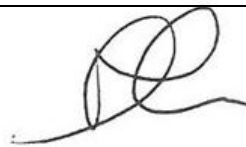


NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday 25 November 2021** in Council Chambers commencing at 5.30pm

T Clynch, CEO



Date

17 November 2021

Council Agenda Index – Thursday 25 November 2021

Subject	Page No
Opening of Meeting	3
Acknowledgment of Country	3
Attendance, Apologies & Leave of Absence	3
Attendance of Gallery	3
Response to Previous Questions Taken on Notice	3
Public Question Time	3
Petitions/Deputations/Presentations	3
Comment on Agenda Items by Parties with an Interest	3
Applications for Leave of Absence	3
Confirmation of Minutes	4
C.01/1121 Ordinary Meeting held 28 October 2021	4
C.02/1121 Special Meeting held 11 November 2021	4
Announcements by the Presiding Member without Discussion	4
Notification of Disclosure of Interest	4
Questions on Agenda Items by Elected Members	4
Consideration of Motions of which Previous Notice Has Been Given	4
Reports of Officers	5
CEO's Office	5
C.03/1121 Petition – Speeding Motorists on Nelson Street.....	5
C.04/1121 Development Assessment Panels – Local Government Nominations .	8
C.05/1121 Review of Councillor Training/Conferences and Continuing Professional Development Policy	10
C.06/1121 Annual Review of Council Delegations	12
C.07/1121 Proposed New Policy – Appointment of an Acting CEO	16
C.08/1121 Amendment to Grant – Bridgetown Lawn Tennis Upgrade.....	18

C.09/1121	Rolling Action Sheet	20
Corporate Services		21
C.10/1121	October 2021 Financial Activity Statements and List of Accounts Paid in October 2021	21
C.11/1121	Amendments to the 2021/22 Building Capital Works Program	23
C.12/1121	Electricity Procurement – Renewable Energy	26
Development & Infrastructure		29
C.13/1121	Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum.....	29
C.14/1121	Application for Planning Approval for Use Not Listed – Proposed 32 kV Power Line.....	33
C.15/1121	Memorial Park Replacement Climbing Frame	37
Community Services.....		40
C.16/1121	Youth Services Advisory Committee.....	40
C.17/1121	Bridgetown-Greenbushes Cultural Inclusion Advisory Committee	46
Receival of Minutes of Management Committees		52
Urgent Business Approved By Decision.....		52
Responses to Elected Member Questions Taken on Notice		52
Elected Members Questions With Notice.....		52
Notice of Motions for Consideration at the Next Meeting.....		52
Matters Behind Closed Doors		52
C.18/1121	Community Citizen of the Year Awards	52
Closure		52
List of Attachments.....		53

AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on Thursday 25 November 2021 commencing at 5.30pm

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

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

Attendance of Gallery

Responses to Previous Questions Taken on Notice

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/1121 Ordinary Meeting held 28 October 2021

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 28 October 2021 as a true and correct record.

C.02/1121 Special Meeting held 11 November 2021

Attachment 1 Minutes of Special Council Meeting – 11 November 2021

A motion is required to confirm the Minutes of the Special Meeting of Council held 11 November 2021 as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

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

Name	Tim Clynch - CEO
Type of Interest	Impartiality
Item No.	C.08/1121 Amendment to Grant – Bridgetown Lawn Tennis Upgrade
Nature of Interest	I am a current member of the Bridgetown Lawn Tennis Club

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/1121	FILE REF.	Rd.27
SUBJECT	Petition – Speeding Motorists on Nelson Street		
PROPONENT	Mr I Giles		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 November 2021		

Attachment 2 Petition

OFFICER RECOMMENDATION

1. *That Council receives the petition.*
2. *That Council seek a review by Main Roads Western Australia of the speed limit in Nelson Street and other means to limit the speed of motorists using Nelson Street, including but not limited to speed signage and flashing warning lights.*
3. *That the local Member for Warren Blackwood Jane Kelsbie, MLA be requested to assist in seeking the review of speed limit by Main Roads Western Australia.*

Summary/Purpose

A petition was presented to Council at its ordinary meeting held on 28 October 2021. Clause 3.4.1 of the Standing Orders requires the CEO to present the petition and an appropriate officer report to the following ordinary meeting of Council – in this case the ordinary November 2021 meeting.

Background

At the Council meeting held on 28 October 2021 Mr Ian Giles presented a petition requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street, specifically asking that:

1. 50km/h signs be placed on both sides of Nelson Street outside the Geegeelup Aged Care Facility to alert motorists to the speed limit.
2. Flashing speed limit lights be installed outside Geegeelup Aged Care Facility on Nelson Street to remind motorists to slow down because of elderly residents.

To support the request the petition also reads:

The following petitioners request Council take action to resolve the worsening problem of speeding motorists along Nelson Street.

We the undersigned, being ratepayers, residents and frequent users of Nelson Street, Bridgetown, respectfully request that the Bridgetown Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Nelson Street is a straight, steep and long stretch of road with a 50km/h limit. Because of the rapid growth of Highlands Estate, the traffic flow along Nelson Street is increasing in both directions with motorists frequently speeding past the Geegeelup Aged Care Facility at dangerous speeds.

The petition has been signed by 69 persons, all listing addresses within the Shire of Bridgetown-Greenbushes.

Officer Comment

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

- (a) Is to be addressed to the Shire President;
- (b) Is to be made by electors of the district;
- (c) Is to state the request on each page of the petition;
- (d) Is to contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (e) Is to contain a summary of the reasons for the request;
- (f) Is to state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
- (g) *Not relevant to this petition.*

The petition complies with Requirements (b), (d), (e) and (f), partly complies with Requirement (c) but does not comply with Requirement (a). Notwithstanding this minor non-compliance it is recommended the petition be received and addressed by Council.

Officer Comment

Local Governments don't have powers to set speed limits – that power rests with Main Roads Western Australia.

The issue of vehicle speeds on Nelson Street has been raised on a number of occasions in recent years. At administrative level approaches have been made to Main Roads Western Australia seeking a review of the speed limit however these requests have proven unsuccessful. The 50km/h speed limit is the default speed limit in Western Australia that applies for built up areas and typically isn't sign posted. In responding to previous queries on possible review of the Nelson Street speed limit Main Roads Western Australia has indicated it isn't prepared to overrule the default 50km/h limit and that no special (lower) speed zone applies to retirement villages or aged care facilities.

Traffic classifiers were installed on Nelson Street in October and this confirmed that the 85th percentile speed for the road was just over 60km/h. For vehicle speed data the 85th percentile speed is described as the speed at or below which 85 percent of the motorists drive on a given road unaffected by slower traffic or poor weather. The data clearly shows that regular speeding on the road occurs.

The speed data has been passed on to the local police for their consideration in increasing monitoring of driver behaviour on Nelson Street.

Main Roads Western Australia will review requests for speed zone controls as outlined in its 'Speed Zoning: Policy and Application Guidelines' provided:

- A request is received from the relevant road authority in line with this section;
- The same location has not been reviewed within the last five years (provided that there has been no significant change in conditions since that review); and
- The requested change is broadly in line with the provisions of this policy document. Main Roads may decline to undertake a request which is clearly contrary to this policy. In such cases, Main Roads will provide a reason for declining the application.

Notwithstanding the administrative queries made about this road in recent years it is believed they constituted a formal request and therefore Main Roads Western Australia could consider a new request at this time.

Although Main Roads Western Australia has previously rejected requests to review the speed limit on Nelson Street this shouldn't discourage council from formally seeking a review. The assistance of our local Member for Warren Blackwood in seeking a proper review of the request should be sought.

Statutory Environment

Speed zones are a regulatory control and under the control of the State Government. Local Authority can request the installation or modification of any zoning but the final approvals must come from Main Roads Western Australia.

Statutory speed limits are those that, by regulation in the Road Traffic Code, apply to a particular road environment, driving license provision, type of vehicle, or specific location. These speed limits are generally unsigned, with drivers expected to be aware of the limits as part of the process of obtaining and holding a driving license.

Integrated Planning

- Strategic Community Plan -
Outcome 9 Safe, affordable and efficient movement of people and vehicles
Objective 9.1 Improve road safety and connectivity
- Corporate Business Plan – Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Nil
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

Upon request Main Roads Western Australia will assess the risks of existing speed limits and consider requests from a local government for the implementation of a reduced speed limit.

Voting Requirements – Simple Majority

ITEM NO.	C.04/1121	FILE REF.	761
SUBJECT	Development Assessment Panels – Local Government Nominations		
PROPONENT	Department of Planning, Lands and Heritage – Development Assessment Panels		
OFFICER	Executive Assistant		
DATE OF REPORT	16 November 2021		

Attachment 3 Letter from Development Assessment Panels requesting nominations

Attachment 4 Development Assessment Panel – Frequently Asked Questions

OFFICER RECOMMENDATION

That Council nominate two [2] Councillors as Members and two [2] Councillors as Alternate Members for the Development Assessment Panel (DAP) representing the Shire of Bridgetown-Greenbushes.

Summary/Purpose

Correspondence has been received from the Director General, Development Assessment Panels requesting nominations of Councillors to become Development Assessment Panel (DAP) Members and Alternate (Deputy) Members.

Nominations were to be received by the Minister for Planning by 19 November 2021, however the Shire has been granted an extension to the end of November.

Background

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker.

The DAP system came in to operation on 1 July 2011 in order to determine development applications that meet a certain threshold value. Each DAP comprises five members – three specialist members, one of which is the presiding member and two local government members.

Under Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Bridgetown-Greenbushes is requested to nominate four elected members, comprising two ‘Local Members’ and two ‘Alternative Local Members’. Appointments of current local government DAP members expire on 26 January 2022 and members whose term will be expiring will

be eligible for re-consideration at this time. Current members for the Shire of Bridgetown-Greenbushes are:

- Local DAP Member 1 – Cr Tony Pratico
- Local DAP Member 2 – Vacant (previously ex Cr Alan Wilson)
- Alternative Local DAP Member 1 – Cr Julia Boyle
- Alternative Local DAP Member 2 – Cr John Bookless

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for a two-year term, expiring on 26 January 2024. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It should be noted that training is a mandatory requirement before members can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

Local government elections may result in a change to local DAP membership if current Councillors, who are DAP members, are not re-elected. In this instance the local government will need to re-nominate for the Minister's consideration and appointment.

Statutory Environment

Section 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 states the following:

- (1) The Minister must cause to be established and maintained a register of local government members of DAPs.
- (2) Subject to subregulation (4), the register must include the names of 2 members of the council of each local government of a district for which a JDAP is established.
- (3) Whenever it is necessary to include a member of a council of a local government on a local government register under subregulation (2), the Minister must —
 - (a) in writing, request the local government to nominate a member of the council of the local government for inclusion on the register; and
 - (b) unless subregulation (4) applies, include on the register the name of the person nominated.
- (4) If, within 40 days after the date on which the Minister makes a request under subregulation (3) or such longer period as the Minister may allow, the local government fails to nominate a person for inclusion on the local government register in accordance with the request, the Minister may include on the register as a representative of the local government a person who —
 - (a) is an eligible voter of the district of the local government; and
 - (b) the Minister considers has relevant knowledge or experience that will enable that person to represent the interests of the local community of that district.
- (5) For the purposes of subregulation (4)(a) a person is an eligible voter of a district if that person is eligible under the *Local Government Act 1995* section 4.29 or 4.30 to be enrolled to vote at elections for the district.

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

Policy Implications – Not Applicable

Budget Implications

There are no budget implications for the Shire of Bridgetown-Greenbushes as DAP members are paid by the Development Assessment Panels for meeting attendance and training.

Whole of Life Accounting – Not Applicable

Risk Management

Appointment of DAP representatives is a statutory requirement.

Voting Requirements - Simple Majority

ITEM NO.	C.05/1121	FILE REF.	300
SUBJECT	Review of Councillor Training/Conferences and Continuing Professional Development Policy		
PROPONENT	Department of Local Government and Cultural Industries		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 November 2021		

Attachment 5 Policy M.3 ‘Councillor Training/Conferences and Continuing Professional Development’

OFFICER RECOMMENDATION

That Council note the review of Policy M.3 ‘Councillor Training/Conferences and Continuing Professional Development’ and determine that no changes to the policy are required.

Summary/Purpose

To comply with legislative requirements a review of Council Policy M.3 ‘Councillor Training/Conferences and Continuing Professional Development’ is required.

Background

Section 5.128(5) of the Local Government Act 1995 requires a local government to review its policy for continuing professional development of council members after each ordinary election.

The relevant Council policy is Policy M.3 ‘Councillor Training/Conferences and Continuing Professional Development’ that was adopted by Council in April 2020.

Officer Comment

Ordinarily an annual review of the Council Policy Manual occurs each November but at the November Concept Forum Councillors requested that in 2021/22 the Policy Manual be reviewed in sections at Concept Forums between February and June 2022 with any changes to be presented to Council for formal consideration.

As the legislation requires the policy to be reviewed after each ordinary election this ‘standalone’ policy review item is presented to Council.

No changes to the current policy are recommended.

Statutory Environment

Section 5.128 Local Government Act 1995

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.
* Absolute majority required.
- (2) A local government may amend* the policy.
* Absolute majority required.
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government’s official website.
- (5) A local government —
 - (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.1 Strengthen leadership and advocacy
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

Notwithstanding the officer recommendation councillors may identify changes to the current policy.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

Review of this policy following the October 2021 ordinary election is a legislative requirement.

Voting Requirements – Absolute Majority

ITEM NO.	C.06/1121	FILE REF.	203
SUBJECT	Annual Review of Council Delegations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 November 2021		

Attachment 6 Delegation Register – Council to CEO
Attachment 7 Proposed New Delegation I.4 - Materials from Land not under
 Local Government Control

OFFICER RECOMMENDATION

That Council:

1. *Notes and retains the contents all Delegations to the CEO contained in Attachment 6 without amendment except for Delegation F.6 – Leisure Centre Fees and Delegation AC.7 – Kennel Establishments.*
2. *Amends Delegation F.6 – Leisure Centre Fees by changing the delegation to the CEO from having approval to reduce Leisure Centre fees for one-off opportunities from “no more than 50%” to “up to 100%”.*
3. *Amends Delegation AC.7 – Kennel Establishments by changing the title to “Kennel and Cattery Establishments” and including under the delegation the authority to grant, refuse to grant or cancel a cattery licence.*
4. *Approves the following new delegation as shown on Attachment 7:*
 - i) *Delegation I.4 - Materials from Land not under Local Government Control*

Summary/Purpose

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

Background

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

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

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

➤ Delegations to Committees

There are currently no Delegations to Council Committees.

➤ Delegations to CEO

Officers have undertaken an internal review of all Delegations and it is recommended all existing delegations be retained without amendment except:

- Delegation F.6 – Leisure Centre Fees by changing the delegation to the CEO from having approval to reduce Leisure Centre fees for one-off opportunities from “no more than 50%” to “up to 100%”. This would allow events such as the upcoming Leisure Centre open day to be held without the need to obtain specific Council approval.
- Delegation AC.7 (Kennel Establishments) be amended by changing its title to Kennel and Cattery Establishments and to include authorisation to grant, refuse to grant or cancel a cattery licence.

Last year delegations under the Dog Act and Cat Act were amended and at this time reference to ‘catteries” was overlooked.

A new delegation titled ‘Materials from Land not under Local Government Control’ is recommended for approval by Council. This delegation is to specifically cover the entering into agreements with land owners and/or occupiers for the taking of materials such as gravel, sand and water for road construction or maintenance. Previously these agreements were entered into by the CEO under Delegation A.5 – ‘Execution of Contracts’ however it is recommended a more specific delegation be approved.

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

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

Statutory Environment

Local Government Act 1995 – Sections 5.42 – 5.48

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. *
- Absolute majority required.

- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

5.43. Limits on Delegations to CEO's

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

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

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

“conditions” includes qualifications, limitations or exceptions.

5.45. Other matters relevant to Delegations under this Division

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

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning – Nil

Policy Implications

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

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

Voting Requirements – Absolute Majority

ITEM NO.	C.07/1121	FILE REF.	300
SUBJECT	Proposed New Policy – Appointment of an Acting CEO		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 November 2021		

Attachment 8 Draft Policy M.43 – ‘Appointment of an Acting CEO’

OFFICER RECOMMENDATION

That Council adopt Policy M.43 – ‘Appointment of an Acting CEO’ as contained in Attachment 2

Summary/Purpose

To consider a new policy addressing the subject/process of appointing an Acting CEO as and when required.

