earthworks, landscaping, signage (regulatory and directional), guideposts and all necessary works.
- 1.1.3 Plans need to be submitted to the CEO for approval following amendment and revision (if required).
- 1.1.4 If the subdivider does not accept the Shire's requirements the subdivider may appeal to the Minister for Planning and Infrastructure within 30 days. The State Administrative Appeals Tribunal is the sole arbiter on the matter as per the Local Government Miscellaneous Provisions Act, Clause 2.95.
- 1.1.5 When an approved plan is available the subdivider may call tenders or engage a contractor of their choice.
- 1.1.6 A defects liability bond to the value of 5% of the total cost of the work shall be paid to the Shire to cover any defects which may arise in the first 12 months after clearance of the relevant Planning Commission condition(s) relating to roads and/or drainage, landscaping or any other details included within the Council or CEO approved plans or specifications. The bond is to be paid upon practical completion of works and prior to clearance of civil works being issued. The bond may take the form of a payment to the Shire or alternatively an irrevocable Bank Guarantee. Unused portions of the bond are refundable.
- 1.1.7 It is the subdividers responsibility to ensure that the contractor engaged has the capacity to fully complete the work in accordance with the approved plans and to the applied standards.
- 1.1.8 If day to day site supervision is to be provided by the Consulting Engineer or Clerk of Works, the subdivider must pay to the Shire an amount of 1½% of the total cost of construction as estimated by the Shire, to cover the costs incurred by the Shire through activities such as officer attendance at site meetings/inspections etc.

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

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

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

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

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

1.2 Contributions to Upgrading Adjoining and Feeder Roads

1.2.1 Subdivisions which increases the volume of traffic on Shire controlled roads may attract a contribution from the subdivider for the upgrading of the affected Shire roads.

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

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

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

1.3 Outline Specification for Bitumen Construction

1.3.1 General

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

1.3.2 Design

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

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

1.3.3 Design Drawings

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

Cross sections shall be included for all roads.

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

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

1.3.4 Drainage

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

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

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

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

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

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

1.3.5 Earthworks & Formation

Subgrade

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

1.3.6 Pavement Design

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

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

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

1.3.7 Surface Treatment

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

1.4 Outline Specification for Unsealed (Gravel) Construction

1.4.1 General

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

1.4.2 Design

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

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

1.4.3 Design Drawings

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

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

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

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

1.4.4 Drainage

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

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

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

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

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

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

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

1.4.5 Earthworks & Formation

Subgrade

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

1.4.6 Pavement Design

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

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

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

1.4.7 Surface Treatment

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

1.5 Subdivisional Road Requirements

1.5.1 Internal Roads (Access Roads)

The full cost of all internal roads will be at the cost of the developer.

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

1.5.2 Servicing by Existing Roads

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

1.5.3 Feeder Road Upgrading (District Distributor B Roads)

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

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

1.5.4 Major Feeder Road Connection (Primary Distributor, District Distributor A or Regional Distributor Roads)

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

1.5.5 Connecting Road Presently Not Existing

Where a subdivision is created which will require connection to a feeder road or highway and no formed road exists then the full cost of this connecting road to a standard dictated by the number of created lots and potential volume of traffic generated will be required.

1.5.6 Additional or Connecting Roads

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

1.5.7 Road Standards

- 6.1.1.1 *Minimum Gravel Track* - Farm gate situation servicing 1 - 4 rural properties. Formed road, sheet with suitable pavement material where required. Minimum width 5.0 metres.
- 6.1.1.2 *Standard Gravel Road* - Typical rural road servicing 5 - 10 rural properties. Formed road with a gravel pavement minimum width 6.0 metres.
- 6.1.1.3 *Bitumen - 4 metre* - Acceptable for short internal spur road only when servicing maximum 5 lots in acceptable terrain only.
- 6.1.1.4 *Bitumen - 6 metre without Kerbs* - Minimum main internal road for Special Rural subdivision. Kerbing required for drainage, traffic control and entry only.
- 6.1.1.5 *Bitumen - 6 metre with Kerbs* - Minimum Residential standard. Minimum standard for Special Residential.
- 6.1.1.6 *Bitumen - 7.4 metre without Kerbs* - Main internal Special Rural/Residential road if planned to be extended as a feeder road. Kerbing required for drainage, traffic control and entry only.
- 6.1.1.7 *Bitumen - 7.4 metre with Kerbs* - Main internal distributor in a large Special Rural/Residential subdivision. Residential distributor road.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	Local Government Guidelines for Subdivisional Development Unsealed Road Manual – Guidelines for Good Practice
Related Procedure	N/A

3 Administration

Original Adoption Date	27 September 2007
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 2 – Timber Royalties

1 Policy

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	PR 2 – Street Trees R14 – Verge Management
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 3 – Road Resumptions

1 Policy

1.1 Negotiated Land Acquisition (Minor)

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

Land acquisitions valued up to \$5,000 are considered minor. If the negotiated value exceeds \$5,000 then the acquisition requires Council authorization by resolution.

1.2 Negotiated Land Acquisition (Major)

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

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

1.3 Compulsory Land Acquisition

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b)– The council is to determine the local government's policies s.3.55 – Acquisition of land <i>Land Administration Act 1997</i> Part 9 – Compulsory acquisition of interests in land Part 10 – Compensation <i>Land Administration Regulations 1998</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 4 – Exploration Drilling on Shire Roads and Reserves

1 Policy

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

- 1.1 The applicant is required to indemnify the Shire at all times against liability arising from the work.
- 1.2 The applicant shall provide the Shire with a plan showing the site number and location of proposed drill holes with the completed application form.
- 1.3 Application fees to be paid for a licence by applicants for exploration or investigation for minerals, water and other purposes in the road reserve shall be according to the current Schedule of Fees and Charges.
- 1.4 Where an applicant is a company actively mining or drilling in the district and holds a mineral lease that attracts Shire rates, a discount of 20% will apply to the licence fee payable.
- 1.5 A refundable bond being the same amount as the licence fee, is payable to the Shire. No discount will apply to the bond. The bond shall be refunded at the discretion of the CEO or nominated officer on the satisfactory completion of works.
- 1.6 The applicant is required to meet the cost of any damage to any Shire or private property.
- 1.7 All holes, trenches and other excavations are to be backfilled with approved soils and compacted sufficiently to prevent future subsidence. All excess soil to be removed where requested. Capping an uncased hole is not permitted.
- 1.8 Excavation and bores are to be located a minimum distance of 2 metres from any bitumen road, drain, fence or driveway.
- 1.9 All works within road reserves are to comply with the current Road Traffic Act, Mainroads WA Code of Practice and all other relevant legislation.
- 1.10 The applicant is to be covered by a Public Risk policy (minimum \$20 million) and appropriate Worker's Compensation policies, as the Shire will not be liable for any costs arising from the operation.
- 1.11 The applicant is responsible for locating the position of all public services including underground services and avoiding damage to them.
- 1.12 Polluted discharges occurring from the work site are to be trapped and only clean waters will be accepted to the public drainage system.
- 1.13 Large volume discharges are to be dispersed slowly to avoid erosion and scours to land and drain surfaces.
- 1.14 The applicant is required to inform the CEO of significant materials encountered, eg; laterite gravels, limestones, granites, water, etc.
- 1.15 Once approval is granted the applicant shall give a minimum of three (3) days notice prior to commencement of works and submit a timed schedule of works.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Mining Act 1978</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 April 1999
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 5 – Crossovers

1 Objectives

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

2 Definitions

2.1 Crossover or Crossing

is the vehicular access to a property or private thoroughfare, between the property boundary and the edge of the road carriageway.

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

3 Policy

3.1 Application & Approval

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

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

3.2 Validity

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

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

3.3 Development on a Lot

Within the Shire of Bridgetown-Greenbushes where an approved standard crossover does not already exist, it is a requirement that the Land Owner or Developer is to construct an approved minimum standard crossover as part of any external development on a lot (eg. a new building or car port addition) or if a change in use of a lot is affected.

(Regulation 13. Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))

Access to a site for construction OR demolition vehicles will require appropriate partial construction of an approved crossover (eg formed and compacted sub-base) to the satisfaction of The Shire. The total completion of the crossover is to be done in conjunction with the completion of the development.

Any gravel/roadbase(s) and/or other debris which is eroded and/or transported by vehicle movement, storm water etc or in any other matter onto the road and/or into road drainage systems

from a part constructed crossover shall be removed at the owners cost immediately from the affected area as and when directed by and to the satisfaction of the Executive Manager Works and Services.

3.4 Minimum Standard Crossovers

Rural Standard Crossover

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

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

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

Rural Type 1 Crossover (no pipes) Gravel or 2 coat bitumen seal as per Drawing WS7-R1

Rural Type 2 Crossover (with pipes) Gravel or 2 coat bitumen seal including:

- 1 Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete pipes;
- 2 Headwalls;
- 3 Two white guideposts (with reflectors) as per Australian Standards; as per Drawing WS7-R2.

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

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

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

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

- (a) Concrete - minimum of 25 MPa with F52 mesh and 100mm depth on a bed of sand with a minimum compacted depth of 50mm.
- (b) Pavers - manufactured for residential crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.
- (c) 2 coat bitumen seal or 20mm thick asphalt - using aggregate size between 5 and 10mm over a gravel base of 150mm (minimum) compacted depth, water bound and compacted to a standard as determined by the Executive Manager of Works and Services.

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

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

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

- 1 Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes;
- 2 Headwalls;

- 3 Two white guideposts (with reflectors) as per Australian Standards; as per Drawing WS7-U2A, WS7-U2B and WS7-U2C respectively.

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

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

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

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

- (d) Concrete – minimum of 25MPa with F82 mesh and 150mm depth on a bed of sand with a minimum compacted depth of 50mm.
- (e) Pavers – manufactured for commercial and industrial crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.
- (f) 2 coat bitumen seal or 25mm thick asphalt – using aggregate size between 5 and 10mm over a gravel base of 200mm (minimum) compacted depth, water bound and compacted to a standard as determined by the Chief Executive Officer. Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Commercial Type 1 Specification d, e or f crossover (no pipes) as per Drawing WS7-C1D, WS7-C1E and WS7-C1F respectively

Commercial Type 2 Specification (d), (e) or (f) crossover (with pipes) including:

- 1 Three 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes;
- 2 Headwalls;
- 3 Two white guideposts (with reflectors) as per Australian Standards; as per Drawing WS7-C2D, WS7-C2E and WS7-C2F respectively.

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

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

3.5 General

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

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

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

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction through the entire depth of material. The general test for compaction will be that the surface shall not show any depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry.

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

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

3.6 Location of Crossovers

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

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

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

speed limit (km/h)	ASD (m)	<p>Approach sight distance (ASD) at 2.0s Derived from Table 3.1, Main Roads Supplement to Austroads Guide to Road Design - Part 4A</p> <p>(as of 10 July 2012)</p> <p>SEALED ROADS – FLAT GRADE</p> <p>The sight distance values shown in this table should be increased generally for design on unsealed roads.</p>
40	40	
50	55	
60	73	
70	92	
80	114	
90	139	
100	165	
110	193	

TABLE 1 – Minimum Sight Distance

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

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

3.7 Shared Crossovers

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

3.8 Vegetation

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

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

3.9 Drainage

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

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

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

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

3.10 Non Standard Headwalls

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

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

3.11 Multiple Crossovers

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

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

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

3.12 Council's Crossover Contribution

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

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

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

- (a) Inform Council within 28 days of completion of an approved standard crossover.
- (b) Provide a copy of the tax invoice itemising the square area of the crossover, the class and lengths of piping including headwalls.
- (c) Be the original applicant.
- (d) Claim the contribution within 21 days.

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

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

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

3.13 Maintenance

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

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

3.14 Unauthorised Works and Non Compliance

In regards to crossovers any ‘Unauthorised Works’ and/or non Compliance with Council policy or notice can attract a fine of \$5,000 plus additional costs.

3.15 Traffic Management

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

3.16 Underground Services

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

3.17 Occupational Safety & Health, Traffic Management

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

4 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.25 – Notices requiring certain things to be done by owner or occupier of land s.3.26 – Additional powers when notices given Schedule 9.1 cl 7 – Crossing from public thoroughfare to private land or private thoroughfare. <i>Planning and Development Act 2005</i> <i>Work Health and Safety Act 2020</i></p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
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	<p>r.12 - Crossing from public thoroughfare to private land or private thoroughfare</p> <p>r.13 – Requirement to construct or repair crossing</p> <p>r.14 - Role of Commissioner of Main Roads in some cases</p> <p>r.15 - Contribution to cost of crossing</p> <p><i>Work Health and Safety (General) Regulations 2022</i></p>
Shire Policies	PR 2 – Street Trees
Related Documents	AS 1742.3:2019 – Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
Related Procedure	N/A

4 Administration

Original Adoption Date	29 November 2012 (C.16/1112)
Last Reviewed	24 November 2020 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 6 – Temporary Closure of a Road for an Event

1 Policy

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

1.1 Procedure

1.1.1 Application Forms and Processes

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

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

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

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

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

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

1.1.2 Evaluation of Traffic Management Plans

Applicants must submit a Traffic Management Plan to the Shire for assessment, accompanied by the fee listed in the Schedule of Fees and Charges. [It should be noted that separate fees apply for submitting plans more than fourteen (14) days prior to the proposed event and for submitting plans more than seven (7) days prior to the proposed event].

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

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

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p><i>Road Traffic (Events on Roads) Regulations 1991</i></p> <p>Shire of Bridgetown-Greenbushes Local Government Property Local Law</p>
Shire Policies	N/A
Related Documents	<p>AS 1742.3:2019 – Manual of uniform traffic control devices, Part 3: Traffic control for works on roads</p> <p>Main Roads WA Traffic Management for Events Code of Practice February 2021</p>
Related Procedure	N/A

3 Administration

Original Adoption Date	27 March 2014 (C.18/0314)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 7 – Trench Reinstatement

1 Policy

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

1.1 Procedure

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

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

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

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

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

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

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

2 Applicable Legislation and Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<p><i>Local Government Act 1995</i> s.2.7(2)(b)– The council is to determine the local government’s policies Schedule 9.1 cl 6 – Dangerous excavation in or near public thoroughfare</p>
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	<p>Schedule 9.1 cl 8 – Private works on, over, or under public places</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>r.11 – Dangerous excavation in or near public thoroughfare</p> <p>r.17 – Private works on, over, or under public places</p> <p>Shire of Bridgetown-Greenbushes Local Government Property Local Law</p>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 2003
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 8 – Gravel Road Development & Maintenance

1 Policy

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

- 1.1 A five year plan to incorporate the development of the Shires gravel road network taking into consideration:-
 - State and Federal Government funding and capital works program
 - Traffic count and business and community serviced
 - 5 year sealing and re sheeting program
 - Planning/subdivisional approval including developers contributions
- 1.2 Performance Indicators (Continuous improvement philosophy) for the completion of the 5 year plan:-
 - Report to Council on a quarterly basis that identifies how works in progress are proceeding
 - Six or twelve month bus inspection to include Councillors and senior staff
- 1.3 To develop and maintain the Shires gravel road network in accordance with Australian "best practice and value for money principles for unsealed roads" procedures such as and not limited to:-
 - Australian Standards
 - Commonwealth Department of Transport and Regional Services
 - ARRB transport research
- 1.4 Development of strategically placed gravel pits throughout the Shire and subsequent agreements for the sourcing of gravel resources to potential reduce costs and increase value for money principles.
- 1.5 Ensure a minimum standard of maintenance is preformed to include one winter and one summer grading is undertaken on the entire Shire's gravel road network, subject to adverse weather conditions and the supply/existence of suitable gravel.
- 1.6 To ensure consistency throughout the Shire's work practices and develop a continuous improvement culture a "Works Procedure Manual" be developed to address gravel roads, ie; culverts etc.
- 1.7 The "Works Procedure Manual" will be developed in conjunction with Councils 5 year Plan and include areas such as foot paths, drainage etc.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.3.27 – Particular things local governments can do on land that is not local government property</p> <p>Schedule 3.2 – Particular things local governments can do on land even though it is not local government property</p>
Shire Policies	<p>R 1 – Provision of Roads and Associated civil works for Subdivisions and Developments</p> <p>R 12 – Use of Section 3.27 for Taking of Materials from Private Land</p> <p>R 11 – Gravel Procurement</p>
Related Documents	Strategic Community Plan
Related Procedure	N/A

3 Administration

Original Adoption Date	24 November 2005 (C.16/1105)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 9 – Restricted Access Vehicles

1 Objectives

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

2 Policy

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

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

The application is to specify the road(s) required and sections to be used, type of freight, trips per day, total overall tonnage to be freighted, time frame of haulage program, contractors undertaking carting (if applicable), and contact details of haulage manager.

The roads requested will then be assessed by Shire officers and if acceptable for use by RAV's, the Shire will then invite the applicant to enter into an "Agreement of Conditions for the use of Restricted Access Vehicles on Local Roads". This agreement will list all relevant information and stipulate conditions as set by the Shire such as curfew times and road repair/maintenance.

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

An administration fee as reviewed and set by Council each year in the Schedule of Fees & Charges is applicable to all successful applicants. One extension of time past the listed expiry date as documented in individual agreements may be approved on an individual application basis with no fee being applicable. Further extensions will be assessed on an individual basis and may attract further fees at the discretion of the CEO (or his nominated Officer).

Applications totalling less than 5 RAV movements, or less than 120 tonnes may be accompanied with a written request for a fee reduction. Any approval for the reduction in fees is at the discretion of the CEO or his nominated Officer only.

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

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b)– The council is to determine the local government’s policies Shire of Bridgetown-Greenbushes Activities on thoroughfares and Trading in Thoroughfares & Public Places Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	26 May 2006 (C.23/0506)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 10 – Street Lighting Overspill

1 Scope

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

2 Definitions

2.1 Streetlight

means a raised electric light source located on the edge of a road within the Shire of Bridgetown-Greenbushes.

2.2 Streetlight Shading

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

3 Policy

3.1 Introduction

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

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

3.2 Statement

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

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

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

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

All of the above remedies will require the approval of Western Power. If Western Power resolves to pass the cost of these remedies onto the Shire then these costs will have to be met by the applicant (property resident or owner). The applicant will be provided with a cost estimate of the work and payment in full will be required before a work order is issued to Western Power or authorised contractor.

If the above remedies are not the solution then Council will consider the installation of street light shading.

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

3.3 Details

3.3.1 Requests for Streetlight Shading:

- (a) Council will consider requests for streetlight shading where:
- additional streetlights or streetlight fittings have been installed as a result of road or other works;
 - additional streetlights or streetlight fittings have caused a significant change to illumination levels;
 - Western Power has advised the City that streetlight shading is appropriate; and/or
 - a change to illumination levels is due to lamp replacement by Western Power.
- (b) Council will not consider requests for streetlight shading where:
- carriageway, path and verge illumination or safety would be compromised;
 - amenity to neighbouring properties would be negatively affected; and/or
 - Western Power has advised the City that streetlight shading is inappropriate and/or cannot be installed.

3.3.2 Contribution to Cost of Streetlight Shading:

Where a decision has been made to request the installation of streetlight shading, the cost of installing the shading will be met by the applicant. The applicant will be provided with a cost estimate of the work and payment in full will be required before a work order is issued to Western Power or authorised contractor.

3.3.3 Delegated Authority

The administration of this Policy is delegated to the CEO.

4 Applicable Legislation and Documents

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

5 Administration

Original Adoption Date	27 August 2015 (C.12/0815)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 11 – Gravel Procurement

1 Objectives

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

2 Background

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

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

3 Policy

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

In assessing the suitability of gravel, Shire staff will have regard to the applicable specifications with the “Standard Specification for Granular Pavement Materials (Golder Associates on behalf of WALGA 2012)”

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

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

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b)– The council is to determine the local government’s policies</p> <p>s.3.27 – Particular things local governments can do on land that is not local government property</p> <p>Schedule 3.2 – Particular things local governments can do on land even though it is not local government property</p>
Shire Policies	<p>LUP 11 – Extractive Industries Policy</p> <p>R 12 – Use of Section 3.27 for Taking of Materials from Private Land Page 4 of 4</p> <p>R 8 – Gravel road Development & Maintenance</p>
Related Documents	<p>A guide to the Selection and Use of Naturally Occurring Materials as Base and Sub-Base in Roads in Western Australia” (Main Roads WA & Australian Geo Mechanics Society 2002)</p> <p>Standard Specification for Granular Pavement Materials” (Golder Associates on behalf of WALGA 2012)</p>
Related Procedure	N/A

5 Administration

Original Adoption Date	31 August 2017 (C.13/0817)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 12 – Use of Section 3.27 for Taking of Materials from Private Land

1 Policy

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.27 – Particular things local governments can do on land that is not local government property Schedule 3.2 – Particular things local governments can do on land even though it is not local government property
Shire Policies	LUP 11 – Extractive Industries Policy R 8 – Gravel Road Development & Maintenance R 11 – Gravel Procurement
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	31 March 2005
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

R 13 – Verge Management

1 Objectives

The purpose of this Policy is to;

- (a) Determine Council's role and responsibilities in terms of customer requests relating to road verges, and
- (b) Establish priorities and service levels for these customer requests,
- (c) Provide for the acceptable treatments of verges by owners or occupiers of adjoining properties

2 Scope

This Policy applies to service requests on road verges. A verge is the portion of land between the road carriageway and the property boundary, typically used for;

- (a) Providing a buffer between the road carriageway and the private land adjoining it.
- (b) Widening of the road carriageway, if this is necessary.
- (c) The construction of footpaths and vehicular crossovers.
- (d) The position of directional and regulatory signage.
- (e) The location of above or below ground infrastructure (such as power lines, underground cabling, sewer, drainage or water pipes).
- (f) A space to provide amenity for the area by use of appropriate gardens.

3 Policy

3.1 Road Verges under Shire Control and Management

The majority of road verges within the Shire are managed by the Shire, with the notable specific exception of;

- (a) South West Highway verge (outside of Bridgetown town site)
- (b) Bridgetown – Boyup Brook Road verge (outside of Bridgetown town site)

These verges are managed by Main Roads WA.

In addition there are other roads such as state forest roads and roads in private strata developments that are not controlled or managed by the Shire.

3.2 Statement

The responsibility for the management of road verges does not mean that the Shire is required to undertake all physical actions or works on verges where these might be requested by residents. Council actions with respect to verges will be determined by this Policy, which is based on prioritising activities that maintain community safety and amenity, whilst recognising the extent of verges under Council's management, and the resources the Council has available for responsive works.

The Council also expects that owners or occupiers of adjoining properties will take some responsibility for the maintenance of road verges, and these owners are provided with certain rights with respect to the use of verges, as outlined in this Policy.

3.3 Policy on Specific Verge Responsibilities of the Council and Adjoining Property Owners

Excluding trees and any site actively managed by the Shire, the owner of the property adjoining the verge is responsible for the maintenance of verge vegetation and may remove or maintain such vegetation without Shire approval. Where a verge adjoins land owned by the Shire, then the Shire will maintain the vegetation on that verge.

3.4 Verge Tree pruning & Removal

3.4.1 Verge Tree Pruning And/Or Removal by Council

The Shire will prune trees on verges where the tree is part of a cultivated collection of street trees which are currently shaped and maintained as part of the streetscape.

The Shire will also prune or remove trees on verges where the tree;

- (a) Is significantly damaging, or has potential to damage, public infrastructure (including power supply infrastructure). Note that The Shire will undertake powerline pruning of cultivated trees according to Western Power criteria. Western Power is responsible for powerline pruning of non-cultivated native trees.
- (b) Is causing an unacceptable fire risk (as determined by a suitably qualified and/or experienced Shire representative). Works will be considered for inclusion in the Shires budgeted fire mitigation program and included on a priority basis and according to available budget.
- (c) Is causing significant damage to buildings or structures on adjoining land.
- (d) Presents an imminent risk (as determined by a suitably qualified and/or experienced Shire representative) to public safety, or to the structure of adjacent buildings.

The following are not considered to be sufficient reasons to permit tree or removal or pruning;

- (a) Nuisance from leaves, nuts or seeds, sap or birds noise,
- (b) Insignificant or perceived fire hazard,
- (c) Unsightly trees or impacts on views.

3.4.2 Removal or Pruning of Street Trees by Owners of Adjoining Properties

Owners of properties adjoining the verge are permitted without Shire approval, to trim branches of trees where these encroach on their property or to permit adequate clearance under driveways or footpaths. In all other cases the approval of the Shire is required for removal or pruning of street trees.

The Shire will consider the approval of removal or pruning of street trees by owners of adjoining properties having regard to the following;

- (a) Whether removal is necessary for the construction of a vehicular crossover to provide access to an approved building.
- (b) Whether the tree is considered by the Shire to be incompatible with the streetscape, infrastructure or natural environment where it is located.
- (c) Whether removal is reasonable given the overall health and expected lifespan of the tree.
- (d) Whether the tree is providing food or habitat for native animals.
- (e) Whether the tree is native and requires a clearing permit.
- (f) Whether the tree has historical value or a significant amenity to the community.

The Shire may, as a condition of approval for the removal or pruning of street trees by owners of adjoining properties require;

- (a) That suitable arrangement is made by the owner for the planting of a replacement street tree in a location and of a species determined by the Shire.
- (b) That removal or pruning is carried out by a properly qualified contractor.
- (c) All tree waste is removed from the verge following completion.
- (d) That the verge is reinstated to the satisfaction of the Shire.

The Shire is not responsible for managing vegetation encroaching onto private property. Property owners can cut back any encroaching vegetation, including roots, at the property boundary. Responsibility for disposal of pruned material is as follows:

- (a) Where the pruned material originates from a verge developed by a current or previous adjacent landowner, disposal is the current landowners' responsibility. Pruned material must not be placed on the verge.
- (b) Where the pruned material originates from Shire managed vegetation such as street trees, the material may be placed on the verge in a safe manner for Shire collection but only with prior Shire approval. Approval is strictly subject to operational capacity and may not be granted.
- (c) Pruned material originating from private land will not be collected by the Shire and is the current landowners' responsibility. Pruned material must not be placed on the verge.

3.4.3 Clearing For Fence Line Construction or Maintenance

The Shire is not responsible for, and will not undertake clearing of trees within the verge for private infrastructure construction or maintenance. Owners of land within the Shire of Bridgetown-Greenbushes are allowed to undertake vegetation clearing within Shire controlled road reserves for the purpose of maintaining or constructing a fence with the following conditions:

- (a) All works on Shire controlled land are undertaken in accordance with all relevant acts and regulations.

NOTE: The Shire does not have the authority to give approval to undertake clearing of native vegetation. The Department of Water and Environmental Regulation (DWER) is the authority in this regard. Responsibility for obtaining any necessary permits from DWER or identifying any applicable permit exemptions, rest solely with the landowner and persons undertaking the clearing.

It is the Shires understanding that an exemption exists under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 for the purpose of providing access to construct or maintain a fence, however confirmation and compliance is the responsibility of landowner and persons undertaking the clearing.

- (b) Clearing cannot be undertaken any further than 1.5m from the property boundary and must only be to the extent necessary to maintain or construct the fence. The Shire encourages landowners to make every reasonable effort to minimise the clearing performed and to consider planting native vegetation on non-arable land (i.e. not suitable for farming) within their property as an offset.
- (c) Shire land must be left in a tidy and levelled state in accordance with the areas original condition as a minimum.

- (d) All cleared vegetation must be removed from Shire land unless approval to the contrary is given.
- (e) The landowner is responsible for identifying any infrastructure that may be affected and for taking the necessary measures to ensure no damage occurs. The landowner is responsible for any costs that may result from the clearing activity.

3.5 Other Verge Management

3.5.1 Verge Mowing, Slashing and Weed Spraying and Removal

Verge mowing, slashing and spraying is the responsibility of the owners of adjoining property excepting in the case;

- (a) The Shire owns the land adjoining the verge, or
- (b) Where this is necessary for reasons of road safety, or
- (c) It is required for maintaining Shire infrastructure.

The Shire may spray verges for weed elimination where this is part of an annual budgeted weed removal program. The intent of this program is to achieve broad outcomes for the community such as road infrastructure management. Flora declared as a pest species for the Bridgetown-Greenbushes area according to the Biosecurity and Agriculture Management Act 2007 (BAM Act) will be considered for inclusion in the program with other works on a priority basis within the budget constraints of the program. Isolated works for other reasons, such as for the amenity of local resident, are not considered for inclusion.

3.5.2 Fallen Trees and Branches from Storms and Other Natural Occurrences

Where storms or other natural events cause trees or significant branches to fall and impede a public thoroughfare the Shire will remove the obstruction as soon as practical. Incidents where a road has become impassable or a lack of sight lines creates an imminent risk will take priority.

Where storms or other natural events cause trees or significant branches from the road verge to fall and either damage or affect private property, as a natural event the Shire is not required to take any action. However, if resources are available the Shire may remove timber from a fence and make temporary repairs as necessary to contain stock to prevent a road hazard.

3.5.3 Waste removal (excluding bulk waste collection)

Where waste material is left on a verge The Shire will attempt to identify the party responsible for the placement of the waste and will require that the waste be removed by that party. Where it is not possible to identify this party the Shire will remove waste from verges where:

- (a) It is putrescible material and if it were left in situ it would cause nuisance to nearby properties and public places in terms of odour / flies / vermin.
- (b) It is an abandoned vehicle.
- (c) It is causing a significant hazard or impact on local amenity.
- (d) Leaves and branches will only be removed from verges where part of a developed and Shire managed streetscape or deemed a necessary for fuel reduction.