Background

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations, gazetted earlier this year, requires Councils to adopt a Policy for temporary employment or appointment of a CEO.

A draft policy is presented for Council consideration.

Officer Comment

Council already has in place a delegation (Delegation A.1) that authorises the CEO to appoint an Acting CEO for a period no greater than 25 working days (5 weeks). The draft policy has been written in line with this delegation. The selection of 25 days is linked to the annual leave entitlements of the CEO.

Statutory Environment

Section 5.39C Local Government Act 1995

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* *Absolute majority required.*

(2) A local government may amend* the policy.

* *Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

Integrated Planning

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

Policy Implications

If adopted by Council the policy will be inserted into the Policy Manual which is available to view on the Shire website.

Budget Implications

The draft policy has been drafted in line with the current Council delegation and therefore no new budget implications will arise from Council adopting the policy.

Whole of Life Accounting - Nil

Risk Management

Adoption of a policy on the process for appointment of an Acting CEO is a legislative requirement.

Voting Requirements – Absolute Majority (as per Section 5.39C Local Government Act 1995)

The CEO as the author of this report declares an impartiality interest as he is a current member of the Bridgetown Lawn Tennis Club.

ITEM NO.	C.08/1121	FILE REF.	072.8
SUBJECT	Amendment to Grant – Bridgetown Lawn Tennis Upgrade		
PROPONENT	Department of Industry, Science, Energy and Resources		
OFFICER	Chief Executive Officer		
DATE OF REPORT	16 November 2021		

OFFICER RECOMMENDATION

That Council seek a variation to the ‘Bridgetown Lawn Tennis Upgrade’ component of its Drought Communities Programme grant funding agreement to change the project description and outcomes for the project by replacing reference to “a bore, pump and pipework” to “rainwater tank(s), pump and pipework”.

Summary/Purpose

A variation to a component of Council’s Drought Communities Programme (DCP) funding is requested. This component is the ‘Bridgetown Lawn Tennis Upgrade’ project allocation. Due to the failure to find a suitable underground water supply a variation to the balance of funding to install additional water tanks is proposed. The funding body has indicated it is prepared to approve this variation.

Background

On 28 January 2020, the Australian Government announced that it would provide funding under the Drought Communities Programme (DCP) - Extension to a further 52 councils experiencing hardship due to the drought. The Shire of Bridgetown-Greenbushes was one of those councils. An amount of \$1 million was offered to the Shire of Bridgetown-Greenbushes under the DCP.

Various discussions and considerations by councillors on expenditure of the grant funds occurred between March and August 2020 with Council, in August 2021, adopting its 2020/21 budget with the following DCP funded expenditures:

- \$499,000 to the Bridgetown and Greenbushes Railway Stations Conservation Projects (noting that later in 2021/22 after successful procurement of State Government investment and Lotterywest funding for both projects the DCP funds were solely directed to the Bridgetown Railway Station project).
- \$470,947 to the Blackwood River Foreshore Park
- \$30,053 to the Bridgetown Lawn Tennis Upgrade

The funding agreement with the Department of Industry, Science, Energy and Resources for expenditure of DCP funding describes the purpose of the Bridgetown Lawn Tennis project as:

Installation of a new bore, pump and pipework at the Bridgetown Lawn Tennis Club to improve drought proofing through sustainable water supply for the maintenance of the lawn courts.

The tennis club has an existing bore that draws underground water for watering of the grass courts however the bore tends to run dry by mid-January, requiring the courts for the rest of summer and autumn to be watered from the reticulated scheme water network. The intent of the DCP funding was to install a second (deeper) bore in the club grounds to provide a more secure underground water supply.

A bore contractor was engaged and drilling occurred last month. Despite two separate water diviners identifying the preferred location of the bore no water was found despite drilling being done to a depth of more than 50 metres which is far greater than the 35-40 metre depth where water was expected to be found. Once the drilling proved unsuccessful the drilling contractor assessed other prospective bore sites within the tennis club grounds but advised that his professional opinion was to not drill any other test holes as the characteristics of the land were similar to where the unsuccessful drilling occurred. The drilling contractor advised that further drilling was unlikely to be successful and would in effect be a waste of money. This professional advice was accepted.

Following the unsuccessful drilling contact was made with the Department of Industry, Science, Energy and Resources to enquire if a grant variation could be approved to remove the reference to a new bore.

The preference is to retain the balance of funds for the project for its ultimate purpose – which is to drought proof the tennis club. Accordingly a variation request can be formally requested seeking a change in the project description and outcomes for the Bridgetown Lawn Tennis Club to replace reference to “a bore, pump and pipework” to “rainwater tank(s), pump and pipework”. The intent of the variation is that instead of a new bore being installed the project would result in the installation of additional water tank storage so that more water can be pumped from the existing bore before it dries off annually with the stored water then being available for watering of tennis courts.

Officer Comment

Preliminary contact has been made with the Department of Industry, Science, Energy and Resources regarding the potential grant variation and approval in-principle has been obtained.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters
 - Objective 5.2 Encourage the adoption of sustainable practices
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

The cost of the drilling was \$6,180. Additional costs of \$2,500 were incurred for underground services detection as a precursor to drilling. This leaves a balance of \$21,373.

Whole of Life Accounting - Nil

Risk Management

If Council wasn't to endorse the proposed grant variation there is a risk that the unexpended funds of \$21,373 would have to be returned to the Australian Government.

Voting Requirements – Simple Majority

ITEM NO.	C.09/1121	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	17 November 2021		

Attachment 9 Rolling Action Sheet

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.10/1121	FILE REF.	131
SUBJECT	October 2021 Financial Activity Statements and List of Accounts Paid in October 2021		
OFFICER	Senior Finance Officer		
DATE OF REPORT	17 November 2021		

Attachment 10 October 2021 Financial Activity Statements
Attachment 11 List of Accounts Paid in October 2021

OFFICER RECOMMENDATION

1. *That Council receives the October 2021 Financial Activity Statements as presented in Attachment 9.*
2. *That Council receives the List of Accounts Paid in October 2021 as presented in Attachment 10.*

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

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

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

The list of accounts is to be:

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

Statutory Environment

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

Integrated Planning

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

Policy Implications

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

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

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.11/1121	FILE REF.	133
SUBJECT	Amendments to the 2021/22 Building Capital Works Program		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	16 November 2021		

- Attachment 12 Amendments to 2021/22 Building Capital Works Program Summary
- Attachment 13 Extract from 5 Year Building Maintenance and Capital Works Plan 2021/22 to 2025/26
- Attachment 14 Version 2 2021/22 Building Capital Works Program

OFFICER RECOMMENDATION

That Council amends its 2021/22 Budget as per Attachment 12, incorporating changes to its 2021/22 Building Capital Works Program.

Summary/Purpose

To consider amendments to the 2021/22 Budget required as a result of proposed changes to the Building Capital Works Program.

Background

In 2020/21 the Shire submitted a funding application under the Australian Government's 'Building Better Regions' (BBR) program for building renovation and improvement works on 4 buildings in Greenbushes, being the Greenbushes Town Hall, Greenbushes Courthouse, Greenbushes Golf Club and former Greenbushes Roads Board building. The grant application sought funding of \$400,000 to match Shire funding of \$400,000 for a total of \$800,000 to be expended on the 4 buildings.

In the event of the grant application proving unsuccessful it was intended that Council would in due course determine where to expend the \$400,000 set aside as its contribution. In the 5 Year Building Capital Works Plan (2021/22 to 2025/26) endorsed by councillors at the April 2021 Concept Forum two programs were prepared, one assuming the 'Building Better Regions' grant application was successful (Version 1) and the other in the event of the grant application being unsuccessful (Version 2). Refer Attachment 12 to see detail of Version 1 and Version 2 and Attachment 13 for detailed descriptions of proposed works under Version 2.

The Shire has been advised that the Shire's Building Better Regions grant application was unsuccessful.

Officer Comment

Version 2 of the Building Capital Works Plan provides for the following allocations in 2021/22:

Greenbushes Golf Club Wet Areas Refurbishment	\$135,000
Greenbushes Office (Old Road Board) Renewal Works	\$105,000
Bridgetown Trotting Club - Various Building Renewal Works	\$ 58,000
Bridgetown Shire Officers - External Building Repairs	\$ 26,000
Bridgetown Regional Library - Western Verandah Roof	\$ 10,000
Bridgetown Leisure Centre - Painting	\$ 9,000
Greenbushes Cricket Pavilion - Repairs & Painting	\$ 7,000
Bridgetown Leisure Centre - Gym Air Conditioner Replacements	\$ 5,500
Total Works	\$355,500

Council funding required in Year 1 of Version 2 is \$44,500 less than Version 1 currently included in the 2021/22 Budget. The five year plan assumes that any difference in year by year funding requirements will be transferred to and from the Building Maintenance Reserve. Version 2 would result in a transfer to the Building Maintenance Reserve in 2021/22 of \$44,500 due to the reduced funding requirement in this version.

Two further items are presented for funding consideration at this time:

1. Following completion of detailed scoping for the Greenbushes Golf Club wet areas refurbishment, initial cost estimates indicate that the final cost of the project will be approximately \$170,000. It is therefore being recommended that the budget allocation for the Greenbushes Golf Club wet area refurbishment be increased by \$35,000 (from \$135,000 to \$170,000).
2. At the Concept Forum held 11 November 2021 councillors were provided an update on the status of the proposal to transfer responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the Bridgetown CRC. As part of the update discussions were held on the draft building renovations and fit out plans prepared by the Bridgetown CRC for accommodation of both the traditional CRC uses and the visitor servicing requirements. In considering these draft concept plans councillors raised the need for an independent building report to be prepared assessing the current condition of the visitor centre building so that its long term condition could be assessed and also to determine what additional costs the Shire may have to potentially fund if upgrades outside the CRC plans are required.

Some preliminary discussions have been held with relevant consultants. As some engineering assessment of the structural stability of the building will be required an estimate of \$5,000 has been made for procurement of a suitable building condition assessment report.

The two items above can be funded by the amount earmarked for transfer to the Building Maintenance Reserve under Version 2 of the Building Capital Works Plan, resulting in a reduction of the transfer to \$4,500.

Statutory Environment

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

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

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Integrated Planning

- Strategic Community Plan
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.6 Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way

- Corporate Business Plan
 - Action 7.6.1 Provide implementation of the long-term Shire buildings infrastructure renewal and upgrade plan

- Long Term Financial Plan – Nil
- Asset Management Plans
 - The proposed works will provide for part renewal of existing buildings. Details of the works undertaken will be recorded in the asset register and incorporated into the next review of Council's asset management plans.

- Workforce Plan – Nil

- Other Integrated Planning – Nil

Policy - Nil

Budget Implications

The Building Maintenance Reserve currently has a budgeted closing balance of \$220,639 as at 30 June 2022. The Officer recommendation to transfer the surplus funding of \$4,500 to this reserve will result in the reserve's budgeted closing balance being increased to \$225,139.

Whole of Life Accounting

All buildings are listed separately in Council's annual budget and the Building Capital Works Plan this ensures that the facilities are maintained under a managed program. Data is collected at an individual asset level to ensure optimum whole of life costs can be monitored and considered.

Risk Management

Ensuring buildings are renewed and maintained at an appropriate level will minimise the risks associated with major building failures. These risks include financial, service interruptions and personal safety to users of the facility.

Voting Requirements – Absolute Majority

ITEM NO.	C.12/1121	FILE REF.	634
SUBJECT	Electricity Procurement – Renewable Energy		
PROPONENT	Western Australian Local Government Association		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 November 2021		

OFFICER RECOMMENDATION

That Council:

- 1. Accepts the offer to participate in the WA Local Government Sustainable Energy Future Tender for the development of a Local Government Power Purchase Agreement; and*
- 2. Approves adoption of 100% renewable energy across the initial three year contract for Council's two contestable sites.*

Summary/Purpose

For Council to consider and approve participation in the WA Local Government Sustainable Energy Future Tender for the development of a Local Government Power Purchase Agreement (PPA), allowing for the adoption of renewable energy at contestable sites for a three year contract term.

Background

More than 50 WA Local Governments are participating in the Energy Sustainability and Renewables program to deliver an affordable option to obtain renewable energy. The initial three year contract will supply electricity to contestable sites, and will be further expanded in the long term. During the contract, renewable energy will be sourced from across the state.

The Energy Sustainability and Renewables Local Government project was initiated by WA Councils seeking opportunities to purchase affordable renewable energy. The Energy Sustainability and Renewables Local Government Steering Group (the Group) was formed in conjunction with the Western Australian Local Government Association (WALGA) allowing for the development of a central tendering process within an existing framework. The Group awarded the supply of energy, renewables and integrated projects to Synergy, subject to contracting. Renewable energy will be sourced from three accredited windfarms at Emu Downs, Collgar (Merredin) and Albany.

A collective minimum scaled volume of 60 Gigawatt hours across the three year term is required to ensure industry participation and commitment, hence the importance of Local Governments to partake in the program. Early adoption guarantees long-term participation, allowing for competitive renewable energy pricing structures. For the initial three year contract, variable renewable rates are applied to the base rates.

The initial three year contract is for the supply of renewable energy to contestable sites. Contestable sites are those facilities that consume more than 50,000 kilowatt hours per annum. The Shire has two eligible contestable sites, being the two meters that service the Bridgetown Leisure Centre. Council’s current contract with Synergy will expire on 30 April 2022.

Council has received an Energy Framework Offer Document for its two contestable sites. The Energy Sustainability and Renewables Local Government contract will commence during April 2022 with the Shire contract period being 1 May 2022 to 31 March 2025. An interim offer has also been made for the period 1 November 2021 to 30 April 2022 that will result in reduced electricity costs.

Officer Comment

Modelling was applied to tariffs presented in the offer document for Council’s two contestable sites against current tariffs and annual site consumption figures. The modelled totals are compared and displayed in the tables below:

Year 1

Site	Estimated Annual Consumption (kWh)	Annual Cost (Existing Tariffs)	Annual Cost (Proposed Tariffs)	Indicative Savings	Cost of 100% Renewable Option (Year 1)	Indicative Savings After Renewable Option Applied
1	98,733	\$35,392	\$27,678	\$7,714	\$2,962	\$4,752
2	148,612	\$46,470	\$29,741	\$16,729	\$4,458	\$12,271
Totals	247,345	\$81,862	\$57,419	\$24,443	\$7,420	\$17,023

Year 2

Site	Estimated Annual Consumption (kWh)	Annual Cost (Existing Tariffs)	Annual Cost (Proposed Tariffs)	Indicative Savings	Cost of 100% Renewable Option (Year 2)	Indicative Savings After Renewable Option Applied
1	98,733	\$35,392	\$27,678	\$7,714	\$2,567	\$5,147
2	148,612	\$46,470	\$29,741	\$16,729	\$3,864	\$12,865
Totals	247,345	\$81,862	\$57,419	\$24,443	\$6,431	\$18,012

Year 3

Site	Estimated Annual Consumption (kWh)	Annual Cost (Existing Tariffs)	Annual Cost (Proposed Tariffs)	Indicative Savings	Cost of 100% Renewable Option (Year 3)	Indicative Savings After Renewable Option Applied
1	98,733	\$35,392	\$27,678	\$7,714	\$2,202	\$5,512
2	148,612	\$46,470	\$29,741	\$16,729	\$3,314	\$13,415
Totals	247,345	\$81,862	\$57,419	\$24,443	\$5,516	\$18,927

Based on the proposed contractual rates in the Synergy offer relative to the rates currently paid by the Shire, it is forecast the Shire will save approximately \$54,000 over the term of the contract for the supply of 100% renewable power for its two contestable sites.

The project has been hailed as an ‘Australian-first’ program for renewable energy procurement, allowing for secure long-term investment in local renewable energy producers.

The focus and profile of climate change and reducing emissions continues to grow both globally and locally. This in turn is putting even greater emphasis and demand on renewable energy which is creating upward pressure on prices in a supply constrained market. Entering the contract at this point provides the Shire with certainty of renewable energy supply and costs over the term of the contract.

By accepting the offer the Shire will join other local governments and become one of the first local governments in WA to have some of its infrastructure 100% powered by renewable energy generated in Western Australian. In turn, the Shire is demonstrating to the community, its leadership and a commitment to protecting the environment.

Statutory Environment

The tender process undertaken by WALGA has been conducted in compliance with the Local Government (*Functions and General*) Regulations 1996, internal local government procurement policies, and has been granted authorisation from the Australian Competition and Consumer Commission.

Integrated Planning

- Strategic Community Plan
 - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters
 - Objective 5.2 Encourage the adoption of sustainable practices
 - Outcome 14 Effective governance and financial management
 - Objective 14.2 Improve real and perceived value for money from Council rates

- Corporate Business Plan
 - Objective 5.2 Encourage the adoption of sustainable practices
 - Action 5.2.6 Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those relating to water, energy, eco-housing, regenerative farming and electric vehicles) – 2023/24 and 2024/25

- Long Term Financial Plan
 - Reduced expenditure requirements as a result of participating in the Energy Sustainability and Renewables program will be reflected in Council’s Long Term Financial Plan

- Asset Management Plans – Nil

- Workforce Plan – Not applicable

- Other Integrated Planning – Nil

Policy - Nil

Budget Implications

Projected savings for the period 1 May 2022 to 30 June 2022 will be recognised in the mid-year budget review.

Whole of Life Accounting – N/A

Risk Management

Risks associated with entering into the Synergy contract under terms negotiated by WALGA are considered to be 'low' the contract provides the Shire with the opportunity to reduce its electricity costs as well as reduce its carbon emissions.

Voting Requirements – Simple Majority

Development & Infrastructure

ITEM NO.	C.13/1121	FILE REF.	A25446
SUBJECT	Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum		
PROPONENT	W.A. Bush Fire Museum and Heritage Group Inc.		
OFFICER	Manager Development Services		
DATE OF REPORT	15 November 2021		

Attachment 15 Proposal from WA Bush Fire Museum and Heritage Group Inc.

OFFICER RECOMMENDATION

That Council:

- 1. Pursuant to Clause 3.2.5 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Museum on Lot 7960, Reserve 24611 South Western Highway, Yornup is consistent with the objective of the Community Zone and Town Planning Scheme No. 4 and may be considered for development approval subject to public consultation and detailed assessment.*
- 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.*
- 3. Authorises the CEO to, concurrent with the planning assessment of the development application for Lot 7960, Reserve 24611 South Western Highway, Yornup, submit an application to the Department of Planning Lands and Heritage (DPLH) for changing the purpose of the reserve to a use that allows development of a museum.*
- 4. Grants delegated authority to the Chief Executive Officer to determine the development application and reserve reclassification, where no objections are received, subject to appropriate conditions.*

Summary/Purpose

To consider a proposal to develop a museum on a Shire reserve in Yornup. Both planning approval and approval to change the purpose of the Shire reserve are dealt with in this report.

Background

For several years the W.A. Bush Fire Museum and Heritage Group Inc. has been keen to develop a bush fire museum within the district. A number of members of the Group are locally based.

The museum would involve construction of a building that is capable of displaying both firefighting vehicles and other artefacts.

The Group has identified vacant parcel of reserve land in Yornup (Lot 7960, Reserve 24611 South Western Highway) adjacent to the Yornup Hall as a suitable site and is seeking Council's consideration to changing the purpose of the reserve to accommodate the use of a museum and the leasing of the land to the Group.

For Council to initiate a request to the Department of Planning Lands and Heritage (DPLH) to consider changing the purpose of the reserve it must first be satisfied that the proposed use of the reserve as a museum is an appropriate land use for the locality and zoning of the land. Whilst formal planning approval need not to have been granted in order to progress a request to DPLH some determination from Council is required. Any eventual granting of planning approval would be dependent upon the classification of the reserve being changed.

Officer Comment

Reserve 24611 is vested in the Shire of Bridgetown-Greenbushes as a church site (Church of England). The land is undeveloped. Taking into the surrounding population density the need for a church site in Yornup is questioned.

The land is zoned 'Community' under Town Planning Scheme No. 4 (TPS 4). Under the Zoning Table of TPS 4 there isn't a use class of museum even though under Schedule 1 – Interpretations there is the following definition of 'museum':

"means land and buildings used for storing and exhibiting objects illustrative of antiquities, natural history, art, nature and curiosities".

Under the Zoning Table there is the following definition of 'club premises':

"means land and buildings used or designed for use by a legally constituted club or association or other body of persons united by a common interest whether such building or premises be licensed under the provisions of the Liquor Act, 1970 (as amended) or not and which building or premises are not otherwise classified under the provisions of the Scheme".

The use of 'club premises' is a permitted use in the Commercial Zone.

Notwithstanding that it may be possible to fit the proposed bush fire museum under the use class of 'club premises' the reality is that there is an existing definition of 'museum' in TPS 4 and that is the fundamental use of the proposal of the W.A. Bush Fire Museum and Heritage Group Inc.

'Museum' is not listed in Table I - Zoning Table of TPS4 meaning Council can consider it as a 'Use Not Listed' for the subject property.

Council has the discretion, by Absolute Majority, to determine that the proposed 'Use Not Listed – Museum' is consistent with the objectives and policies of the Community Zone under TPS4 and that planning approval may be granted. Should Council determine that the proposed use is not consistent with the general and specific objectives and policies of TPS4, the proposal is therefore not permitted and must be refused.

It is noted that TPS4 doesn't contain any specific objectives for the Community Zone.

In the absence of specific objectives for the Community Zone Council could have regard to the general objectives of TPS4 which are:

Council's general objective is to ensure that the Scheme protects the District's present economic base, whilst allowing where appropriate, for development of more intensive forms of agriculture, for growth of the District's tourist potential, and for increased settlement within certain areas of the District.

Council's General Policies will therefore be to:

- (a) Establish Scheme Zonings which recognise the variation in land form and landscape and thus present and potential differences in land use;*
- (b) Delineate areas in which Special Rural Zones may be established and the conditions under which they may be developed, and, under appropriate conditions, for increased residential use of certain rural lands;*
- (c) Provide for reasonable expansion of residential, industrial and associated uses based on the District's established settlement structure;*
- (d) Permit, subject to adequate control, uses which add to and facilitate the District's potential for Tourism and recreational use;*
- (e) Require development, under a Planning Consent procedure, to achieve and maintain satisfactory standards of amenity; and*
- (f) Protect, wherever possible and consistent with the General Objective, the District's landscape and rural character.*

The development of a museum at Yornup doesn't appear to be inconsistent with the above objectives. When assessing the range of permissible uses under TPS4 for the Community Zone it is believed the use of museum is consistent.

Should Council support the 'Use Not Listed' public consultation must be undertaken as per Clause 5.2 of TPS4, and can include a sign onsite, a newspaper advertisement, website notice and direct correspondence to surrounding landowners. The application can be presented back to Council for determination following public consultation, or as recommended, delegated authority granted to the Chief Executive Officer to determine the application where no objections are received.

The application for planning approval can be processed concurrently with a request to DPLH to change the purpose of the reserve noting that the planning approval couldn't be issued (if that was to be the determination) until the reserve classification was changed.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

Clause 3.2.5 Zoning Table

In relation to a 'Use Not Listed', Clause 3.2.5 of TPS4 states that *"If the land use for a particular purpose is not specifically referred to in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes shown, Council may:*

- 1. determine that the use is not consistent with the objectives and purposes of the particular zone, and is therefore not permitted; or*
- 2. determine by absolute majority that the proposed use is consistent with the objectives and purposes of the Zones and thereafter follow the 'SA' procedures of Clause 5.2 in considering an application for Planning Consent."*

Integrated Planning

➤ Strategic Community Plan

Outcome 7 responsible and attractive growth and development

Objective 7.1 plan for a diverse range of housing and development opportunities to meet current and future needs

Outcome 8 local history, heritage and character is valued and preserved

Objective 8.1 identify, preserve and showcase significant local history and heritage

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

Policy Implications – Nil

Budget Implications

A planning application fee will be paid by the W.A. Bush Fire Museum and Heritage Group Inc.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Absolute Majority

ITEM NO.	C.14/1121	FILE REF.	A51679, A51829 A27206	A35902 A27549 A34207	A35899 A28078 A28767
SUBJECT	Application for Planning Approval for Use Not Listed – Proposed 132 kV Power Line				
PROPONENT	Talison Lithium Australia Pty Ltd				
OFFICER	Manager Development Services				
DATE OF REPORT	17 November 2021				

Attachment 16 Location Plan
Attachment 17 Applicant's Submission

OFFICER RECOMMENDATION

That Council:

- 1. Pursuant to Clause 3.2.5 and 4.3.3 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Proposed 132 kV Power Line is consistent with the objective of the Rural Zone 2 – General Agriculture and may be considered for development approval subject to public consultation and detailed assessment.*
- 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above, and grants delegated authority to the Chief Executive Officer to determine the development application, where no objections are received, subject to appropriate conditions.*

Summary/Purpose

To consider a development application seeking development approval for a 132 kV Power line to upgrade the power supply at the Lithium Greenbushes operations to support the mine expansions.

It is recommended that Council determine that the Use Not Listed – is consistent with the objectives and policies of the 'Rural Zone 2 – General Agriculture' and may be considered for approval subject to public consultation. It is also recommended that delegated authority be granted to the Chief Executive Officer to determine the application, where no objections are received, subject to appropriate conditions.

Background

A development application has been received seeking development approval for a 132 kV power line to upgrade the power supply at the Lithium Greenbushes operations to support the mine expansions.

The power line is a private line solely for servicing of the mine site. It is being developed as a private line as an alternative to Western Power installing a power line noting that if it was being installed by Western Power no development approval would be required.

The land use activity is to provide infrastructure to support an increase in power capacity to the Greenbushes Lithium mining operations via the use of 22 above ground power poles and associated above ground wires extending a distance of 7.2 kilometres from a Western Power substation located at Hester to the mine development envelope south of Greenbushes. The transmission line is proposed to

be located across 13 property tenures inclusive of road reserves and freehold land. A power line easement will be established within affected landholdings that will provide access to future owners of the transmission line for ongoing maintenance purposes.

The properties are:

- Lot 5 Forrest Park Road Bridgetown
- Lot 1961 Hester Road Bridgetown
- Lot 6799 Bill Baldock Drive Hester Brook
- Lot 616 Wagebadenup Road Hester Brook
- Lot 10438 Bill Baldock Drive Hester Brook
- Lot 3594 South Western Highway Hester Brook
- Lot 70 South Western Highway Hester Brook
- Lot 11240 South Western Highway Hester Brook
- Lot 288 South Western Highway Hester Brook

The property owners are:

- Talison Australia Pty Ltd
- Recruit Tree Farm Australia Pty Ltd
- Water Corporation Pty Ltd
- JK Sanders
- Bridgetown Golf Club Inc
- Western Power

All property owners have signed the development application thus giving consent for Talison Lithium to lodge the application.

In addition the proposed power line will traverse road reserves under the management of the Shire of Bridgetown-Greenbushes and Main Roads Western Australia.

Consultation

The Applicant advises that Talison has undertaken a range of consultation for this project since 2018 including:

- Seeking formal agreement from the affected landholders;
- Public displays at the Greenbushes Community Resource Centre, Bridgetown Show and the Balingup Field Day; and
- Undertaking a public meeting in Greenbushes to discuss the mine expansion.

Aboriginal Heritage

The Applicant advises that an aboriginal heritage assessment of the proposed route has been completed by the Department of Aboriginal Affairs and it has been determined that the works can proceed without impacting on any known aboriginal sites in accordance with the Aboriginal Heritage Act.

Bushfire Hazard Management

The subject lots are located in bushfire prone areas but as the development does not involve the construction of *habitable buildings* in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* it is exempted from the relevant Bushfire hazard management planning framework.

Officer Comment

The freehold lots subject of this application are zoned Rural 2 – General Agriculture in accordance with the Shire’s Town Planning Scheme No 4 (TPS4).

There is not a land use definition within the TPS4 that best describes the proposed land use and therefore Council can consider it as a ‘Use Not Listed’ for the subject properties.

Council has the discretion, by Absolute Majority, to determine that the proposed ‘Use Not Listed’ is consistent with the objectives and policies the Rural Zone 2 under TPS4 and that development approval may be granted. Should Council determine that the proposed use is not consistent with the general and specific objectives and policies of TPS4, the proposal is therefore not permitted and must be refused.

Should Council support the ‘Use Not Listed’ public consultation must be undertaken as per Clause 5.2 of TPS4, and can include a sign onsite, a newspaper advertisement, website notice and direct correspondence to surrounding landowners. The application can be presented back to Council for determination following public consultation, or as recommended, delegated authority granted to the Chief Executive Officer to determine the application where no objections are received.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

Clause 3.2.5 Zoning Table

In relation to a ‘Use Not Listed’, Clause 3.2.5 of TPS4 states that *“If the land use for a particular purpose is not specifically referred to in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes shown, Council may:*

- 3. determine that the use is not consistent with the objectives and purposes of the particular zone, and is therefore not permitted; or*
- 4. determine by absolute majority that the proposed use is consistent with the objectives and purposes of the Zones and thereafter follow the ‘SA’ procedures of **Clause 5.2** in considering an application for Planning Consent.”*

Section 4.3.2 of the TPS4 states:

Rural Zone 2 - General Agriculture

Council's Objective, recognising that land within the Zone is by reason of its physical characteristics and location suited to the development of a wide range of uses appropriate to the growth of the District's economy and activity generally, will be to retain as far as possible, an agricultural base whilst assisting desirable changes in land use and activity through Planning Policies and Controls.

Council's Policies will therefore be to:

- a) *support and assist in studies of land use and management which may be desirable and appropriate;*
- b) *promote the introduction of new and/or improved agricultural practices;*
- c) *permit, subject to adequate location and controls, establishment of uses of a tourist or recreational nature, and where appropriate, additional residential settlement;*
- d) *consider the establishment of Special Rural Zones within the defined Policy areas.*

Council is advised that the proposal whilst not directly aligning with the objectives of Rural Zone 2 – General Agriculture, will have negligible impacts on the agricultural productivity of the land not dissimilar to other public utility infrastructure such as transmission lines owned by Western Power. Furthermore it will deliver a necessary increase in power capacity to support the Lithium mine expansion which is a very important industry to the local, regional and state economy.

- Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 (Deemed Provisions)

The ‘Matters to be considered’ under Clause 67 of the Local Planning Scheme Regulations 2015 will be further assessed following public consultation.

Should Council not give support for the Use Not Listed and/or the application is ultimately refused, the applicant may exercise a right of review (ie. appeal) with the State Administrative Tribunal, additional staff time and potential legal costs are likely to be incurred.

Integrated Planning

- Strategic Community Plan
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.1 Plan for a diverse range of housing and development opportunities to meet current and future needs
 - Outcome 10 A strong, diverse and resilient economy
 - Objective 10.3 Support local business to thrive
- 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

Income: Development application fees of \$14,970.00 in accordance with the Shires fees and charges. Additional fees of to be charged for a newspaper advertisement should Council give preliminary support for the Use Not Listed.

Whole of Life Accounting – Not applicable

Risk Management

No risks to the Shire. Should Council not give support for the Use Not Listed and/or the application is ultimately refused, the applicant may exercise a right of review (ie. appeal) with the State Administrative Tribunal.

Voting Requirements – Absolute Majority

ITEM NO.	C.15/1121	FILE REF.	454
SUBJECT	Memorial Park Replacement Climbing Frame		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Coordinator Infrastructure Services		
DATE OF REPORT	16 November 2021		

Attachment 18 Spider Web Climbing Frame Photo
Attachment 19 Forpark Matrix 1 -Tech Sheet
Attachment 20 Kompan Emerald - Tech Sheet

OFFICER RECOMMENDATION

That Council approves unbudgeted expenditure of 44,400 for purchase of a 'Forpark – Matrix 1' replacing the "Spider Web" climbing frame at Memorial Park with the Forpark – Matrix 1 design.

Summary/Purpose

Approval is sought from Council for unbudgeted expenditure to replace the "Spider Web" climbing frame at Memorial Park following its unplanned removal due to safety concerns.

Background

The "Spider Web" climbing frame at Memorial Park was recently removed due to safety concerns regarding its condition. Installed new in 2006, the equipment consisted of chain covered in plastic sleeves attached to a central supporting column and anchored to surrounding ground points (see attachment "Spider Web Climbing Frame Photo"). On 17 October 2021, a member of the public reported that a chain segment had broken. Inspection revealed evidence of surface rust at numerous points however the plastic sleeves covering the chains prevented proper assessment of the structures integrity. Given that the sleeves allow water to be trapped in contact it was considered highly likely non-visible rust was present. Unfortunately the design does not allow removal and replacement of the sleeves, making inspection and maintenance of the equipment impractical. The equipment manufacture no longer exists so replacement parts were not available. With due consideration given to the age of the equipment and the issues outlined, a decision was made in consultation with Council's insurers (LGIS) to immediately remove it from the park.