3.5.4 Animal carcasses

Large animal carcasses will be removed from verges at locations where if left in situ it would cause nuisance to nearby properties and public places in terms of odour / flies / vermin.

3.5.5 Removal of Fauna

The Shire will not eradicate or relocate fauna unless it presents an imminent risk to public safety (as determined by a suitably qualified and/or experienced Shire representative) or it is impacting public infrastructure. This includes but is not limited to, termites, ants, and bees.

3.5.6 Verge Fire Hazard

Locations of concern regarding fire hazard will be assessed by a suitably qualified and/or experienced Shire representative and considered for inclusion in the Shires budgeted fire mitigation program on a risk priority basis and according to available budget.

3.5.7 Private Verge Development

The owner of the property adjoining the verge may install turf, shrubs and groundcovers, vegetables and herbs, mulch, irrigation, and trafficable hard-stand on the verge adjoining their property without the approval of the Shire with the following conditions:

- (a) No plant that exceeds or which may exceed 0.75m in height is allowed on a verge within 6m of an intersection.
- (b) Other than lawn, no plant or loose material is permitted within 2 m of the road carriageway and no part of a development is permitted to encroach on a carriageway at any time. The edge of the road carriageway is the back of kerb or road shoulder and if no kerb or shoulder currently exists, then from the edge of seal.
- (c) Trafficable paving and/or hard standing is permitted where this occupies an area of less than one third of the verge (excluding the crossover) and 2m away from the trunk of a street tree.
- (d) Verges are public space and as such developments must not create a hazard or nuisance for persons using the area. The development must have finished levels that tie into adjacent verges, footpaths, property lines, accesses and service pits. They must not cause water to pond or cause run-off to become a hazard or a nuisance. No large rocks or non-frangible items (i.e. prone to break into fragments if impacted) can be placed on the road reserve.
- (e) Development must not interfere with the function or maintenance of installed infrastructure. This includes but is not limited to obstructing water meters, power domes, and drains.
- (f) By developing the road verge, the property owners shall accept responsibility for all risks, costs, and ongoing maintenance associated with the development. Property owners also accept that infrastructure owners such as the Shire, Telstra, Water Corp, etc. may conduct works within the verge as required and have an obligation to reinstate the verge to safe condition only.

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

3.5.8 Existing Private Verge Developments

The current owner of the property adjoining a developed verge is responsible for all conditions, risks, costs, and ongoing maintenance associated with the verge development regardless of whether or not they undertook the development.

3.6 Verge Infrastructure

3.6.1 Footpath Hazards

Hazards due to structural faults on pedestrian and shared paths will be assessed by a suitably qualified and/or experienced Shire representative and managed on a priority basis under the budgeted annual maintenance program. Hazards assessed as presenting an imminent risk to public safety will be addressed as soon as practical.

Hazards due to debris such as nuts, sticks, and leaves will be addressed under the budgeted annual street sweeping program.

3.6.2 Vehicle Crossovers

Installation, repair, and maintenance of vehicle crossovers are the landowners' responsibility. This includes maintaining any stormwater infrastructure associated with the crossover as well as managing vegetation for safe line of sight.

3.6.3 Stormwater Discharge onto Private Property

The Shire will investigate this on a case-by-case basis and program corrective works if required. The Shire generally will not discharge stormwater runoff from a road drainage system onto private property unless a drainage easement is in place or the runoff is following a natural flow path. Some minor concentration of runoff to the natural flow path is considered reasonable and consistent with the land use.

3.6.4 Verge Parking

Shire controlled verges are generally not managed for the purpose of vehicle parking and such use on a permanent or semi-permanent basis is not considered desirable. The Shire will not undertake works to improve or maintain verges for the purpose of parking apart from areas identified by the Shire as being of benefit to the general public.

3.7 Unmade Road Reserves

An unmade road reserve is a road reserve that does not currently contain a Shire constructed road. Some road reserves may contain an informal track created by incidental use however these are still considered unmade road reserves by the Shire and are not included in the managed road network.

Road reserves are public thoroughfares and regardless of whether there is a constructed road in place, must not be deliberately obstructed by the public. The Shire or other government agency may restrict access when required for purposes such as safety, biosecurity, traffic management, etc.

Unmade road reserves are generally left in a natural unmanaged state. Hazardous situations that may arise are addressed in the same manner as road verges.

There is no expectation for landowners to take responsibility for management of adjacent unmade road reserves.

3.7.1 Private Use of Unmade Road Reserves

Road reserves are public thoroughfares and must be kept accessible to the public. Placing an obstruction across a thoroughfare requires Shire approval and may be considered on a case-by-case

basis. Approval, if granted, will require suitable gates to allow public access. The gates cannot be locked.

3.8 Prioritisation of Verge Service Requests

Verge service requests will be categorised into one of 3 categories based on priority and actioned accordingly.

1	Urgent action	Involves an imminent risk to public safety (as determined by a suitably qualified or experienced Shire representative)	Action to remove threat as immediate as is practicable
2	Action	Matter falls within the scope of this policy and budget / resources available	Action undertaken within 0-21 working days
3	Deferred action	Matter falls within the scope of this policy but rectification works likely to occur within programmed works or require additional budget resources	Action undertaken within 6 - 12 months or such time as allowed for in the annual budget

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	23 February 2023 (C.15/0223)
Last Reviewed	
Scheduled Reviewed Date	30 November 2023

WM 1 – Rubbish Removal for Community Events

1 Objectives

To provide assistance in disposal of rubbish at community events having a demonstrable community benefit.

2 Policy

The Shire will provide assistance with rubbish disposal at community events having a demonstrable community benefit, either via picking up rubbish from mobile garbage bins after an event or by funding this service by the Shire's rubbish collection contractor.

2.1 Extent of Services

- 2.1.1 Organisers of the event, if applying for financial assistance for rubbish disposal, must demonstrate that the event has demonstrable benefits for the broader community (and therefore is eligible for assistance with rubbish disposal) and is not just a private event. Organisers of private events can instead seek a funding contribution from Council for rubbish disposal in the annual community grants and service agreements application process.
- 2.1.2 Rubbish will be collected at the conclusion of an event (within 5 days of the event concluding) but not during an event. Community events seeking a rubbish collection service during an event may apply for a community grant or service agreement for that service.
- 2.1.3 The emptying of rubbish bins by either the Shire rubbish truck or the Shire's rubbish collection contractor is restricted to rubbish deposited in mobile garbage bins suitable for lifting into the rubbish truck by the automatic lifting device attached to the truck. Neither the Shire nor contractor is able to collect rubbish deposited in 44 gallon drums or other containers not able to be lifted using the automatic lifting device as lifting these containers by hand would be a breach of occupational health and safety guidelines.
- 2.1.4 The Shire has a surplus of old mobile garbage bins at the waste disposal site that are available for use by community groups subject to the group taking responsibility for transporting the empty bins to and from the waste disposal site and event.
- 2.1.5 If more than one event is scheduled for the same week access to the above bins will be on a "first come" basis via application to the CEO.
- 2.1.6 Due to the problems associated with contamination of recycling bins during events (due to improper disposal of waste into recycling bins) a recycling bin collection service is not offered. If an event wishes to provide dedicated recycling bins for use by the public the responsibility is on the organisers of the event to monitor use of those bins and to transport the bins to the waste disposal site for disposal in the recycling bins.
- 2.1.7 The donation of rubbish disposal costs are not available to an event that already obtains Council financial assistance via a service agreement as the costs of rubbish disposal may already be factored into the service agreement. As these service agreements are renewed every third year the cost of rubbish disposal can be included.

2.2 How to Apply for Assistance

Requests for assistance with event rubbish collection can be made in writing (including email) to the CEO.

2.3 Calculating the Cost of the Assistance

Whilst there is no charge to the event organisers there is a need for the Shire to cost the provision of the rubbish disposal service against the applicable donation account. The cost of emptying a bin is the same as for a domestic rubbish service therefore each bin emptied will have a cost determined by dividing the annual domestic rubbish collection charge by 52.

3 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	CR 7 – Australia Day Events PH 3 - Blues Festival Trading PR 1 – Policy for Allowing Functions in shire Reserves and Parks
Related Documents	N/A
Related Procedure	N/A

4 Administration

Original Adoption Date	30 May 2013 (C.15/0513)
Last Reviewed	24 November 2022 (C.04/1122)
Scheduled Reviewed Date	30 November 2023

WM 2 – Disposal of Liquid Waste at Bridgetown Waste Management Facility

1 Policy

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

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

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Waste Avoidance and Resource Recovery Act 2007</i> <i>Part 6 – Waste services</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 March 2018 (C.04/1118)
Last Reviewed	24 November 2022 (C.03/1122)
Scheduled Reviewed Date	30 November 2023

WS 1 – Accessing Water from Standpipes

1 Policy

The Shire of Bridgetown-Greenbushes currently has five water standpipes located within the Shire for firefighting use and one commercial water standpipe in Rose Street, Bridgetown for commercial use by businesses and members of the public.

The five firefighting standpipes are restricted in use for firefighting purposes only with bush fire brigades provided with a coded key to unlock the standpipes.

The Rose Street standpipe is classified as a commercial standpipe with water able to be purchased by members of the public via purchase of a swipe card to unlock the electronic standpipe management system. Swipe cards are available for purchase at the Shire’s administration office. These swipe cards can be credited by attending the Shire’s administration building in person or by phoning the Shire and requesting staff to credit your swipe card (credit card details will need to be given over the phone).

All water taken from the commercial standpipe by members of the public is to be paid for at the rates stipulated in Council’s annual schedule of fees and charges. All water must be paid for on a “per kilolitre” basis.

Under Council’s “Property Local Law” standpipes are classified as “local government property”. Failure to pay upfront for the taking of water will represent a breach of Clause 4.6 of the Property Local Law.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies <i>Water services Act 2012</i> Shire of Bridgetown-Greenbushes Local Government Property Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	30 June 2005
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
General Financing Charges				
Rate Instalment Fee - administration fee (Pensioners excluded)	\$30.00	\$30.60	2.00%	Fee restricted to cost of service
Governance Charges				
Photocopying Per Page				
Black & White				
A4 Single Side	\$0.65	\$0.65	0.00%	No increase as fee covers our costs and does not compete with other local businesses
A4 Double Side	\$0.90	\$0.90	0.00%	
A3 Single Side	\$1.10	\$1.10	0.00%	
A3 Double Side	\$1.65	\$1.65	0.00%	
Colour				
A4 Single Side	\$2.20	\$2.20	0.00%	No increase as fee covers our costs and does not compete with other local businesses
A4 Double Side	\$3.35	\$3.35	0.00%	
A3 Single Side	\$3.80	\$3.80	0.00%	
A3 Double Side	\$5.00	\$5.00	0.00%	
Maps				
Cadastral A4	\$1.10	\$1.10	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Cadastral A3	\$1.90	\$1.90	0.00%	
Topographic A4	\$2.50	\$2.50	0.00%	
Topographic A3	\$4.65	\$4.65	0.00%	
Law, Order & Public Safety				
Other				
Hire of Animal Trap Bond	\$50.00	\$50.00	0.00%	No change proposed to bond amounts
Health				
Food Business Registration/Notification				
Notification fee	\$0.00	\$70.00	New Fee	New fee to clearly define initial application versus change in details request
Restaurants, Cafes, Food Vans etc.	\$167.35	\$167.35	Discontinued	The fee structure for applications for registrations for food premises by regulation is based on a risk level not the type of food business. New fees have been introduced to reflect this methodology.

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Application for Registration Food Business – Low Risk	\$0.00	\$177.55	New Fee	The fee structure for applications for registrations for food premises by regulation is based on a risk level not the type of food business. The proposed descriptors reflects this methodology.
Application for Registration Food Business – Medium / High Risk	\$0.00	\$233.80	New Fee	
Community Amenities				
Rubbish Removal Charges				
10 Token Cards - Available from the Shire Administration Office	\$52.50	\$56.00	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Bridgetown Waste Management Facility				
Non-Recyclable or Unsorted Waste				
1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Rounded to nearest 10 cents for ease of cash handling at the waste site
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	
Van/Utility/Trailer Not Exceeding 1.8m x 1.2m - 5 tokens (tokens for larger trailers estimated by attendant)	\$26.25	\$28.00	6.67%	Unsorted bulk waste fee increased by 50% (4 tokens)
Bulk Waste (Large trailers, Trucks, Skip bins etc.) - 12 tokens per cubic metre	\$42.00	\$67.20	60.00%	
Bulk Bins - 8 tokens per cubic metre	\$42.00	\$42.00	Discontinued	Bulk waste fees have been combined into one entry.
Furniture and Treated Timber - 8 tokens per cubic meter	\$42.00	\$42.00	Discontinued	
Green Waste				
Domestic Loads of Green Waste > 150mm Stem Diameter - 8 tokens per cubic meter	\$42.00	\$44.80	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Tyres				
Car & Bike Tyres (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$10.50	\$11.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$21.00	\$22.40	6.67%	
Truck and 4WD Tyres (max of 4 per customer without prior arrangement) - 3 tokens per tyre	\$15.75	\$16.80	6.67%	
Truck and 4WD Tyres on Rim (max of 4 per customer without prior arrangement) - 6 tokens per tyre	\$31.50	\$33.60	6.67%	
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 26 tokens per tyre	\$136.50	\$145.60	6.67%	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Tractor and Graders Tyres on Rim < 1 metre (max of 4 per customer without prior arrangement) - 52 tokens per tyre	\$273.00	\$291.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 53 tokens per tyre	\$278.25	\$296.80	6.67%	
Tractor and Grader Tyres on Rim > 1 metre (max of 4 per customer without prior arrangement) - 106 tokens per tyre	\$556.50	\$593.60	6.67%	
Other Recyclable Waste				
Gas Bottles - 1 token per item	\$5.25	\$5.60	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Fridges & Air Conditioners - 7 tokens per item	\$36.75	\$39.20	6.67%	
Mattresses - 10 tokens per item	\$52.50	\$56.00	6.67%	
Uncontaminated inert waste (e.g. rubble > 100mm) - 8 tokens per cubic metre	\$42.00	\$44.80	6.67%	
Other Waste				
Asbestos Up To 0.2m3 Maximum	\$68.25	\$72.80	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Greenbushes Transfer Station				
1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	
Van/Utility/Trailer Not exceeding 1.8m x 1.2m - 5 tokens	\$26.25	\$28.00	6.67%	
Town Planning				
Part 7 - Other Fees and Bonds				
Bonds				
Earthworks (Cut and Fill Policy)	\$500.00	\$500.00	0.00%	No change proposed to bond amounts
Relocated Outbuildings	\$500.00	\$500.00	0.00%	
Relocated Dwellings	\$4,000.00	\$4,000.00	0.00%	
Extractive Industry Rehabilitation Bond (Clay, sand or similar grained material) - per ha	\$1500.00	\$1,500.00	0.00%	
Extractive Industry Rehabilitation Bond (Stone, gravel or other aggregate) - per ha	\$2000.00	\$2,000.00	0.00%	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Cemeteries				
Grant of Right of Burial				
Burials (Add Grant of Right of Burial if Required)				
Interment in Traditional Section including Grant of Right of Burial	\$1,492.30	\$1,492.30	Discontinued	Discontinued fees due to being a duplicate of individual fees already in use
Interment in Lawn Section including Grant of Right of Burial	\$2,191.80	\$2,191.80	Discontinued	
Registration and Placement of Ashes				
Registration of Ashes Placed by Family	\$98.55	\$98.55	Discontinued	Not permitted under cemeteries local law
Recreation & Culture				
Greenbushes Community Bus Service				
Fee per passenger	\$9.00	\$9.00	0.00%	No change for 2023/24 to keep fee rounded to the nearest \$ due to change requirements of bus driver
Hall Hire				
Alcohol Surcharge	\$50.00	\$50.00	0.00%	Fee considered adequate and is paid ontop of hall hire charge
Bond	\$200.00	\$200.00	0.00%	No change proposed to bond amounts
Miscellaneous Fees				
Community Street Stall Bond	\$50.00	\$50.00	0.00%	No change proposed to bond amounts
Hire of Community Bus				
Bus fare - Skate park bus service	\$2.00	\$2.00	0.00%	No change for 2023/24 to keep fee rounded to the nearest \$ due to change requirements of bus driver
Community Bus Bond	\$300.00	\$300.00	0.00%	No change proposed to bond amounts
Bridgetown Leisure Centre				
Concession rate of 35% applies to applicable Leisure Centre fees & charges for children/youth (0-17 yrs), Pensioner card holders, Health Care card holders and Veterans' Affairs Pension card holders.				
Leisure Centre Memberships				
Gym				
Annual Gym - Adult	\$278.90	\$350.00	25.49%	Raising fees to meet the lower prices of regional facilities
Annual Gym - Emergency Services Personnel	\$139.40	\$175.00	25.54%	Fee represents 50% adult membership fee
Annual Gym - Concession & Youth	\$251.00	\$227.50	-9.36%	Concession fees to reflect a 35% discount off the full fee
Annual Gym - Youth 14-17 years	\$249.90	\$249.90	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Gym - Youth Concession 14-17 years	\$224.90	\$224.90	Discontinued	
Annual Gym - Emergency Services Personnel Concession	\$125.50	\$125.50	Discontinued	Fee to be discontinued as Emergency Service volunteers already receive a 50% concession on their membership

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
6 Months - Adult	\$152.05	\$195.00	28.25%	Raising fees to meet the lower prices of regional facilities
6 Months - Concession & Youth	\$136.85	\$126.75	-7.38%	Concession fees to reflect a 35% discount off the full fee
6 Months - Youth 14- 17 years	\$136.85	\$136.85	Discontinued	Fees discontinued as concession & youth fees have been combined
6 Months - Youth Concession 14-17 years	\$123.10	\$123.10	Discontinued	
3 Months - Adult	\$85.90	\$108.00	25.73%	Raising fees to meet the lower prices of regional facilities
3 Months - Concession & Youth	\$77.35	\$70.20	-9.24%	Concession fees to reflect a 35% discount off the full fee
3 Months - Youth 14-17 years	\$77.35	\$77.35	Discontinued	Fees discontinued as concession & youth fees have been combined
3 Months - Youth Concession 14-17 years	\$69.60	\$69.60	Discontinued	
1 Month - Adult	\$31.90	\$40.00	25.39%	Raising fees to meet the lower prices of regional facilities
1 Month - Concession & Youth	\$28.65	\$26.00	-9.25%	Concession fees to reflect a 35% discount off the full fee
1 Month - Youth 14-17 years	\$28.65	\$28.65	Discontinued	Fees discontinued as concession & youth fees have been combined
1 Month - Youth Concession 14-17 years	\$25.75	\$25.75	Discontinued	
1 Week (7 days)	\$20.00	\$20.00	0.00%	New fee introduced in the last six months, subject to agreement with third party
Pool				
Annual Family Pass - Concession	\$351.40	\$269.25	-23.35%	
Annual Family Pass - Concession Extra Child 2-17 years	\$50.25	\$38.50	-23.38%	Concession fees to reflect a 35% discount off the full fee
Annual Pass - Concession & Youth	\$200.85	\$153.85	-23.40%	
Annual Child Pass 2-17 years	\$139.45	\$139.45	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Child Pass - Concession 2 - 17 years	\$125.50	\$125.50	Discontinued	
Gym & Pool				
Annual Gym & Pool Only - Adult	\$439.55	\$552.50	25.70%	Increase includes the increase in gym membership
Annual Gym & Pool Only - Concession & Youth	\$395.60	\$359.15	-9.21%	Concession fees to reflect a 35% discount off the full fee
Annual Gym & Pool Only - Youth 14-17 years	\$359.55	\$359.55	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Gym & Pool Only - Youth Concession 14-17 years	\$323.50	\$323.50	Discontinued	
Gym & Group Fitness				
Annual Gym & Group Fitness	\$0.00	\$848.00	New Fee	New product offering
Annual Gym & Group Fitness - Concession & Youth	\$0.00	\$551.20	New Fee	Concession fees to reflect a 35% discount off the full fee
Pool & Group Fitness				
Annual Pool & Group Fitness	\$0.00	\$901.00	New Fee	New product offering
Annual Pool & Group Fitness - Concession & Youth	\$0.00	\$585.65	New Fee	Concession fees to reflect a 35% discount off the full fee

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Gym, Pool & Group Fitness				
Annual Gym, Pool & Group Fitness - Adult	\$0.00	\$1,156.00	New Fee	New product offering
Annual Gym, Pool & Group Fitness - Concession & Youth	\$0.00	\$751.40	New Fee	Concession fees to reflect a 35% discount off the full fee
Sports Court - Casual Bookings				
Casual Court Use per person - Adult	\$4.50	\$5.00	11.11%	Bring fees in line with other regional facilities
Casual Court Use per person - Concession & Youth	\$2.50	\$3.25	30.00%	Concession fees to reflect a 35% discount off the full fee
Casual Court Use - Family	\$11.65	\$12.50	7.30%	Fees rounded to nearest 50 cents for ease of cash handling
Single Court Full Day - Casual	\$207.95	\$220.50	6.04%	
Single Court Half Day - Casual	\$0.00	\$150.00	New Fee	New option provided for half day court hire
The Mezzanine				
Not for Profit Room Hire - per hour (first hour free for user group meetings)	\$12.60	\$13.50	7.14%	Fees rounded to nearest 50 cents for ease of cash handling
Not for Profit Room Hire - Sporting Fitness Activities per hour	\$12.60	\$13.50	7.14%	
Group Fitness & Programs				
Fit 4 Life Group Fitness - Casual	\$0.00	\$12.00	New Fee	New combined fee structure created for programs
Fit 4 Life Group Fitness - Casual - Concession & Youth	\$0.00	\$9.10	New Fee	
Fit 4 Life Group Fitness - 10 Class Pass	\$0.00	\$126.00	New Fee	
Fit 4 Life Group Fitness - 10 Class Pass - Concession & Youth	\$0.00	\$81.90	New Fee	
Fit 4 Life Group Fitness - 20 Class Pass	\$0.00	\$224.00	New Fee	
Fit 4 Life Group Fitness - 20 Class Pass - Concession & Youth	\$0.00	\$145.60	New Fee	
Fit 4 Life Program - 10 Class Pass	\$67.20	\$67.20	Discontinued	Replaced by new fee structure created to combine all programs
Fit 4 Life Program - 20 Class Pass	\$121.00	\$121.00	Discontinued	
Fit 4 Life Program - Casual	\$7.45	\$7.45	Discontinued	
Sports Competitions per game	\$30.00	\$35.00	16.67%	Fee increase to bring the BLC in line with other regional leisure centres
Fit 4 Life Teen Fit 13 to 17 years old - Casual	\$7.50	\$7.50	Discontinued	Teen Fit classes cancelled as they were not attracting enough participants to cover costs
Fit 4 Life Teen Fit 13 to 17 years old - 1 month	\$25.00	\$25.00	Discontinued	
Camp School Fee per person	\$7.50	\$7.50	Discontinued	Fee discontinued as there is no functioning camp school in town

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Term Programs (leisure per class)	Cost + 20%		Discontinued	
Term Programs (leisure 10 class pass)	Cost + 20%		Discontinued	Replaced by new Fit 4 Life Program fees
Specialised Children's Programs	Cost + 20%		Discontinued	
Gymnasium				
Gym Casual Entry	\$16.70	\$18.00	7.78%	Fees rounded to nearest 50 cents for ease of cash handling
Gym Casual Entry - Concession & Youth	\$14.90	\$11.70	-21.48%	Concession fees to reflect a 35% discount off the full fee
Gym Casual Entry - Youth 14-17 years	\$11.50	\$11.50	Discontinued	Fees discontinued as concession & youth fees have been combined
Gym Appraisal	\$55.75	\$60.00	7.62%	Raised fee to cover staff cost
Gym Appraisal - Concession & Youth	\$50.20	\$39.00	-22.31%	Concession fees to reflect a 35% discount off the full fee
Gym Reappraisal (within 12mths of initial appraisal date)	\$35.00	\$40.00	14.29%	Bring fees in line with other regional facilities
Gym Reappraisal - Concession & Youth (within 12mths of initial appraisal date)	\$31.50	\$26.00	-17.46%	Concession fees to reflect a 35% discount off the full fee
Personal Training Casual Visit (30 minutes)	\$51.75	\$55.00	6.28%	Fees rounded to nearest 50 cents for ease of cash handling
Personal Training Casual Visit (30 minutes) - Concession & Youth	\$46.60	\$35.75	-23.28%	Concession fees to reflect a 35% discount off the full fee
Personal Training 10 Pass Entry (30 minutes) - Concession & Youth	\$418.85	\$321.00	-23.36%	Concession fees to reflect a 35% discount off the full fee
Personal Training Casual Visit 2 participants (per person)	\$31.50	\$33.50	6.35%	
Personal Training Casual Visit 3 participants (per person)	\$23.50	\$25.00	6.38%	Fees rounded to nearest 50 cents for ease of cash handling
Personal Training Casual Visit 4 participants (per person)	\$17.50	\$18.50	5.71%	
Physio/Exercise Physiologist/Personal Trainer gym access - Per Hour	\$0.00	\$24.50	New Fee	New fee for gym access for physios, PT's etc. Patient to pay standard entry fees
Other Recreation Charges				
Non-returned/Replacement Membership Card/Fob	\$25.00	\$25.00	0.00%	Fee linked to actual costs
24 Hour Gym Membership Fob	\$25.00	\$25.00	0.00%	
Direct Debit Cancellation Fee	\$100.00	\$106.00	6.00%	Fee rounded to nearest dollar
Table Tennis	\$6.20	\$6.20	Discontinued	Fee discontinued as the table tennis should be charged the same as any casual court hire

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Aquatic				
Aquatic Fees				
Entry - Concession & Youth	\$6.00	\$4.60	-23.33%	Concession fees to reflect a 35% discount off the full fee
Child Entry 2-17 years	\$3.90	\$3.90	Discontinued	Fees discontinued as concession & youth fees have been combined
Child Entry - Concession 2-17 years	\$3.50	\$3.50	Discontinued	
Family Day Pass (2 adults & 2 children or 1 adult & 3 children)	\$17.50	\$18.60	6.29%	Fee rounded to nearest 10 cents for ease of cash handling
Family Day Pass (2 adults & 2 children or 1 adult & 3 children) - Concession	\$0.00	\$12.10	New Fee	Concession fees to reflect a 35% discount off the full fee
Family Day Pass - extra child	\$3.90	\$4.10	5.13%	Fee rounded to nearest 10 cents for ease of cash handling
Birthday Party - up to 10 Children	\$0.00	\$30.00	New Fee	New fee for pool entry for children's birthday parties
Birthday Party - 11 and above Children	\$0.00	\$55.00	New Fee	New fee for pool entry for children's birthday parties
10 Entry Pass - Adult	\$60.25	\$63.90	6.06%	Fee rounded to nearest 10 cents for ease of cash handling
10 Entry Pass - Concession & Youth	\$54.20	\$41.55	-23.34%	Concession fees to reflect a 35% discount off the full fee
10 Entry Pass - Youth 14-17 years	\$35.20	\$35.20	Discontinued	Fees discontinued as concession & youth fees have been combined
10 Entry Pass - Child Concession 2-17 years	\$31.65	\$31.65	Discontinued	
20 Entry Pass - Adult	\$0.00	\$110.40	New Fee	New pass offering
20 Entry Pass - Concession & Youth	\$0.00	\$71.75	New Fee	
Lil Fishes - 1 parent + 1 child per class	\$15.00	\$15.00	Discontinued	No longer offer swimming lessons but rather hire lanes to swim teachers to provide lessons
Learn 2 Swim - 1 parent + 1 child per class	\$15.00	\$15.00	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 1 Participant	\$39.05	\$39.05	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 1 Participant - Concession	\$35.20	\$35.20	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 2 Participants	\$25.00	\$25.00	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 2 Participants - Concession	\$22.50	\$22.50	Discontinued	
Lane Hire - per hour	\$19.50	\$25.00	28.21%	
Other Aquatic Charges				
Learn to Swim - per hour	\$7.85	\$7.85	Discontinued	No longer offer swimming lessons but rather hire lanes to swim teachers to provide lessons
School Groups				
School Group Fitness Class Hire - per session	\$75.00	\$80.00	6.67%	Increased fee for one-off school classes

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Primary School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$500.00	New Fee	New fee which gives the schools access to all aspects of the BLC except classes & carnivals
High School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$900.00	New Fee	
Bridgetown Regional Library				
Library Programs				
Book Club - per month	\$11.75	\$12.50	6.38%	Fee rounded to nearest 10 cents for ease of cash handling
Library Event - Adult	\$8.00	\$10.00	25.00%	Fee rounded up to start bringing fees in line with other regional facilities
Library Event - Child	\$5.00	\$5.00	0.00%	Fee to remain the same to ensure accessibility for children
Photocopying B&W				
Single Side A4	\$0.65	\$0.65	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Double Side A4	\$0.90	\$0.90	0.00%	
Single Side A3	\$1.10	\$1.10	0.00%	
Double Side A3	\$1.65	\$1.65	0.00%	
Photocopying Colour				
Single Side A4	\$2.20	\$2.20	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Double Side A4	\$3.35	\$3.35	0.00%	
Single Side A3	\$3.80	\$3.80	0.00%	
Double Side A3	\$5.00	\$5.00	0.00%	
Scanning				
Scanning to Email A4	\$0.50	\$0.50	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Scanning to Email A3	\$0.50	\$0.50	0.00%	
Laminating Services				
Laminating A5	\$1.75	\$1.75	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Laminating A4	\$2.50	\$2.50	0.00%	
Laminating A3	\$4.00	\$4.00	0.00%	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Meeting Room				
Community Groups/Not For Profit - full day hire	\$73.40	\$80.00	8.99%	Fees rounded up to start bringing fees in line with other regional facilities
Community Groups/Not for profit - half day hire	\$41.95	\$45.00	7.27%	
Community Groups/Not for profit - per hour (first hour free)	\$12.60	\$14.00	11.11%	
Commercial Hire - full day	\$113.50	\$125.00	10.13%	
Commercial Hire - half day	\$63.00	\$70.00	11.11%	
Summer Outdoor Film Festival				
Adults	\$7.00	\$7.00	0.00%	Fees maintained for ease of cash handling. Fee was increased by 50 cents in 2022/23
Child - under 16 years	\$4.00	\$4.00	0.00%	
Family Pass - 2 adults + 2 under 16 years	\$13.50	\$13.50	0.00%	
Tourism				
Bridgetown Greenbushes Visitor Information Centre				
Display/Advertising Fees				
Trade Show/Festival Program/Brochure Display (not DL) 1 month	\$59.20	\$20.00	-66.22%	Complete review of Visitor Centre income structure
Quarter Window Display Monthly Rental (including poster display)	\$0.00	\$20.00	New Fee	
Quarter Window Display Quarterly Rental (including poster display)	\$0.00	\$50.00	New Fee	
Quarter Window Display Yearly Rental (including poster display)	\$0.00	\$100.00	New Fee	
Half Window Display Monthly Rental (including poster display)	\$0.00	\$40.00	New Fee	
Half Window Display Quarterly Rental (including poster display)	\$0.00	\$80.00	New Fee	
Half Window Display Yearly Rental (including poster display)	\$0.00	\$160.00	New Fee	
Whole Window Display Monthly Rental	\$0.00	\$50.00	New Fee	
Whole Window Display Quarterly Rental	\$0.00	\$100.00	New Fee	
Whole Window Display Yearly Rental	\$0.00	\$200.00	New Fee	
1m2 Window Display Monthly Rental	\$72.30	\$72.30	Discontinued	
1m2 Window Display Quarterly Rental	\$184.05	\$184.05	Discontinued	
Quarter Window (minimum of 4 businesses to participate, price per business)	\$176.15	\$176.15	Discontinued	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Half Window (minimum of 2 businesses to participate, price per business)	\$262.90	\$262.90	Discontinued	Complete review of Visitor Centre income structure
Whole Window	\$420.75	\$420.75	Discontinued	
1m2 Floor Display Monthly Rental (including banners)	\$65.80	\$20.00	-69.60%	
1m2 Floor Display Quarterly Rental (including banners)	\$157.75	\$50.00	-68.30%	
1m2 Floor Display Yearly Rental (including banners)	\$0.00	\$100.00	New Fee	
Brochure Racking				
Brochure racking fees for DL size only				
Local businesses, accommodation providers and events	FREE			Complete review of Visitor Centre income structure
Brochure Racking - Event 1 month (Out of town only)	\$8.50	\$10.00	17.65%	
Brochure Racking - 12 months (Out of town only)	\$0.00	\$50.00	New Fee	
Brochure Racking	\$80.20	\$80.20	Discontinued	
Other Charges				
Jigsaw Gallery - Adult	\$5.00	\$5.00	0.00%	No change recommended due increase applied in 2022/23
Jigsaw Gallery - Child	\$3.00	\$3.00	0.00%	
Jigsaw Gallery - Family	\$12.00	\$12.00	0.00%	
Trails Booklet	\$3.00	\$3.00	0.00%	Set fee as printed on trails booklet
Associate membership or not for profit organisations	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Membership Fees				
Accommodation Providers				
Small 1- 4 units	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Medium 5-10 units	\$200.00	\$200.00	Discontinued	
Large >10 units	\$200.00	\$200.00	Discontinued	
Food Outlets/Wineries Attractions				
Food Outlets, Wineries & Attractions	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Medium - seating 30-59	\$200.00	\$200.00	Discontinued	
Large - seating >60	\$200.00	\$200.00	Discontinued	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Retail & Main Street Traders				
Retail & Main Street Traders	\$200.00	\$200.00	Discontinued	
Medium <8 staff	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Large >8 staff	\$200.00	\$200.00	Discontinued	
Members from Another Shire				
Small 1-4 units	\$200.00	\$200.00	Discontinued	
Medium 5-10 units	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Large >10 units	\$200.00	\$200.00	Discontinued	
Building Control				
Other Application Permits				
Unscheduled Pool Inspection (additional to 4 yearly regulatory inspection)	\$100 per hour but not less than \$150 Min. Fee incl. GST: \$150.00		0.00%	Fees maintained, rounded to nearest \$50
Building Services Certification Service				
Request for Certificate of Construction Compliance, Building Compliance, or Other Compliance (within Shire district)	\$100 per hour but not less than \$500.00 Min. Fee incl. GST: \$500.00		0.00%	
Request for Certificate of Construction Compliance, Building Compliance, Design Compliance or Other Compliance (outside Shire district)	\$150 per hour (including travel) but not less than \$500 Min. Fee incl. GST: \$500.00		0.00%	Fees maintained, rounded to nearest \$50
Request for seeking confirmation Planning, Environmental Health, Infrastructure requirements have been met	\$100 per hour but not less than \$100 Min. Fee incl. GST: \$100.00		0.00%	
Works & Services				
Shire Contribution to Crossover Construction				
Contribution is 50% of the cost to construct a standard crossing up to the applicable maximum values below. (Refer to the current Shire Crossover Policy for further information).				
Residential & Rural				
Asphalt	\$628.30	\$716.25	14.00%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022.
Bitumen	\$401.05	\$457.20	14.00%	
Brick paving	\$802.10	\$914.40	14.00%	

Shire of Bridgetown-Greenbushes

Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Concrete	\$802.10	\$914.40	14.00%	Limited local information is available and invoices indicate anywhere from 12% to 120% could be applicable. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022.
Culvert pipes - reinforced concrete class 4 (when required)	\$169.90	\$193.70	14.01%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022.
Gravel (Rural only)	\$334.20	\$381.00	14.00%	
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	
Commercial				
Asphalt	\$887.00	\$1,011.20	14.00%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022.
Bitumen	\$566.20	\$645.50	14.01%	
Brick paving	\$1,132.40	\$1,290.90	14.00%	
Concrete	\$1,132.40	\$1,290.90	14.00%	
Culvert pipes - reinforced concrete class 4 (when required)	\$254.80	\$290.50	14.01%	
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	
Accessing Water from Shire Standpipes				
Lost Standpipe Access Card fee	\$0.00	\$50.00	New Fee	Fee recovers cost of card replacement and administration
Standpipe Access Card Bond	\$0.00	\$50.00	New Fee	
Standpipe Water - per kilolitre	\$12.90	\$13.20	2.50%	Increase linked to anticipated water consumption rate increase
Other Fees & Charges				
Installation & Removal of Community Group/Event Banners	\$195.00	\$195.00	0.00%	New fee introduced in the last six months

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2023/24 Fees & Charges

Shire of Bridgetown-Greenbushes

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Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Shire of Bridgetown-Greenbushes

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

General Financing Charges

Rate Enquiry Fee	\$55.90	\$59.30	6.08%	N	Council
Orders & Requisition Request	\$142.35	\$151.05	6.11%	N	Council
Enquiries not of a general nature requiring research per hour providing information is not of a regulatory nature	\$72.10	\$76.50	6.10%	Y	Council
Rate Instalment Fee - administration fee (Pensioners excluded)	\$30.00	\$30.60	2.00%	N	Council
Payment of Rates by Direct Debit - administration fee (Pensioners excluded)	\$42.05	\$44.60	6.06%	N	Council
Payment of Rates by Direct Debit - debit return fee (Pensioners excluded)	\$8.25	\$8.75	6.06%	N	Council
Dishonoured Cheque Fee	\$43.00	\$45.60	6.05%	N	Council

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Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Governance Charges

Photocopying Per Page

Black & White

A4 Single Side	\$0.65	\$0.65	0.00%	Y	Council
A4 Double Side	\$0.90	\$0.90	0.00%	Y	Council
A3 Single Side	\$1.10	\$1.10	0.00%	Y	Council
A3 Double Side	\$1.65	\$1.65	0.00%	Y	Council

Colour

A4 Single Side	\$2.20	\$2.20	0.00%	Y	Council
A4 Double Side	\$3.35	\$3.35	0.00%	Y	Council
A3 Single Side	\$3.80	\$3.80	0.00%	Y	Council
A3 Double Side	\$5.00	\$5.00	0.00%	Y	Council

Maps

Cadastral A4	\$1.10	\$1.10	0.00%	Y	Council
Cadastral A3	\$1.90	\$1.90	0.00%	Y	Council
Topographic A4	\$2.50	\$2.50	0.00%	Y	Council
Topographic A3	\$4.65	\$4.65	0.00%	Y	Council

Other Governance Charges

Copy of Council Meeting Audio Recording	\$6.80	\$7.20	5.88%	N	Council
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Freedom of Information Charges

Personal information or amendment of personal information about yourself			Free	N	Regulatory
Application for documents (which are non-personal in nature) – application fee	\$30.00	\$30.00	0.00%	N	Regulatory
Costs associated with dealing with an application - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Supervision by staff when access is given to view documents - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Charge for time taken by staff to prepare a transcript or make photocopies - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Photocopies in relation to a FOI request	\$0.20	\$0.20	0.00%	N	Regulatory
Preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents			Actual Cost Incurred	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Law, Order & Public Safety

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

Dog & Cat registrations have a standard expiry date of 31st October. In respect of every first registration made after 31 May, only half of the registration fee shall be payable.

Dog Registrations

Unsterilised Dog/Bitch 1 Year	\$50.00	\$50.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch 3 Years	\$120.00	\$120.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Lifetime	\$250.00	\$250.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog 1 Year	\$12.50	\$12.50	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog 3 Years	\$30.00	\$30.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog Lifetime	\$62.50	\$62.50	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession 1 Year	\$25.00	\$25.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession 3 Years	\$60.00	\$60.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession Lifetime	\$125.00	\$125.00	0.00%	N	Regulatory
Sterilised Dog/Bitch 1 Year	\$20.00	\$20.00	0.00%	N	Regulatory
Sterilised Dog/Bitch 3 Years	\$42.50	\$42.50	0.00%	N	Regulatory
Sterilised Dog/Bitch Lifetime	\$100.00	\$100.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog 1 Year	\$5.00	\$5.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog 3 Year	\$10.60	\$10.60	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog Lifetime	\$25.00	\$25.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession 1 Year	\$10.00	\$10.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession 3 Years	\$21.25	\$21.25	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession Lifetime	\$50.00	\$50.00	0.00%	N	Regulatory
Dangerous Dog 1 Year	\$50.00	\$50.00	0.00%	N	Regulatory

Cat Registrations

Sterilised Microchipped Cat 1 Year	\$20.00	\$20.00	0.00%	N	Regulatory
Sterilised Microchipped 3 Years	\$42.50	\$42.50	0.00%	N	Regulatory
Sterilised Microchipped Pensioner Concession 1 Year (50% if paid between June and October)	\$10.00	\$10.00	0.00%	N	Regulatory
Sterilised Microchipped Pensioner Concession 3 Years	\$21.25	\$21.25	0.00%	N	Regulatory
Lifetime Registration	\$100.00	\$100.00	0.00%	N	Regulatory
Lifetime Registration Pensioner Concession	\$50.00	\$50.00	0.00%	N	Regulatory
Cat Breeders Permit Annual Fee (per cat)	\$100.00	\$100.00	0.00%	N	Regulatory

Dog/Cat Impound Fees

Shire Seizure and Impound of Dog/Cat	\$113.10	\$120.00	6.10%	N	Council
Impound of Dog/Cat (3rd party drop off at kennel/pound)	\$57.45	\$60.95	6.09%	N	Council
Seizure and Vehicle Impound of Dog/Cat	\$113.10	\$120.00	6.10%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Dog/Cat Impound Fees [continued]

Surrender of Dog/Cat	\$220.00	\$233.40	6.09%	Y	Council
Kennel Fee for Impounded Dog - per day	\$48.45	\$51.40	6.09%	Y	Council
Kennel Fee for Impounded Cat - per day	\$27.70	\$29.40	6.14%	Y	Council
Kennel Fee for Impounded Bitch with Litter	\$83.05	\$88.10	6.08%	Y	Council
Kennel Fee for Impounded Mother Cat with Litter	\$55.35	\$58.75	6.14%	Y	Council

Kennel Licence Fees

Kennel Licence (initial 12 months including application fee)	\$293.80	\$311.70	6.09%	N	Council
Kennel Licence Renewal	\$147.05	\$156.00	6.09%	N	Council
Kennel Licence Transfer	\$73.50	\$78.00	6.12%	N	Council

Cattery Fee

Cattery Permit (initial 12 months including application fee)	\$293.80	\$311.70	6.09%	N	Council
Cattery Permit Renewal	\$146.90	\$155.85	6.09%	N	Council
Cattery Permit Transfer	\$73.65	\$78.15	6.11%	N	Council

Other

Dangerous Dog/Restricted Breeds Inspection Fee	\$70.20	\$74.50	6.13%	Y	Council
Application for exemption to be able to keep more than prescribed number of dogs under Dogs Local Law	\$133.85	\$142.00	6.09%	N	Council
Application for exemption to be able to keep more than prescribed number of cats under Cats Local Law	\$133.85	\$142.00	6.09%	N	Council
Hire of Animal Trap Bond	\$50.00	\$50.00	0.00%	N	Trust
Hire of Animal Trap - per day	\$1.10	\$1.15	4.55%	Y	Council
Application to keep any animal other than a dog/cat	\$133.85	\$142.00	6.09%	N	Council
Microchipping of Dog/Cat	\$81.70 plus cost of sterilisation if required			Y	Council
	Min. Fee incl. GST: \$81.70				
	Last year fee				
	\$77.00 plus cost of sterilisation if required				
	Min. Fee incl. GST: \$77.00				

Other Animal Impound Fees

Entire horses, mules, asses, camels, etc. impound after 6am before 6pm	\$58.85	\$62.45	6.12%	N	Council
Entire horses, mules, asses, camels, etc. impound after 6pm before 6am	\$117.65	\$124.85	6.12%	N	Council
Mares, geldings, colts etc. impound after 6am before 6pm	\$29.30	\$31.10	6.14%	N	Council
Mares, geldings, colts etc. impound after 6pm before 6am	\$58.85	\$62.45	6.12%	N	Council
Wethers, ewes, lambs, goats etc. after 6am before 6pm	\$29.30	\$31.10	6.14%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Other Animal Impound Fees [continued]

Wethers, ewes, lambs, goats etc. after 6pm before 6am	\$58.85	\$62.45	6.12%	N	Council
Under 6mths running with mother, no impounding charge			Free	N	Council
Over 3kms - actual cost			At Cost	N	Council

Sustenance Fees

Entire horses, mules, asses etc. above 2 years first 4 hours	\$15.50	\$16.45	6.13%	N	Council
Entire horses, mules, asses etc. above 2 years sub 24 hours	\$7.65	\$8.10	5.88%	N	Council
Entire horses, mules, asses etc. under 2 years first 4 hours	\$15.50	\$16.45	6.13%	N	Council
Entire horses, mules, asses etc. under 2 years sub 24 hours	\$4.05	\$4.30	6.17%	N	Council
Mares, geldings, colts, cows, etc. first 4 hours	\$7.65	\$8.10	5.88%	N	Council
Mares, geldings, colts, cows, etc. sub 24 hours	\$1.65	\$1.75	6.06%	N	Council
Wethers, ewes, lambs, goats first 4 hours	\$3.15	\$3.35	6.35%	N	Council
Wethers, ewes, lambs, goats sub 24 hours	\$1.65	\$1.75	6.06%	N	Council
Under 6 months running with mother no sustenance charge			Free	N	Council

Firebreaks Non-Compliant Land

Administration Fee	\$205.75	\$218.30	6.10%	N	Council
Contractors Fee - actual cost			At Cost	N	Council

Vehicle Impounding

Impounding Fee	\$114.90	\$121.90	6.09%	N	Council
Storage Fee - per day	\$3.25	\$3.45	6.15%	N	Council
Towing Fee			Cost + 20%	N	Council

Infringements

Enforcements Final Demand	\$24.80	\$25.30	2.02%	N	Regulatory
Enforcements Registry Certificate	\$21.10	\$21.50	1.90%	N	Regulatory
Enforcements Registry Registration Fee	\$79.50	\$81.00	1.89%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Health

All fees are to be paid upon application or written request.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

Food Business Registration/Notification

Notification fee	\$0.00	\$70.00	∞	N	Council
Change in Notification Details	\$46.85	\$49.70	6.08%	N	Council
Charitable or Community Groups			Exempt	N	Council
Bed & Breakfast, Home Producers etc.	\$72.50	\$76.90	6.07%	N	Council
Application for Registration Food Business – Low Risk	\$0.00	\$177.55	∞	N	Council
Application for Registration Food Business – Medium / High Risk	\$0.00	\$233.80	∞	N	Council

Annual Food Business Service Fee

Determination of low, medium or high risk will be made by the Environmental Health Officer using the Health Department classification chart.

Exempt or Charitable or Community Groups			Exempt	N	Council
Low Risk Rating	\$73.65	\$78.15	6.11%	N	Council
Medium Risk Rating	\$146.95	\$155.90	6.09%	N	Council
High Risk Rating	\$220.35	\$233.80	6.10%	N	Council

Lodging Houses Application/Renewal Registration

Initial assessment of new lodging houses.

Short Term Hostel (Backpackers)	\$141.00	\$149.60	6.10%	N	Council
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Other Health Fees

Inspections on request, complaint investigations for lodging houses, other business (i.e. hairdresser, personal care) and re-inspection of food business.

Health/Environmental Inspection Fee	\$122.70	\$130.20	6.11%	N	Council
Late Payment of Invoice Penalty	\$22.30	\$23.65	6.05%	N	Council

Caravan Parks & Camping Grounds

Caravan & Camping Facility Minimum Fee	\$200.00	\$200.00	0.00%	N	Regulatory
Long and Short Stay Sites (per site)	\$0.00	\$6.00	∞	N	Regulatory
Camp Site (per site)	\$0.00	\$3.00	∞	N	Regulatory
Overflow site (per site)	\$0.00	\$1.50	∞	N	Regulatory
Additional Fee for renewal after expiry	\$20.00	\$20.00	0.00%	N	Regulatory
Temporary Licence	Pro rata of renewal fee - minimum \$100 Min. Fee incl. GST: \$100.00			N	Regulatory
Transfer of Licence	\$100.00	\$100.00	0.00%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Recreation Campsite

Fee	\$141.00	\$149.60	6.10%	N	Council
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Stallholders/Traders Thoroughfares & Public Places Local Law

Community groups conducting street stalls will be exempt from fees at the discretion of the Chief Executive Officer.

Charitable or Community Nature Groups			Exempt	N	Council
Blackwood River Market Stallholders/Traders (Food stalls/traders require a food business registration - no notification or annual surveillance fee applicable provided only trading at Markets)			Exempt	N	Council
Farmers Market Stallholder/Traders (Food stalls/traders require a food business registration - no notification or annual surveillance fee applicable provided only trading at Markets)			Exempt	N	Council
Blues Festival Food Stallholder Event 2 Day Permit	\$161.80	\$171.65	6.09%	N	Council
Blues Festival Food Stallholder Single Day Permit	\$103.80	\$110.15	6.12%	N	Council
Blues Festival Stallholder (non-food) Event Permit	\$36.80	\$39.05	6.11%	N	Council
Blues Festival Business Stallholder Single Day Permit (Adjacent to business premises)			Free	N	Council
Traders Annual Permit (daily use)	\$462.80	\$491.05	6.10%	N	Council
Traders Weekly Permit (not exceeding once per week)	\$226.10	\$239.90	6.10%	N	Council
Traders Monthly Permit (not exceeding once per month)	\$151.25	\$160.50	6.12%	N	Council
Traders Single Day Permit	\$36.80	\$39.05	6.11%	N	Council
Traders (outdoor eating facilities) Annual Permit + \$10 per m2 of Public Area	\$147.25	\$156.25	6.11%	N	Council
Transfer of Traders Permit	\$14.70	\$15.60	6.12%	N	Council
Food Stallholders/Traders - Power charge	\$15.75	\$16.70	6.03%	Y	Council

Park Homes/Annexes

Application for Park Home	\$147.25	\$156.25	6.11%	N	Council
Annexe	\$73.65	\$78.15	6.11%	N	Council

Temporary Accommodation Approval/Renewal

Initial Approval (up to 12 months)	\$390.45	\$414.25	6.10%	N	Council
Approval (12 months extension)	\$390.45	\$414.25	6.10%	N	Council

Water Testing

Drinking Water Testing	\$88.05	\$93.40	6.08%	N	Council
Public Pool Water Testing	\$88.05	\$93.40	6.08%	N	Council
Private Aquatic Facility (per service)	\$88.05	\$93.40	6.08%	N	Council
Private Aquatic Facility (re-sampling fee)	\$88.05	\$93.40	6.08%	N	Council
Private Water Supply Sampling (microbiological analysis)	\$88.05	\$93.40	6.08%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Water Testing [continued]

Private Water Supply Sampling (chemical analysis plus cost of laboratory analysis)	\$88.05	\$93.40	6.08%	N	Council
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Public Buildings

Public Building Assessment for Approval <500 Person Capacity	\$170.00	\$170.00	0.00%	N	Regulatory
Public Building Assessment for Approval >500 Person Capacity	\$255.00	\$255.00	0.00%	N	Regulatory
Public Building Assessment for a Variation	\$170.00	\$170.00	0.00%	N	Regulatory
Public Building Inspection Fee (including events)	\$85.00	\$85.00	0.00%	N	Regulatory

Certificates

Section 39 Liquor Licence Premises - Permanent Facilities	\$159.05	\$168.75	6.10%	N	Council
Section 39 Liquor Licence Premises - Temporary Facilities	\$32.20	\$34.15	6.06%	N	Council
Section 39 Liquor Licence Premises - Charitable Events			Exempt	N	Council

Septic Tanks

Septic Tank Application	\$118.00	\$118.00	0.00%	N	Regulatory
Septic Tank Permit to Use	\$118.00	\$118.00	0.00%	N	Regulatory

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Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Community Amenities

Rubbish Removal Charges

The following rubbish collection charge is to be applied to all occupied premises within the area prescribed under the provisions of the Waste Avoidance and Resource Recovery Act 2007 Section 66-68.

Pro-rata collection service charges apply from the 1st of the month following the delivery of the bin (occupiers requesting a new collection service where there was no previous service).

Kerbside Rubbish Collection – per 120/140 litre MGB collected once per week			Budget	N	Council
Kerbside Rubbish Collection – per 240 litre MGB collected once per week			Budget	N	Council
Kerbside Recycling collection - per 240 litre MGB collected once per fortnight			Budget	N	Council

Tokens

Please note:

20 token tip passes are issued to ratepayers annually with their shire rates for occupied premises that receive kerbside waste collection.

72 token tip passes are issued to ratepayers annually with their shire rates for properties that do not receive kerbside waste collection.

10 Token Cards - Available from the Shire Administration Office	\$52.50	\$56.00	6.67%	Y	Council
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Bridgetown Waste Management Facility

The facility may not accept certain waste types from time to time in order to comply with regulatory conditions.

Non-Recyclable or Unsorted Waste

1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Y	Council
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Van/Utility/Trailer Not Exceeding 1.8m x 1.2m - 5 tokens (tokens for larger trailers estimated by attendant)	\$26.25	\$28.00	6.67%	Y	Council
Bulk Waste (Large trailers, Trucks, Skip bins etc.) - 12 tokens per cubic metre	\$42.00	\$67.20	60.00%	Y	Council

Green Waste

Domestic Loads of Green Waste < 150mm Stem Diameter (lawn clippings & small cuttings)			Free	N	Council
Domestic Loads of Green Waste > 150mm Stem Diameter - 8 tokens per cubic meter	\$42.00	\$44.80	6.67%	Y	Council

Tyres

Car & Bike Tyres (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$10.50	\$11.20	6.67%	Y	Council
Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$21.00	\$22.40	6.67%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Tyres [continued]

Truck and 4WD Tyres (max of 4 per customer without prior arrangement) - 3 tokens per tyre	\$15.75	\$16.80	6.67%	Y	Council
Truck and 4WD Tyres on Rim (max of 4 per customer without prior arrangement) - 6 tokens per tyre	\$31.50	\$33.60	6.67%	Y	Council
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 26 tokens per tyre	\$136.50	\$145.60	6.67%	Y	Council
Tractor and Graders Tyres on Rim < 1 metre (max of 4 per customer without prior arrangement) - 52 tokens per tyre	\$273.00	\$291.20	6.67%	Y	Council
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 53 tokens per tyre	\$278.25	\$296.80	6.67%	Y	Council
Tractor and Grader Tyres on Rim > 1 metre (max of 4 per customer without prior arrangement) - 106 tokens per tyre	\$556.50	\$593.60	6.67%	Y	Council

Other Recyclable Waste

White Goods (excl. fridges & air conditioners)			Free	N	Council
Recyclable Materials eg glass, plastics, batteries, cardboard, e-waste, fluoro tubes etc.			Free	N	Council
Car Bodies			Free	N	Council
Steel Suitable for Recycling			Free	N	Council
Drum Muster Eligible Containers (containers with chemical residue will not be accepted)			Free	N	Council
Clean Fill suitable as cover material (e.g. soil or rubble < 100 mm)			Free	N	Council
Automotive Oil			Free	N	Council
Gas Bottles - 1 token per item	\$5.25	\$5.60	6.67%	Y	Council
Fridges & Air Conditioners - 7 tokens per item	\$36.75	\$39.20	6.67%	Y	Council
Mattresses - 10 tokens per item	\$52.50	\$56.00	6.67%	Y	Council
Uncontaminated inert waste (e.g. rubble > 100mm) - 8 tokens per cubic metre	\$42.00	\$44.80	6.67%	Y	Council

Other Waste

Asbestos Up To 0.2m3 Maximum	\$68.25	\$72.80	6.67%	Y	Council
Liquid Waste (Type K110 - Waste from grease traps & Type K210 - Septage wastes) - per cubic metre	\$75.45	\$80.05	6.10%	Y	Council

Greenbushes Transfer Station

1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Y	Council
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Van/Utility/Trailer Not exceeding 1.8m x 1.2m - 5 tokens	\$26.25	\$28.00	6.67%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Town Planning

Pursuant to the Planning and Development (Local Government Planning Fees) Regulations 2000, fees are to be paid at the time of application and are non-refundable, unless stated below or otherwise advised.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

Part 1 - Development Applications

Notes:

- Applicants are to provide details of estimated cost of development (includes any earthworks, materials, labour, design, car parking, etc.).
- Delegated Authority has been provided to the Chief Executive Officer to estimate the value of proposed development. If applicants disagree with the estimate made by the Shire reconsideration can be requested if evidence of the cost of development can be provided. If applicants still dispute the estimated cost determined by the Shire the matter can be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.
- The setback and policy variation fees are in addition to base development application fee except where the *Exemptions from Development Application Policy* does not apply.
- Council has resolved to waive development application fees associated with the development of fire bunkers in any of the rural parts of the Shire of Bridgetown-Greenbushes.
- If the development has commenced or has been carried out without approval, an additional amount will be charged by way of a penalty that is twice the amount of the maximum fee payable for determination of the application.
- The fee for assessment of reports related to Bushfire regulations is in addition to the base development application fee.
- Determination of whether an application for amended plans is a "minor" or "major" will be made by the Senior Planning Officer, dependent upon the complexity of the application. Applicants aggrieved by that determination can appeal to the Chief Executive Officer.
- Determination of fees for Afforestation will be based on the cost of a plantation of \$2,500 per hectare. This includes Applications for both establishment and second rotations

Determination of a development application (other than for an extractive industry) where the estimated cost of the development is:

not more than \$50,000	\$147.00	\$147.00	0.00%	N	Regulatory
more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			N	Regulatory
more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every dollar in excess of \$500,000			N	Regulatory
more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every dollar in excess of \$2.5 million			N	Regulatory
more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every dollar in excess of \$5 million			N	Regulatory
more than \$21.5 million	\$34,196.00	\$34,196.00	0.00%	N	Regulatory
Single House/Ancillary Accommodation/Second Rural Dwelling	\$318.60	\$338.05	6.10%	N	Regulatory
Grouped Dwellings/Multiple Dwellings (two or more)	\$637.15	\$676.00	6.10%	N	Regulatory
Additions to Single House/Grouped Dwelling including Outbuildings	\$158.75	\$168.45	6.11%	N	Regulatory
Bushfire Regulation Assessment	\$158.75	\$168.45	6.11%	N	Regulatory
Advertising Signage/External Changes	\$158.75	\$168.45	6.11%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Additional/Change of Use (including Change of Non-Conforming Use)

Change of Use/Additional Use/Change of Non-Conforming Use	\$318.60	\$338.05	6.10%	N	Regulatory
Home Based Business	\$239.75	\$254.35	6.09%	N	Regulatory
Bed & Breakfast Accommodation/Holiday Accommodation	\$318.60	\$338.05	6.10%	N	Regulatory
Consulting Rooms/Professional Office	\$318.60	\$338.05	6.10%	N	Regulatory
Light/General/Service/Rural Industry (Use Only)	\$318.60	\$338.05	6.10%	N	Regulatory

Extractive Industry

Onsite Works	\$439.00	\$465.80	6.10%	N	Council
Standard - Small Operation	\$565.40	\$599.90	6.10%	N	Council
Standard - Medium and Large Operation	\$739.00	\$739.00	0.00%	N	Regulatory

Building Envelopes

Minor Extension, Major Modification or Relocation	\$339.00	\$359.70	6.11%	N	Council
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Setback Variation

Residential Design Codes Variation / Setback Variation up to 75%	\$156.55	\$166.10	6.10%	N	Council
Residential Design Codes Variation / Setback Variation greater than 75% (Council determination required)	\$310.60	\$329.55	6.10%	N	Council

Policy Variation

Shire Policy Variation (Council determination required)	\$310.60	\$329.55	6.10%	N	Council
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Amended Plans/Approval Extension

Minor Applications	\$73.65	\$78.15	6.11%	N	Council
Major Applications	\$147.30	\$156.30	6.11%	N	Council
Development Approval Extension/Cancellation	\$73.65	\$78.15	6.11%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Part 2 - Scheme Amendments

Notes:

- Fee to be estimated (Officer time, overheads, external costs) in accordance with Part 2 (Schedule of Fees) of the Planning and Development (Local Government Planning Fees) Regulations 2015.
- Determination of whether an amendment is Basic, Standard or Complex is the responsibility of the Senior Planning Officer, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.
- Details of the calculation used to derive the fee are to be made available to the applicant upon request.
- Any specialist external studies (soil reports, land capability analysis, engineering reports, etc.) are to be provided at the applicants cost. Such costs are separate to the fees stipulated in this schedule.
- Time sheets are to be kept by Shire officers showing all time expended on the processing of each scheme amendment.
- Any fees not expended are to be refunded when a scheme amendment is discontinued.
- At the conclusion of an amendment (final approval/refusal) the costs of processing a scheme amendment are to be calculated and any fees not expended are to be refunded. The overall cost (officer time and advertising) of the amendment is to be calculated and these areas should not be calculated and refunded separately.
- If the costing reveals that the Shire incurred expenses greater than that collected by the fee, no additional fees are to be paid by the applicant to make up the difference.
- If an applicant is not satisfied that the fee calculated by the Shire is a reasonable estimate of the service, the matter may be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.