Officer Comment

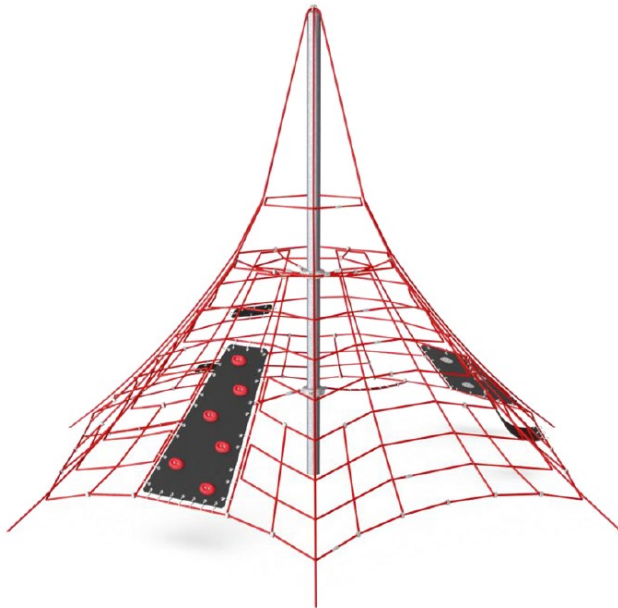
The "Spider Web" climbing frame was very popular with children and was well-used. Replacement with another climbing frame would therefore seem a sensible approach to ensure the new equipment is a worthwhile addition.

A number of playground equipment suppliers were approached for designs that would fit (including minimum clearance) within the existing space. In order to limit

costs only designs that fit into the existing footprint (soft fall sand area) of the “Spider Web” climbing frame have been considered.

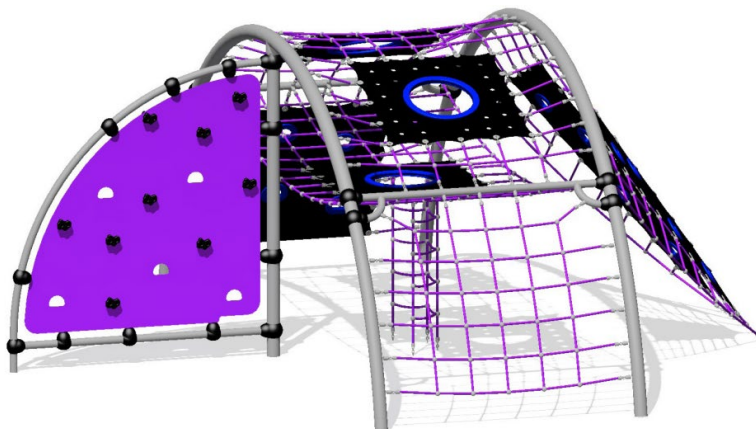
Designs of a similar scope to the “Spider Web” were limited with the following two offerings (see attachments for specifications) considered the most appropriate, being the ‘Kompan-Emerald’ and ‘Forpark - Matrix 1’ items. Details of these two items are set out below:

Kompan – Emerald



Price (incl install): \$27,702
Lead Time: 20 weeks
Manufactured: Europe
Warranty: 10 years (structural)

Forpark – Matrix 1



Price (incl install): \$44,400
Lead Time: 16 weeks
Manufactured: Western Australia
Warranty: 20 years (structural)

The Kompan offering is very similar to the “Spider Web” however it does lack some features and overall is a slight downgrade in comparison.

The Forpark offering is more expensive however it is the preferred option since it has more features than the “Spider Web”, most notably the large climbing wall. Also, Forpark equipment is manufactured in Western Australia with a 20 year structural warranty compared to just 10 years for Kopian. This gives some confidence that it is designed for Australian conditions.

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and Community Wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreational services.
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.5 Provide attractive and sustainable parks, playgrounds and reserves.

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

Policy Implications - Not Applicable

Budget Implications

The cost of \$44,400 is unbudgeted and will be reconciled at the midyear budget review to be presented to Council in March 2022. Current predictions are assuming a surplus, predominantly due to savings in employee costs due to vacant positions and it may be possible for the unbudgeted expenditure to be absorbed by a surplus at budget review. If not there are funds in the Playground Reserve that can be drawn at the budget review to fund this unbudgeted expenditure.

Whole of Life Accounting

Playground equipment requires periodic maintenance and end-of-life replacement.

Risk Management

Equipment has already been removed due to risk of injury to children. Replacement equipment will be compliant with current standards.

Voting Requirements - Absolute Majority

Community Services

ITEM NO.	C.16/1121	FILE REF.	229.1
SUBJECT	Youth Services Advisory Committee		
PROPONENT	Council		
OFFICER	Manager Community Development, Executive Manager Community Services and Chief Executive Officer		
DATE OF REPORT	16 November 2021		

Attachment 21 Instrument of Appointment Youth Services Advisory Committee

OFFICER RECOMMENDATION 1

1. That Council establish a Youth Services Advisory Committee for the two year term expiring 21 October 2023.
2. That Council endorses the Instrument of Appointment & Delegation for the Youth Services Advisory Committee as shown in Attachment 20 subject to the following:
 - i. The membership shall consist of:
 - 2 elected member representatives
 - 1 youth representative from the Blackwood Youth Action Group
 - 1 Community Youth Representative
 - 1 Representative from Bridgetown High School
 - 1 representative from Police
 - 1 representative from Greenbushes Community Resource Centre
 - 1 representative from the justice sector
 - 1 representative from the health sector
 - 1 representative with disability focus or awareness
 - 1 representative with an arts and culture focus
 - 1 representative with a sport and recreation focus
 - 1 representative from the community
 - Blackwood Youth Action Coordinator
 - ii. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
 - iii. Meetings of the Committee shall be held bi-monthly at dates to be determined by the Committee.
 - iv. The termination of the Committee shall be as at 21 October 2023 or otherwise as specified in the Local Government Act 1995.
 - v. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
 - vi. Any change of Committee Membership will require endorsement by the Council.

- vii *The CEO will ensure a staff member is available to administer and support the Committee.*

OFFICER RECOMMENDATION 2

Council to determine the elected member representation.

OFFICER RECOMMENDATION 3

- 1. That the CEO advertise for nominations from interested persons to fill the representative positions on the Youth Services Advisory Committee for the justice, health, disability, arts and culture, community and sport and recreation sectors/focus areas.*
- 2. That the CEO engage with Blackwood Youth Action, Bridgetown Police and local schools seeking nominations for those specific representative positions on the Youth Services Advisory Committee.*
- 3. That a report be presented back to the January 2022 Council meeting for consideration of any nominations and endorsement of Committee representatives.*

OFFICER RECOMMENDATION 4

That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised.

Summary/Purpose

The recommendations seek to confirm Council's direction to re-establish the Youth Services Advisory Committee.

Background

Council, at its meeting held on 28 October 2021 resolved (C.04/1021) in part:

That the CEO present a report to the November 2021 ordinary Council meeting providing a draft Instrument of Appointment for a new Youth Services Advisory Committee and at that time Council also determine elected member and community membership. To inform preparation of that report the CEO is to consult with Blackwood Youth Action on its recommendations on the functions of the Youth Services Advisory Committee and also present a report to the November 2021 Concept Forum to allow councillor input into the intended role and functions of the Committee.

Subsequent to the Council meeting there was also discussion at the Concept Forum held on 11 November 2021 which included a presentation from the Chair of Blackwood Youth Action, Sarah Youngson. This discussion included the identification of what groups or focus areas should have representation on the Committee.

Officer Comment

A draft Instrument of Appointment for the Committee has been developed in line with Council's current Corporate Business Plan action items relevant to the provision of

youth services and key points contained in the presentation to Councillors at the November Concept Forum by Sarah Youngson. The objectives of the Committee are linked to the review and implementation of the Youth Plan. This negates the need for a multitude of specific tasks under the Instrument of Appointment.

The draft Instrument of Appointment identifies 12 community or organizational representatives. The selection process for these representatives varies depending on the position:

- For the Blackwood Youth Action Group youth representative, Bridgetown High School representative, Greenbushes CRC representative and Police representative those groups will be invited to nominate their representative.
- For the other positions that are linked to focus areas nominations will be sought via an advertising process with nominees to complete a nomination form including nominating the focus area they wish to represent (will include space for nominee to provide supporting information with their nomination).

At the Concept Forum held on 11 November 2021 councillors indicated the groups or focus areas it wished to have representation on the Committee. Although not mentioned at the Concept Forum the officer recommendation in this report is to also include a representative from the Greenbushes Community Resource Centre (CRC) as that organization does provide some youth services/activities in Greenbushes.

Assuming Council endorses the officer recommendation it is recommended the selection process commence in early December and conclude in mid-January. This means that confirmation of Committee membership and hence commencement of the Committee couldn't commence until after the January 2022 Council meeting where committee appointments will be confirmed.

It is also noted that a response from Bridgetown High School is unlikely prior to early February however confirmation of the person representing the high school could be considered at a later Council meeting.

This means that confirmation of Committee membership and hence commencement of the Committee couldn't commence until after the January 2022 Council meeting where committee appointments will be confirmed.

The staff resourcing implications and requirements from re-establishing a Youth Services Advisory Committee require assessment and determination. Prior to Council disbanding the previous Committee in May 2020 the Shire employed a Part-Time Youth Officer however the position was removed from the structure (via a restructure) after that decision was made and Council's service delivery statement for youth services was developed.

On face value there is likely to be existing staff resources to administer the Committee including the preparation of agendas, attending bi-monthly meetings and producing minutes. However there aren't any current staff resources to guide review of the Youth Plan and ultimately implement actions arising from the Youth Plan once reviewed.

The Workforce Plan is scheduled for review in 2021/22 with the review scheduled to commence in early 2022.

A workforce plan identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the community, both in capacity and capability. It identifies the gaps or surplus in human, assets or financial resources and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on objectives and realistic expectations. The plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them. This information is to inform the Long Term Financial Plan and Asset Management Plan(s) to ensure the financial and physical resources of the Workforce Plan are included in those plans and planning activities.

Officer Recommendation 4 directs the CEO to assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised. For example, will there be a need to re-establish a Youth Officer (either full-time or part-time) position.

The review of the Workforce Plan is scheduled to be completed by April 2022.

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- Clause 5.10(4) of the *Local Government Act 1995* states:

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- Shire of Bridgetown-Greenbushes Standing Orders Clause 17.1 – 17.4.

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) *the names of the Council members, employees and other persons to be appointed to the committee; or*
- (b) *the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.*

17.2 Appointment of Deputy Committee Members

- (1) *The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where 2 or more deputies are so appointed they are to have seniority in the order determined by the Council.*
- (2) *Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.*

17.3 Reports of Committees

Notwithstanding clauses 3.11 and 3.12, any action required by the Council from reports from committee meetings are to be presented as a separate Officers Item to an ordinary meeting of Council for consideration.

17.4 Standing Orders to Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee –

- (a) *clause 9.1 in respect of the requirement to rise;*
- (b) *clause 9.5 limitation on the number of speeches.*

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 2.1 Advocate for quality health and community services
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.1 Strengthen leadership and advocacy
- **Corporate Business Plan**
 - Objective 1.1 Improve family and youth services and facilities to attract and retain families
 - Action 1.1.1 Provide a Youth Services Delivery Statement describing the shire's roles and responsibilities in relation to youth services, facilities and events
 - Action 1.1.2 Provide the revitalisation and development of the Bridgetown Youth Precinct with pump track, Skate Park, parkour and free throw basketball court.
 - Action 1.1.3 Advocate for the development of a Youth Centre with hang out space and access to activities and support services.
 - Action 1.1.4 Partner with Blackwood Youth Action to improve access to support services, counselling and mentoring for young people in particular marginalised and at risk youth.
 - Action 1.1.7 Provide engagement with local youth in Greenbushes on short term provision of a new skate ramp at Thompson Park and long-term further development of the Greenbushes Youth Precinct.

Objective 2.1 Advocate for quality health and community services.
Action 2.1.6 Advocate to assist community organisation to provide more crisis accommodation for at risk youth and victims of domestic abuse.

- Long Term Financial Plan – as discussed in body of report, linked to any recommendations arising from the review of the Workforce Plan
- Asset Management Plans – Not applicable
- Workforce Plan – as discussed in body of report
- Other Integrated Planning - Nil

Policy Implications

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

Budget Implications

There are no 2021/22 budget implications associated with re-establishment of the Youth Services Advisory Committee other than minor expenses for advertising for Committee nominations that can be met by existing advertising account allocations.

Any longer term staff resourcing implications will be assessed in the forthcoming review of the Workforce Plan and may impact future annual budgets.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements - Absolute Majority

ITEM NO.	C.17/1121	FILE REF.	
SUBJECT	Bridgetown-Greenbushes Cultural Inclusion Advisory Committee		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	16 November 2021		

Attachment 22 Draft Instrument of Appointment Bridgetown-Greenbushes Cultural Inclusion Advisory Committee

OFFICER RECOMMENDATION 1

1. *That Council establish a Bridgetown-Greenbushes Cultural Inclusion Advisory Committee for the two year term expiring 21 October 2023.*
2. *That Council endorses the Instrument of Appointment & Delegation for the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee as shown in Attachment 21 subject to the following:*
 - i *The membership shall consist of:*
 - *2 elected member representatives*
 - *1 representative from the Bridgetown Historical Society*
 - *2 representatives from culturally and linguistically diverse populations*
 - *2 persons that identify as a person of Aboriginal and/or Torres Strait Islander descent*
 - *1 general community representative*
 - ii *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
 - iii. *Meetings of the Committee shall be held bi-monthly at dates to be determined by the Committee.*
 - iv. *The termination of the Committee shall be as at 21 October 2023 or otherwise as specified in the Local Government Act 1995.*
 - v. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
 - vi. *Any change of Committee Membership will require endorsement by the Council.*
 - vii *The CEO will ensure a staff member is available to administer and support the Committee.*

OFFICER RECOMMENDATION 2

Council to determine the elected member representation.

OFFICER RECOMMENDATION 3

1. *That the CEO advertise for nominations from interested persons to fill the representative positions on the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee.*
2. *That the CEO engage with the Bridgetown Historical Society seeking its nomination for the specific representative position on the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee.*
3. *That a report be presented back to the January 2022 Council meeting for consideration of any nominations and endorsement of Committee representatives.*

OFFICER RECOMMENDATION 4

That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Cultural Inclusion Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions.

Summary/Purpose

The recommendations seek to confirm Council's informal direction to establish a standalone Cultural Inclusion Advisory Committee.

Background

Council, at its meeting held on 28 October 2021 resolved:

C.10/1021b That the CEO report to the November 2021 Council meeting on a possible amendment to the Instrument of Appointment for the Access and Inclusion Advisory Committee to include 'cultural inclusion' as an objective and function of the Committee.

Some discussion occurred at the Concept Forum held 11 November 2021 where it was agreed that it was preferred to have separate committees access/inclusion and cultural inclusion instead of having the same committee.

Officer Comment

A draft Instrument of Appointment for the Committee has been developed in line with Council's current Corporate Business Plan action items relevant to cultural activities and inclusion matters.

The draft Instrument of Appointment identifies 6 community or organizational representatives. The selection process for these representatives varies depending on the position:

- For the Bridgetown Historical Society representative that organization will be invited to nominate their representative.
- For the other positions (persons from culturally and linguistically diverse populations, persons that identify as a person of Aboriginal and/or Torres Strait Islander descent and a general community representative) nominations will be sought via an advertising process with nominees to complete a nomination form including nominating the category they wish to represent (will

include space for nominee to provide supporting information with their nomination).

“Culturally and Linguistically Diverse” is typically abbreviated into the acronym “CALD” and refers to the many Australian communities that originally came from different countries and therefore have cultures and languages that are different to those of Australians born here generation after generation. It’s important to note that CALD is not an identity. It’s a bureaucratic acronym that is used in the public and community sector, but individuals won’t necessarily identify as CALD. When seeking community nominations for these positions the use of the term “Culturally and Linguistically Diverse” will be explained.

Assuming Council endorses the officer recommendation it is recommended the selection process commence in early December and conclude in mid-January. This means that confirmation of Committee membership and hence commencement of the Committee couldn’t commence until after the January 2022 Council meeting where committee appointments will be confirmed.