Basic Amendment			At Cost + 20%	N	Council
			Min. Fee incl. GST: \$1,840.00		
Standard Amendment	\$5,285.70	\$5,608.15	6.10%	N	Council
Complex Amendment	\$7,560.35	\$8,021.55	6.10%	N	Council

Part 3 - Structure Plans, Local/Detailed Area Plans

Notes:

- Fee to be estimated (Officer time, overheads, external costs) in accordance with Part 3 (Schedule of Fees) of the Planning and Development (Local Government Planning Fees) Regulations 2015.
- Details of the calculation used to derive the fee are to be made available to the applicant upon request.
- Any specialist external studies (soil reports, land capability analysis, engineering reports, etc.) are to be provided at the applicants cost. Such costs are separate to the fees stipulated in this schedule.
- Time sheets are to be kept by Shire officers showing all time expended on the processing of each application.
- Any fees not expended are to be refunded when an application is discontinued.
- At the conclusion of an application the costs of processing an application are to be calculated and any fees not expended are to be refunded. The overall cost (officer time and advertising) of the application is to be calculated and these areas should not be calculated and refunded separately.
- If the costing reveals that the Shire incurred expenses greater than that collected by the fee no additional fees are to be paid by the applicant to make up the difference.
- If an applicant is not satisfied that the fee calculated by the Shire is a reasonable estimate of the service, the matter may be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.

Structure Plan - Proposed		Estimate	N	Regulatory
Structure Plan - Revised		Estimate	N	Regulatory
Local/Detailed Area Plans		Estimate	N	Regulatory
Local/Detailed Area plans - Revised		Estimate	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Part 4 - Subdivision Clearance

Notes:

- Staged clearances of subdivisions will be treated as separate subdivision clearances.
- Preparation of necessary legal documentation is the responsibility of the applicant however such documents must be assessed by the Shire's Solicitor at the cost of the applicant.
- Any performance bonds will be subject to a 5% non-refundable administration fee plus 15% service fee refundable unless the Shire undertakes to complete outstanding works.

Provision of Subdivision Clearance

not more than 5 lots			\$73 per lot	N	Regulatory
			Min. Fee incl. GST: \$73.00		
more than 5 lots but not more than 195 lots			\$73 per lot for the first 5 lots and then \$35 per lot	N	Regulatory
			Min. Fee incl. GST: \$73.00		
more than 195 lots	\$7,393.00	\$7,393.00	0.00%	N	Regulatory
Supporting Report Assessment			\$106.50 per hour plus 20%	N	Regulatory
			Min. Fee incl. GST: \$106.50		
Built Strata 1-5 allotments			\$656 plus \$65 per lot	N	Regulatory
			Min. Fee incl. GST: \$721.00		
Built Strata 6 or more allotments			\$981 plus \$43.50 per lot	N	Regulatory
			Min. Fee incl. GST: \$1,024.50		

Part 5 - Planning Advice/Research

Notes:

- A fee for written planning advice will generally only be required if specific research is required and the advice is determined to be greater than "normal" planning advice, of a general planning subject matter.

Issue of written planning advice (per hour)	\$78.85	\$73.00	-7.42%	N	Regulatory
Zoning Certificate	\$78.85	\$73.00	-7.42%	N	Regulatory
Replying to a Property Settlement Questionnaire	\$78.85	\$73.00	-7.42%	N	Regulatory

Part 6 - Advertising/Notification of Proposals (Not Scheme Amendments/ Structure Plans or Local/Detailed Area Plans)

Notes:

- Advertising fees are to be paid in addition to any development application fees (as set out in Part 1 of this Schedule).
- If newspaper advertising of proposals is required both of the above fees will be charged (in addition to development application fee).
- Advertising may be required to comply with the Shire's Town Planning Scheme(s), Policies or may be determined as being a requirement of the development assessment process by Shire officers.

Local Newspaper Advertising			Cost + 20%	Y	Council
Development Application Referral (via Letter and email)	\$75.45	\$80.05	6.10%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Part 7 - Other Fees and Bonds

Other fees addressing applications processed by Planning Department but concern issues not applicable to the Planning and Development Act 2005.

Other Miscellaneous Fees

Directional Sign (Assessment Fee Only - other costs for ordering, manufacturing and erection listed under Works & Services fees)	\$105.80	\$112.25	6.10%	N	Council
Section 40 Certificate (Liquor Licenses)	\$105.80	\$112.25	6.10%	N	Council
Road/Pedestrian Access Way Closure Finalisation (Costs for liaison with Department of Lands - All other costs will be the responsibility of the applicant)	\$293.60	\$311.50	6.10%	N	Council
Road/Pedestrian Access Way Closure Application (Fee covers assessment and reporting to Council. An additional fee is payable to cover costs of advertising)	\$446.80	\$474.00	6.09%	N	Council
Application for Recreational Use/Hire Site	\$374.30	\$397.10	6.09%	N	Council
Legal Fees (including preparation of notifications charged at 0.5 hours only)	\$128.30 per hour plus legal costs Min. Fee incl. GST: \$128.30 Last year fee \$120.95 per hour plus legal costs Min. Fee incl. GST: \$120.95			Y	Council

Inspection Fees

Note:

- The initial inspection fee is included in the base development application fee (excluding relocated dwellings).

Relocated Dwelling Inspection Fee (per hour)	\$0.00	\$116.70	∞	N	Council
Development Condition Inspection Fee	\$57.46	\$60.95	6.07%	N	Council

Bonds

Notes:

- Should legal advice be required, fees for the Shire's solicitor may be at the cost of the applicant. This fee is to cover costs of having the Shire's solicitor assess legal documents submitted by an applicant in order to satisfy a condition of development approval or subdivision approval.
- All bonds will be subject to a 5% non-refundable administration fee plus 15% service fee refundable unless the Shire undertakes to complete outstanding works.

Non-refundable Bond Administration Fee			5%	N	Council
Earthworks (Cut and Fill Policy)	\$500.00	\$500.00	0.00%	N	Council
Relocated Outbuildings	\$500.00	\$500.00	0.00%	N	Council
Relocated Dwellings	\$4,000.00	\$4,000.00	0.00%	N	Council
Extractive Industry Rehabilitation Bond (Clay, sand or similar grained material) - per ha	\$0.00	\$1,500.00	∞	N	Council
Extractive Industry Rehabilitation Bond (Stone, gravel or other aggregate) - per ha	\$0.00	\$2,000.00	∞	N	Council
Re-vegetation Works (Subdivisions)	Agreement of Quotation			N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Cemeteries

Grant of Right of Burial

Grave in Lawn Section	\$309.00	\$327.85	6.10%	Y	Council
Grave in Traditional Section	\$309.00	\$327.85	6.10%	Y	Council
Copy of Grant of Right of Burial	\$45.95	\$48.75	6.09%	Y	Council
Renewal of Grant of Right of Burial	\$98.55	\$104.55	6.09%	Y	Council
Transfer of Grant of Right of Burial	\$98.55	\$104.55	6.09%	Y	Council

Burials (Add Grant of Right of Burial if Required)

Interment in Traditional Section	\$1,183.30	\$1,255.50	6.10%	Y	Council
Interment of Stillborn Child	\$631.10	\$669.60	6.10%	Y	Council
Interment in Lawn Section	\$1,882.80	\$1,997.65	6.10%	Y	Council

Extra Charges for Burials

Additional Fee for Interment on a Saturday, Sunday, Public Holiday or without due notice	\$587.75	\$623.60	6.10%	Y	Council
Reservation of Specific Site including Grant of Right of Burial	\$309.00	\$327.85	6.10%	Y	Council
Administration Fee for Registration of Exhumation of Grave	\$98.55	\$104.55	6.09%	Y	Council
Administration Fee for Registration of Re-opening of Grave	\$98.55	\$104.55	6.09%	Y	Council

Registration and Placement of Ashes

Single Niche	\$267.95 + actual cost of plaque			Y	Council
	Last year fee				
	\$252.55 + actual cost of plaque				
Double Niche (First Ashes)	\$267.95 + actual cost of plaque			Y	Council
	Last year fee				
	\$252.55 + actual cost of plaque				
Double Niche (Second Ashes)	\$267.95 + actual cost of plaque			Y	Council
	Last year fee				
	\$252.55 + actual cost of plaque				
Existing Gravesite	\$315.60	\$334.85	6.10%	Y	Council
New Gravesite including Grant of Right of Burial	\$624.65	\$662.75	6.10%	Y	Council
Boronia Memorial Garden Wall (Bridgetown Cemetery)	\$267.95 + actual cost of plaque			Y	Council
	Last year fee				
	\$252.55 + actual cost of plaque				
Memorial Wall (Greenbushes Cemetery)	\$267.95 + actual cost of plaque			Y	Council
	Last year fee				
	\$252.55 + actual cost of plaque				
Remembrance Wall (Greenbushes Cemetery)	\$119.70 + actual cost of plaque			Y	Council
	Last year fee				
	\$112.80 + actual cost of plaque				

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Registration and Placement of Ashes [continued]

Special Location within Cemetery (excluding Niche Wall) plus cost of plaque/tree/rose/seat etc		\$267.95 + actual cost		Y	Council
		Last year fee \$252.55 + actual cost			

Extra Charges for Ashes

Additional Fee for Placement of Ashes on a Saturday, Sunday or Public Holiday	\$133.05	\$141.15	6.09%	Y	Council
Reservation of Specific Site in Niche & Memorial Walls and Rose Garden	\$98.55	\$104.55	6.09%	Y	Council
Relocation of Ashes within Cemetery (plus any associated costs)		\$302.65 + actual cost		Y	Council
		Last year fee \$285.25 + actual cost			
Removal of Ashes from Cemetery to Authorised Person	\$164.35	\$174.40	6.11%	Y	Council
Vase or Perpetual Emblem Attachment (at time of original placement)		Actual cost of attachment		Y	Council

Miscellaneous Fees

Funeral Directors Annual Licence Fee	\$161.30	\$171.15	6.11%	N	Council
Funeral Directors Single Funeral Permit	\$113.15	\$120.05	6.10%	N	Council
Monumental Masons Annual Licence Fee	\$161.30	\$171.15	6.11%	N	Council
Monumental Masons Monument Permit (for Annual Permit Holders)	\$113.15	\$120.05	6.10%	N	Council
Single Permit to Erect Headstone or Memorial (Non-Monumental Mason)	\$170.90	\$181.30	6.09%	N	Council
Placement and Registration of Memorial (No Ashes)		\$119.70 + actual cost		Y	Council
		Last year fee \$112.80 + actual cost			

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Recreation & Culture

Greenbushes Community Bus Service

Fee per passenger	\$9.00	\$9.00	0.00%	Y	Council
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Bridgetown Main Hall Hire

Notes:

- Half day hire is only applicable if the function (including setting up) is either completed by 2pm on the said day or commences (including setting up) after 2pm.
- Sporting clubs who do not have Public Liability Insurance cannot use the halls, but can apply to the Manager Recreation & Culture to operate under a Leisure Centre managed program. Where a sporting club applies to hire the Leisure Centre, the final decision will be at the discretion of the CEO as per Council Policy O.2
- The Bridgetown Town & Lesser Halls will not be made available for hire of sport or recreational pursuits where these can occur in the Leisure Centre.
- Incorporated bodies, schools and commercial operators who cannot provide proof of Public Liability Insurance may not use the Shire Halls (as per Council Policy O.2)

Full Day Hire	\$184.55	\$195.80	6.10%	Y	Council
Half Day Hire	\$100.90	\$107.05	6.10%	Y	Council
Recreation Activities - per hour	\$24.50	\$26.00	6.12%	Y	Council

Bridgetown Lesser Hall Hire

Full Day Hire	\$153.80	\$163.20	6.11%	Y	Council
Half Day Hire	\$84.15	\$89.30	6.12%	Y	Council

Bridgetown Both Halls Hire

Full Day Hire	\$270.65	\$287.15	6.10%	Y	Council
Half Day Hire	\$148.00	\$157.05	6.11%	Y	Council

Greenbushes Hall & Other Halls Hire

Full Day Hire	\$184.55	\$195.80	6.10%	Y	Council
Half Day Hire	\$100.90	\$107.05	6.10%	Y	Council
Recreation Activities - per hour	\$24.50	\$26.00	6.12%	Y	Council

Miscellaneous Fees

Alcohol Surcharge	\$50.00	\$50.00	0.00%	Y	Council
Bond	\$200.00	\$200.00	0.00%	N	Council

Other Facility Hire

Greenbushes Court House - Greenbushes Playgroup	\$17.15	\$18.20	6.12%	Y	Council
Community Street Stall Hire			Free	N	Council
Community Street Stall Bond	\$50.00	\$50.00	0.00%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Sporting Venues

Football Club Seniors (Bridgetown Oval)	\$2,031.40	\$2,155.30	6.10%	Y	Council
Football Club Juniors (Bridgetown Oval)	\$356.35	\$378.10	6.10%	Y	Council
Hockey Club	\$306.30	\$325.00	6.11%	Y	Council
Soccer Club Seniors (Greenbushes Oval)	\$1,038.65	\$1,102.00	6.10%	Y	Council
Soccer Club Juniors (Greenbushes Oval)	\$354.95	\$376.60	6.10%	Y	Council
Cricket Club Seniors (Bridgetown Oval)	\$210.40	\$223.25	6.11%	Y	Council
Cricket Club Juniors (Bridgetown Oval)	\$170.90	\$181.30	6.09%	Y	Council
Trotting Club	\$767.85	\$814.70	6.10%	Y	Council
School Sports Carnival			Free	N	Council
Miscellaneous Daily Hire of Sporting Facilities	\$93.30	\$99.00	6.11%	Y	Council

Exclusive Hire of Public Reserves

If connection to Council power supplies required, a separate charge for this use will be calculated.

Less than 250 m2 One Day Hire	\$185.40	\$196.70	6.09%	Y	Council
Greater than 250 m2 One Day Hire	\$376.00	\$398.95	6.10%	Y	Council
Less than 250 m2 Between Two and Seven Days (consecutive) - rate per day	\$123.80	\$131.35	6.10%	Y	Council
Greater than 250 m2 Between Two and Seven Days (consecutive) - rate per day	\$247.60	\$262.70	6.10%	Y	Council
Less than 250 m2 Seven or More Days (consecutive) - rate per day	\$92.90	\$98.55	6.08%	Y	Council
Greater than 250 m2 Seven or More Days (consecutive) - rate per day	\$185.70	\$197.05	6.11%	Y	Council

Hire of Community Bus

Booking fee (Includes administration and cleaning)	\$54.00	\$57.30	6.11%	Y	Council
Stakeholder Groups per km	\$1.00	\$1.05	5.00%	Y	Council
All other community groups per km	\$1.45	\$1.55	6.90%	Y	Council
Private Groups/Individuals/Businesses per km	\$1.90	\$2.00	5.26%	Y	Council
Bus fare - Skate park bus service	\$2.00	\$2.00	0.00%	Y	Council
Community Bus Bond	\$300.00	\$300.00	0.00%	N	Council

Bridgetown Leisure Centre

Concession rate of 35% applies to applicable Leisure Centre fees & charges for children/youth (0-17 yrs), Pensioner card holders, Health Care card holders and Veterans' Affairs Pension card holders.

Leisure Centre Memberships

Gym

Annual Gym - Adult	\$278.90	\$350.00	25.49%	Y	Council
Annual Gym - Emergency Services Personnel	\$139.40	\$175.00	25.54%	Y	Council
Annual Gym - Concession & Youth	\$251.00	\$227.50	-9.36%	Y	Council
6 Months - Adult	\$152.05	\$195.00	28.25%	Y	Council
6 Months - Concession & Youth	\$136.85	\$126.75	-7.38%	Y	Council
3 Months - Adult	\$85.90	\$108.00	25.73%	Y	Council
3 Months - Concession & Youth	\$77.35	\$70.20	-9.24%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Gym [continued]

1 Month - Adult	\$31.90	\$40.00	25.39%	Y	Council
1 Month - Concession & Youth	\$28.65	\$26.00	-9.25%	Y	Council
1 Week (7 days)	\$20.00	\$20.00	0.00%	Y	Council

Pool

Annual Family Pass - 2 adults & 2 children or 1 adult & 3 children	\$390.45	\$414.25	6.10%	Y	Council
Annual Family Pass - Concession	\$351.40	\$269.25	-23.38%	Y	Council
Annual Family Pass - Extra Child 2-17 years	\$55.80	\$59.20	6.09%	Y	Council
Annual Family Pass - Concession Extra Child 2-17 years	\$50.25	\$38.50	-23.38%	Y	Council
Annual Pass	\$223.10	\$236.70	6.10%	Y	Council
Annual Pass - Concession & Youth	\$200.85	\$153.85	-23.40%	Y	Council

Gym & Pool

Annual Gym & Pool Only - Adult	\$439.55	\$552.50	25.70%	Y	Council
Annual Gym & Pool Only - Concession & Youth	\$395.60	\$359.15	-9.21%	Y	Council

Gym & Group Fitness

Annual Gym & Group Fitness	\$0.00	\$848.00	∞	Y	Council
Annual Gym & Group Fitness - Concession & Youth	\$0.00	\$551.20	∞	Y	Council

Pool & Group Fitness

Annual Pool & Group Fitness	\$0.00	\$901.00	∞	Y	Council
Annual Pool & Group Fitness - Concession & Youth	\$0.00	\$585.65	∞	Y	Council

Gym, Pool & Group Fitness

Annual Gym, Pool & Group Fitness - Adult	\$0.00	\$1,156.00	∞	Y	Council
Annual Gym, Pool & Group Fitness - Concession & Youth	\$0.00	\$751.40	∞	Y	Council

Recreation

Sports Court - Permanent Bookings

Groups per hour	\$36.75	\$39.00	6.12%	Y	Council
Training per hour	\$29.40	\$31.20	6.12%	Y	Council
Training Half Court per hour	\$14.75	\$15.65	6.10%	Y	Council

Sports Court - Casual Bookings

Casual Court Use per person - Adult	\$4.50	\$5.00	11.11%	Y	Council
Casual Court Use per person - Concession & Youth	\$2.50	\$3.25	30.00%	Y	Council
Casual Court Use - Family	\$11.65	\$12.50	7.30%	Y	Council
Training Half Court - Casual	\$36.75	\$39.00	6.12%	Y	Council
Groups per hour - Casual	\$47.10	\$50.00	6.16%	Y	Council
Single Court Full Day - Casual	\$207.95	\$220.50	6.04%	Y	Council
Single Court Half Day - Casual	\$0.00	\$150.00	∞	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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The Mezzanine

Not for Profit Room Hire - per hour (first hour free for user group meetings)	\$12.60	\$13.50	7.14%	Y	Council
Not for Profit Room Hire - Sporting Fitness Activities per hour	\$12.60	\$13.50	7.14%	Y	Council
Not for Profit Room Hire - Half Day Hire	\$41.95	\$44.50	6.08%	Y	Council
Not for Profit Room Hire - Full Day Hire	\$73.40	\$77.90	6.13%	Y	Council
Private & Commercial Use - Hourly Rate	\$24.50	\$26.00	6.12%	Y	Council
Private & Commercial Use - Sporting Fitness Activities per hour	\$24.50	\$26.00	6.12%	Y	Council
Private & Commercial Use - Half Day Hire	\$88.20	\$93.60	6.12%	Y	Council
Private & Commercial Use - Full Day Hire	\$158.75	\$168.45	6.11%	Y	Council

Group Fitness & Programs

Fit 4 Life Group Fitness - Casual	\$0.00	\$12.00	∞	Y	Council
Fit 4 Life Group Fitness - Casual - Concession & Youth	\$0.00	\$9.10	∞	Y	Council
Fit 4 Life Group Fitness - 10 Class Pass	\$0.00	\$126.00	∞	Y	Council
Fit 4 Life Group Fitness - 10 Class Pass - Concession & Youth	\$0.00	\$81.90	∞	Y	Council
Fit 4 Life Group Fitness - 20 Class Pass	\$0.00	\$224.00	∞	Y	Council
Fit 4 Life Group Fitness - 20 Class Pass - Concession & Youth	\$0.00	\$145.60	∞	Y	Council
Sports Competitions per game	\$30.00	\$35.00	16.67%	Y	Council
School Holiday Programs			Cost + 20%	Y	Council

Gymnasium

Gym Casual Entry	\$16.70	\$18.00	7.78%	Y	Council
Gym Casual Entry - Concession & Youth	\$14.90	\$11.70	-21.48%	Y	Council
Gym Appraisal	\$55.75	\$60.00	7.62%	Y	Council
Gym Appraisal - Concession & Youth	\$50.20	\$39.00	-22.31%	Y	Council
Gym Reappraisal (within 12mths of initial appraisal date)	\$35.00	\$40.00	14.29%	Y	Council
Gym Reappraisal - Concession & Youth (within 12mths of initial appraisal date)	\$31.50	\$26.00	-17.46%	Y	Council
Personal Training Casual Visit (30 minutes)	\$51.75	\$55.00	6.28%	Y	Council
Personal Training Casual Visit (30 minutes) - Concession & Youth	\$46.60	\$35.75	-23.28%	Y	Council
Personal Training 10 Pass Entry (30 minutes)	\$465.40	\$493.80	6.10%	Y	Council
Personal Training 10 Pass Entry (30 minutes) - Concession & Youth	\$418.85	\$321.00	-23.36%	Y	Council
Personal Training Casual Visit 2 participants (per person)	\$31.50	\$33.50	6.35%	Y	Council
Personal Training Casual Visit 3 participants (per person)	\$23.50	\$25.00	6.38%	Y	Council
Personal Training Casual Visit 4 participants (per person)	\$17.50	\$18.50	5.71%	Y	Council
Physio/Exercise Physiologist/Personal Trainer gym access - Per Hour	\$0.00	\$24.50	∞	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Other Recreation Charges

Non-returned/Replacement Membership Card/Fob	\$25.00	\$25.00	0.00%	Y	Council
24 Hour Gym Membership Fob	\$25.00	\$25.00	0.00%	Y	Council
Direct Debit Cancellation Fee	\$100.00	\$106.00	6.00%	Y	Council

Aquatic

Aquatic Fees

Under 2 years free entry

Spectator, Child under 2yrs & Companion Card holders (inc Vac swim)			Free	Y	Council
Adult Entry	\$6.70	\$7.10	5.97%	Y	Council
Entry - Concession & Youth	\$6.00	\$4.60	-23.33%	Y	Council
Family Day Pass (2 adults & 2 children or 1 adult & 3 children)	\$17.50	\$18.60	6.29%	Y	Council
Family Day Pass (2 adults & 2 children or 1 adult & 3 children) - Concession	\$0.00	\$12.10	∞	Y	Council
Family Day Pass - extra child	\$3.90	\$4.10	5.13%	Y	Council
Birthday Party - up to 10 Children	\$0.00	\$30.00	∞	Y	Council
Birthday Party - 11 and above Children	\$0.00	\$55.00	∞	Y	Council
10 Entry Pass - Adult	\$60.25	\$63.90	6.06%	Y	Council
10 Entry Pass - Concession & Youth	\$54.20	\$41.55	-23.34%	Y	Council
20 Entry Pass - Adult	\$0.00	\$110.40	∞	Y	Council
20 Entry Pass - Concession & Youth	\$0.00	\$71.75	∞	Y	Council
Lane Hire - per hour	\$19.50	\$25.00	28.21%	Y	Council

School Groups

School Group Fitness Class Hire - per session	\$75.00	\$80.00	6.67%	Y	Council
Primary School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$500.00	∞	Y	Council
High School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$900.00	∞	Y	Council
Aquatic Carnivals/Events - Half Day Entry & Venue Hire	\$241.30	\$256.00	6.09%	Y	Council
Aquatic Carnivals/Events - Full Day Entry & Venue Hire	\$402.15	\$426.70	6.10%	Y	Council
Aquatic Carnivals/Events - Half Day additional lifeguard (per 100 entries)	\$97.20	\$103.15	6.12%	Y	Council
Aquatic Carnivals/Events - Full Day additional lifeguard (per 100 entries)	\$194.40	\$206.25	6.10%	Y	Council

Bridgetown Regional Library

Library Fees

Headphones disposable	\$2.50	\$2.65	6.00%	Y	Council
Library Programs			Cost + 20%	Y	Council
Replacement of Lost Book - as per SLWA depreciated value table			As per value SLWA table	Y	Regulatory
Exhibition or Book Launch			10% Comm	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Library Fees [continued]

Book Club - per month	\$11.75	\$12.50	6.38%	Y	Council
CD/DVD Cleaning	\$5.95	\$6.30	5.88%	Y	Council

Library Programs

Includes workshops, school holiday programs and any other library run programs.

Library Event - Adult	\$8.00	\$10.00	25.00%	Y	Council
Library Event - Child	\$5.00	\$5.00	0.00%	Y	Council

Photocopying B&W

Single Side A4	\$0.65	\$0.65	0.00%	Y	Council
Double Side A4	\$0.90	\$0.90	0.00%	Y	Council
Single Side A3	\$1.10	\$1.10	0.00%	Y	Council
Double Side A3	\$1.65	\$1.65	0.00%	Y	Council

Photocopying Colour

Single Side A4	\$2.20	\$2.20	0.00%	Y	Council
Double Side A4	\$3.35	\$3.35	0.00%	Y	Council
Single Side A3	\$3.80	\$3.80	0.00%	Y	Council
Double Side A3	\$5.00	\$5.00	0.00%	Y	Council

Scanning

Scanning to Email A4	\$0.50	\$0.50	0.00%	Y	Council
Scanning to Email A3	\$0.50	\$0.50	0.00%	Y	Council

Laminating Services

Laminating A5	\$1.75	\$1.75	0.00%	Y	Council
Laminating A4	\$2.50	\$2.50	0.00%	Y	Council
Laminating A3	\$4.00	\$4.00	0.00%	Y	Council

Meeting Room

Community Groups/Not For Profit - full day hire	\$73.40	\$80.00	8.99%	Y	Council
Community Groups/Not for profit - half day hire	\$41.95	\$45.00	7.27%	Y	Council
Community Groups/Not for profit - per hour (first hour free)	\$12.60	\$14.00	11.11%	Y	Council
Commercial Hire - full day	\$113.50	\$125.00	10.13%	Y	Council
Commercial Hire - half day	\$63.00	\$70.00	11.11%	Y	Council

Summer Outdoor Film Festival

Adults	\$7.00	\$7.00	0.00%	Y	Council
Child - under 16 years	\$4.00	\$4.00	0.00%	Y	Council
Family Pass - 2 adults + 2 under 16 years	\$13.50	\$13.50	0.00%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Tourism

Bridgetown Greenbushes Visitor Information Centre

Display/Advertising Fees

Trade Show/Festival Program/Brochure Display (not DL) 1 month	\$59.20	\$20.00	-66.22%	Y	Council
Quarter Window Display Monthly Rental (including poster display)	\$0.00	\$20.00	∞	Y	Council
Quarter Window Display Quarterly Rental (including poster display)	\$0.00	\$50.00	∞	Y	Council
Quarter Window Display Yearly Rental (including poster display)	\$0.00	\$100.00	∞	Y	Council
Half Window Display Monthly Rental (including poster display)	\$0.00	\$40.00	∞	Y	Council
Half Window Display Quarterly Rental (including poster display)	\$0.00	\$80.00	∞	Y	Council
Half Window Display Yearly Rental (including poster display)	\$0.00	\$160.00	∞	Y	Council
Whole Window Display Monthly Rental	\$0.00	\$50.00	∞	Y	Council
Whole Window Display Quarterly Rental	\$0.00	\$100.00	∞	Y	Council
Whole Window Display Yearly Rental	\$0.00	\$200.00	∞	Y	Council
1m2 Floor Display Monthly Rental (including banners)	\$65.80	\$20.00	-69.60%	Y	Council
1m2 Floor Display Quarterly Rental (including banners)	\$157.75	\$50.00	-68.30%	Y	Council
1m2 Floor Display Yearly Rental (including banners)	\$0.00	\$100.00	∞	Y	Council

Brochure Racking

Brochure racking fees for DL size only

Local businesses, accommodation providers and events			FREE	N	Council
Brochure Racking - Event 1 month (Out of town only)	\$8.50	\$10.00	17.65%	Y	Council
Brochure Racking - 12 months (Out of town only)	\$0.00	\$50.00	∞	Y	Council

Commission Rates

Online event ticket sales where cost of ticket => \$50.00 each			\$4.00 + 1%	Y	Council
Online event ticket sales where cost of ticket < \$50.00 each			5%	Y	Council
			Last year fee 5% Comm		
Merchandise items on consignment			25%	Y	Council
Accommodation/Tour Bookings			12.5%	Y	Council
			Last year fee 12.75%		

Other Charges

Jigsaw Gallery - Adult	\$5.00	\$5.00	0.00%	Y	Council
Jigsaw Gallery - Child	\$3.00	\$3.00	0.00%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Other Charges [continued]

Jigsaw Gallery - Family	\$12.00	\$12.00	0.00%	Y	Council
Trails Booklet	\$3.00	\$3.00	0.00%	Y	Council

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Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Building Control

All fees as per Building Regulations 2012.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

Application Building Permit – Class 1 and 10 building

Uncertified Application	0.32% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				
Certified Application	0.19% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				

Application Building Permit - Class 2-9

Certified Application - Class 2-9	0.09% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				

Application Demolition Permit

Demolition of Class 1 and 10 Building	\$110.00	\$110.00	0.00%	N	Regulatory
Demolition of Class 2-9 Building - per storey	\$0.00	\$110.00	∞	N	Regulatory

Other Application Permits

Application to extend the time during which a building or demolition permit has effect	\$110.00	\$110.00	0.00%	N	Regulatory
Application to amend a building permit - all classes	Same calculation as for application for building permit based on change to contract value but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				
Application for an occupancy permit for a completed Building Class 2-9 Building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a temporary occupancy permit for an incomplete building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for modification of an occupancy permit for additional use of a building on a temporary basis	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a replacement occupancy permit for permanent change of building's use classification	\$110.00	\$110.00	0.00%	N	Regulatory
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision	\$115 or \$11.60 per strata which ever is greater			N	Regulatory
	Min. Fee incl. GST: \$115.00				

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Other Application Permits [continued]

Application for an occupancy permit for unauthorised Class 2-9 (Certified)	0.18% of the est. value (Inc. GST) of the unauthorised work, but not less than \$110 Min. Fee incl. GST: \$110.00			N	Regulatory
Application for a building approval certificate for unauthorised Class 1 and 10	0.38% of the est. value (Inc. GST) of the unauthorised work, but not less than \$110 Min. Fee incl. GST: \$110.00			N	Regulatory
Application to replace an occupancy permit for an existing building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a building approval certificate for an existing building when unauthorised work has not been done	\$110.00	\$110.00	0.00%	N	Regulatory
Application to extend the time during which an occupancy permit or building approval certificate has effect	\$110.00	\$110.00	0.00%	N	Regulatory
Swimming Pool Inspection Fee (annual)	\$58.45	\$58.45	0.00%	N	Regulatory
Unscheduled Pool Inspection (additional to 4 yearly regulatory inspection)	\$100 per hour but not less than \$150 Min. Fee incl. GST: \$150.00			N	Council
Application for battery powered smoke alarms	\$0.00	\$179.40	∞	N	Regulatory

Shire Building Services

Building Services Certification Service

Request for Certificate of Design Compliance – Class 1 and 10 building (within Shire district)	0.13% of est. value but not less than \$500 Min. Fee incl. GST: \$500.00			Y	Regulatory
Request for Certificate of Design Compliance – Class 2-9 buildings (within Shire District)	0.11% of the est. value (Inc. GST) of the Building work, but not less than \$1,000 Min. Fee incl. GST: \$1,000.00			Y	Regulatory
Request for Certificate of Construction Compliance, Building Compliance, or Other Compliance (within Shire district)	\$100 per hour but not less than \$500.00 Min. Fee incl. GST: \$500.00			Y	Council
Request for Certificate of Construction Compliance, Building Compliance, Design Compliance or Other Compliance (outside Shire district)	\$150 per hour (including travel) but not less than \$500 Min. Fee incl. GST: \$500.00			Y	Council
Request for seeking confirmation Planning, Environmental Health, Infrastructure requirements have been met	\$100 per hour but not less than \$100 Min. Fee incl. GST: \$100.00			Y	Council

Copy of Building, Planning and/or Septic Tank Plans

Copy of Building, Planning and/or Septic Tank Approvals	\$61.35	\$65.10	6.11%	Y	Council
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Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Works & Services

Shire Contribution to Crossover Construction

Contribution is 50% of the cost to construct a standard crossing up to the applicable maximum values below. (Refer to the current Shire Crossover Policy for further information).

Residential & Rural

Asphalt	\$628.30	\$716.25	14.00%	N	Council
Bitumen	\$401.05	\$457.20	14.00%	N	Council
Brick paving	\$802.10	\$914.40	14.00%	N	Council
Concrete	\$802.10	\$914.40	14.00%	N	Council
Culvert pipes - reinforced concrete class 4 (when required)	\$169.90	\$193.70	14.01%	N	Council
Gravel (Rural only)	\$334.20	\$381.00	14.00%	N	Council
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	N	Council

Commercial

Asphalt	\$887.00	\$1,011.20	14.00%	N	Council
Bitumen	\$566.20	\$645.50	14.01%	N	Council
Brick paving	\$1,132.40	\$1,290.90	14.00%	N	Council
Concrete	\$1,132.40	\$1,290.90	14.00%	N	Council
Culvert pipes - reinforced concrete class 4 (when required)	\$254.80	\$290.50	14.01%	N	Council
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	N	Council

Accessing Water from Shire Standpipes

Lost Standpipe Access Card fee	\$0.00	\$50.00	∞	N	Council
Standpipe Access Card Bond	\$0.00	\$50.00	∞	N	Council
Standpipe Water - per kilolitre	\$12.90	\$13.20	2.33%	N	Council

Evaluation of Traffic Management Plans

Evaluation of Traffic Management Plans (>28 Days)	\$45.50	\$48.30	6.15%	N	Council
Evaluation of Traffic Management Plans (<28 Days)	\$105.10	\$111.50	6.09%	N	Council

Directional Signs

Ordering and Erection (fingerboard signs only)	\$440.50	\$467.35	6.10%	Y	Council
Ordering and Erection (other than fingerboard & larger signs cost + 30% administration charge)			Cost + 30%	Y	Council

Other Fees & Charges

Charge for quotation to set up physical road closure	\$168.95	\$179.25	6.10%	Y	Council
Temporary Heavy Haulage Approvals	\$215.30	\$228.45	6.11%	N	Council
Private Works Jobs Wet Hire of Machinery & Materials			Cost + 30%	Y	Council
Bridgetown Greenbushes Local Authority Plate Fee	\$35.50	\$37.65	6.06%	Y	Council
Replacement Rural Street Numbering Sign	\$152.25	\$161.55	6.11%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
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Other Fees & Charges [continued]

Pesticide Free Notification Signs	\$69.65	\$73.90	6.10%	Y	Council
Non-Pesticide Use of Section of Road Adjacent to Private Property Signs	\$69.65	\$73.90	6.10%	Y	Council
Installation & Removal of Community Group/Event Banners	\$195.00	\$195.00	0.00%	Y	Council

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OBJECTIVES AND REASONS FOR PROPOSED DIFFERENTIAL RATES FOR THE YEAR ENDING 30 JUNE 2024

In accordance with Section 6.36 of the *Local Government Act 1995*, the Shire of Bridgetown-Greenbushes is required to publish its Objects and Reasons for implementing Differential Rates.

Overall Objective

The purpose of the levying of rates is to meet Council's budget requirements in each financial year in order to deliver services and community infrastructure. The Shire of Bridgetown-Greenbushes maintains facilities for and provides services to a diverse and changing district comprising of residential, commercial, industrial, rural and mining land.

Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.33 of the *Local Government Act 1995* provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Bridgetown-Greenbushes. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community.

As part of its budget deliberations Council has determined the budget deficiency by:

- Reviewing all operational revenue sources and expenditure
- Assessing the current Corporate Business Plan taking into consideration the Shire's Strategic Community Plan and Long Term Financial Plan
- Reviewed the funding allocations included in Council's forward capital works plans for Road Infrastructure and Buildings
- Reviewed the Plant Replacement Program
- Consideration and introduction of the following efficiency measures:
 - review of service levels for the parks and gardens service (to be completed in 2023/24)
 - adoption of a new policy for exemption of various developments from having to require approval
 - a review of our staff structure in the areas of town planning and building control, partly in response to the impacts of our new policy for exemption of various developments from having to require approval. This has reduced our human resource requirements in these areas.

- a strategic review of current plant and equipment items (to be completed in 2023/24)
- two resource sharing opportunities have been entered into with neighbouring local governments, being the Environmental Health Officer and Bushfire Risk Management Coordinator positions

The estimated budget deficiency of \$5.668m will result in an increase to the rate yield of 6.1% from the 2022/23 rate yield (adjusted for natural growth).

In setting the rates in the dollar Council has considered its existing differential rating categories in line with the key values contained within the Rating Policy Differential Rates (s.6.33) released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity
- Fairness and equity
- Consistency
- Transparency and administrative efficiency

For the 2023/24 financial year Council will maintain all existing differential rating categories that applied in 2022/23. These categories ensure that rate revenue is collected on a fair and equitable basis, taking into consideration the cost of delivering services to each of the respective land classes in the district.

Council will maintain existing relativities between all rating categories to those that applied in 2022/23 (adjusted for natural growth). This will ensure a consistent and equitable distribution of the required rates yield from one year to the next.

RATING CATEGORIES

Gross Rental Value (GRV) Properties

The *Local Government Act 1995* determines that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Shire of Bridgetown-Greenbushes applies the following differential Gross Rental Value rating categories:

General Gross Rental Value (GRV) – Consists of properties that are used for residential, commercial and industrial purposes and is considered to be the base rate by which all other GRV rated properties are assessed. The rate in the dollar applied ensures this rating category will pay a particular percentage of the overall rate yield to reflect the level of services provided.

Mining Gross Rental Value (GRV) – This category applies to mining leases with improvements on the land. These improvements include offices, workshops and processing facilities.

The object of this differential rate is to raise additional revenue to contribute towards higher road maintenance and renewal costs associated with mine site activity specifically the high volume of heavy haulage traffic on Council roads.

Differential Gross Rental Value (GRV) Rates

	<u>Rate in the \$</u>	<u>Minimum Payment</u>
General Gross Rental Value (GRV)	10.2727 cents	\$1,112
Mining Gross Rental Value (GRV)	19.9767 cents	\$1,112

Unimproved Value (UV)

The *Local Government Act 1995* indicates that where the land is used predominantly for rural purposes, the unimproved value of the land will be used as the basis for the rates. Unimproved value (UV) means the capital amount that an estate of fee simple in the land might reasonably be expected to realise upon sale, assuming that any improvements to the land had not been made. Unimproved values are supplied and updated by the Valuer General on an annual basis. Council applies the following differential unimproved value rating categories:

Rural Unimproved Value (UV) – Consists of properties that are exclusively for rural use and is considered to be the base rate by which all other UV rated properties are assessed. The rate in the dollar applied ensures this rating category will pay a particular percentage of the overall rate yield to reflect the level of services provided.

Mining Unimproved Value (UV) – Consists of mining prospecting and exploration tenements located in the district. The higher rate applied to this category reflects the Shire's experience that mining activities associated with these tenements impact as follows:

- there is greater burden on the Shire's internal road network caused by heavy haulage mining vehicles e.g. trucks, drill rigs and excavators;
- disturbance to the landscape on and adjacent to tenements requires Shire oversight and input with noxious weed mitigation and management; and
- administration and oversight of the application and approvals process for new tenement areas noting that these applications do not attract a fee to the Shire.

Differential Unimproved Value (UV) Rates

	<u>Rate in the \$</u>
Rural Unimproved Value (UV)	0.5187 cents
Mining Unimproved Value (UV)	6.8900 cents

Differential Minimum Payments (UV)

A reduced minimum payment will apply to Mining (UV) properties. This will ensure not more than 50% of properties within this category are on the minimum payment as required by Section 6.35 of the Local Government Act 1995.

	<u>Minimum Payment</u>
Rural Unimproved Value (UV)	\$1,378
Mining Unimproved Value (UV)	\$211

SUMMARY

In arriving at the proposed rates in the dollar the Council has attempted to balance the need for revenue to fund essential services and facilities with the desire to limit any increase on ratepayers to an affordable level in an equitable manner.

Submissions addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, P.O. Box 271, Bridgetown WA 6255, by electors or ratepayers in respect of the proposed Differential Rates shall be lodged and received at the Shire Offices by close of business Thursday, 22 June 2023.



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

March 2023 (Budget Review)
 June 2023
 September 2023
 December 2023

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2023

	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		3,083,829	3,083,829	3,083,830	1	0.00%	
Revenue from operating activities (excluding rates)							
Operating grants, subsidies and contributions		1,927,351	914,080	869,319	(44,761)	(4.90%)	
Fees and charges		1,924,255	1,727,699	1,739,036	11,337	0.66%	
Interest earnings		295,618	226,869	229,224	2,355	1.04%	
Other revenue		453,165	358,290	332,056	(26,234)	(7.32%)	▼
Profit on Disposal of Assets	7	68,238	25,000	25,000	0	0.00%	
		4,668,627	3,251,938	3,194,634			
Expenditure from operating activities							
Employee costs		(5,484,641)	(3,943,761)	(3,760,443)	183,318	4.65%	
Materials and contracts		(4,004,936)	(2,257,422)	(1,736,250)	521,172	23.09%	▲
Utility charges		(308,592)	(233,110)	(208,544)	24,566	10.54%	▲
Depreciation on non-current assets		(3,646,670)	(2,724,784)	(2,710,162)	14,622	0.54%	
Interest expenses		(60,501)	(31,118)	(30,147)	971	3.12%	
Insurance expenses		(339,925)	(339,883)	(339,475)	408	0.12%	
Other expenditure		(325,697)	(246,624)	(219,556)	27,068	10.98%	▲
Loss on asset disposals	7	(25,015)	(804)	0	804	100.00%	
		(14,195,977)	(9,777,506)	(9,004,577)			
Non-cash amounts excluded from operating activities	1(b)	3,607,139	2,700,588	2,690,061	(10,527)	0.39%	
Amount attributable to operating activities		(2,836,382)	(741,151)	(36,052)			
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		6,810,742	3,527,670	3,363,490	(164,180)	(4.65%)	
Payments for property, plant and equipment	8	(5,970,001)	(1,377,503)	(1,135,917)	241,586	17.54%	▲
Payments for construction of infrastructure	8	(5,334,580)	(3,516,977)	(2,820,239)	696,738	19.81%	▲
Proceeds from disposal of assets	7	378,342	113,970	105,000	(8,970)	(7.87%)	
Amount attributable to investing activities		(4,115,497)	(1,252,840)	(487,666)			
FINANCING ACTIVITIES							
Repayment of borrowings	9	(160,315)	(79,576)	(79,576)	0	0.00%	
Principal elements of finance lease payments	9	(65,945)	(35,389)	(35,389)	0	0.00%	
Proceeds from new borrowings	9	475,000	0	0	0	0.00%	
Transfers to cash backed reserves (restricted assets)	5	(1,033,168)	(282,777)	(282,777)	0	0.00%	
Transfers from cash backed reserves (restricted assets)	5	2,395,635	994,148	994,148	0	0.00%	
Amount attributable to financing activities		1,611,207	596,405	596,405			
Deficiency before general rates		(5,340,672)	(1,397,586)	72,687			
Amount raised from general rates	10	5,342,567	5,288,256	5,346,717	58,461	1.11%	
Net current assets - surplus/(deficit)	1(a)	1,895	3,890,670	5,419,404	1,528,735	39.29%	

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 March 2023

	Note	31-Mar-2023	Last Period	30-Jun-22
Current Assets		\$	\$	\$
Cash and cash equivalents	4	10,739,073	11,833,727	9,564,983
Trade and other receivables		947,402	1,390,080	683,571
Inventories		52,383	47,943	40,835
Contract assets		499,882	499,882	245,722
Other assets		0	0	0
TOTAL CURRENT ASSETS		12,238,740	13,771,632	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		32,816,453	32,656,162	32,464,182
Infrastructure		167,883,150	167,773,346	167,034,929
Right-of-use assets		45,585	49,487	74,983
TOTAL NON-CURRENT ASSETS		200,995,932	200,729,739	199,824,838
TOTAL ASSETS		213,234,672	214,501,371	210,359,949
Current Liabilities				
Trade and other payables		910,033	1,321,653	1,119,924
Other liabilities		1,795,178	1,795,178	1,494,794
Lease liabilities	9	11,818	12,720	42,577
Borrowings	9	80,740	80,740	160,317
Employee related provisions		800,527	800,527	806,695
TOTAL CURRENT LIABILITIES		3,598,296	4,010,818	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		5,213,787	5,626,309	5,239,327
NET ASSETS		208,020,885	208,875,062	205,120,622
Equity				
Retained surplus		117,371,082	117,769,562	113,759,450
Reserves - cash backed	7	3,505,017	3,960,712	4,216,387
Revaluation surplus		87,144,785	87,144,785	87,144,785
TOTAL EQUITY		208,020,885	208,875,062	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 March 2023

Note 1: NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	YTD 31 Mar 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Current assets				
Cash and cash equivalents - unrestricted	4	7,234,057	7,873,015	5,348,596
Cash and cash equivalents - restricted	5	3,505,017	3,960,712	4,216,387
Receivables		947,402	1,390,080	683,571
Contract assets		499,882	499,882	245,722
Inventories		52,383	47,943	40,835
		12,238,740	13,771,631	10,535,111
Less: Current liabilities				
Trade and other payables		(910,033)	(1,321,653)	(1,119,924)
Contract liabilities		(1,795,178)	(1,795,178)	(1,494,794)
Lease liabilities	9	(11,818)	(12,720)	(42,577)
Long term borrowings	9	(80,740)	(80,740)	(160,317)
Employee provisions		(800,527)	(800,527)	(806,695)
		(3,598,296)	(4,010,818)	(3,624,307)
Net current assets		8,640,444	9,760,813	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,221,040)	(3,678,035)	(3,987,290)
Net current assets used in the Rate Setting Statement		5,419,404	6,082,778	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 Mar 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(25,000)	(25,000)	(494)
Add: Loss on disposal of assets	7	0	0	496,663
Add: Depreciation on assets		2,710,162	2,407,559	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		4,899	2,697	597
Non cash amounts excluded from operating activities		2,690,061	2,385,257	4,053,688

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

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 Mar 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(3,505,017)	(3,960,712)	(4,216,387)
Add: Current portion of borrowings		80,740	80,740	160,317
Add: Current portion of lease liabilities		11,818	12,720	42,577
Add: Current portion of employee benefit provisions held in reserve	5	191,418	189,216	186,519
Total adjustments to net current assets		(3,221,040)	(3,678,035)	(3,826,973)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Other revenue	(26,234)	(7.32%)	▼	Permanent/ Timing	Revenue in the following areas are less than estimated at this time: Bushfire Risk Mitigation Coordinator due to position being vacant for a period of time \$11,598 Insurance claim reimbursements \$13,155
Expenditure from operating activities					
Materials and contracts	521,172	23.09%	▲	Permanent/ Timing	Expenditure in the following areas are less than estimated at this time: Fire prevention non-recurrent projects \$73,669 DFES bushfire expenditure \$29,594 Sanitation non-recurrent project \$99,812 Town planning LPS \$45,836 Recreation and culture non-recurrent projects \$54,154 Parks and gardens maintenance \$39,186 Trails and paths \$16,486 Street and road maintenance non-recurrent projects \$38,950 Street, road, verge & bridge maintenance \$124,566 Balance relates to minor variances in other expenditure.
Utility charges	24,566	10.54%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.
Other expenditure	27,068	10.98%	▲	Timing	Expenditure in the following areas is less than estimated at this time: Members expenditure \$7,855 Service agreement & community grants program \$13,698 Balance relates to minor variances in other expenditure.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
INVESTING ACTIVITIES					
Payments for property, plant and equipment	241,586	17.54%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Building renewals \$184,362 Land purchases \$16,224 Plant and equipment \$41,000 Please refer to note 8 for more details.
Payments for construction of infrastructure	696,738	19.81%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Road construction program \$483,760 Footpath construction \$19,650 Drainage construction program \$101,924 Liquid waste facility infrastructure \$71,590 ACROD parking \$19,562 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 March 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	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.18/0822c	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)	(65,978)
ZB02	Footpath maintenance built up areas	C.12/1222	Operating Expenses		7,500		(58,478)
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 March 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
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)
66MA	Kangaroo Gully BFB building maintenance	C.09/0123	Operating Expenses			(1,886)	(52,805)
75MA	B&P Hammence BFB building maintenance	C.09/0123	Operating Expenses		1,286		(51,519)
78MA	Maranup BFB building maintenance	C.09/0123	Operating Expenses		200		(51,319)
79MA	Sunnyside BFB building maintenance	C.09/0123	Operating Expenses		200		(51,119)
82MA	Winnejup BFB building maintenance	C.09/0123	Operating Expenses		200		(50,919)
62MA	Hester BFB building maintenance	C.11/0223	Operating Expenses			(1,618)	(52,537)
06162	DFES minor plant & equipment	C.11/0223	Operating Expenses		1,618		(50,919)
RC58	Hester street asphalt overlay	C.11/0223	Capital Expenses			(2,894)	(53,813)
RC38	Roe street asphalt overlay	C.11/0223	Capital Expenses		2,894		(50,919)
Various	Budget Review Changes to Operating Revenue	C.11/0323	Operating Revenue		383,702		332,783
Various	Budget Review Changes to Operating Expenses	C.11/0323	Operating Expenses		47,204		379,987
Various	Budget Review Changes to Capital Revenue	C.11/0323	Capital Revenue		27,142		407,129
Various	Budget Review Changes to Capital Expenses	C.11/0323	Capital Expenses			(130,211)	276,918
Various	Budget Review Changes to Reserve Transfers	C.11/0323	Reserve Transfer			(254,476)	22,442
Various	Increase in Opening Funds as at 1 July 2020	C.11/0323	Opening Surplus(Deficit)			(22,442)	0
Various	Adjustment to loss and profit on sale of assets and	C.11/0323	Non Cash Item	(23,630)			0
Reserve	Transfer of Budget review surplus	C.11/0323	Reserve Transfer				0
Res 126	Greenbushes CBD Car Park	SpC.02/0223a	Reserve Transfer		49,864		49,864
CP05	Greenbushes CBD Car Park	SpC.02/0223a	Capital Expenses			(57,624)	(7,760)
41413	Greenbushes CBD Car Park Contribution	SpC.02/0223a	Operating Revenue		7,760		0
22IN	Greenbushes Youth Precinct	SpC.02/0323	Capital Expenses			(33,105)	(33,105)
34453	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue		160,000		126,895

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
34423	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue			(125,000)	1,895
F05	Nelson Street Footpath	SpC.03/0323	Capital Expenses		80,000		81,895
RC63	Blechynden Street Asphalt Overlay	SpC.03/0323	Capital Expenses			(80,000)	1,895
				(23,630)	1,636,043	(1,634,148)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	358,301				358,301	Westpac	At Call
Municipal Funds On Call	3.55%	305,609				305,609	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			10,766		10,766	Westpac	At Call
Cash On Hand	Nil	3,850				3,850	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	3.90%	504,537				504,537	NAB	03-Apr-23
Municipal Funds	3.90%	504,192				504,192	NAB	03-Apr-23
Municipal Funds	3.95%	500,000				500,000	NAB	11-Apr-23
Municipal Funds	4.00%	504,253				504,253	NAB	11-Apr-23
Municipal Funds	4.00%	504,315				504,315	NAB	12-Apr-23
Municipal Funds	4.00%	504,315				504,315	NAB	17-Apr-23
Municipal Funds	3.95%	504,414				504,414	NAB	26-Apr-23
Municipal Funds	4.00%	502,548				502,548	NAB	27-Apr-23
Municipal Funds	4.05%	502,630				502,630	NAB	11-May-23
Municipal Funds	4.10%	506,764				506,764	NAB	15-May-23
Municipal Funds	4.20%	511,232				511,232	NAB	29-May-23
Municipal Funds	4.20%	504,562				504,562	NAB	29-May-23
Municipal Funds	4.30%	512,534				512,534	NAB	16-Jun-23
Reserve Funds	4.35%		3,505,017			3,505,017	NAB	26-Jun-23
Total		7,234,057	3,505,017	11,721	0	10,750,794		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

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	10,456	5,669	10,000				236,291	221,504
121	Car Park Reserve	971	45	26	0			1,016	996	
201	Unspent Grants & Loans Reserve	422,635	0	0	0		(403,180)	(186,180)	19,455	236,455
	Restricted by Council		0							
101	Leave Reserve	186,519	8,643	4,899	0				195,162	191,418
102	Plant Reserve	741,712	9,083	15,728	324,000		(880,500)	(322,500)	194,295	434,941
103	Land and Building Reserve	687,174	17,303	15,197	0		(320,000)	(120,000)	384,477	582,371
104	Bush Fire Reserve	38,458	2,236	1,126	10,000	10,000			50,694	49,584
105	Maintenance and Renewal of Mine Heavy Haulage Roads Reserve	5,383	3,657	1,014	75,000	75,000			84,040	81,397
107	Sanitation Reserve	210,598	4,699	3,499	66,000		(177,356)	(117,290)	103,941	96,807
109	Recreation Centre Floor and Solar Reserve	225,005	10,882	6,026	10,000	10,000			245,887	241,031
112	Refuse Site Post Closure Reserve	239,240	10,587	6,229	5,000	5,000	(16,000)		238,827	250,468
113	Drainage Reserve	67,968	3,387	1,902	10,000	10,000	(4,766)	(4,766)	76,589	75,104
114	Community Bus Reserve	66,642	3,315	1,809	5,000	5,000			74,957	73,450
115	SBS & Communications Tower Reserve	29,250	1,764	873	20,000	20,000	(10,997)	(10,997)	40,017	39,126
118	Playground Equipment Reserve	44,750	2,119	1,175	1,000				47,869	45,925
119	Swimming Pool Reserve	4,536	0	11	0		(4,536)	(4,547)	(1)	0
125	Building Maintenance Reserve	224,804	5,859	3,897	9,697		(110,000)	(110,000)	130,360	118,700
126	Strategic Projects Reserve	293,633	9,131	6,342	52,471	10,000	(167,404)	(62,540)	187,831	247,436
127	Matched Grants Reserve	65,085	3,244	1,826	10,000	10,000	(4,978)		73,351	76,911
128	Aged Care Infrastructure Reserve	57,371	2,658	1,507	0				60,029	58,878
129	Equipment Reserve	6,155	285	162	0				6,440	6,316
130	Assets and GRV Valuation Reserve	97,446	3,030	2,839	24,000	24,000	(56,700)		67,776	124,285

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

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	1,296	864	0		(5,000)		29,174	33,742
132	Trails Reserve	36,853	685	735	5,000	5,000	(27,500)	(25,000)	15,038	17,588
133	Light Fleet Vehicle Reserve	214,027	5,114	5,269	101,000		(206,718)	(30,328)	113,423	188,968
135	Blackspot Reserve	1,460	522	155	10,000	10,000			11,982	11,615
136	Project Management Reserve	0	0	0	165,000				165,000	0
		4,216,387	120,000	88,777	913,168	194,000	(2,395,635)	(994,148)	2,853,920	3,505,017