The staff resourcing implications and requirements from establishing a Bridgetown-Greenbushes Cultural Advisory Committee require assessment and determination. On face value there is likely to be existing staff resources to administer the Committee including the preparation of agendas, attending quarterly meetings and producing minutes. However there aren’t any current staff resources to guide implementation of any recommendations from the Committee and subsequent decisions by Council.

The Workforce Plan is scheduled for review in 2021/22 with the review scheduled to commence in early 2022.

A workforce plan identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the community, both in capacity and capability. It identifies the gaps or surplus in human, assets or financial resources and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on objectives and realistic expectations. The plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them. This information is to inform the Long Term Financial Plan and Asset Management Plan(s) to ensure the financial and physical resources of the Workforce Plan are included in those plans and planning activities.

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- Clause 5.10(4) of the *Local Government Act 1995* states:

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

- Shire of Bridgetown-Greenbushes Standing Orders Clause 17.1 – 17.4.

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed objectives and duties, and any delegations proposed to be entrusted to the committee and either –

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or*
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.*

17.2 Appointment of Deputy Committee Members

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where 2 or more deputies are so appointed they are to have seniority in the order determined by the Council.*
- (2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.*

17.3 Reports of Committees

Notwithstanding clauses 3.11 and 3.12, any action required by the Council from reports from committee meetings are to be presented as a separate Officers Item to an ordinary meeting of Council for consideration.

17.4 Standing Orders to Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee –

- (a) clause 9.1 in respect of the requirement to rise;*
- (b) clause 9.5 limitation on the number of speeches.*

Integrated Planning

➤ Strategic Community Plan

- | | |
|---------------|---|
| Outcome 1 | A growing community that is diverse, welcoming and inclusive |
| Objective 1.4 | Grow recognition and respect for all cultures |
| Outcome 2 | Good health and community wellbeing |
| Objective 2.3 | Become a hub of excellence in art, culture and community events |

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

➤ Corporate Business Plan

Objective 1.4 grow recognition and respect for all cultures

Action 1.4.1 provide a reconciliation action plan

Action 1.4.2 facilitate the collection and sharing of information and stories about local culture and history including NAIDOC Week and Harmony Week

Objective 2.3 become a hub of excellence in art, culture and community events

Action 2.3.2 facilitate development of a local community events calendar

Objective 8.1 identify, preserve and showcase significant local history and heritage

Action 8.1.4 partner with the Historical Society to improve promotion of local history and heritage

➤ Long Term Financial Plan – as discussed in body of report, linked to any recommendations arising from the review of the Workforce Plan

➤ Asset Management Plans – Not applicable

➤ Workforce Plan – as discussed in body of report

➤ Other Integrated Planning - Nil

Policy Implications

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

Budget Implications

There are no 2021/22 budget implications associated with re-establishment of the Cultural Advisory Committee other than minor expenses for advertising for Committee nominations that can be met by existing advertising account allocations.

Any longer term staff resourcing implications will be assessed in the forthcoming review of the Workforce Plan and may impact future annual budgets.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements - Absolute Majority

Receival of Minutes from Management Committees

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended Item C.18/1121 be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- The personal affairs of any person.

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

ITEM NO.	C.18/1121	FILE REF.	244
SUBJECT	2022 Community Citizen of the Year Awards		
PROPONENT	Council		
OFFICER	Executive Assistant		
DATE OF REPORT	16 November 2021		

Attachment 23 Confidential Information on Nominees for the 2022 Community Citizen of the Year Awards

OFFICER RECOMMENDATION

That Council considers all nominations and selects a successful candidate for award categories where nominations were received.

Summary/Purpose

The purpose of this Item is for Council to select the successful nominees for the 2022 Community Citizen of the Year Awards, more commonly known as the 'Australia Day Awards'.

Background

The Australia Day Active Citizenship Awards program has been delivered in partnership with local governments for more than 15 years. The program has

evolved into one of the key activities and draw-cards for local governments at their annual Australia Day celebrations.

The criteria for the 2022 Awards remained the same as for 2021 with the four categories being:

- Citizen of the Year
- Citizen of the Year – Youth (under 25 years)
- Citizen of the Year – Senior (over 65 years)
- Active Citizenship – Group or Event

The closing date for nominations through the Australia Day Council (WA) website was 31 October 2021. All nominations received are kept confidential. Winners of individual categories will be advised so that they are available to attend the Australia Day celebration. The Shire President will present awards to the recipients during the Australia Day Breakfast event on 26 January 2022.

Statutory Environment – Not Applicable

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and Community Wellbeing
 - Objective 2.4 Build community capacity by supporting community organisations and volunteers
- 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

Certificates are provided by the Australia Day Council (WA), however Council is responsible for the cost of framing – approximately \$500. Funds for framing have been included in the current budget.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

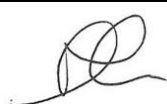
Voting Requirements – Simple Majority

Closure

The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1	C.02/1121	Minutes of Special Council Meeting – 11 November 2021
2	C.03/1121	Petition
3	C.04/1121	Letter from Development Assessment Panels requesting nominations
4	C.04/1121	Development Assessment Panel – Frequently Asked Questions
5	C.05/1121	Councillor Training/Conferences and Continuing Professional Development
6	C.06/1121	Delegation Register – Council to CEO
7	C.06/1121	Proposed New Delegation I.4 - Materials from Land not under Local Government Control
8	C.07/1121	Draft Policy M.43 – ‘Appointment of an Acting CEO’
9	C.09/1121	Rolling Action Sheet
10	C.10/1121	October 2021 Financial Activity Statements
11	C.11/1121	List of Accounts Paid in October 2021
12	C.11/1121	Amendments to 2021/22 Building Capital Works Program Summary
13	C.11/1121	Extract from 5 Year Building Maintenance and Capital Works Plan 2021/22 to 2025/26
14	C.11/1121	Version 2 2021/22 Building Capital Works Program
15	C.13/1121	Proposal from WA Bush Fire Museum and Heritage Group Inc.
16	C.14/1121	Location Plan
17	C.14/1121	Applicant’s Submission
18	C.15/1121	Spider Web Climbing Frame Photo
19	C.15/1121	Forpark Matrix 1 -Tech Sheet
20	C.15/1121	Kompan Emerald - Tech Sheet
21	C.16/1121	Instrument of Appointment Youth Services Advisory Committee
22	C.17/1121	Draft Instrument of Appointment Bridgetown-Greenbushes Cultural Inclusion Advisory Committee
23	C.18/1121	Confidential Information on Nominees for the 2022 Community Citizen of the Year Awards

Agenda Papers checked and authorised by T Clynych, CEO		17 November 2021
--	---	------------------



Special Council Minutes Index – 11 November 2021

Subject	Page No
Acknowledgment of Country	2
Attendance, Apologies & Leave of Absence	2
Attendance of Gallery	2
Public Question Time	2
Petitions/Deputations/Presentations	2
Comments on Agenda Items by Parties with an Interest	2
Notification of Disclosures of Interest	2
Business Items	3
SpC.01/1121 2021 “Be Well” Open Day at Bridgetown Leisure Centre	3
Matters Behind Closed Doors	5
Closure	5
List of Attachments	5

MINUTES

For the Special Meeting of Council held in the Council Chambers on Thursday 11 November 2021, called for the purpose of considering a proposal to waive entry fees for a Leisure Centre Open Day on Sunday 5 December 2021.

Opening of Meeting

The Presiding Member opened the meeting at 5.50pm

Acknowledgment of Country – Presiding Member

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

Attendance & Apologies

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

Attendance of Gallery

S. Youngson

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest - Nil

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

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

Prior to commencing the Business Items the Presiding Member acknowledged the passing of Don Perks and his contribution to the community.

Business Items

ITEM NO.	SpC.01/1121	FILE REF.	451
SUBJECT	2021 “Be Well” Open Day at Bridgetown Leisure Centre		
PROPONENT	Council		
OFFICER	Manager Recreation & Culture		
DATE OF REPORT	7 November 2021		

OFFICER RECOMMENDATION

That Council endorse waiving the entry fees at the Bridgetown Leisure Centre on Sunday 5 December 2021 for the “Be Well” Open Day between 10am to 4pm.

Summary/Purpose

The 2021 Be Well Open Day has been planned at Bridgetown Leisure Centre (BLC) and will provide an opportunity for the community to experience the physical activity options available within the Leisure Centre. Importantly, the Open Day will also allow for the promotion of health and wellbeing information in an ‘expo style’ event. It is anticipated that the event will increase patronage at the facility in terms of membership sales for the 24 hour gym and aquatics complex as well as increase patronage for Health on Hampton and promote other sporting groups who utilise the facility (including Bridgetown Karate and Netball and Basketball Associations).

Background

Leisure Centre staff originally identified Sunday 28 November for hosting of a Leisure Centre Open Day, however due to an administration error with a clash of bookings of the Bridgetown Leisure Centre, the suggested date has been moved to Sunday 5 December 2021. In setting the date, the organizing team were keen to avoid conflicts with other key community events including the Agricultural Show, Blues at Bridgetown Music Festival, Tour of the Blackwood and Festival of Country Gardens.

The organizing team felt that draw card of offering free entry to the community for the event would ensure residents not currently engaged in physical activity to participate. The planning team organizing the event included staff new to local government who were unaware that offering free entry was a decision required, under the *Local Government Act 1995*, to be made by Council. Unfortunately this was not identified until after the October Council Meeting and due to event planning and promotion timelines the decision could not wait until the November Council meeting.

Other local government facilities that provide an open day to promote their facilities with free entry include:

- Beatty Park Leisure Centre
- Belmont Community Centre
- Town of Victoria Park Aqua Centre
- Shire of Esperance(Bay of Isles Leisure Centre)
- Goldfields Oasis (Kalgoorlie)
- Albany Leisure and Aquatics Centre

Officer Comment

The proposed event will encourage community to visit the BLC to explore the facility and programs that are on offer, this includes the aquatics complex, beach volleyball, 24 hour gym and several sporting clubs (karate, basketball and netball). These clubs, along with Health on Hampton have been invited to participate in the open day. Other key stakeholders with key health and wellbeing services who have been invited include:

- Blackwood Youth Action
- Swim Club
- Healthways
- Live Lighter
- Act, Belong, Commit
- Sun Smart
- Medical Centres
- Local mental health professionals

At the event, patrons will have the opportunity to experience “taster classes” for BLC programs including Fit-4-Life, Fit-4-Life Circuit, Fit-4-Life Teen and Fit-4-Life Aqua. Health on Hampton will also offer “taster classes” and sporting clubs are encouraged to offer sport specific clinics. Attendees will also be given the opportunity to partake in a health check and gain information about nutrition and wellness.

Based on a five year average assessment of normal patronage on the 1st Sunday in December the loss of income arising from the officer recommendation would be in the vicinity of \$232.20. This loss has the potential to be offset against the opportunity to increase membership sales on the day as a result of the event this is considered likely. The 2020 Open Day (with free entry) of the 24 Hour Gym resulted in 8 membership sales on the day totalling \$1338.

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - Key Goal 2 Good health and Community Well Being
 - Objective 2.1 Advocate for quality health and community services
 - Objective 2.2 Provide quality sport leisure and recreation services
- Corporate Business Plan
 - Action 2.1.5 Facilitate the promotion of community health and wellbeing programs that are provided by Government and Local Services
 - Action 2.2.10 Provide and expanded range of activities at Bridgetown Leisure Centre

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

Policy Implications - Nil

Budget Implications

Based on a five year average assessment of normal patronage on the 1st Sunday in December the loss of income arising from the officer recommendation would be in the vicinity of \$232.20. This loss has the potential to be offset against the opportunity to increase membership sales on the day as a result of the event this is considered likely. The 2020 Open Day (with free entry) of the 24 Hour Gym resulted in 8 membership sales on the day totalling \$1338.

Whole of Life Accounting – Nil

Delegated Authority

Under current delegated authority the CEO only has authority to offer discounts of up to 50% for Leisure Centre fees. Council considers its annual review of delegations at its ordinary meeting in November and at this point in time a new delegation giving the CEO authority to waive entry fees for an annual open day at the Leisure Centre can be considered.

Risk Management

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Boyle, Seconded Cr Mountford

SpC.01/1121 That Council endorse waiving the entry fees at the Bridgetown Leisure Centre on Sunday 5 December 2021 for the “Be Well” Open Day between 10am to 4pm.

Carried 9/0

Matters Behind Closed Doors (Confidential Items) – Nil

Closure

The Presiding Member closed the meeting at 5.54pm.

List of Attachments – Nil

Minutes checked and authorised by CEO, Mr T P Clynych		15.11.2021
--	--	------------

PETITION TO THE BRIDGETOWN - GREENBUSHES SHIRE COUNCIL

The following petitioners request Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

We the undersigned, being ratepayers, residents and frequent users of Nelson Street Bridgetown, respectfully request that the Bridgetown Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Nelson Street is a straight, steep and long stretch of road with a 50 km/h limit. Because of the rapid growth of the Highlands Estate, the traffic flow along Nelson Street is increasing in both directions with motorists frequently speeding past the Geegeelup Aged Care Facility at dangerous speeds.

We ask that:

1. 50 km/h signs be placed on both sides of Nelson Street outside the Geegeelup Aged Care Facility to alert motorists to the speed limit
2. Flashing speed limit lights be installed outside Geegeelup Aged Care Facility on Nelson Street to remind motorists to slow down because of the elderly residents.

The ratepayers, residents and frequent users of Nelson Street, whose names and details are set out below, support this proposal.

Petition to the Bridgetown Greenbushes Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

	Full Name (Block letters)	Address	Date	Signature
	LORETTA CARROLL	21 NELSONS ST	6/10/21	L Carroll
	JAMES BARRY CARROLL	" " "	6/10/21	J Barry
	EDWARD JOHN STEWART	1/19 NELSON ST	6/10/21	E Stewart
	ANNE STEWART	1/19 NELSON ST	6/10	A Stewart
	Hon Robyn M Swear	17 Nelson St	6/10	R Swear

Petition to the Bridgetown Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Full Name (Block letters)	Address	Date	Signature
DONNA ILICH	15 Nelson St	6/10/21	<i>[Signature]</i>
BRETT TAKACS	11 Nelson St	6/10/21	<i>[Signature]</i>
ABBY ARMSTRONG	11 NELSON ST	6.10.21	<i>[Signature]</i>
Horraine Bosley	1 Allnutt St.	6.10.21	<i>[Signature]</i>
STEVE BOSLEY	"	06-10-21	<i>[Signature]</i>
TRISH WOOD	24 NELSON ST	28/10	<i>[Signature]</i>
IAN GILES	24 NELSON ST	28/10	<i>[Signature]</i>

PETITION TO THE BRIDGETOWN - GREENBUSHES SHIRE COUNCIL

The following petitioners request Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

We the undersigned, being ratepayers, residents and frequent users of Nelson Street Bridgetown, respectfully request that the Bridgetown Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Nelson Street is a straight, steep and long stretch of road with a 50 km/h limit. Because of the rapid growth of the Highlands Estate, the traffic flow along Nelson Street is increasing in both directions with motorists frequently speeding past the Geegeelup Aged Care Facility at dangerous speeds.

We ask that:

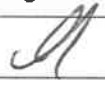




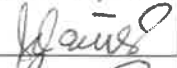
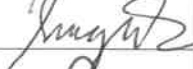

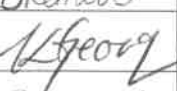
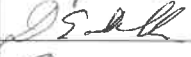



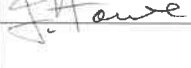
1. 50 km/h signs be placed on both sides of Nelson Street outside the Geegeelup Aged Care Facility to alert motorists to the speed limit
2. Flashing speed limit lights be installed outside Geegeelup Aged Care Facility on Nelson Street to remind motorists to slow down because of the elderly residents.

The ratepayers, residents and frequent users of Nelson Street, whose names and details are set out below, support this proposal.

Petition to the Bridgetown Greenbushes Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

	Full Name (Block letters)	Address	Date	Signature
	Michele Finlay	Geegeelup MGR Independent Living	11/10/21	<i>M Finlay</i>
	STEPHEN MOULTON	Maintenance Mgr Geegeelup		<i>S Moulton</i>
	STEPHEN WATKINS	GARDNER GEEGEE LUP	11/10/21	<i>S Watkins</i>
	Leanne Lisser	Geegeelup.	11/10/21	<i>L Lisser</i>
	Dave Daniels	"	11/10/21	<i>D Daniels</i>




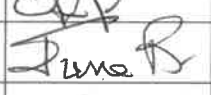



Petition to the Bridgetown Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Full Name (Block letters)	Address	Date	Signature
NICOLE WARD	GEEGEEELUP	12/10/21	
NICKY QUINN	GEEGEEELUP	12.10.21	
Elke Browne	"	"	
Keely Wright	"	12.10.21	
Rachael Ancan	"	13/10/21	
Raquel Davis	Geegedelup	13/10/21	
REGIE GONZALES	GEEGEEELUP	13/10/21	
Pamela Giblett	Geegedelup	18/10/21	
BELLA REMUS	GEEGEEELUP	22.10.21	B Remus
Katheryn George	GEEGEEELUP	25/10/21	
DEREK DILKES	GEEGEEELUP	25/10/21	
John Woodard.	Geegedelup	26/10/21	
Patrice Steven	Geegedelup.	26/10/21	
BOB HOWE	GEEGEEELUP ^{NELSON ST}	26/10/21	
JACKIE HOWE	GEEGEEELUP ^{NELSON ST}	26/10/21	

Petition to the Bridgetown Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Full Name (Block letters)	Address	Date	Signature
LARA BOS	18 Nelson St	6 th Oct	L.A. Bos
NICHOLAS JOHN COLLE	37 Roe St Bridgetown	6-10-21	N.J.C.
Nicky Donaldson	26 Nelson St	6/10/21	Nicky
R. Salschake	46 " "	6/10/21	R. Salschake
VICKI MILLS-BORLEY	45 NELSON ST	v	Mills-Borley
MIKE v v	v v v	v	m-mills borley
MICHELLE MOIR	41 NELSON ST	6/10/21	M. Moir
TERESA SCHOFIELD	42 NELSON ST	6/10/21	T. Schofield
WALLACE M'NAMARA	" " "	" " "	W.M.
ALAN WOODMAN	33 NELSON ST	6/10/21	Alan Woodman
ANN NOTLEY	34 NELSON ST.	6/10/21	Ann Notley
DEAN NOTLEY	/ / /	/	Dean Notley
FIONA WILLIS	66 ROKEWOOD HGTS	7/10/21	Fiona Willis
JONATHAN WILLIS	" "	" "	Jonathan Willis
Alexander LESLIE	169 Klaus Rd B'town.	07.10.21	Alex Leslie
Nuala Leslie	169 Klaus Rd, B'town	07.10.21	Nuala Leslie
Pam Kazandzic	49 Manor R B'town	"	Pam Kazandzic
ANNE CARR	5 DOUST ST, B'town	7-10-21	Ann Carr
John Birk	266 Henderson Road. KG.	7-10-21	John Birk
Sue Ewing	266 Henderson Rd	7/10/21	Sue Ewing
Peter Dunn	27 George St	9/10/21	Peter Dunn
ELIZABETH LLOYD	15 Mottam St	13/10/21	Elizabeth Lloyd
Jim Cooke	15 Mottam St	13/10/21	Jim Cooke
David Donohoe	26 Nelson St	21/10/21	David Donohoe

Petition to the Bridgetown Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Full Name (Block letters)	Address	Date	Signature
Anne Bartz	7 Nelson Street	6/10	
Zaabria LEE	1A NELSON ST.	6/10	
Jesse WATT	1A NELSON ST,	6/10	
Yvonne Poole	Nelson St	6.10	
Thive Poole	1 Nelson St	-	CPD
Wendy DAVY	5 Nelson St	16/10	June B 
James Rice	3 Nelson St	16/10	
Fred Fellman	34. Argite.	27.10.	

PETITION TO THE BRIDGETOWN - GREENBUSHES SHIRE COUNCIL

The following petitioners request Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

We the undersigned, being ratepayers, residents and frequent users of Nelson Street Bridgetown, respectfully request that the Bridgetown Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Nelson Street is a straight, steep and long stretch of road with a 50 km/h limit. Because of the rapid growth of the Highlands Estate, the traffic flow along Nelson Street is increasing in both directions with motorists frequently speeding past the Geegeelup Aged Care Facility at dangerous speeds.

We ask that:

1. 50 km/h signs be placed on both sides of Nelson Street outside the Geegeelup Aged Care Facility to alert motorists to the speed limit
2. Flashing speed limit lights be installed outside Geegeelup Aged Care Facility on Nelson Street to remind motorists to slow down because of the elderly residents.

The ratepayers, residents and frequent users of Nelson Street, whose names and details are set out below, support this proposal.

Petition to the Bridgetown Greenbushes Shire Council requesting Council take urgent action to resolve the worsening problem of speeding motorists along Nelson Street.

Full Name (Block letters)	Address	Date	Signature
MICHAEL JOHN McSWINEY	17 NELSON ST	6.10.21	<i>[Signature]</i>
DELLYS SICK	124 STERRE ST BTN	6/10/21	<i>[Signature]</i>
STEWART DALL	57 BALMORAL DVE	06/10/21	<i>[Signature]</i>
THERMA BARGE	3 CAMPBELL ST	6.10.21	<i>[Signature]</i>
Sue Truell	1074 Greenbushes Bump Brook Catkin	6.10.21	<i>[Signature]</i>

Correspondence should be addressed to:

Ian Giles and Trish Wood

24 Nelson Street

Bridgetown.

Email: iansgiles@hotmail.com

Ph.: 0424188224



Dear Local Government CEO,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at daps@dplh.wa.gov.au.

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jodi Cant', with a stylized flourish at the end.

Jodi Cant
Director General

16 September 2021



Government of **Western Australia**
Development Assessment Panels

Development Assessment Panel

Frequently Asked Questions



Under the
*Planning and Development
(Development Assessment Panels)
Regulations 2011*

March 2021



The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

© State of Western Australia

Published by the
Department of Planning,
Lands and Heritage
Gordon Stephenson House
140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

First edition June 2011
Second edition February 2016
Third edition June 2017
Fourth edition August 2017
Fifth edition November 2017
Sixth edition December 2018
Seventh edition May 2020
Eighth edition October 2020
Ninth edition March 2021

website: www.dplh.wa.gov.au
email: info@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.



Introduction

The *Planning and Development (Development Assessment Panels) Regulations* (DAP Regulations) came into operation in Western Australia on 1 July 2011.

Since this time the Development Assessment Panel (DAP) system has been continuously improved as part of the State Government planning reform agenda.

The Department of Planning, Lands and Heritage (Department) has produced a range of policy documents to assist DAP members, local governments and departmental staff responsible for supporting the DAPs. These documents include this paper *Development Assessment Panels – Frequently Asked Questions* (FAQs), the code of conduct for DAP members, standing orders, practice notes, and so on.

The publication of FAQs has been prepared to respond to the most frequently asked questions relating to the operation of the DAP Regulations.

This document could be used as a resource for understanding the operation and interpretation of the DAP Regulations. However, it does not form part of the legislation and may be updated from time to time.

Contents

A. Background

1. What is a Development Assessment Panel?	1	12. What if an applicant submits an Amendment Application to a DAP but it clearly is not 'minor' in nature?	6
2. Why have DAPs been introduced?	1	13. Who is the decision-maker when a development application is called-in under clause 32 of the MRS – the WAPC or DAP?	7
3. Are there parts of the State where DAPs do not operate?	2	14. Who is the decision-maker when the development application is called-in to the WAPC, but the WAPC has delegated those approval powers to a third party, such as another government agency – the delegated third party or the DAP?	7
4. When did the DAPs come into operation?	2	15. Should an application that is currently with SAT also have a Form 2 running concurrently?	8
5. Will DAPs override requirements that impact the planning framework, such as the <i>Swan and Canning Rivers Management Act 2006</i> , <i>Mining Act 1978</i> , <i>Environmental Protection Act 1986</i> , the <i>Public Works Act 1902</i> , or the <i>Heritage of Western Australia Act 1990</i> ?	2		

B. Applications that will be determined by DAPs

6. What types of development applications can be determined by DAPs?	3
7. What is a Mandatory DAP Application?	3
8. What is an Optional DAP Application?	4
8A. What happens if an applicant does not elect for the DAP to determine their Optional DAP Application?	4
8B. Who pays for the DAP fee for an Optional DAP Application?	4
9. Can the relevant responsible authority delegate an application to the DAP?	4
9A. Could an applicant delegate a Grouped or Multiple Dwelling Application to the DAP for determination?	4
9B. If the local government delegates a DAP application, who should pay the DAP fee?	4
9C. How does the relevant responsible authority delegate an application to the DAP for determination?	5
10. What is a regulation 17 Amendment Application?	5
10A. Can the relevant responsible authority determine an Amendment Application?	5
10B. What fees apply to a regulation an Amendment Application?	5
11. What is an excluded development application?	6

C. Determination of an application by a DAP

16. If a DAP application is made, will the local government's development application form still need to be lodged?	9
17. What is included in the calculation of an application's value?	9
18. Who is responsible for carrying out the preliminary assessment of a DAP application?	9
19. What consideration will the DAP give to local planning scheme requirements, policy and local concerns?	9
20. Who will be the respondent if an application for review of a decision of a DAP is made to the State Administrative Tribunal?	10
21. Who will be responsible for administering any conditions of approval on an application approved by a DAP?	10
22. Can a local government in Council alter the responsible authority report (RAR) as prepared by the relevant professional planner?	10
23. What can a responsible authority do if more information is required but there is not enough time before the statutory period expires?	11
24. Can the DAP determine an application in the absence of a RAR?	11
25. Can a DAP defer or adjourn a meeting whilst in session?	11
26. Can an applicant request a private DAP meeting?	11

27. Can a DAP discuss general business?	11	E. Costs and expenses of DAPs	
28. Can DAP members abstain when voting?	11		
29. If a member votes 'no' is this recorded in the minutes?	12	43. What sitting fees will be paid to DAP members?	18
30. Can a presiding member allow verbal submissions even where there has not been a formal presentation request submitted?	12	44. What expenses will be paid to DAP members?	18
30A. Will the members of the public who provided a submission be notified the scheduled DAP meeting?	12	45. Who pays the cost of a DAP meeting?	18
31. Can DAP members meet privately if required for a SAT proceeding?	12	46. Does the DAP fee replace the responsible authority fee?	18
32. Can additional information be submitted by a local government or other party after the RAR has been sent to the DAP Secretariat?	12	47. Are local governments still entitled to charge a standard fee under the <i>Planning and Development Regulations 2009</i> , even if the additional DAP fee has to be charged, and even if the matter is called into the WAPC under a region scheme?	19
33. Can the DAP intervene with an application after they have made their final decision?	13	48. Is the calculation of an application's estimated cost of development GST exclusive or inclusive?	19
34. Can the Planning Minister intervene in DAP proceedings?	13		
D. Membership of DAPs		F. Behaviour and conduct of DAP members	
35. How many members will sit on a DAP?	14	49. Will DAP members be bound by similar requirements regarding their conduct as local government councillors?	20
36. How will local government DAP members be appointed?	15	50. Will the Minister have the power to remove a DAP member from their position if they fail to comply with the requirements regarding code of conduct?	20
37. What qualifications will specialist members have?	15	51. If a Local Government DAP member loses his or her seat in council elections, are they removed immediately, or do they continue as DAP members for the remaining term of appointment?	21
38. How will specialist members be appointed?	16	52. Does the Code of Conduct prohibit local government DAP members from discussing matters with applicants and ratepayers, conducting private site visits, or voting in Council decisions, in relation to a development application before a DAP?	21
39. How long can DAP members be appointed for?	16	53. Can a local government DAP member, whilst sitting on a DAP, vote against the wishes of the Council it represents?	22
40. What arrangements will be made regarding alternate members?	16	54. Who can publicly comment about a DAP determination?	22
41. What training will DAP members be required to attend before they can sit on a DAP for the first time?	17	55. Is a conflict of interest the same as a prohibited or notifiable gift?	22
42. If a DAP application is called-in to the WAPC under a region scheme, will local government DAP members still sit, or are there WAPC-nominated DAP members?	17	56. Is there a financial threshold for a conflict of interest?	22

57. Is a DAP member with direct or indirect pecuniary interest, impartiality interest, or proximity interest, automatically prohibited from attending at voting on an item at a DAP meeting – or is this a matter for the presiding member’s discretion?	23	70. Does a regulation 12(4) extension of time request extend the deemed refusal period under the responsible authority’s planning scheme?	27
58. Who does a presiding member disclose interests to?	23	71. Must a local government engage security for each DAP meeting?	27
59. Can DAP members be personally liable for decisions made by the DAP?	23	72. Must a local government host a meeting and provide a minute taker even if the application is a called-in application under a region scheme?	27
G. Administration of DAPs		73. Can meetings be held via electronic means?	28
<hr/>			
60. How will DAP meetings operate?	24	74. Are further changes being made to the DAP system as part of the Action Plan for Planning Reform?	28
61. Who will provide administrative support to DAPs?	24	75. Where can I obtain further information about DAPs?	28
62. What information will be made available on the DAP website?	25		
63. Is the reference to ‘days’ in the DAP Regulations ordinary days or working days?	25		
64. Can a minute taker record the meeting?	25		
65A. Will DAPs be required to provide reasons for their determination?	25		
65. For DAP meetings where two or more applications are on the agenda for two or more local governments, does the minute taker for each local government attend the meeting to take minutes for each local government application?	26		
66. Can a local government simply provide a link on its website to the DAP website (including meeting agendas and minutes)?	26		
67. If both the presiding member and deputy presiding member are going to be absent, who will be the chair of the panel?	26		
68. Does the applicant need to fill out a DAP form if they choose not to opt-in to the DAP process?	26		
69. Can the Form 1 DAP form be lodged remotely if required?	27		

A. Background

1. What is a Development Assessment Panel?

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker.

DAPs have been created for each local government that has a local planning scheme. The Minister for Planning has established a DAP under section 171C of the *Planning and Development Act 2005* (PD Act) for each local government district, by the publication of an order in the Gazette. Two different types of DAPs have been established by the Minister:

- **Local development assessment panels** (LDAPs) are established to service a single local government, where it is deemed to be a high growth local government with enough development to support its own DAP; and
- **Joint development assessment panels** (JDAPs) are established to service two or more local government districts where those local governments are not considered to have enough development to support their own DAP.

Most DAPs in Western Australia are JDAPs. There are currently five metropolitan JDAPs and three regional JDAPs.

There is only one LDAP, which has been established to deal with applications within the City of Perth.

2. Why were DAPs introduced?

The introduction of DAPs in Western Australia were aimed to help to improve the planning system by providing more transparency, consistency and reliability in decision making on complex development applications. The DAP Regulations clearly identify what classes of development applications are determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications are also improved by the involvement of experts with technical knowledge on the panel.

The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's (DAF) leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also passed legislation to implement State Commission Assessment Panel (SCAP) to perform the role of development assessment panels.

The involvement of independent experts has helped strike an appropriate balance between local representation and professional advice in decision making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels help address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

3. Are there parts of the State where DAPs do not operate?

Yes. The DAP process only applies in areas where a local planning scheme, region planning scheme or interim development order apply. Therefore, a DAP does not determine applications in areas where no scheme or interim development order is in place to regulate development control.

In addition, development applications made in an improvement scheme area are exempt from the DAP process.

Finally, the DAP process will not apply in redevelopment areas that are subject to a redevelopment authority, such as Central Perth (including Elizabeth Quay, Perth Link), Armadale, Hope Valley-Wattelup, Midland, Scarborough, Subiaco, and Wungong.

4. When did the DAP system come into operation?

The DAP system came into operation on 1 July 2011.

5. Will DAPs override requirements that impact the planning framework, such as the *Swan and Canning Rivers Management Act 2006*, *Mining Act 1978*, *Environmental Protection Act 1986*, the *Public Works Act 1902*, or the *Heritage of Western Australia Act 1990*?

No. The fundamental conceptual point to note is that DAPs merely 'stands in the shoes' of the responsible authority (local government and/or WAPC) and exercise decision-making functions under any responsible authority's planning scheme. Where a responsible authority's powers or functions are altered or overridden by other legislative requirements, such as the *Metropolitan Redevelopment Authority Act 2011*, *Swan and Canning Rivers Management Act 2006*, *Mining Act 1978*, *Environmental Protection Act 1986*, the *Public Works Act 1902*, or the *Heritage of Western Australia Act 1990*, these effects flow on and apply to any relevant DAP.

For further information, refer to section 2.4 of the Departmental publication '*Making Good Planning Decisions*'.