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 6: RECEIVABLES

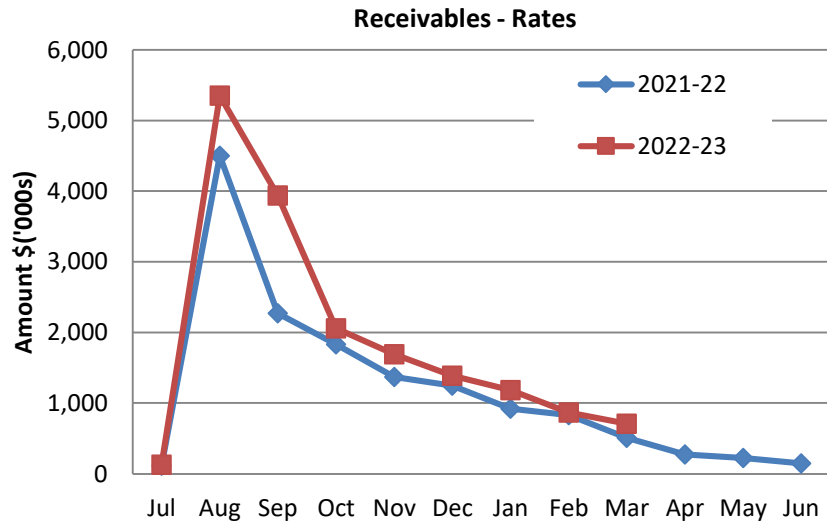
Receivables - Rates

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

	YTD 31 Mar 2023	30 June 2022
	\$	\$
Opening Arrears Previous Years	147,038	136,951
Levied this year	5,346,717	4,849,560
Less Collections to date	(4,786,762)	(4,839,473)
Equals Current Outstanding	706,994	147,038
Net Rates Collectable	706,994	147,038
% Collected	87.13%	97.05%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

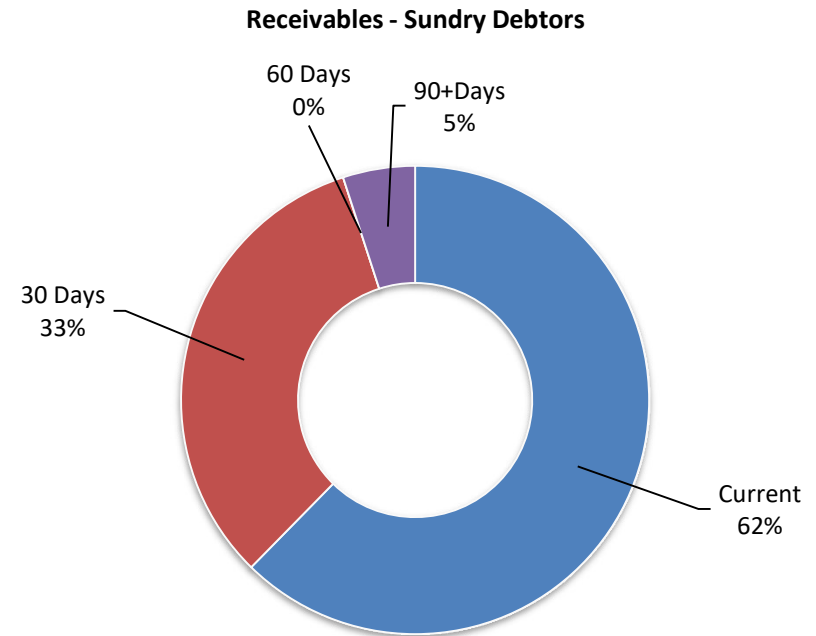
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	57,306	30,052	0	4,571

Total Sundry Debtor Receivables Outstanding

91,930

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

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)	5,000	9,930	4,930
				P3055 2018 Subaru Liberty (DCS)	5,985	21,818	15,833
				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)	16,434	30,909	14,475
				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)	70,000	70,000	0
80,000	105,000	25,000	0	P2006 2008 Caterpillar Grader	80,000	105,000	25,000
80,000	105,000	25,000	0		335,119	378,342	43,223

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	90,487	40,074	40,074	(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	3,427	1,800	(1,627)	Works continuing
Community Amenities						
Waste Site Recycle Shed	62BU	123,974	4,632	4,632	(0)	
Recreation and Culture						
Bridgetown Civic Centre Revitalisation	02BU	1,228,586	160,376	159,584	(792)	Works continuing
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	25,203	3,703	2,944	(759)	Works continuing
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	48,395	43,642	(4,753)	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	585,905	414,307	(171,598)	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 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Transport						
Shire Depot Rebuild	08BU	661,796	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	10,570	10,570	0	
Other Property and Services						
Purchase of Land	1790040	21,000	21,000	4,776	(16,224)	Land purchases continuing
Land and Buildings Total		4,277,599	897,226	696,640	(200,586)	
Roads						
Transport						
Winnejuip Road Regional Road Group 21/22	RR24	228,734	228,734	222,283	(6,451)	Job continuing
Winnejuip Road Regional Road Group 22/23	RR21	375,000	374,996	124,020	(250,976)	Job continuing
Brockman Highway	RS03	1,488,242	1,488,241	1,488,242	1	Job completed
Kerbing	KB01	2,500	0	0	0	
Roe Street	RC38	45,213	45,213	44,713	(500)	Job completed
Improvements Steere Street Intersections	RC52	22,500	22,500	0	(22,500)	Job not yet commenced
Emergency Works	RC53	30,000	20,986	0	(20,986)	Jobs not yet identified
Tweed Road	RC42	123,992	123,992	0	(123,992)	Job not yet commenced
Hester Cascades Road	RC55	78,486	0	0	0	
Hester Street	RC58	13,154	13,154	9,738	(3,416)	Job completed
Henry Street	RC59	34,884	34,884	28,374	(6,510)	Job completed
Pioneer Street	RC60	11,978	8,716	0	(8,716)	Job not yet commenced
Cleopatra Crescent	RC61	16,855	15,107	0	(15,107)	Job not yet commenced
Democrat Close	RC62	16,379	13,848	0	(13,848)	Job not yet commenced
Blechynden Street	RC63	80,000	0	0	0	Job not yet commenced
Hay Road	GS12	137	137	137	0	Job completed
Grange Road	GS34	119,593	119,593	120,303	710	Job completed
Polina Road	GS41	166,355	166,355	154,884	(11,471)	Job completed

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
West Blackwood Terrace	GS69	32,054	32,054	32,054	0	Job completed
Greenfields Road	GS70	49,611	49,611	49,610	(1)	Job completed
Roads Total		2,935,667	2,758,121	2,274,361	(483,760)	
Footpaths						
Transport						
Nelson Street	FP05	610	610	0	(610)	
Footpaths Accessibility Access	FP28	5,000	5,000	0	(5,000)	Job not yet commenced
Allnutt Street	FP38	14,040	14,040	0	(14,040)	Job not yet commenced
Footpaths Total		19,650	19,650	0	(19,650)	
Drainage						
Community Amenities						
Nelson Street	DR16	3,635	3,635	5,070	1,435	Job completed
Telluride Street	DR18	30,410	30,410	0	(30,410)	Purchase order raised
Four Season Estate	DR24	11,364	11,364	0	(11,364)	Job not yet commenced
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	106,994	5,070	(101,924)	
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	6,890	6,890	6,890	0	Job complete
Bridgetown Youth Precinct Development	16IN	187,540	7,628	7,706	78	Job continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			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	73,898	74,048	150	Job continuing
Bridgetown Leisure Centre Wet Area	18IN	28,840	20,140	19,960	(180)	Job continuing
Bridgetown Sportsground Stairway to Toilets	21IN	5,752	5,752	3,570	(2,182)	Job continuing
Greenbushes Youth Precinct Development	22IN	483,105	0	0	0	
Bridgetown Sportsground Water Supply	23IN	20,000	16,963	16,962	(1)	
Bridgetown Sportsground Cricket Training Nets	24IN	105,780	3,023	3,024	1	
Somme Park Fitness Trail Equipment	05IU	5,617	5,617	0	(5,617)	Job not yet commenced
Parks and Ovals Total		1,030,320	139,911	132,159	(7,752)	
<i>Bridges</i>						
Recreation and Culture						
River Park Footbridge	15IU	12,500	12,500	12,000	(500)	Job complete
Transport						
Old Bridgetown Road Bridge 0266A	BR05	1,750	1,750	1,750	0	Job complete
Brockman Highway Bridge 0266A	BR09	20,330	20,330	20,330	0	Job complete
Slades Road Bridge 3331A	BR23	219,000	146,000	146,000	0	Job complete
McKelvie Road Bridge 3705	BR26	8,400	8,400	8,400	0	Job complete
Greenbushes-Boyup Brook Road Bridge 3701	BR27	150,700	9,700	9,700	0	Job complete
Bridges Total		412,680	198,680	198,180	(500)	
<i>Infrastructure Other</i>						
Law, Order and Public Safety						
Bushfire Control Centre Fencing	18IU	2,020	2,020	2,020	0	Job completed, reimbursed by insurance

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continued)						
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	75,000	3,410	(71,590)	Purchase order raised
Waste Site Fencing	17IU	51,245	51,245	51,245	0	Job completed, reimbursed by insurance
Recreation and Culture						
Bridgetown Sportsground Fencing	07IU	31,470	31,470	31,470	0	Job completed, reimbursed by insurance
Bridgetown Tennis Club Bore	20IN	1,577	1,577	1,577	0	Completion of grant funded project
Transport						
Depot Fencing	16IU	44,215	44,215	44,276	61	Job completed, reimbursed by insurance
Greenbushes CBD Parking	CP05	604,180	68,532	76,469	7,937	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	19,562	0	(19,562)	Job not yet commenced
Infrastructure Other Total		829,269	293,621	210,468	(83,153)	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	40,125	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	10,000	0	(10,000)	Job not yet commenced
Community Amenities						
Tracked Loader	PL14	365,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	31,000	0	(31,000)	Vehicle changeover not yet commenced

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment (Continued)						
Recreation and Culture						
SBS FM Radio Tower Equipment	12014	11,777	11,777	11,777	0	Job complete
Transport						
Footpath Sweeper	PL06	160,000	0	0	0	
Road Grader	PL09	427,500	427,500	427,500	0	Job complete
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	191,330	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Plant and Equipment Total		1,692,402	480,277	439,277	(41,000)	
Furniture and Equipment						
Furniture and Equipment Total		0	0	0	0	
Capital Expenditure Total		11,304,581	4,894,480	3,956,156	(938,324)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(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 March 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	45,905			19,679	25,908	26,226	19,997	896	1,083
Other Property and Services									
001 CESM Vehicle	1,441	5,101	0	4,186	1,441	2,356	0	83	1
002 Photocopies and printers	16,445			7,598	9,991	8,847	6,454	403	482
004 EHO Vehicle	13,578			3,926	5,238	9,652	8,340	35	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	35,389	65,945	47,081	94,467	1,418	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 March 2023

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	54,464	13,539	2,759,481	2,691,478	50,185	13,539	2,755,202
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	(3,513)	(1,895)	1,269,756	1,275,165		-680	1,274,485
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	51,234	11,644	4,267,703	4,204,826	50,185	12,859	4,267,870
Minimum Payment	Minimum \$										
Shire GRV	1,048.00	667	3,652,945	699,016	21,862		720,878	699,016	15,000		714,016
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	1,173		8,526	7,353			7,353
Sub-Totals		958	44,828,316	1,059,697	19,317	0	1,079,014	1,059,697	15,000	0	1,074,697
Discounts/concessions							5,346,717				5,342,567
Total amount raised from general rates							5,346,717				5,342,567



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

March 2023 (Budget Review)
 June 2023
 September 2023
 December 2023

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2023

	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		3,083,829	3,083,829	3,083,830	1	0.00%	
Revenue from operating activities (excluding rates)							
Operating grants, subsidies and contributions		1,927,351	914,080	869,319	(44,761)	(4.90%)	
Fees and charges		1,934,255	1,783,810	1,789,765	5,955	0.33%	
Interest earnings		295,618	240,003	271,253	31,250	13.02%	▲
Other revenue		453,165	366,253	346,602	(19,651)	(5.37%)	▼
Profit on Disposal of Assets	7	68,238	25,000	25,000	0	0.00%	
		4,678,627	3,329,146	3,301,940			
Expenditure from operating activities							
Employee costs		(5,484,641)	(4,390,814)	(4,133,864)	256,950	5.85%	▲
Materials and contracts		(4,014,936)	(2,545,308)	(1,910,252)	635,056	24.95%	▲
Utility charges		(308,592)	(258,321)	(222,908)	35,413	13.71%	▲
Depreciation on non-current assets		(3,646,670)	(3,031,976)	(3,009,814)	22,162	0.73%	
Interest expenses		(60,501)	(31,426)	(30,263)	1,163	3.70%	
Insurance expenses		(339,925)	(339,883)	(339,475)	408	0.12%	
Other expenditure		(325,697)	(260,598)	(232,883)	27,715	10.64%	▲
Loss on asset disposals	7	(25,015)	(1,072)	0	1,072	100.00%	
		(14,205,977)	(10,859,398)	(9,879,460)			
Non-cash amounts excluded from operating activities	1(b)	3,607,139	3,008,048	2,989,713	(18,335)	0.61%	
Amount attributable to operating activities		(2,836,382)	(1,438,375)	(503,977)			
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		6,810,742	3,687,670	3,523,490	(164,180)	(4.45%)	
Payments for property, plant and equipment	8	(5,970,001)	(1,379,669)	(1,138,083)	241,586	17.51%	▲
Payments for construction of infrastructure	8	(5,369,580)	(3,534,626)	(2,903,761)	630,865	17.85%	▲
Proceeds from disposal of assets	7	378,342	113,970	105,000	(8,970)	(7.87%)	
Amount attributable to investing activities		(4,150,497)	(1,112,655)	(413,354)			
FINANCING ACTIVITIES							
Repayment of borrowings	9	(160,315)	(79,576)	(79,576)	0	0.00%	
Principal elements of finance lease payments	9	(65,945)	(45,552)	(45,552)	0	0.00%	
Proceeds from new borrowings	9	475,000	0	0	0		
Transfers to cash backed reserves (restricted assets)	5	(1,033,168)	(282,777)	(282,777)	0	0.00%	
Transfers from cash backed reserves (restricted assets)	5	2,430,635	994,148	994,148	0	0.00%	
Amount attributable to financing activities		1,646,207	586,241	586,241			
Deficiency before general rates		(5,340,672)	(1,964,789)	(331,090)			
Amount raised from general rates	10	5,342,567	5,288,661	5,346,837	58,176	1.10%	
Net current assets - surplus/(deficit)	1(a)	1,895	3,323,872	5,015,747	1,691,875	50.90%	

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 April 2023

	Note	30-Apr-2023	Last Period	30-Jun-22
Current Assets		\$	\$	\$
Cash and cash equivalents	4	10,425,185	10,739,073	9,564,983
Trade and other receivables		838,066	947,402	683,571
Inventories		54,285	52,383	40,835
Contract assets		499,882	499,882	245,722
Other assets		0	0	0
TOTAL CURRENT ASSETS		11,817,418	12,238,740	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		32,743,030	32,816,453	32,464,182
Infrastructure		167,746,385	167,883,150	167,034,929
Right-of-use assets		41,809	45,585	74,983
TOTAL NON-CURRENT ASSETS		200,781,968	200,995,932	199,824,838
TOTAL ASSETS		212,599,386	213,234,672	210,359,949
Current Liabilities				
Trade and other payables		712,092	910,033	1,119,924
Other liabilities		1,976,829	1,795,178	1,494,794
Lease liabilities	9	1,654	11,818	42,577
Borrowings	9	80,740	80,740	160,317
Employee related provisions		800,527	800,527	806,695
TOTAL CURRENT LIABILITIES		3,571,842	3,598,296	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		5,187,333	5,213,787	5,239,327
NET ASSETS		207,412,053	208,020,885	205,120,622
Equity				
Retained surplus		116,762,251	117,371,082	113,759,450
Reserves - cash backed	7	3,505,017	3,505,017	4,216,387
Revaluation surplus		87,144,785	87,144,785	87,144,785
TOTAL EQUITY		207,412,053	208,020,885	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 April 2023

Note 1: NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	YTD 30 Apr 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Current assets				
Cash and cash equivalents - unrestricted	4	6,921,545	7,234,057	5,348,596
Cash and cash equivalents - restricted	5	3,505,017	3,505,017	4,216,387
Receivables		838,066	947,402	683,571
Contract assets		499,882	499,882	245,722
Inventories		54,285	52,383	40,835
		11,818,794	12,238,740	10,535,111
Less: Current liabilities				
Trade and other payables		(712,092)	(910,033)	(1,119,924)
Contract liabilities		(1,976,829)	(1,795,178)	(1,494,794)
Lease liabilities	9	(1,655)	(11,818)	(42,577)
Long term borrowings	9	(80,740)	(80,740)	(160,317)
Employee provisions		(800,527)	(800,527)	(806,695)
		(3,571,843)	(3,598,296)	(3,624,307)
Net current assets		8,246,950	8,640,444	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,231,203)	(3,221,040)	(3,987,290)
Net current assets used in the Rate Setting Statement		5,015,747	5,419,404	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 Apr 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(25,000)	(25,000)	(494)
Add: Loss on disposal of assets	7	0	0	496,663
Add: Depreciation on assets		3,009,814	2,710,162	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		4,899	4,899	597
Non cash amounts excluded from operating activities		2,989,713	2,690,061	4,053,688

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

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 Apr 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(3,505,017)	(3,505,017)	(4,216,387)
Add: Current portion of borrowings		80,740	80,740	160,317
Add: Current portion of lease liabilities		1,655	11,818	42,577
Add: Current portion of employee benefit provisions held in reserve	5	191,418	191,418	186,519
Total adjustments to net current assets		(3,231,203)	(3,221,040)	(3,826,973)

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Interest earnings	31,250	13.02%	▲	Permanent	Variance due to higher than expected interest earnings due to increase in interest rates and funds available for investment.
Other revenue	(19,651)	(5.37%)	▼	Permanent/ Timing	Revenue in the following areas are less than estimated at this time: Insurance claims reimbursements \$12,156 Balance relates to minor variances in other expenditure.
Expenditure from operating activities					
Employee costs	256,950	5.85%	▲	Permanent	Variance due to various position vacancies.
Materials and contracts	635,056	24.95%	▲	Permanent/ Timing	Expenditure in the following areas are less than estimated at this time: DFES non-recurrent project \$32,861 Fire prevention non-recurrent projects \$78,219 DFES bushfire expenditure \$41,442 Sanitation non-recurrent project \$88,267 Town planning LPS \$45,836 Recreation and culture non-recurrent projects \$88,319 Parks and gardens maintenance \$45,763 Trails and paths \$18,336 Street and road maintenance non-recurrent projects \$46,074 Street, road, verge & bridge maintenance \$143,005 Balance relates to minor variances in other expenditure.
Utility charges	35,413	13.71%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.
Other expenditure	27,715	10.64%	▲	Timing	Expenditure in the following areas is less than estimated at this time: Members expenditure \$8,809 Service agreement & community grants program \$13,698 Balance relates to minor variances in other expenditure.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
INVESTING ACTIVITIES					
Payments for property, plant and equipment	241,586	17.51%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Building renewals \$184,362 Land purchases \$16,224 Plant and equipment \$41,000 Please refer to note 8 for more details.
Payments for construction of infrastructure	630,865	17.85%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Road construction program \$417,721 Footpath construction \$19,650 Drainage construction program \$94,152 Liquid waste facility infrastructure \$71,590 ACROD parking \$19,562 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 April 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	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.18/0822c	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)	(65,978)
ZB02	Footpath maintenance built up areas	C.12/1222	Operating Expenses		7,500		(58,478)
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 30 April 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
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)
66MA	Kangaroo Gully BFB building maintenance	C.09/0123	Operating Expenses			(1,886)	(52,805)
75MA	B&P Hammence BFB building maintenance	C.09/0123	Operating Expenses		1,286		(51,519)
78MA	Maranup BFB building maintenance	C.09/0123	Operating Expenses		200		(51,319)
79MA	Sunnyside BFB building maintenance	C.09/0123	Operating Expenses		200		(51,119)
82MA	Winnejup BFB building maintenance	C.09/0123	Operating Expenses		200		(50,919)
62MA	Hester BFB building maintenance	C.11/0223	Operating Expenses			(1,618)	(52,537)
06162	DFES minor plant & equipment	C.11/0223	Operating Expenses		1,618		(50,919)
RC58	Hester street asphalt overlay	C.11/0223	Capital Expenses			(2,894)	(53,813)
RC38	Roe street asphalt overlay	C.11/0223	Capital Expenses		2,894		(50,919)
Various	Budget Review Changes to Operating Revenue	C.11/0323	Operating Revenue		383,702		332,783
Various	Budget Review Changes to Operating Expenses	C.11/0323	Operating Expenses		47,204		379,987
Various	Budget Review Changes to Capital Revenue	C.11/0323	Capital Revenue		27,142		407,129
Various	Budget Review Changes to Capital Expenses	C.11/0323	Capital Expenses			(130,211)	276,918
Various	Budget Review Changes to Reserve Transfers	C.11/0323	Reserve Transfer			(254,476)	22,442
Various	Increase in Opening Funds as at 1 July 2020	C.11/0323	Opening Surplus(Deficit)			(22,442)	0
Various	Adjustment to loss and profit on sale of assets and	C.11/0323	Non Cash Item	(23,630)			0
Reserve	Transfer of Budget review surplus	C.11/0323	Reserve Transfer				0
Res 126	Greenbushes CBD Car Park	SpC.02/0223a	Reserve Transfer		49,864		49,864
CP05	Greenbushes CBD Car Park	SpC.02/0223a	Capital Expenses			(57,624)	(7,760)
41413	Greenbushes CBD Car Park Contribution	SpC.02/0223a	Operating Revenue		7,760		0
22IN	Greenbushes Youth Precinct	SpC.02/0323	Capital Expenses			(33,105)	(33,105)
34453	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue		160,000		126,895

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
34423	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue			(125,000)	1,895
F05	Nelson Street Footpath	SpC.03/0323	Capital Expenses		80,000		81,895
RC63	Blechynden Street Asphalt Overlay	SpC.03/0323	Capital Expenses			(80,000)	1,895
02YB	Refuse Recycling	C.08/0423	Operating Expenses			(10,000)	(8,105)
25503	Sanitation General User Pay Charges	C.08/0423	Operating Revenue		10,000		1,895
22IN	Greenbushes Youth Precinct	C.08/0423	Capital Expenses			(35,000)	(33,105)
Res 126	Greenbushes Youth Precinct	C.08/0423	Reserve Transfer		35,000		1,895
				(23,630)	1,681,043	(1,679,148)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	513,218				513,218	Westpac	At Call
Municipal Funds On Call	3.55%	306,570				306,570	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			10,050		10,050	Westpac	At Call
Cash On Hand	Nil	3,850				3,850	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	4.05%	502,630				502,630	NAB	11-May-23
Municipal Funds	4.10%	506,764				506,764	NAB	15-May-23
Municipal Funds	4.20%	511,232				511,232	NAB	29-May-23
Municipal Funds	4.20%	504,562				504,562	NAB	29-May-23
Municipal Funds	4.30%	512,534				512,534	NAB	13-Jun-23
Municipal Funds	4.35%	509,389				509,389	NAB	03-Jul-23
Municipal Funds	4.35%	509,040				509,040	NAB	03-Jul-23
Municipal Funds	4.36%	504,978				504,978	NAB	11-Jul-23
Municipal Funds	4.36%	509,227				509,227	NAB	11-Jul-23
Municipal Funds	4.35%	509,289				509,289	NAB	12-Jul-23
Municipal Funds	4.35%	509,381				509,381	NAB	25-Jul-23
Municipal Funds	4.35%	507,505				507,505	NAB	26-Jul-23
Reserve Funds	4.35%		3,505,017			3,505,017	NAB	26-Jun-23
Total		6,920,169	3,505,017	11,005	0	10,436,191		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

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	10,456	5,669	10,000				236,291	221,504
121	Car Park Reserve	971	45	26	0			1,016		996
201	Unspent Grants & Loans Reserve	422,635	0	0	0		(403,180)	(186,180)	19,455	236,455
	Restricted by Council		0							
101	Leave Reserve	186,519	8,643	4,899	0				195,162	191,418
102	Plant Reserve	741,712	9,083	15,728	324,000		(880,500)	(322,500)	194,295	434,941
103	Land and Building Reserve	687,174	17,303	15,197	0		(320,000)	(120,000)	384,477	582,371
104	Bush Fire Reserve	38,458	2,236	1,126	10,000	10,000			50,694	49,584
105	Maintenance and Renewal of Mine Heavy Haulage Roads Reserve	5,383	3,657	1,014	75,000	75,000			84,040	81,397
107	Sanitation Reserve	210,598	4,699	3,499	66,000		(177,356)	(117,290)	103,941	96,807
109	Recreation Centre Floor and Solar Reserve	225,005	10,882	6,026	10,000	10,000			245,887	241,031
112	Refuse Site Post Closure Reserve	239,240	10,587	6,229	5,000	5,000	(16,000)		238,827	250,468
113	Drainage Reserve	67,968	3,387	1,902	10,000	10,000	(4,766)	(4,766)	76,589	75,104
114	Community Bus Reserve	66,642	3,315	1,809	5,000	5,000			74,957	73,450
115	SBS & Communications Tower Reserve	29,250	1,764	873	20,000	20,000	(10,997)	(10,997)	40,017	39,126
118	Playground Equipment Reserve	44,750	2,119	1,175	1,000				47,869	45,925
119	Swimming Pool Reserve	4,536	0	11	0		(4,536)	(4,547)	(1)	0
125	Building Maintenance Reserve	224,804	5,859	3,897	9,697		(110,000)	(110,000)	130,360	118,700
126	Strategic Projects Reserve	293,633	9,131	6,342	52,471	10,000	(202,404)	(62,540)	152,831	247,436
127	Matched Grants Reserve	65,085	3,244	1,826	10,000	10,000	(4,978)		73,351	76,911
128	Aged Care Infrastructure Reserve	57,371	2,658	1,507	0				60,029	58,878
129	Equipment Reserve	6,155	285	162	0			6,440		6,316
130	Assets and GRV Valuation Reserve	97,446	3,030	2,839	24,000	24,000	(56,700)		67,776	124,285

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

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	1,296	864	0		(5,000)		29,174	33,742
132	Trails Reserve	36,853	685	735	5,000	5,000	(27,500)	(25,000)	15,038	17,588
133	Light Fleet Vehicle Reserve	214,027	5,114	5,269	101,000		(206,718)	(30,328)	113,423	188,968
135	Blackspot Reserve	1,460	522	155	10,000	10,000			11,982	11,615
136	Project Management Reserve	0	0	0	165,000				165,000	0
		4,216,387	120,000	88,777	913,168	194,000	(2,430,635)	(994,148)	2,818,920	3,505,017

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 6: RECEIVABLES

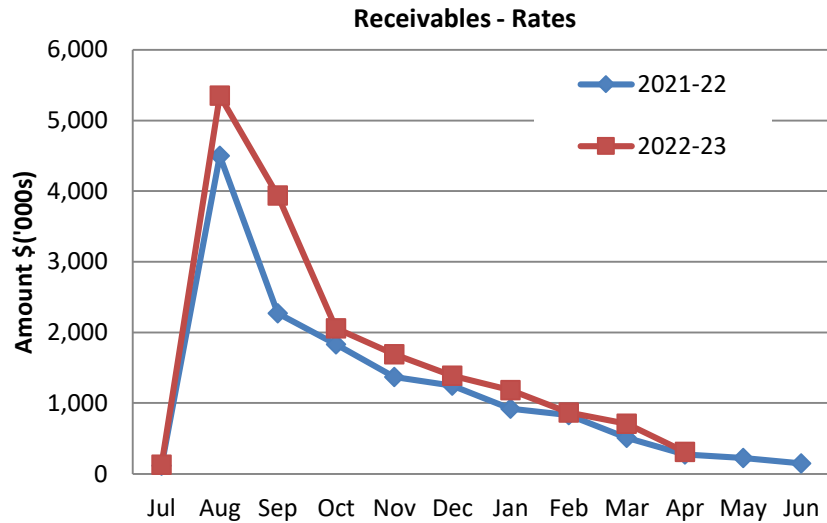
Receivables - Rates

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

	YTD 30 Apr 2023	30 June 2022
	\$	\$
Opening Arrears Previous Years	147,038	136,951
Levied this year	5,346,837	4,849,560
Less Collections to date	(5,187,242)	(4,839,473)
Equals Current Outstanding	306,633	147,038
Net Rates Collectable	306,633	147,038
% Collected	94.42%	97.05%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

Receivables - Sundry Debtors

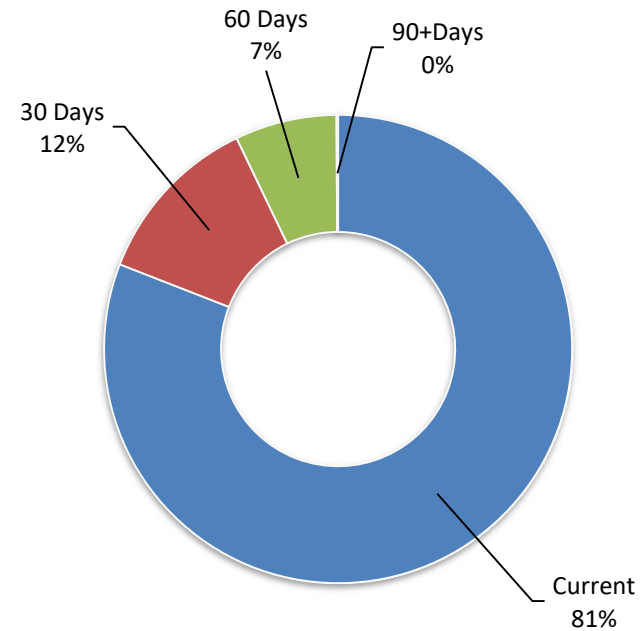
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	310,634	45,969	26,987	455