B. Applications that can be determined by DAPs

6. What types of development applications can be determined by DAPs?

The regulations provide for DAPs to determine the following types of applications:

- all **mandatory DAP applications** made across the State (prescribed under s.171A(2)(a) of the PD Act);
- any **optional DAP applications** that an applicant has elected to have determined by a DAP (prescribed under s.171A(2)(ba) of the PD Act);
- **applications delegated to the DAP** by a local government or the Western Australian Planning Commission (WAPC) (as permitted under section 171B of the 2010 PD Act); and
- **regulation 17 minor amendment applications** which are applications to amend or cancel any development approval, or conditions of approval, granted previously by a DAP.

DAPs will not determine any applications that do not fall within the criteria prescribed in the regulations.

7. What is a mandatory DAP application?

A mandatory DAP application is type of development application for the approval of a development:

- outside the City of Perth with an estimated value of \$10 million or more; or
- within the City of Perth with an estimated value of \$20 million or more; and
- that is not an excluded development application; or
- that is not a development application for the approval of a development of a warehouse; or
- that is not a significant development application where the applicant has elected to have the application determined by the WAPC.

A DAP must determine mandatory DAP applications. Therefore, the relevant DAP is to determine the mandatory DAP application rather than the relevant local government and/or the WAPC.

Applicants will be required to pay a DAP application fee at the time that such an application is lodged with the relevant local government in addition to any applicable local government fee.

A development application for an approval of a development of a warehouse is not a mandatory DAP application even when the requisite monetary thresholds are met. Such an application is to be considered as an optional DAP application (i.e. the applicant can elect for a DAP to consider the application) (see Question [8]).

A development application considered to be 'an excluded development application' is explained further in Questions [11].

8. What is an optional DAP application?

Optional DAP applications are applications that must be determined by a DAP if the applicant has elected for the DAP to be the relevant decision-maker. An optional DAP application is a development application for the approval of a development:

- outside the City of Perth with an estimated value of \$2 million or more and less than \$10 million; or
- within the City of Perth with an estimated value of \$2 million or more and less than \$20 million; or
- of a warehouse in any district that has an estimated cost of \$2 million or more

This means an applicant may decide whether they wish to apply to the DAP or the relevant responsible authority to determine their optional DAP application.

8A. What happens if an applicant does not elect for the DAP to determine their optional DAP application?

If an applicant chooses not to have a DAP determine their optional DAP application, the relevant responsible authority (either the local government or the WAPC) will determine that application.

8B. Who pays for the DAP fee for an optional DAP application?

An applicant who has elected for the DAP to determine their optional DAP application, the applicant will be required to pay the relevant DAP application fee at the time as when the application is lodged with the relevant local government.

9. Can the relevant responsible authority delegate an application to the DAP?

The relevant responsible authority can only delegate the following applications to the DAP for determination:

- a. an optional DAP application; or
- b. a development application for the construction of less than 10 grouped or multiple dwellings.

Development applications for the construction of less than 10 grouped or multiple dwellings and any associated carport, patio, outbuilding and incidental development (grouped or multiple dwelling DAP application) were historically considered to be excluded development applications. However, the relevant responsible authority may delegate a grouped or multiple DAP applications to their DAP for determination.

9A. Could an applicant delegate a grouped or multiple dwelling application to the DAP for determination?

No. The power to delegate grouped or multiple dwelling DAP application remains with the relevant responsible authority (not the applicant).

9B. If the local government delegates a DAP application, who should pay the DAP fee?

If the local government chooses to have an application determined by the DAP, the local government will be responsible for paying the relevant DAP fee. It is expected that smaller local governments may choose to enter into a delegation arrangement. However this is wholly a matter for each local government to decide at its own discretion.

9C. How does the relevant responsible authority delegate an application to the DAP for determination?

Part 3 of the DAP Regulations provides the processes to enable the relevant responsible authority to delegate their powers to determine certain applications to the DAP.

The relevant responsible authority may delegate their powers to determine certain application once they have notified the following parties in writing:

- the applicant of the development application; and
- the Director-General of the Department.

10. What is a regulation 17 Amendment Application?

Regulation 17(1) states an owner of land in respect of which a development approval has been granted by a DAP may apply to the DAP to do any or all of the following —

- (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;
- (b) to amend or delete any condition to which the approval is subject;
- (c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;
- (d) to cancel the approval.

Therefore, the applicant (or the owner of the land) could apply any of the above for a determination by a DAP pursuant to regulation 17.

10A. Can the relevant responsible authority determine an amendment application?

Yes. The applicant may apply to the relevant responsible authority to determine an amendment application pursuant to regulation 17A. However, such application must be clause 77 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, rather than the DAP Regulations.

Where the responsible authority determines an amendment application it is to give a copy of the written notification of that determination to the administrative officer of the DAP as soon as practicable.

10B. What fees apply to a regulation an amendment application?

A DAP amendment application made under regulation 17 of the DAP Regulations attracts a fee of \$241. An amendment application is lodged with the relevant local authority and is dealt with in much the same way as an ordinary DAP application.

An amendment application made to the responsible authority in accordance with regulation 17A may attract a local government fee but will not attract a DAP application fee. This fee is determined by the relevant local government but is not to exceed \$295 as specified in Schedule 2 of the *Planning and Development Regulations 2009*.

11. What is an excluded development application?

An excluded development application is defined to mean a development application for approval of —

- “(a) construction of —
- (i) a single house and any associated carport, patio, outbuilding and incidental development;
 - (ii) less than 10 multiple dwellings and any associated carport, patio, outbuilding and incidental development;
- or
- (b) development in an improvement scheme area;
- or
- (c) development by a local government or the Commission; or
 - (d) development in a district for which —
 - (i) a DAP is not established at the time the application is made; or
 - (ii) a DAP has been established for less than 60 days at the time the application is made.”

In other words, even where an application falls within the DAP optional financial thresholds, if one of the above exemption criteria apply, the application will not be determined by a DAP. For example, the construction of an \$8 million house would be determined by the relevant responsible authority because the construction of a single dwelling is an excluded development application.

If an application for 9 apartments was received by the DAP, it would be classified as an excluded development. However, if the application for 9 apartments included a ‘mixed-use’ component, eg. a cafe, then the proposed development can be considered by the DAP.

If an application for 10 apartments was received by the DAP and it is reduced to 9 apartments over the course of consideration of the application, the DAP no longer has the authority to determine the application.

As discussed above in Questions [9] and [9A], the relevant responsible authority could also delegate grouped or multiple dwelling DAP application to a DAP for determination.

12. What if an applicant submits an amendment application to a DAP but it clearly is not ‘minor’ in nature?

The DAP could refuse an amendment application that is not considered as ‘minor’ in nature. Regulation 17(1)(c) makes clear that an amendment application is limited to situations where ‘it would not substantially change the development approved.’ Therefore, a DAP may refuse an amendment application if it determines that the proposed changes are not ‘minor’ but rather ‘substantial’ in nature.

In such a case, it may be suggested that an applicant re-submit a ‘regular’ DAP Form 1 application. It may also be appropriate for a local government, who receives an amendment application, to make this suggestion at the outset.

13. Who is the decision-maker when a development application is called-in under clause 32 of the MRS – the WAPC or DAP?

The relevant DAP, not the WAPC. Development applications called-in to the WAPC under clause 32 of the Metropolitan Region Scheme (MRS), where development is not an excluded development and satisfies required financial thresholds, must be determined by the DAP who ‘stands in the shoes’ of the WAPC. In other words, there is no scope for the WAPC to try to use powers of delegation under the MRS to prevent matters being determined by the DAP.

Regulation 8(1) of the DAP Regulations make it clear that: “(1) Despite any other provision of the Act or a planning instrument, any DAP application for approval of development within a district for which a DAP is established –

- (a) must be determined by the DAP as if the DAP were the responsible authority under the relevant planning instrument in relation to the development; and
- (b) cannot be determined by the local government for the district or the Commission.”

Section 171A(1)(a) of the PD Act defines ‘planning instrument’ to mean a planning scheme, which includes the MRS. Section 4 of the PD Act defines ‘responsible authority’ to include the WAPC in relation to a region planning scheme such as the MRS.

As noted in the Minister’s Second Reading Speech to the 2010 legislative amendments to the PD Act, a primary objective of the DAP model was to allow one DAP to make decisions on behalf of both the local government and the WAPC concurrently.

14. Who is the decision-maker when the development application is called-in to the WAPC, but the WAPC has delegated those approval powers to a third party, such as another government agency – the delegated third party or the DAP?

The relevant DAP, not the third party, is the decision-maker. Development applications called-in to the WAPC under a region scheme, where development is not an excluded development and satisfies required financial thresholds, must be determined by the DAP ‘standing in the shoes’ of the responsible authority – whoever that is. In other words, there is no scope for the WAPC to try to use powers of delegation to prevent matters being determined by the DAP.

Regulation 8(1) of the DAP Regulations make it clear that: “(1) Despite any other provision of the Act or a planning instrument, any DAP application for approval of development within a district for which a DAP is established –

- (a) must be determined by the DAP as if the DAP were the responsible authority under the relevant planning instrument in relation to the development; and
- (a) cannot be determined by the local government for the district or the Commission.”

Section 171A(1)(a) of the PD Act defines ‘planning instrument’ to mean a planning scheme, which includes a region scheme. The WAPC cannot delegate a power it does not have, and pursuant to regulation 8(1)(b), it does not have the power to determine development applications that fall within the DAP’s framework. Therefore, whilst a delegation instrument the WAPC has with a third party is not necessarily invalidated, it ceases having any effect to the extent that it attempts to prevent a DAP determining a DAP application.

The regulation 12 recommendation report should be prepared by the delegated third party, given it is still otherwise exercising the functions of the WAPC under section 16 of the PD Act, where the WAPC would ordinarily be responsible for this in relation to the DAP's process. However, where the delegated third party cannot or will not prepare the regulation 12 recommendation report, there is a residual power under section 59(1)(a) of the *Interpretation Act 1984* for the WAPC to do this itself.

15. Should an application that is currently with SAT also have a Form 2 running concurrently?

No. As the original determination is subject to an application before the SAT for review, it is not open to seek to amend that determination under regulation 17 until the SAT process is finalised.

C. Determination of an application by a DAP

16. If a DAP application is made, will the local government's development application form still need to be lodged?

Yes, all applications for development approval will continue to be lodged in the usual way. DAP applications will be lodged with the relevant local government, along with the existing local government, and a DAP application form and DAP application fee.

Regulation 10(2) makes it clear that the "form required under subregulation (1) [the DAP form] is required in addition to any application form required under the planning instrument." In most cases, this will in effect require applicants to submit two sets of forms and two sets of fees.

When the local government receives a DAP application, it will notify the DAP secretariat, located in the Department, of the application.

17. What is included in the calculation of an application's value?

The local government is responsible for ensuring that an appropriate estimated cost of development (GST exclusive) is provided by the applicant. The development's value must be provided on the local government form as well as the DAP application form, and the value on both forms must be consistent. If the values differ, the application will be considered incomplete and returned.

18. Who is responsible for carrying out the preliminary assessment of a DAP application?

DAPs are only decision-making bodies. As such, the relevant local government or the WAPC will be responsible for carrying out any preliminary assessment of the application.

Where the responsible authority is the relevant local government, it will assess the application following the process set out in the local planning scheme. This includes seeking advice on the application from referral bodies, advertising the application and reviewing submissions (where it is required to be advertised). The local government will then prepare a report containing its recommendations for the DAP to take into account when determining the application.

Where the assessing authority is the WAPC, it will also assess the application as required under the relevant region planning scheme. This includes seeking advice on the application from referral bodies and the relevant local government. It will prepare a report containing its recommendations for the DAP to take into account when determining the application.

19. What consideration will the DAP give to local planning scheme requirements, policy and local concerns?

The DAP will determine applications as if it was the responsible authority under the relevant planning scheme. As such, the DAP will consider the same range of matters under the applicable local planning scheme as the local government, and under the applicable region scheme as the WAPC where applicable, is currently required to consider.

20. Who will be the respondent if an application for review of a decision of a DAP is made to the State Administrative Tribunal (SAT)?

For the purpose of SAT proceedings only, the presiding member alone (not the entire DAP) is the respondent in any application for review of the determination of a DAP application.

For the purpose of the reconsideration of a decision under section 31 of the *State Administrative Tribunal Act 2004*, the entire panel of the DAP will be the decision-maker.

21. Who will be responsible for administering any conditions of approval on an application approved by a DAP?

The local government or the WAPC will be responsible for administering any conditions of approval on a conditional approval given by a DAP, as that decision will be taken by the relevant authority under the local or region planning scheme.

22. Can a local government in Council alter the responsible authority report (RAR) as prepared by the relevant professional planner?

No, although the views of Council may still be incorporated in the appropriate section of the responsible authority report to the DAP.

As stated in the publication 'Making Good Planning Decisions' at clause 5.3.2:

"It is improper for Councillors of a local government to influence the planning officer's professional opinion on the assessment of the application in any way. If the local government also wishes to make a statement regarding an application before a DAP, it may do so by making a submission."

The RAR is primarily concerned with providing the DAP with technical data. The views of a Council may also be relevant, especially in providing information of a public interest nature and community concern. However, the DAP is best assisted if both sets of information are submitted in separate sections as indicated in the report template, otherwise there is the real danger of confusing the DAP members.

Finally, it is worth remembering that clause 2.10 of the *DAP Standing Orders 2017* (Standing Orders) require:

"A DAP is to invite the responsible authority officer preparing a responsible authority's report for a development application to attend, or to send a representative to, a DAP meeting at which the application is to be determined."

Therefore, it is likely that the author of the report or responsible authority representative will attend the DAP meeting and be required to explain the regulation 12 report, including if any comments or additions are included by Council.

23. What can a responsible authority do if more information is required but there is not enough time before the statutory period expires?

It is acknowledged that in some cases, the information contained in the RAR will be insufficient or not provided in time. In turn, it is acknowledged that this may occur because the information provided by the applicant or a referral agency is insufficient or not provided in time.

In such circumstances the relevant responsible authority, with agreement of the applicant, may request an extension of time in accordance with regulation 12(4). The agreed time extension effectively extends the statutory timeframe within which the report must be given.

24. Can a DAP determine an application in the absence of a RAR?

Yes. In accordance with regulation 12(7):

'If a DAP is not given a report on a DAP application in accordance with this regulation, the DAP may determine the DAP application in the absence of the report.'

This is addressed further in DAP Practice Note 9.

25. Can a DAP defer or adjourn a meeting whilst in session?

Technically yes, although it may be practically difficult. Standing Order 3.5 allows an applicant to place a request, at least 72 hours before a meeting, that an application be deferred to a later DAP meeting. Standing Order 5.10.1 also allows a procedural motion that a motion be deferred or a DAP meeting be adjourned to a future specified time and date.

The primary practical difficulty is that DAP meetings usually occur close to the end of the prescribe a decision deadline, which in effect means a deferment may result in a deemed refusal.

26. Can an applicant request a private DAP meeting?

No. Regulation 40 requires DAP meetings be open to the public.

27. Can a DAP discuss general business?

Yes but with limits. Standing Order 4.1.1(k) includes in the order of business an item "general business (as specified in the meeting agenda), including consideration of any correspondence." However, Standing Order 4.1.2 makes it clear that no other business, which is not specified in the agenda, is to be transacted at a DAP meeting.

28. Can DAP members abstain when voting?

No. Standing Order 5.13.3 makes it clear that each DAP member in attendance at a meeting must vote on a matter put to the vote.

29. If a member votes 'no' is this recorded in the minutes?

Yes. Standing Order 5.7.2b states:

“If a member opposes a motion the minutes are to record the identity of the members opposing.”

The order originally required the reasons for any opposition be recorded. However, following stakeholder feedback and continual improvement, this requirement has now been removed. As a result, only the identity of the member opposing a motion will be recorded.

30. Can a presiding member allow verbal submissions even where there has not been a formal presentation request submitted?

Yes, although such a request should only be granted rarely. Standing Order 3.5.2 requires:

“A person who, or group of persons which, wishes to be present at a meeting of a DAP to make a verbal submission to the DAP must provide a request in writing (a presentation request) to the DAP secretariat, at least 72 hours before the commencement of the meeting. The presentation request is to be accompanied by a written document setting out the substance of the submission the person or group proposes to make.”

It is acknowledged that time constraints may pose difficulties for members of the public to lodge a written presentation request in time. Although formal written requests are encouraged, regulation 40(3) and Standing Orders 3.5.1 suggest the presiding member could issue his or her own invitation, outside of a presentation request. However, given the timeframes for DAP meetings, it is anticipated that the Presiding Member would only allow such a request in very rare and exceptional circumstances.

30A. Will the members of the public who provided a submission be notified the scheduled DAP meeting?