Total Sundry Debtor Receivables Outstanding

384,046

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 April 2023

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)	5,000	9,930	4,930
				P3055 2018 Subaru Liberty (DCS)	5,985	21,818	15,833
				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)	16,434	30,909	14,475
				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)	70,000	70,000	0
80,000	105,000	25,000	0	P2006 2008 Caterpillar Grader	80,000	105,000	25,000
80,000	105,000	25,000	0		335,119	378,342	43,223

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	90,487	40,074	40,074	(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	3,427	1,800	(1,627)	Works continuing
Community Amenities						
Waste Site Recycle Shed	62BU	123,974	4,632	4,632	(0)	
Recreation and Culture						
Bridgetown Civic Centre Revitalisation	02BU	1,228,586	162,542	161,750	(792)	Works continuing
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	25,203	3,703	2,944	(759)	Works continuing
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	48,395	43,642	(4,753)	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	585,905	414,307	(171,598)	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 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Transport						
Shire Depot Rebuild	08BU	661,796	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	10,570	10,570	0	
Other Property and Services						
Purchase of Land	1790040	21,000	21,000	4,776	(16,224)	Land purchases continuing
Land and Buildings Total		4,277,599	899,392	698,805	(200,587)	
Roads						
Transport						
Winnejump Road Regional Road Group 21/22	RR24	228,734	228,734	222,283	(6,451)	Job continuing
Winnejump Road Regional Road Group 22/23	RR21	375,000	374,996	192,916	(182,080)	Job continuing
Brockman Highway	RS03	1,488,242	1,488,241	1,488,242	1	Job completed
Kerbing	KB01	2,500	0	0	0	
Roe Street	RC38	45,213	45,213	44,713	(500)	Job completed
Improvements Steere Street Intersections	RC52	22,500	22,500	0	(22,500)	Job not yet commenced
Emergency Works	RC53	30,000	23,984	0	(23,984)	Jobs not yet identified
Tweed Road	RC42	123,992	123,992	142	(123,850)	Job not yet commenced
Hester Cascades Road	RC55	78,486	0	0	0	
Hester Street	RC58	13,154	13,154	9,738	(3,416)	Job completed
Henry Street	RC59	34,884	34,884	28,374	(6,510)	Job completed
Pioneer Street	RC60	11,978	8,716	0	(8,716)	Job not yet commenced
Cleopatra Crescent	RC61	16,855	15,107	0	(15,107)	Job not yet commenced
Democrat Close	RC62	16,379	13,848	0	(13,848)	Job not yet commenced
Blechynden Street	RC63	80,000	0	0	0	Job not yet commenced
Hay Road	GS12	137	137	137	0	Job completed
Grange Road	GS34	119,593	119,593	120,303	710	Job completed
Polina Road	GS41	166,355	166,355	154,884	(11,471)	Job completed

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
West Blackwood Terrace	GS69	32,054	32,054	32,054	0	Job completed
Greenfields Road	GS70	49,611	49,611	49,610	(1)	Job completed
Roads Total		2,935,667	2,761,119	2,343,398	(417,721)	
Footpaths						
Transport						
Nelson Street	FP05	610	610	0	(610)	
Footpaths Accessibility Access	FP28	5,000	5,000	0	(5,000)	Job not yet commenced
Allnutt Street	FP38	14,040	14,040	0	(14,040)	Job not yet commenced
Footpaths Total		19,650	19,650	0	(19,650)	
Drainage						
Community Amenities						
Nelson Street	DR16	3,635	3,635	12,842	9,207	Job completed
Telluride Street	DR18	30,410	30,410	0	(30,410)	Purchase order raised
Four Season Estate	DR24	11,364	11,364	0	(11,364)	Job not yet commenced
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	106,994	12,842	(94,152)	
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	6,890	6,890	6,890	0	Job complete
Bridgetown Youth Precinct Development	16IN	187,540	8,628	8,706	78	Job continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			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	73,898	74,048	150	Job continuing
Bridgetown Leisure Centre Wet Area	18IN	28,840	20,140	19,960	(180)	Job continuing
Bridgetown Sportsground Stairway to Toilets	21IN	5,752	5,752	3,570	(2,182)	Job continuing
Greenbushes Youth Precinct Development	22IN	518,105	0	0	0	
Bridgetown Sportsground Water Supply	23IN	20,000	16,963	16,962	(1)	
Bridgetown Sportsground Cricket Training Nets	24IN	105,780	8,736	8,737	1	Job continuing
Somme Park Fitness Trail Equipment	05IU	5,617	5,617	0	(5,617)	Job not yet commenced
Parks and Ovals Total		1,065,320	146,624	138,872	(7,752)	
<i>Bridges</i>						
Recreation and Culture						
River Park Footbridge	15IU	12,500	12,500	12,000	(500)	Job complete
Transport						
Old Bridgetown Road Bridge 0266A	BR05	1,750	1,750	1,750	0	Job complete
Brockman Highway Bridge 0266A	BR09	20,330	20,330	20,330	0	Job complete
Slades Road Bridge 3331A	BR23	219,000	146,000	146,000	0	Job complete
McKelvie Road Bridge 3705	BR26	8,400	8,400	8,400	0	Job complete
Greenbushes-Boyup Brook Road Bridge 3701	BR27	150,700	9,700	9,700	0	Job complete
Bridges Total		412,680	198,680	198,180	(500)	
<i>Infrastructure Other</i>						
Law, Order and Public Safety						
Bushfire Control Centre Fencing	18IU	2,020	2,020	2,020	0	Job completed, reimbursed by insurance

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continued)						
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	75,000	3,410	(71,590)	Purchase order raised
Waste Site Fencing	17IU	51,245	51,245	51,245	0	Job completed, reimbursed by insurance
Recreation and Culture						
Bridgetown Sportsground Fencing	07IU	31,470	31,470	31,470	0	Job completed, reimbursed by insurance
Bridgetown Tennis Club Bore	20IN	1,577	1,577	1,577	0	Completion of grant funded project
Transport						
Depot Fencing	16IU	44,215	44,215	44,276	61	Job completed, reimbursed by insurance
Greenbushes CBD Parking	CP05	604,180	76,470	76,469	(1)	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	19,562	0	(19,562)	Job not yet commenced
Infrastructure Other Total		829,269	301,559	210,468	(91,091)	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	40,125	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	10,000	0	(10,000)	Job not yet commenced
Community Amenities						
Tracked Loader	PL14	365,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	31,000	0	(31,000)	Vehicle changeover not yet commenced

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 8: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Apr 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment (Continued)						
Recreation and Culture						
SBS FM Radio Tower Equipment	12014	11,777	11,777	11,777	0	Job complete
Transport						
Footpath Sweeper	PL06	160,000	0	0	0	
Road Grader	PL09	427,500	427,500	427,500	0	Job complete
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	191,330	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Plant and Equipment Total		1,692,402	480,277	439,277	(41,000)	
Furniture and Equipment						
Furniture and Equipment Total		0	0	0	0	
Capital Expenditure Total		11,339,581	4,914,295	4,041,844	(872,451)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(a) Debenture Repayments

Particulars	Principal 1/07/2022	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 30 April 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	45,905			26,352	25,908	19,553	19,997	970	1,083
Other Property and Services									
001 CESM Vehicle	1,441	5,101	0	4,653	1,441	1,889	0	89	1
002 Photocopies and printers	16,445			10,184	9,991	6,261	6,454	435	482
004 EHO Vehicle	13,578			4,363	5,238	9,215	8,340	39	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	45,552	65,945	36,917	94,467	1,533	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 April 2023

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	54,966	13,539	2,759,982	2,691,478	50,185	13,539	2,755,202
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	(3,513)	(1,895)	1,269,756	1,275,165		-680	1,274,485
Mining UV	0.070850	20	1,182,671	83,792	(99)		83,693	83,792			83,792
Sub-Totals		2,299	245,711,159	4,204,826	51,353	11,644	4,267,823	4,204,826	50,185	12,859	4,267,870
Minimum Payment	Minimum \$										
Shire GRV	1,048.00	667	3,652,945	699,016	21,862		720,878	699,016	15,000		714,016
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	1,173		8,526	7,353			7,353
Sub-Totals		958	44,828,316	1,059,697	19,317	0	1,079,014	1,059,697	15,000	0	1,074,697
Discounts/concessions							5,346,837				5,342,567
Total amount raised from general rates							5,346,837				5,342,567

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD16675.3	01/04/2023	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR 01/04/2023 - 30/06/2023	2,879.96
DD16675.2	02/04/2023	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE FOR APRIL	75.90
DD16644.1	05/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	13,124.30
DD16644.2	05/04/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	647.83
DD16644.3	05/04/2023	CARE SUPER	PAYROLL DEDUCTIONS	370.69
DD16644.4	05/04/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	254.01
DD16644.5	05/04/2023	MLC MASTERKEY SUPER	SUPERANNUATION CONTRIBUTIONS	74.46
DD16644.6	05/04/2023	WAIKAWA DREAMING SUPER	PAYROLL DEDUCTIONS	744.62
DD16644.7	05/04/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	452.59
DD16644.8	05/04/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	239.85
DD16644.9	05/04/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16644.10	05/04/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	28.73
DD16644.11	05/04/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	323.08
DD16644.12	05/04/2023	GUILD SUPER	PAYROLL DEDUCTIONS	519.45
DD16644.13	05/04/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	648.24
DD16644.14	05/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	968.77
DD16644.15	05/04/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,906.42
DD16644.16	05/04/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	691.95
DD16644.17	05/04/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	195.13
DD16644.18	05/04/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	280.06
DD16644.19	05/04/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	327.97
DD16675.1	07/04/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF MARCH	7,066.49
DD16675.4	15/04/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER VEHICLE	484.22
DD16668.1	19/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	13,515.60
DD16668.2	19/04/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	647.83
DD16668.3	19/04/2023	CARE SUPER	PAYROLL DEDUCTIONS	370.69
DD16668.4	19/04/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.68
DD16668.5	19/04/2023	MLC MASTERKEY SUPER	SUPERANNUATION CONTRIBUTIONS	65.15

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD16668.6	19/04/2023	WAIKAWA DREAMING SUPER	PAYROLL DEDUCTIONS	708.95
DD16668.7	19/04/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	452.55
DD16668.8	19/04/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	209.87
DD16668.9	19/04/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16668.10	19/04/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	114.91
DD16668.11	19/04/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	250.81
DD16668.12	19/04/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	749.81
DD16668.13	19/04/2023	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	519.45
DD16668.14	19/04/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	559.25
DD16668.15	19/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	868.13
DD16668.16	19/04/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,662.91
DD16668.17	19/04/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	195.13
DD16668.18	19/04/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	337.75
DD16668.19	19/04/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	323.63
B/S	03/04/2023	WESTPAC BANK	MERCHANT FEES	910.13
B/S	03/04/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	368.55
B/S	05/04/2023	WESTPAC BANK	TOTAL WAGES FOR 23.03.2023 - 05.04.2023	133,109.27
B/S	19/04/2023	WESTPAC BANK	TOTAL WAGES FOR 06.04.2023 - 19.04.2023	138,221.74
B/S	07/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	CEO PARKING WHILE ATTENDING MEETING	6.06
B/S	10/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	REIMBURSEMENT OF INCORRECTLY CHARGED FEE	79.00
B/S	09/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	STAFF FAREWELL LUNCH	52.00
B/S	10/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	GRATUITY GIFT FOR STAFF MEMBER	355.95
B/S	15/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	DINNER FOR COUNCIL WORKSHOP	114.90
B/S	15/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	1 X SOLAR FLOOD LIGHT FOR STREET TREES UP LIGHT TRIAL	260.40
B/S	23/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	ANNUAL SUBSCRIPTION TO SHUTTERSTOCK	55.51
B/S	25/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	WINE FOR COUNCIL BAR	75.00
B/S	27/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	DINNER FOR COUNCIL WORKSHOP	16.40
B/S	27/03/2023	WESTPAC CORPORATE CREDIT CARD CEO	DINNER FOR COUNCIL WORKSHOP	54.81
B/S	03/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	03/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	ANNUAL DMIRS DANGEROUS GOODS LICENCE FOR BLC	287.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	10/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.52
B/S	09/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	APRIL CONCEPT FORUM DINNER	106.00
B/S	10/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	MAILSTORE SOFTWARE ANNUAL LICENCE	127.37
B/S	21/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	TAXI FARES TO ATTEND WORKSHOP IN PERTH	25.95
B/S	26/03/2023	WESTPAC CORPORATE CREDIT CARD DCS	ZOOM ANNUAL LICENCE	432.39
B/S	03/04/2023	WESTPAC CORPORATE CREDIT CARD DCS	MONTHLY CARD FEE	10.00
BPAY				
14042023	14/04/2023	TELSTRA	TELEPHONE & INTERNET CHARGES	2,228.34
ELECTRONIC PAYMENTS				
EFT36648	14/04/2023	ADMEDIA AUSTRALIA PTY LTD	TELEVISION COMMERCIAL PRODUCTION FOR BLC	649.00
EFT36649	14/04/2023	AJ STALEY CARPENTRY PTY LTD	REPAIR GREENBUSHES CRICKET PAVILION TOILETS & REPLACE DEPOT STAIRS	3,215.00
EFT36650	14/04/2023	ASK WASTE MANAGEMENT	SAMSUNG TABLET INC SOFTWARE, CASE & POWERBANK FOR WASTE SITE	1,420.00
EFT36651	14/04/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF MARCH	1,054.15
EFT36652	14/04/2023	BELIA ENGINEERING	TRANSPORT 65 X MATTRESSES FROM WASTE FACILITY FOR RECYCLING	858.00
EFT36653	14/04/2023	BENGINEERING TRANSPORT EQUIPMENT	TRAY REPAIR AND ASSESS & REPAIR ARROW BOARD LIGHT ON ISUZU TRUCK	682.00
EFT36654	14/04/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR FIRE CONTROL CENTRE & DEPOT - APRIL	444.83
EFT36655	14/04/2023	BLACKWOOD RURAL SERVICES	VARIOUS MINOR PARTS & EQUIPMENT	99.85
EFT36656	14/04/2023	BLACKWOODS	150 X PACKS HYDRATION QWIK-STIKS FOR FIREFIGHTERS	174.54
EFT36657	14/04/2023	BLACKWOOD PROPERTY MAINTENANCE	MATERIALS AND LABOUR TO REMOVE GRAFFITI AT LIBRARY	118.99
EFT36658	14/04/2023	BLUE ROSE QUILTING	SEWING OF UNIFORM BADGES ON BFB PPE	60.00
EFT36659	14/04/2023	BOOKEASY AUSTRALIA PTY LTD	2022/23 MONTHLY BOOKEASY COMMISSIONS FOR MARCH	220.00
EFT36660	14/04/2023	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN CIVIC CENTRE REVITALISATION PROJECT - CLAIM 1	154,327.97
EFT36661	14/04/2023	BTOWN MUFFLER & TOWBAR CENTRE	GLOBE FOR NISSAN NAVARA	15.00
EFT36662	14/04/2023	BRIDGETOWN TIMBER SALES	10 X 20KG BAGS RAPIDSET CONCRETE & MINOR ITEMS	254.50
EFT36663	14/04/2023	BRIDGETOWN BULLDOZING PTY LTD	HIRE OF EQUIPMENT TO CONSTRUCT FIRELINE AT TWEED RD INCIDENT	2,871.00
EFT36664	14/04/2023	BGBTA	BRIDGETOWN-GREENBUSHES KEEP CUPS FOR VISITOR CENTRE STOCK	120.00
EFT36665	14/04/2023	BRIDGETOWN MITRE 10 & RETRAVISION	5 X STORAGE BOXES FOR SES, BENCH VICE & VARIOUS MINOR ITEMS	1,139.69
EFT36666	14/04/2023	BRIDGETOWN PAINT SALES	PAINT FOR SES BUILDING MAINTENANCE	85.50
EFT36667	14/04/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR MARCH	132.50
EFT36668	14/04/2023	BRIDGETOWN TYRES	REPLACE TRANSFER CASE FOR FORD RANGER, 2 X BATTERIES & TYRE REPAIR	3,290.50

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT36669	14/04/2023	BRISKLEEN SUPPLIES PTY LTD	48 X 300M ECOWISE JUMBO TOILET ROLLS	337.26
EFT36670	14/04/2023	BUNBURY MACHINERY	SERVICE CALL & INSPECTION TO QUOTE ON REPAIRS TO SKID STEER LOADER	363.00
EFT36671	14/04/2023	BUNNINGS TRADE	TEMPORARY FENCE PANELS & BASES FOR BRIDGETOWN CIVIC CENTRE PROJECT	1,847.89
EFT36672	14/04/2023	RHONDA MARLIES BURGESS	RATES REFUND	619.02
EFT36673	14/04/2023	SUSAN MARY CASEY	RATES REFUND	75.54
EFT36674	14/04/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT & MEALS FOR BFB	20,155.93
EFT36675	14/04/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR MARCH	37,885.75
EFT36676	14/04/2023	COMMERCIAL FRIDGE & FREEZER SALES	WILLIAMS RUBY 3 GLASS DOOR UPRIGHT FRIDGE FOR CIVIC CENTRE	6,532.11
EFT36677	14/04/2023	CROWN HOTELS	ACCOMMODATION & MEALS FOR 2 X STAFF MEMBERS ATTENDING	1,201.00
EFT36678	14/04/2023	DATA#3	MONTHLY CHARGE FOR OFFICE 365 BUSINESS LICENSES - MARCH	1,808.62
EFT36679	14/04/2023	DAVMECH	REPAIRS TO AIR TANK AND OTHER DAMAGED PARTS ON ISUZU TIP TRUCK	2,047.50
EFT36680	14/04/2023	DAWN TAN LEGAL	LAND TRANSFER & SETTLEMENT COSTS FOR GREENBUSHES CAR PARK PROJECT	6,984.30
EFT36681	14/04/2023	DOMESTIC MAINTENANCE SW	VARIOUS GUTTER CLEANING & MAINTENANCE & OILING OF PICNIC SETTING	950.00
EFT36682	14/04/2023	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR MARCH	180.60
EFT36683	14/04/2023	FE TECHNOLOGIES PTY LTD	1000 X RFID TAGS FOR LIBRARY	297.00
EFT36684	14/04/2023	FRESHWATER IRRIGATION	REPAIR RETICULATION SOLENOID FOR THOMSON PARK	253.55
EFT36685	14/04/2023	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY BULK PREMIX BITUMEN FOR ROAD MAINTENANCE	2,508.00
EFT36686	14/04/2023	GE & CJ GIBLETT	HAZARD REDUCTION COMPLIANCE WORK FOR PRIVATE PROPERTY	330.00
EFT36687	14/04/2023	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES - MARCH	2,453.00
EFT36688	14/04/2023	H C JONES & CO	REPAIRS TO CIVIC CENTRE PUBLIC TOILET	120.00
EFT36689	14/04/2023	HERSEYS SAFETY	VARIOUS MINOR PARTS & EQUIPMENT	246.40
EFT36690	14/04/2023	IEQUIP	MACHINE HIRE FOR BUSHFIRE MITIGATION	13,283.43
EFT36691	14/04/2023	INTERFIRE AGENCIES PTY LTD	VARIOUS DFES EQUIPMENT & PPE	3,082.49
EFT36692	14/04/2023	IPEC PTY LTD	FREIGHT CHARGES	481.43
EFT36693	14/04/2023	JOMAR (WA) PTY LTD	MAINTENANCE OF BLACKWOOD RIVER PARK FOOTBRIDGE	13,200.00
EFT36694	14/04/2023	KANGAROO GULLY BUSHFIRE BRIGADE	CONDUCT MITIGATION BURN	1,500.00
EFT36695	14/04/2023	LAMP REPLACEMENTS	30 X LIGHT GLOBES FOR LIBRARY	461.01
EFT36696	14/04/2023	MICHELLE ROBYN LARKWORTHY	REIMBURSEMENT OF MEAL EXPENSES DURING CONFERENCE ATTENDANCE	137.60
EFT36697	14/04/2023	FRANK LEMMON	RATES REFUND	701.01
EFT36698	14/04/2023	MARKETFORCE	SHIRE ADVERTISING FOR MARCH	2,513.57

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT36699	14/04/2023	ROBERT MCCANCE	REIMBURSEMENT FOR TRAVEL EXPENSES WHILST ATTENDING DFES COURSE	434.55
EFT36700	14/04/2023	MINESCOPE CONSTRUCTIONS	TRANSPORT JCB SKID STEER LOADER FOR MITIGATION WORKS	198.00
EFT36701	14/04/2023	NJ MECHANICAL	VARIOUS REPAIRS TO MARANUP FIRE TRUCK & CATTERICK FIRETENDER	4,693.92
EFT36702	14/04/2023	OZWASHROOM	UNISEX BRAILLE TOILET SIGN FOR CIVIC CENTRE TOILET CONVERSION	53.56
EFT36703	14/04/2023	RAECO	VARIOUS LIBRARY SHELVING, PANELS & BOOK HOLDERS	1,403.60
EFT36704	14/04/2023	REPCO	2 X GREASE GUNS & NEW LED COMBINATION TAIL LIGHT	332.95
EFT36705	14/04/2023	RICHFEEDS AND RURAL SUPPLIERS	VARIOUS STAFF PPE, FENCING SUPPLIES & OTHER MINOR ITEMS	1,562.45
EFT36706	14/04/2023	SCAVENGER SUPPLIES PTY LTD	20 X FIRE GOGGLES FOR BFB	770.00
EFT36707	14/04/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING & PRINTING CHARGES AND SERVICE FEE - MARCH	1,218.47
EFT36708	14/04/2023	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR MITSUBISHI TRITON REPAIRS	300.00
EFT36709	14/04/2023	SEEK LIMITED	RECRUITMENT ADVERTISING FOR PARKS & GARDENS AND OUTSIDE WORKS	847.00
EFT36710	14/04/2023	SHEDFORCE	DEPOSIT FOR THE CRICKET CLUB PROJECT SHED KIT & INSTALLATION	3,326.00
EFT36711	14/04/2023	SOUTHWEST HOIST & CRANE	CRANE ASSESSMENT AND REPAIR REPORT FOR ISUZU TIP TRUCK	1,188.00
EFT36712	14/04/2023	SOURCE MY PARTS PTY LTD	PARTS FOR VOLVO GRADER	101.13
EFT36713	14/04/2023	STATEWIDE CLEANING SUPPLIES PTY LTD	8 X ROLLS OF 1200 X GYM MAXX PACK WIPES	393.80
EFT36714	14/04/2023	STEWART & HEATON CLOTHING CO	SHOULDER PATCHES FOR DFES PPE	543.56
EFT36715	14/04/2023	STEPHEN CARRICK ARCHITECTS	PROVIDE DESIGN OPTIONS FOR THE BRIDGETOWN RAILWAY STATION	4,950.00
EFT36716	14/04/2023	SW PRECISION PRINT	6 X HARMONY WEEK ENTRANCE POLE BANNERS	1,538.60
EFT36717	14/04/2023	SYNERGY	ELECTRICITY CHARGES	6,634.58
EFT36718	14/04/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES & PLATTER FOR ADVISORY COMMITTEE MEETING	160.79
EFT36719	14/04/2023	TOTAL GREEN RECYCLING	E-WASTE RECYCLING FROM THE WASTE FACILITY	938.80
EFT36720	14/04/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	15,659.72
EFT36721	14/04/2023	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF 100 X TYRES FROM THE WASTE FACILITY	1,080.75
EFT36722	14/04/2023	UWA PUBLISHING	BOOKS FOR VISITOR CENTRE STOCK	251.99
EFT36723	14/04/2023	WA LIBRARY SUPPLIES	REPLACEMENT FURNITURE AND EQUIPMENT FOR LIBRARY	4,048.76
EFT36724	14/04/2023	WESTRAC PTY LTD	250HR SERVICE & AIR CONDITIONING REPAIR FOR WASTE COMPACTOR	1,657.25
EFT36725	14/04/2023	WALGA	ADVANCED LG ACT TRAINING COURSE & CREDIT FOR INCORRECT CHARGE	60.00
EFT36726	14/04/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES AND OFFICE SUPPLIES & STATIONERY	542.61
EFT36727	14/04/2023	WORK SAFEGEAR	25 X FULL FACE REUSABLE RESPIRATORS & 100 X FILTERS FOR DFES PPE	12,238.83
EFT36728	21/04/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR MARCH 2023	28,138.00

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT36729	27/04/2023	2R ELECTRICAL	ELECTRICAL WORKS AT CARAVAN REST STOP	1,000.00
EFT36730	27/04/2023	ALLWEST ANTENNA	SUPPLY & INSTALL CEL-FI GO ANTENNA TO HESTER BROOK LIGHT TANKER	250.00
EFT36731	27/04/2023	ALMA METALS AUSTRALIAN PTY LTD	RATES REFUND	433.42
EFT36732	27/04/2023	AMITY SIGNS	FIRE PREVENTION SIGNAGE	862.40
EFT36733	27/04/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	2,417.75
EFT36734	27/04/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	6,099.50
EFT36735	27/04/2023	AUSSIE OUTBACK SUPPLIES PTY LTD	VARIOUS PROTECTIVE DOCUMENT STORAGE HOLDERS FOR SES	451.57
EFT36736	27/04/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE - MARCH	1,914.00
EFT36737	27/04/2023	BEILBY RECRUITMENT	RECRUITMENT CONSULTANT TO FACILITATE CEO RECRUITMENT - STAGE 1	4,400.00
EFT36738	27/04/2023	BKS REFRIGERATION & AIRCONDITIONING	DEGASSING OF 69 X FRIDGES AT THE BRIDGETOWN WASTE FACILITY	1,138.50
EFT36739	27/04/2023	BLACKWOODS	SAFETY GLASSES FOR WORKS CREW PPE	385.46
EFT36740	27/04/2023	BLACKWOOD PROPERTY MAINTENANCE	SCRUB & HIGH PRESSURE CLEAN HAMPTON ST TOILETS & PEST REMOVAL	375.00
EFT36741	27/04/2023	BOC LIMITED	REPLACEMENT GAS CYLINDERS LOST IN FIRE	804.85
EFT36742	27/04/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36743	27/04/2023	PAMELA JOY BRACCIA	RATES REFUND	61.65
EFT36744	27/04/2023	BRIDGETOWN LAWN TENNIS CLUB	21/22 & 22/23 CONTRIBUTION TOWARDS WATER AS PER MOU	1,000.00
EFT36745	27/04/2023	BRIDGETOWN BULLDOZING PTY LTD	DOZER AND OPERATOR HIRE FOR WINNEJUP RD WORKS	3,162.50
EFT36746	27/04/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND CHARGES - MARCH	687.50
EFT36747	27/04/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	251.48
EFT36748	27/04/2023	BRIDGETOWN PAINT SALES	PAINT TO COVER GRAFFITI AT LIBRARY	220.00
EFT36749	27/04/2023	BRIDGETOWN CLEANING SERVICE	CLEAN OF LIBRARY SOFT FURNISHINGS, MATS AND CARPETS	3,171.30
EFT36750	27/04/2023	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR MARCH CONCEPT FORUM	239.50
EFT36751	27/04/2023	BRIDGETOWN TYRES	SUPPLY & FIT 4 X NEW TRUCK TYRES TO ISUZU TIP TRUCK & 1 X TRAILER PLUG	1,582.00
EFT36752	27/04/2023	BRIDGETOWN WATER CARTAGE	SUPPLY & DELIVER 6000L OF WATER TO THE WASTE FACILITY	330.00
EFT36753	27/04/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36754	27/04/2023	BULLIVANTS PTY LTD	TEST, CERTIFY & REPAIRS TO CRANE ON ISUZU TIP TRUCK	898.59
EFT36755	27/04/2023	CATALYSE PTY LTD	2022-23 CORPORATE BUSINESS PLAN & REVISIONS	1,100.00
EFT36756	27/04/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36757	27/04/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR MARCH 2023	821.56
EFT36758	27/04/2023	CLOVERS GENERAL STORE	5 X BAGS OF ICE FOR AUSTRALIA DAY BREAKFAST	25.00

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EFT36759	27/04/2023	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF APRIL	519.77
EFT36760	27/04/2023	DAVMECH	REPAIRS & SANDBLASTING OF WATER CART TANK INCLUDING NEW PUMP	27,846.56
EFT36761	27/04/2023	DEPT MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR MARCH 2023	639.86
EFT36762	27/04/2023	DOMESTIC MAINTENANCE SW	CLEANING, REPAIRS & OILING OF VARIOUS TIMBER STRUCTURES	900.00
EFT36763	27/04/2023	ECOANGLE DESIGN AND DRAFTING	MODIFICATIONS OF SITE PLAN FOR GREENBUSEHS RAILWAY STATION	1,000.00
EFT36764	27/04/2023	LGRCEU	PAYROLL DEDUCTIONS	132.00
EFT36765	27/04/2023	FE TECHNOLOGIES PTY LTD	ANNUAL MAINTENANCE FEE FOR LIBRARY SYSTEMS	2,134.00
EFT36766	27/04/2023	FRESHWATER IRRIGATION	IRRIGATION PARTS AND SERVICES FOR SKATE PARK	8,390.84
EFT36767	27/04/2023	FULTON HOGAN INDUSTRIES PTY LTD	ASPHALT OVERLAY & CORRECTOR FOR HENRY ST & LOCKLEY AVE	41,923.73
EFT36768	27/04/2023	GARAGE DOORS SOUTH WEST	SUPPLY & INSTALL MOTORS TO ROLLER DOOR AT KANGAROO GULLY BFB	2,926.00
EFT36769	27/04/2023	HANSEN'S HOT BREAD SHOP	CATERING FOR PRESIDENT MEETING & 2 X OHS MEETINGS	607.50
EFT36770	27/04/2023	H C JONES & CO	SUPPLY & INSTALL REPLACEMENT CISTERN IN UNISEX TOILET AT CIVIC CENTRE	318.45
EFT36771	27/04/2023	HILLVIEW ELECTRICAL SERVICE	CHECK & REPLACE RCD'S AT LIBRARY & INSTALL FAN & SENSOR TO TOILET	968.00
EFT36772	27/04/2023	SHEILA ISOBEL HOWAT	RATES REFUND	696.00
EFT36773	27/04/2023	IEQUIP	MACHINE HIRE FOR BUSHFIRE MITIGATION	5,765.99
EFT36774	27/04/2023	ILLION TENDERLINK	ADVERTISING OF RFT 03/2223 FOR GREENBUSHES RAILWAY STATION	181.50
EFT36775	27/04/2023	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE FOR APRIL	130.90
EFT36776	27/04/2023	INTERFIRE AGENCIES PTY LTD	VARIOUS DFES PPE	1,695.46
EFT36777	27/04/2023	IPEC PTY LTD	FREIGHT CHARGES	297.56
EFT36778	27/04/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR BLC CHLORINE GAS CYLINDER - MARCH	174.25
EFT36779	27/04/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	88.70
EFT36780	27/04/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36781	27/04/2023	LOCAL GOV INSURANCE SERVICES WA	REFUND OF OVERPAYMENT OF INVOICE	223.42
EFT36782	27/04/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,487.35
EFT36783	27/04/2023	MAMMOTH SECURITY PTY LTD	QUARTERLY ALARM MONITORING CHARGE APRIL - JUNE	628.95
EFT36784	27/04/2023	MANJIMUP TOWING SERVICES	CALL OUT FEE FOR ATTEMPTED REMOVAL OF PROTEST SKIP BIN	240.00
EFT36785	27/04/2023	QUINN JAMES MCLACHLAN	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL	156.00
EFT36786	27/04/2023	BRADLEY STEPHEN MERCER	PARTIAL REFUND FOR ADJUSTED BUILDING PERMIT	84.50
EFT36787	27/04/2023	METAL ARTWORK CREATIONS	NAME BADGES FOR COUNCILLORS & STAFF	296.45
EFT36788	27/04/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,367.91

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EFT36789	27/04/2023	MUIRS MANJIMUP	60,000 KM SERVICE FOR NISSAN NAVARA	660.22
EFT36790	27/04/2023	NICHOLAS COLE	REPLACE FAULTY FAN MOTOR FOR AIR CONDITIONER IN BLC MEZZANINE	365.00
EFT36791	27/04/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36792	27/04/2023	QUALITY SHOP	LAMINATE 8 X A1 SIZE PORTRAIT PRINTS FOR TOURIST INFO BAYS	200.00
EFT36793	27/04/2023	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36794	27/04/2023	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	912.45
EFT36795	27/04/2023	RSPCA WESTERN AUSTRALIA	REFUND OF WITNESS SUMMONS TRAVEL ALLOWANCE NOT REQUIRED	80.00
EFT36796	27/04/2023	SAFETY SOLUTIONS WA	FACILITATE WHS WORKSHOP & UPDATE PROCEDURES, FORMS & REGISTERS	4,224.00
EFT36797	27/04/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC - MARCH	126.50
EFT36798	27/04/2023	SCHWEPES AUSTRALIA PTY LTD	DRINKS FOR RESALE AT THE BLC CAFE	610.97
EFT36799	27/04/2023	SEEK LIMITED	RECRUITMENT ADVERTISING - VISITOR CENTRE OFFICER	423.50
EFT36800	27/04/2023	SHIRE OF MANJIMUP	2022-2023 ASBESTOS TIPPING FEES - MARCH	158.65
EFT36801	27/04/2023	SOFT LANDING	RECYCLING OF 65 X MATTRESSES FROM THE BRIDGETOWN WASTE FACILITY	2,288.00
EFT36802	27/04/2023	SOUTHERN LOCK AND SECURITY	2 X PADLOCKS KEYED TO SHIRE RESTRICTED SYSTEM	171.29
EFT36803	27/04/2023	SOUTH WEST ISUZU	150,000KM SERVICE & REPAIRS FOR ISUZU TIPTRUCK	6,976.47
EFT36804	27/04/2023	SOUTHERN FOREST HOMES	REFUND OF FEES FOR CANCELLED BUILDING PERMIT	171.65
EFT36805	27/04/2023	STEWART & HEATON CLOTHING CO	DFES PPE UNIFORMS	773.76
EFT36806	27/04/2023	TRUSTEE FOR STEVE MAXWELL TRUST	SUPPLY & FIT 5 X ALL TERRAIN TYRES & TUBES TO SES VEHICLE	1,449.50
EFT36807	27/04/2023	SYNERGY	ELECTRICITY CHARGES	7,146.61
EFT36808	27/04/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES & GROCERIES FOR EMPLOYEE FAREWELL	209.41
EFT36809	27/04/2023	THOMPSON SURVEYING CONSULTANTS	WASTE SITE SURVEY	6,600.00
EFT36810	27/04/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY & DEPOT FOR APRIL	290.40
EFT36811	27/04/2023	T-QUIP	REPLACEMENT PARTS FOR TORO ZERO TURN MOWER	285.90
EFT36812	27/04/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	15,557.12
EFT36813	27/04/2023	WESTBOOKS	PURCHASE OF BOOKS FOR LIBRARY STOCK	201.02
EFT36814	27/04/2023	WINC AUSTRALIA PTY LTD	1 X MOBILE WHITEBOARD FOR ICC INCIDENT ROOM & CLEANING SUPPLIES	1,012.08
DIRECT DEBITS - LICENSING				
27638	03/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/04/2023	14,388.25
27639	04/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/04/2023	1,848.70
27640	05/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/04/2023	16,241.85

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27641	06/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/04/2023	4,298.55
27642	11/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/04/2023	7,360.55
27643	12/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/04/2023	5,325.30
27644	13/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/04/2023	5,532.60
27645	14/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/04/2023	4,559.15
27646	17/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/04/2023	5,094.75
27647	18/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/04/2023	2,878.60
27648	19/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/04/2023	5,876.60
27649	20/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/04/2023	5,043.65
27650	21/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/04/2023	5,847.30
27651	24/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/04/2023	13,239.55
27652	26/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/04/2023	1,711.60
27653	27/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/04/2023	3,651.55
27654	28/04/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/04/2023	7,737.10
CHEQUES				
300247	14/04/2023	WATER CORPORATION	WATER CHARGES	32,028.82
300248	27/04/2023	JOHN ARTHUR SCOTT	REFUND OF CAT TRAP BOND MINUS HIRE FEES	45.60
300249	27/04/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S FOR MARCH 2023	50.00
				1,060,200.24
CHEQUES - VISITOR CENTRE TRUST				
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
V300223	18/04/2023	WESTPAC	ACCOMMODATION FOR MARCH 2023	3,673.43
				3,673.43

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN APRIL 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 \$1,060,200.24 and for the Trust Fund totalling \$3,673.43 which was submitted to each member of the Council on 25th May 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 30/04/2023 is \$198,136.07



.....
CHIEF EXECUTIVE OFFICER

25th May 2023

**SHIRE OF BRIDGETOWN-GREENBUSHES
BUDGET MANAGEMENT REPORT - APRIL 2023**

In accordance with Council Policy 'F.24 - 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
1381040	Gravel Sheeting	\$263,929	GS69	West Blackwood Terrace	Materials & Contracts	\$9,458	\$4,266	\$13,724	Gravel costs associated with this job were not included when the budget was reduced at Budget Review.
1381040	Gravel Sheeting	\$263,929	GS70	Greenfields Road	Materials & Contracts	\$12,800	\$8,693	\$21,493	Gravel costs associated with this job were not included when the budget was reduced at Budget Review.
1386940	Road Construction/ Reconstruction	\$380,778	RC55	Hester Cascades Road	Materials & Contracts	\$78,486	-\$12,959	\$65,527	Funding to this project was increased as part of the Budget Review as it was identified the scope of the project was likely to increase.
					Totals	\$100,744	\$0	\$100,744	

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	

**SHIRE OF BRIDGETOWN-GREENBUSHES
BUDGET MANAGEMENT REPORT - APRIL 2023**

Council Budget Amendments

Expenditure above the current budget and outside the parameters set in policy F.24 - 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
1251020	South West Regional Waste Strategy	\$11,400			Materials & Contracts	\$11,400	\$4,097	\$15,497	As the procurement process progressed for the new joint rubbish collection contract there were some variations in cost from the consultant. The group also sought legal advice on some proposed changes to contract conditions.
Reserve	Sanitation Reserve	\$105,911			Reserve	\$105,911	-\$4,097	\$101,814	Expenditure incurred as part of the South West Regional Waste Group aligns with the purpose of the Sanitation Reserve. This reserve is used to balance out waste income and expenditure each year.
					Totals	\$117,311	\$0	\$117,311	

LOCATION PLAN – LOT 48 (37) JEPHSON STREET, GREENBUSHES



Summary of Submissions

Submission No	Status of Support	Item/Issue	Officer Comments
1	No objection is offered to the Amendment		Noted
2	Objects to the Proposed Amendment.	<p>Disagrees with the statement within the Amendment document that states:</p> <p>“Greenbushes does not have any light industrial land and opportunities to set up this type of light industry is limited due to land and servicing availability.</p> <p>This site is included in a precinct where there is a mix of residential and commercial zonings where residential and light industry/commercial land uses coexist in a Community servicing the expanding Talison Lithium mining operations.”</p> <p>The submitter confirms that:</p> <ul style="list-style-type: none"> • There is already a mechanic business that has opened on the main street (Blackwood Road); • Not all the Community reside in Greenbushes to service the mine; • This type of land holding (with only a shed on its location) is the only property on Jephson St surrounded by residential housing; • There is no mix of commercial and residential land on Jephson St, the property in question is the only one 	<p>Noted</p> <p>Noted and Agree There is land availability in the Townsite within the commercial zone that currently accommodates a motor mechanic – MA Mechanical (Development Approval P49/2021)</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

Submission No	Status of Support	Item/Issue	Officer Comments
		<p>The submitter further raises the following:</p> <ul style="list-style-type: none"> • Will there be noise limitations on residential areas as the shed in question is not sound proofed and how will it enforce the noise regulations; • The property has no facilities for waste disposal, • The land use will introduce pollutants and odours into the atmosphere; • Will the land use be degreasing vehicles in or on the grounds; • What drainage in line with EPA standards has been proposed; 	<p>If the Amendment is approved by the WAPC to enable a Motor Vehicle Repairs to be considered by the local government via a development application (DA), all the potential environmental impacts raised by the submitter will be assessed and land use controls imposed at the DA stage.</p> <p>It will be expected that the Applicant comply with all state regulations, codes or practice and guidelines relating to environmental emissions.</p>

SUMMARY OF FUNDING & DONATIONS

FUNDING TYPE	REQUESTED VALUE		RECOMMENDED VALUE 2023/24	
Total of Existing Service Agreements	\$	15,852	\$	15,852
Total of Existing Non-Contestable Funding Applications	\$	25,580	\$	25,580
Total New Service Agreement Applications	\$	19,348	\$	6,330
Total New Community Grant Applications	\$	30,388	\$	22,900
Total New Non-Contestable Funding Allocations	\$	38,073	\$	2,835
Total CEO and All Other Donations	\$	56,503	\$	56,503
Total - All Funding & Donations	\$	185,744	\$	130,000
Allocation	\$	130,000	\$	130,000
Shortfall/Unsubscribed Amount	-\$	55,744	\$	-

NEW COMMUNITY GRANT APPLICATIONS 2022/23

APPLICANT GROUP	GRANT PROJECT OR PURPOSE	FUNDING PURPOSE	LINK(S) TO SCP	TOTAL PROJECT BUDGET	APPLICANT CONTRIBUTION (OR OTHER GRANT)	AMOUNT REQUESTED FROM COUNCIL	OFFICER COMMENT	WORKING GROUP - FUNDING RECOMMENDATION	WORKING GROUP - REASONING	PREVIOUS GRANTS AQUITTED?
Bridgetown RSL	ANZAC Day Commemorative Banners	Design and purchase of Commemorative Banners for ANZAC Day	2.3 Become a hub of excellence in art culture and community events. 2.4 build community capacity by supporting community organisation and volunteers. 8.1 Identity preserv and showcase significant local history and heritage. 12.3 Develop and promote festivals events and trails that showcase the areas natural assets and core competencies.	\$2,500	\$500	\$2,000	The applicant seeks to raise awareness of ANZAC day within the community and commemorate the Australian that have undertaken active service by raising commemerative banners over the few weeks around ANZAC Day	\$1,000	Seek other 50% from RSL state	N/A new applicant
Greenbushes RSL	Marching Drum	Purchase a Marching Drum (Snare Drum complete with harness) to facilitate to various parades and marches including Vietnam Veterans, ANZAC Day and Remembrance Day	1.2.1- Age friendly communitiy plan- 2.1.4 Advocate for improved mental health 2.4.1- Build community capacity by funding community grants.	\$778	\$178	\$600	The applicant would like to enhance their parades for ANZAC Day and Rememberance Day by being able to include a marching drum. The Greenbushes RSL would also like to work with the Primary School by lending the drum for interested young people to learn to play and march with in the parades.	\$0		yes \$1500, RSL Toilet fittings 2013
Bridgetown Roller Skating	Communtiy Roller Skating	The funding will pay for the hire of the weekly hire of the double court for weekly communitiy roller skating. Bridgetown Roller Skating would operate on Friday 6 pm - 9pm and every second Sunday 10 am -12 pm.	Outcome1- A growing community that is diverse, welcoming and inclusive, Objective 1.1 Improve family and youth services and facilities to attract and retian families. Outcome 2. Good health and communitiy wellbeing, Objective 2.2 provide quality sport, leisure and recreation services. Action 2.2.9 is to " Provide an expanded range of activities at Bridgetown Leisure centre".	\$20,000	\$5,000	\$15,000	The applicant would like to access the double court every Friday night and every second Sunday for a year.This funding would cover the cost of the hire of the BLC double court. Bridgetown Roller Skating are now incorporated as a NFP.	\$0	Precedent Council did not want to set. i.e. no other sport/recreation group has venue hire paid for by Council	No
Country Women's Association Greenbushes Belles Branch	CWA Greenbushes Roof Refurbish	Funding to be spent on a roof renovation. The roof of the back of the Greenbushes CWA house needs replacing.	Objective 2.4 Build Community Capacity by supporting community organisations. Objective 5.1 Develop community readiness to cope with natural disasters and emergencies Objective 8.1: Identify, preserve and showcase significant local history and heritage.	\$15,500	\$8,250	\$7,250	The applicant has actively sought to raise funds for this project to reduce the funancial assistance required from this funding round.	\$ 3,500		Unknown
W.A Bush Fire Museum and Heritage Group Inc.	Purchase of Furniture	The Group is seeking to purchase 2 x office desks that will allow members to conduct research, catalouge artefacts and undertake general administrative roles for the museum. As the Museum is newly formed, there is a significant cost in setting up the facility, and this funding will assists in reducing the burden on volunteers in having to undertake fundraising.	Outcome 7 responsible and attractive growth and development Objective 7.3 Creative vibrant, attractive and welcoming towns. Outcome 8 local history, heritage and character is valued and preserved. Objective8.1 Identify, preserve and showcase significant local historyand heritage.	\$638	\$100	\$538	This applicant is seeking funding to suport the set-up of the museum office. This will provide the basic equipment necessary to begin work on curating the museum.	\$0	Try to source some free second hand furnture	Yes
CWA OF WA Bridgetown Branch	Kitchen Renovation	Requesting funds as a contribution towards purchase of new appliances for the Bridgetown CWA kitchen.The kitchen needs new cabinetry to accommodate modern appliances, the appliances themselves with the appropriate chnages to the elctrical and plumbing systems, improved overhead lighting, a new hot water system, sink and a stainless steel commercial mobile bench.	Objective 2.4 Build Community Capacity by supporting community organisations. Objective 5.1 Develop community readiness to cope with natural disasters and emergencies Objective 8.1: Identify, preserve and showcase significant local history and heritage.	\$25,000.00	\$12,000	\$5,000.00	The applicant has actively sought to raise funds for this project to reduce the funancial assistance required from this funding round.	\$ 2,500		
Blues at Bridgetown							Was applied for as service agreement or non contestable	\$15,900		

NEW COMMUNITY GRANT APPLICATIONS 2022/23										
APPLICANT GROUP	GRANT PROJECT OR PURPOSE	FUNDING PURPOSE	LINK(S) TO SCP	TOTAL PROJECT BUDGET	APPLICANT CONTRIBUTION (OR OTHER GRANT)	AMOUNT REQUESTED FROM COUNCIL	OFFICER COMMENT	WORKING GROUP - FUNDING RECOMMENDATION	WORKING GROUP - REASONING	PREVIOUS GRANTS AQUITTED?
TOTALS						\$30,388		\$22,900		

EXISTING SERVICE AGREEMENTS

GROUP	ANNUAL VALUE	YEAR ENDING	SUMMARY OF BENEFITS
Bridgetown Golf Club	\$ 1,250	2023-24	<i>Pruning & tree management</i>
Catterick District Progress Association	\$ 700	2023-24	<i>Public liability insurance and pest control costs</i>
Rotary Club of Bridgetown	\$ 1,680	2023-24	<i>Traffic management costs, toilets and rubbish bins for the Rotary Tour of the Blackwood</i>
Bridgetown Chlid Health Professionals (auspiced by Rotary Club of Bridgetown)	\$ 3,500	2023-24	<i>Rental costs</i>
Grow Greenbushes Inc (Greenbushes Community Garden)	\$ 340	2023-24	<i>Building insurance</i>
Blackwood River Arts Trail	\$ 1,000	2024-25	<i>Annual Arts Trail Event</i>
Bridgetown Swimming Club	\$ 432	2024-25	<i>Contribution toward Hire of pool lanes for swimming events</i>
The Rabbit Hole	\$ 6,313	2024-25	<i>Funding toward rent and electricity</i>
WA Bushfire Museum and Heritage Group Inc.	\$ 637	2024-25	<i>Public liability insurance for fundraising activities</i>
TOTAL COST FOR 2023-24 FINANCIAL YEAR	\$ 15,852		

NEW SERVICE AGREEMENT APPLICATIONS 2022/23										
APPLICANT GROUP	GRANT PROJECT OR PURPOSE	FUNDING PURPOSE	LINK(S) TO STRATEGIC COMMUNITY PLAN	TOTAL PROJECT BUDGET	APPLICANT CONTRIBUTION (OR OTHER GRANT)	AMOUNT REQUESTED FROM COUNCIL	OFFICER COMMENT	WORKING GROUP - FUNDING RECOMMENDATION	WORKING GROUP - REASONING	PREVIOUS GRANTS ACQUITTED?
Blues at Bridgetown Inc.	Blues at Bridgetown Festival	Applicant is seeking funding for a three-day festival showcases : Simply Beautiful Bridgetown" while attracting visitors from across the State, Interstate and Overseas.	Objective 2.1 Become a hub of excellence in art, culture and community events. Build community capacity by supporting community organisation and volunteers. Objective 10.3 Support local business to thrive. Objective 12.3 Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies. Action 12.3.2 Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art trail, Festival of Country Gardens, culinary trails etc.)	\$72,301	\$49,426		The amount of \$33,073 is not included in the "Amount Requested" column because BAB have requested non-contestable funding. If this is supported the Service Agreement request will no longer be required. Of the \$33,073 requested as non-contestable funding, \$22,875 would be cash and \$10,198 would be services provided by the Shire including rubbish, venue hire and post event cleaning.	\$0	Non compliant application (missing financials) Community grant allocated	Yes Project Name: Blues at Bridgetown Festiva in 2023 , Grant Amount: \$15900
Bridgetown Agricultural Society Inc.	Bridgetown Agricultural Show	The funding will,be utilised to run the Bridgetown Agricultural Show, which provides a wide variety of free entertainment and activities that are educational, inclusive and fostering of communitiy relationships.	Objective 2.2 Provide quality sport,leisure and recreational services :. Objective 2.4 Build community capacity by supportinh community organisations and volunteers: Objective 8.1 Identify, preserve and showcase significant local history and heritage:	\$37,000	\$32,000	\$5,000	This applicant is seeking funding toward the entertainment provided for the community at the annual Bridgetown Show. This event is one of the main events on the Bridgetown/Greenbushes calendar.	\$2,000		Yes, 2022 Bridgetown Show Entertainment\$5000
Blackwood River Communtiy Radio Inc.	BlackwoodRiver Community Radio	Applicant is seeking funding for establishing acommunity radio station.The funding will cover costs assoicate dwith establishing utilities, telephone expenses, licences security monitoring and computer system licences.	Objective 1.2 Understand and meet the needs of an aging population : Objective 1.4: Grow recognition and respect for all cultures: Objective 2.1 Advocate for quality health and community services: Objective 2.2 Provide quality sport, leisure and recreation services: Objective 2.3 Become a hub of excellence in art, culture and community events. Objective 2.4 Build community capacity by supporting community rorganisations and volunteers.: Objective 3.1 Maintain high levels of community safety. Objective 5.1 Develop community readiness to cope with natural disasters and emergencies: Objective 6.2. Encourage the adoption of sustainable waste bheaviours through waste education and communication: Objective 8.1. Identify, preserve, and showcase significant local history and heritage. Objective 10.3. Support local business to thrive: Objective 11. Facilitate improved access to education and job opportunities for everyone. Objective 12.3 Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies. Objective 15.1 engage the community in a meaningful and timely way using appropriate communication and consultation channels.	\$10,500	\$5,500	\$5,000	The committee suggest they will be operational by the end of this financial year however this is not definite. At this point they are not operational.The funding would cover estimated operational costs such as electricity and telephone, once the radio station is established.	\$1,000	Community grant for this year. Council will reconsider funding in future years once radio is up and running	
Blackwood Country Gardens Incorporated	Festival of Country Gardens	Applicant is seeking funding to organise and prmote the Festival of Country Gardens which is held in Autumn and Spring each year.	Outcome12- Bridgetown is regarded as a major tourist destination. Objective 12.3- Develop and promote festivals, events and trails that showcase that areas natural assests and core competencies. Objective 12.3.2- Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art trail, Festival of Country Gardens, culinary trails etc.)	\$23,850	\$15,000	\$3,500	This is an important annual event on the Bridgetown calendar. The volunteer hours were not included in the costs of the projects but equate to approximately \$24,000 as well as the cash contribution provided by the committee.	\$1,000		Yes, \$2500 for 3 years.(2020-2021 to 2022-2023)
Bridgetown and Greenbushes Business and Tourism Association	Fridgetown Festival	The funding will be utilised for the promotion of Fridgetown Festival.	Outcome12- Bridgetown is regarded as a major tourist destination. Objective 12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies. Objective 12.3.2- Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art trail, Festival of Country Gardens, culinary trails etc.)	\$12,500	\$7,500	\$5,000	BGBTA has been facilitating this event for the past 4 years over the 3 months of winter as a way of promoting Bridgetown/Greenbushes. The festival is comprised of a number of micro events/activities scheduled over the 3 monthswith the intent of attracting visitors, increase vistior spend and extend visitor stays.	\$2,000		

NEW SERVICE AGREEMENT APPLICATIONS 2022/23										
APPLICANT GROUP	GRANT PROJECT OR PURPOSE	FUNDING PURPOSE	LINK(S) TO STRATEGIC COMMUNITY PLAN	TOTAL PROJECT BUDGET	APPLICANT CONTRIBUTION (OR OTHER GRANT)	AMOUNT REQUESTED FROM COUNCIL	OFFICER COMMENT	WORKING GROUP - FUNDING RECOMMENDATION	WORKING GROUP - REASONING	PREVIOUS GRANTS ACQUITTED?
Returned Services League of WA, Bridgetown Sub Branch	Anzac Day Parade & Service	The funding will be used for the annual Bridgetown Anzac Day Parade and Service to cover the cost of erect and take down banners . Hiring of the Town Hall and Lesser Hall-please note the Town Hall would onyl be used to conduct at the service if it is raining. The Lesser Hall is for the Red Cross to provide morning tea at the conclusion of the Service. Printing and stapling of 150 programs to be distributed to people attending the Service. Transporting 100 chairs from the Civic Cetre to the Cenotaph and back.	Outcome 2.3 Become a hub of excellence in art, culture and communtiy events.2.4: Build communtiy capacity by supporting communtiy organisations and volunteers. 8.1: Identify, preserve and showcase significant local history and heritage. 12.3 Develop and promote festivals, events and trails that showcase thar area natural assets and core competencies.	\$1,098	\$250	\$848		\$330		No
TOTAL						\$19,348		\$6,330		

EXISTING NON CONTESTABLE FUNDING AGREEMENTS		
GROUP	VALUE	SUMMARY OF BENEFITS
Bridgetown Family and Community Centre	\$ 8,000	<i>Contribution to rates and insurance</i>
Henri Nouwen House Inc.	\$ 10,000	<i>Coordinator and bookkeeper costs</i>
Rotary Club of Bridgetown	\$ 5,000	<i>Contribution towards Traffic Management Plan for Blackwood Marathon Relay</i>
Bridgetown Lawn Tennis Club	\$ 2,000	<i>Contribution to Easter tennis tournament</i>
Greenbushes Playgroup	\$ 580	<i>Contribution to rent costs for Old Courthouse Building</i>
TOTAL COST FOR 2022-23 FINANCIAL YEAR	\$ 25,580	

NEW NON-CONTESTABLE FUNDING 2023/24											
APPLICANT GROUP	GRANT PROJECT OR PURPOSE	FUNDING PURPOSE	LINK(S) TO SCP	TOTAL PROJECT BUDGET	APPLICANT CONTRIBUTION (OR OTHER GRANT)	AMOUNT REQUESTED FROM COUNCIL	OFFICER COMMENT	WORKING GROUP - FUNDING RECOMMENDATION	WORKING GROUP - REASONING	WORKING GROUP - COMMENT	PREVIOUS GRANTS ACQUITTED?
Henry Nouwen House	Henri Nouens provides support services to the community in emotional, social or mental crisis including addiction, life skills, family violence, crisis management and individual counselling.	Contribute to the increased running costs of the facility to continue to provide support services to the community	Objective 1.1 Improve family and youth services and facilities to attract and retain families Objective 2.1 Advocate for quality health and community services. Understand and meet the needs of an aging population.	\$26,750	\$11,750	\$5,000	Henri Nouwen House is currently receiving \$10,000 in non-contestable funding and is seeking an increase due to rising costs and reduced income and donations (they are seeing more people that are unable to pay and there are fewer community donations).	\$2,835		Assist the group to seek other funding	
Blues at Bridgetown	The Blues at Bridgetown Music Festival - Street Party	To contribute to the costs associated with facilitating the Street Party including Traffic Management Plan, TM controllers and warning signs, barriers, cleaning, traffic Marshalls, rubbish collection, venue hire and Ranger services	Objective 2.1 Become a hub of excellence in art, culture and community events. Build community capacity by supporting community organisation and volunteers. Objective 10.3 Support local business to thrive. . Objective 12.3 Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies. Action 12.3.2 Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art trail, Festival of Country Gardens, culinary trails etc.)	\$94,979	\$61,906	\$33,073	This applicant continues to have a significant positive economic impact on the local economy annually. Of the \$33,073 requested as non-contestable funding, \$22,875 would be cash and \$10,198 would be services provided by the shire including Rubbish, venue hire and post event cleaning.	\$0			
TOTALS						\$38,073		\$2,835			

CEO & OTHER DONATIONS

CEO DONATIONS

Chief Executive Officer Donations	\$	1,500
Chief Executive Officer Hall Hire Charges & Fees Donations	\$	3,500
Rubbish & Recycling Collection - Community Events	\$	680
Rubbish & Recycling Collection - Shire Leased Facilities	\$	200
TOTAL CEO DONATIONS	\$	5,880

OTHER FINANCIAL SUPPORT PROVIDED BY COUNCIL (ANNUALLY)

School Awards & Certificates	\$	365
Blackwood NRM Project (Landcare Officer)	\$	45,508
SW Academy of Sport	\$	500
Bridgetown Agricultural Society	\$	250
Manjimup Airfield Contribution	\$	1,000
Regional Airport Marketing (Busselton Airport)	\$	2,000
Grow Greenbushes (Greenbushes Australia Day Breakfast)	\$	1,000
TOTAL	\$	50,623

TOTAL CEO & OTHER DONATIONS \$ 56,503

COUNCIL DECISIONS (May 2023)

CONTRIBUTIONS & ALLOCATIONS

TOTAL CEO DONATIONS \$ -

GRANTS & SERVICE AGREEMENTS

TOTAL \$ -

TOTAL CEO & OTHER DONATIONS \$ -

Unsuccessful Applications		
APPLICANT GROUP	CG OR SA	GRANT PROJECT OR PURPOSE

Successful Applications		
APPLICANT GROUP	CG OR SA	GRANT PROJECT OR PURPOSE