Yes. The DAP Regulations require the relevant local government to give written notice of the scheduled meeting (via email or post) to members of the public who had provided written submissions during any formal advertising period with respect to a DAP application.

31. Can DAP members meet privately if required for a SAT proceeding?

Yes. Regulation 40(2) requires all DAP meetings be open to the public. However, these provisions do not apply to the extent that they may be inconsistent or overridden by the *State Administrative Tribunal Act 2004*, which empowers the Tribunal to direct attendance at private conferences, mediations and other meetings.

32. Can additional information be submitted by a local government or other party after the RAR has been sent to the DAP Secretariat?

Yes. Regulation 13 contemplates that from time-to-time, additional information will be submitted by a local government after the regulation 12 responsible authority has already been sent to the DAP Secretariat. Furthermore, regulation 40(3) contemplates further submissions, both oral and written, from local governments, applicants and other members of the public.

33. Can the DAP intervene with an application after they have made their final decision?

No. The JDAP's power is 'functus officio' once it makes its decision on an application. The DAP is prevented from intervening with an application as its power is spent as any further dealings with an application (outside of a Form 2 or SAT process) is considered 'ultra vires' or beyond the authority of the DAP.

34. Can the Planning Minister intervene in DAP proceedings?

No. DAPs are independent decision-making planning bodies and the Minister for Planning does not have any power to intervene in DAP decisions.

With respect to SAT proceedings, the Minister has the power to call in applications of state or regional significance under s.246 of the PD Act. However, such a direction can only be made within 14 days of the application being made to the Tribunal with the direction to be published in the Gazette and laid before each house of Parliament.

D. Membership of DAPs

35. How many members will sit on a DAP?

The regulations set out the member requirements for DAPs. Each DAP will consist of five panel members:

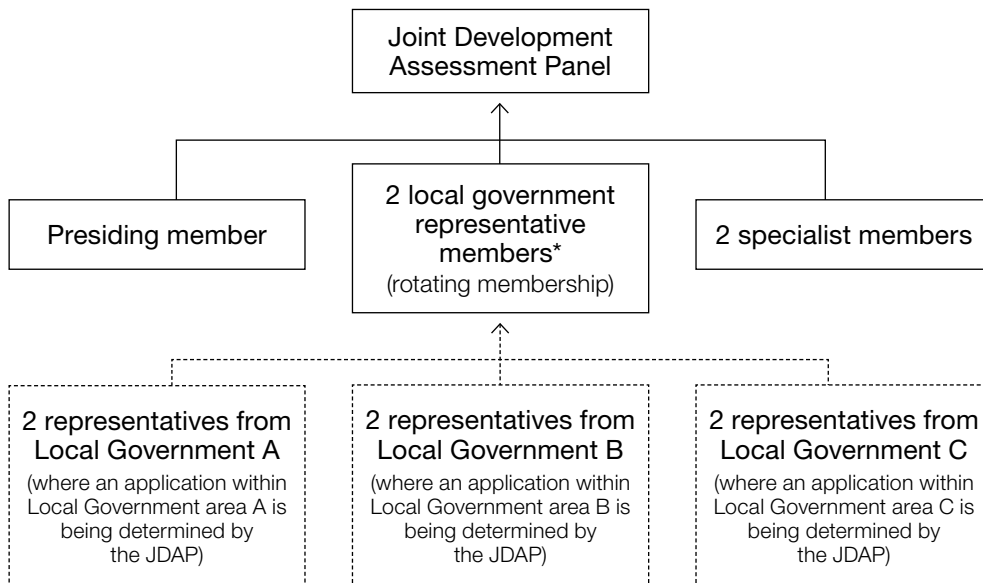
- the presiding member (a specialist member with planning qualifications);
- the deputy presiding member (a specialist member with planning qualifications);
- the third specialist member (a specialist member with qualifications from another discipline).

All DAP members may be appointed for a term of up to three years. Regulation 29(3) allows the Minister to reappoint a member, noting:

A person's eligibility for reappointment as a DAP member or the term for which a person may be reappointed is not affected by an earlier appointment.

As LDAPs only service one local government, the two local government representatives from the local government area will permanently sit on the panel.

JDAPs service two or more local government areas, and two local government members from each relevant local government area will be appointed to the panel. The two members from each local government will only sit on the panel when the applications being determined by the panel have been made under their local planning scheme. As such, the local government membership of a JDAP will depend on the location of the development application being determined at the time. This is illustrated in the following diagram.



* The local government membership of JDAPs will depend on the location of the development applications being determined at the time. Local government members will rotate on and off the panel, ensuring that local knowledge relevant to each development application is present on the panel. As such, the two members from each individual local government will join the three specialist members to comprise the joint development assessment panel when an application within that particular local government area is being considered.

36. How will local government DAP members be appointed?

The relevant local government will be responsible for nominating the two local government members for their DAP, together with two alternate local government members (i.e. four persons in total), from the local government's pool of elected members (Councillors). The local government will provide the names of their nominated panel members, and the Minister will appoint the local government members in accordance with the local government's nomination. The names of the members appointed to each DAP will be published on the DAP website maintained by the Department.

Any local government members nominated by the relevant local government as a DAP member will be required to attend mandatory training before they can sit on the DAP.

Local representation is a vital component of the DAP, and as such, if the local government fails to nominate two elected members to the relevant DAP within the specified time period, the Minister has the power to appoint two non-councillors from the community on that DAP. These non-councillor members must be eligible to vote in elections for that local area.

37. What qualification will specialist members have?

The three specialist members will be appointed from a register of appropriately qualified individuals. The register will be established and maintained by the Minister following a call for expressions of interest from interested and appropriately qualified experts.

Specialist members may have experience in one or more of the following areas of expertise: town planning; architecture; urban design; engineering; landscape design; environment; law; and property development and management.

Usually, specialist members will have a tertiary qualification relevant to their area of expertise and sufficient experience practising or working in their area of expertise. However, the regulations allow the Minister to appoint a specialist member who may not hold a tertiary qualification but who does have extensive experience practicing or working in their area of expertise that is, in the opinion of the Minister, sufficient to allow them to perform the duties of a specialist member.

Finally, the Minister is required to ensure that any presiding member or deputy presiding member has experience and a tertiary qualification in town planning.

Regulation 27(1) states:

- (1) The Minister must appoint —
 - (a) one of the specialist members of a DAP with experience and a tertiary qualification in planning as the presiding member of the DAP; and
 - (b) another of the specialist members with that experience and qualification as the deputy presiding member.

38. How will specialist members be appointed?

From time-to-time, the Department will call for expressions of interest from individuals with the appropriate qualifications who wish to sit on a DAP as a specialist member.

All DAP members will be appointed by the Minister following approval by Cabinet. The Minister will notify each DAP member of their appointment, and following acceptance of their appointment, the names of the members of each DAP will be published on the DAP website maintained by the Department. In addition, each local government will be advised of the members appointed to their DAP.

Any specialist member who is appointed as a DAP member will be required to attend mandatory training before they can sit on the DAP. Specialist members will also be permitted to sit on more than one DAP.

39. How long can DAP members be appointed for?

The period of appointment for all DAP members will be up to three years. After the three-year-term has come to an end, the Minister will ask the relevant local government to provide nominations for its two local government members (and two alternate members). The same individuals can be re-nominated by the local government, however, the regulations require the nomination process to occur every three years.

Regulation 29 states:

- 1) A DAP member holds office for the term specified in the member's instrument of appointment.
- 2) The term of office specified in an instrument of appointment must not exceed 3 years.

- 3) A person's eligibility for reappointment as a DAP member or the term for which a person may be reappointed is not affected by an earlier appointment.

40. What arrangements will be made regarding alternate members?

The quorum of a DAP will be three DAP members – the presiding member (or deputy presiding member who is sitting as alternate presiding member) and any two DAP members in attendance (irrespective of whether they are specialist members or local government members).

Where any DAP member cannot attend a meeting due to illness, absence of other cause, an alternate member may attend the meeting in his or her place where sufficient notice is provided.

Alternate members will be either local government members or specialist members. All DAP members are nominated and appointed in the same way .

Alternate members can only sit on a DAP to replace a member with the same qualifications as that alternate member. For example, a specialist alternate member can only take the place of a specialist member.

A pool of alternate specialist members has been established. Where a specialist alternate member is required to attend a meeting, an alternate will be taken from this pool. For all DAPs, each local government will be asked to nominate two alternate members. These alternate members will replace the permanent local government members (from the same local government) when required. Like all DAP members, alternate members will be required to attend mandatory training before they can sit on the DAP.

41. What training will DAP members be required to attend before they can sit on a DAP for the first time?

All DAP members will be required to attend a mandatory training workshop before they can sit on a DAP for the first time. The training will address the planning and development assessment framework in Western Australia, planning law (including what is an appropriate planning consideration), operation and conduct of DAPs, the DAP Code of Conduct and expected behaviour of DAP members. The Department will deliver this training to all DAP members following their appointment to a DAP, and members will be paid to attend the training.

42. If a DAP application is called-in to the WAPC under a region scheme, will local government DAP members still sit, or are there WAPC-nominated DAP members?

The relevant local government members for the district upon which the land is situated will sit, regardless of whether the matter is called-in to the WAPC under a region scheme. There are no WAPC-nominated DAP members.

Regulations 23(1) and 25(1) make it clear that by definition, a DAP always comprises local government members from the relevant local government. Regulation 25(2) makes it clear that the 'relevant local government', in relation to a development application, means the local government of the district in which the land to which the development application relates is situated.

Therefore, the question of whether or not a matter is called-into the WAPC is not relevant to the constitution of the DAP deciding the matter. The only relevant question is which local government district the land relates. In this way, DAPs in fact expand the role of local government councillors in determining major development approval by including decisions that would ordinarily be determined by the WAPC.

E. Costs and expenses of DAPs

43. What sitting fees will be paid to DAP members?

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis (see Premier's Circular No. 2017/08). The presiding member will be paid \$700 per Form 1 meeting, and all other members will be paid \$425 per meeting as set out in Schedule 2 of the DAP regulations.

44. What expenses will be paid to DAP members?

The regulations provide that travelling costs that DAP members incur when attending DAP meetings are to be paid to all DAP members, including accommodation and airfares. These costs are to be paid as set out in the Public Sector Commissioner's Circular on this matter (2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees). All DAP members, including those not entitled to be paid sitting fees, are entitled for reimbursement for these out-of-pocket expenses.

45. Who pays the cost of a DAP meeting?

The costs of DAP meetings are paid by the Department from the DAP application fee, set out in Schedule 1 of the regulations, which the applicants will be required to pay when lodging a DAP application. This fee is paid in addition to, not in replacement of, the current application fees charged by local governments in accordance with Schedule 2 of the *Planning and Development Regulations 2009*. Therefore, in most cases, applicants will be required to pay two sets of fees.

The DAP application fee will be paid by the applicant (or the local government for a delegated application) at the time that the application is lodged with the local government. The local government will transfer that fee into an account controlled by the Department. The Department will use these funds to pay the costs of DAPs, including DAP meetings and administration. The Department will be required to report on the use of these funds.

The DAP fees have been determined according to the Department of Treasury's guidelines '*Costing and Pricing Government Services*' (June 2015).

46. Does the DAP fee replace the responsible authority fee?

No. As noted in regulation 10(3), the DAP fee is in addition to, not in replacement of, any relevant responsible authority fee:

"(3) The fee payable under subregulation (1) is payable in addition to any fees, costs and expenses that are imposed by a local government in accordance with the *Planning and Development Regulations 2009* in relation to the development application."

In most cases, an applicant will be required to submit two sets fees – one for the relevant local government and one for the DAP.

47. Are local governments still entitled to charge a standard fee under the *Planning and Development Regulations 2009*, even if the additional DAP fee has to be charged, and even if the matter is called into the WAPC under a region scheme?

Yes. Again, the central point to make is that under regulation 10(3), the DAP fee is in addition to, not a replacement of, any relevant responsible authority fee:

“(3) The fee payable under subregulation (1) is payable in addition to any fees, costs and expenses that are imposed by a local government in accordance with the *Planning and Development Regulations 2009* in relation to the development application.”

In relation to a called-in application to the WAPC, if the relevant local government would ordinarily charge the standard fee under the *Planning and Development Regulations 2009*, then this could still be charged in relation to a DAP application.

48. Is the calculation of an application’s estimated cost of development GST exclusive or inclusive?

GST exclusive. In accordance with the majority of local government practice, the total estimated cost of development, in determining whether any of the relevant opt-in and mandatory financial thresholds apply, is GST exclusive.

In relation DAP fees, it is important to note that these fees are GST exempt.

F. Behaviour and conduct of DAP members

49. Will DAP members be bound by similar requirements regarding their conduct as local government councillors?

Yes. The regulations require DAP members (and alternate members when sitting in place of a DAP member) to comply with similar requirements regarding behaviour and conflict of interest as local government staff and Council members are required to comply with. For example:

- i. All DAP members will be required to declare any direct or indirect pecuniary interest, proximity interest or impartiality interest in a matter, before the DAP meeting on that application commences.
- ii. DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a DAP member, as set out under section 266 of the *Planning and Development Act 2005*.
- iii. DAP members will be prevented from accepting “prohibited” gifts in all circumstances, and will be permitted to accept other types of gifts (“notifiable” gifts) as long as they notify the Department.
- iv. DAP members will be required to comply with the DAP Code of Conduct developed by the Department.
- vi. No DAP member will be permitted to make a statement regarding the competence or honesty of a local government employee or public sector employee.

In addition, the Minister may refer a matter to the Corruption and Crime Commission for investigation where a complaint against a DAP member is made regarding alleged misconduct by that member.

50. Will the Minister have the power to remove a DAP member from their position if they fail to comply with the requirements regarding code of conduct?

Yes, the Minister will have the power to remove any member from a DAP for any of the following reasons:

- i. Neglect of duty;
- ii. Misconduct or incompetence;
- iii. Mental or physical incapacity;
- iv. Absence without leave from 3 consecutive meetings of the DAP; or
- vi. Unreasonable failure to undertake the training for DAP members referred in regulation 30(1).

Failure to comply with certain provisions of the code of conduct may be taken to be misconduct under regulation 45(2). As such, if a DAP member fails to comply with the code of conduct, the Minister may remove them from office for committing misconduct.

51. If a local government DAP member loses his or her seat in council elections, are they removed immediately, or do they continue as DAP members for the remaining term of appointment?

A local government member of the DAP who ceases to be a member of their local government’s council, immediately ceases to be a DAP member. Regulations 32(5A) and (5B) state:

- (5A) A person appointed as a local government member of a DAP on the nomination of a local government under regulation 24(1)(a) ceases to be a member of the DAP if the person ceases to be a member of the council of the local government.
- (5B) A person included on the local government register on the nomination of a local government under regulation 26(3)(a) ceases to be included on the register if the person ceases to be a member of the council of the local government.

52. Does the Code of Conduct prohibit local government DAP members from discussing matters with applicants and ratepayers, conducting private site visits, or voting in Council decisions, in relation to a development application before a DAP?

No, providing those activities are a necessary function of a person’s role as a member of a local government.

However, a local government member who discusses a DAP matter with applicants and ratepayers, conducts a private site visit or votes in a Council decision in relation to a DAP matter should submit a declaration of interest form, as there may be an impartiality interest that the

presiding member needs to consider. Furthermore, where such activities are required, they should be done through existing professional policies and procedures established by local government.

Division 2 of the Code of Conduct prescribes a range of things DAP members should and should not do regarding communication. For example, clause 2.4.5 says: “2.4.5 A DAP member must not participate in:

- a) a discussion with an applicant, formally or informally, in person or otherwise
- b) a site visit, private meeting, briefing, discussion or similar event with any other DAP member

in respect to a development application that is before the relevant DAP or which the member is aware may come before that DAP in future, unless the discussion, visit, meeting or similar event has been consented to by the presiding member of the relevant DAP and arranged by the DAP secretariat.”

In effect, the DAP system does not substantially impose anything on Councillors that is not already required of them under existing statutory requirements, including section 266 of the *Planning and Development Act 2005* and the *Local Government Act 1995*, which have bound Councillors for some time.

It should be noted that local government DAP members are excluded from these requirements to the extent that a local government member is required to perform functions as a member of a local government:

“2.4.9 Nothing in this clause prevents a local government member from performing functions as a member of a local government.”

Councillors need to be careful of any perceptions of bias, and ensure any potential impartiality interests are disclosed. Disclosing an impartiality interest will not necessarily exclude a local government DAP member from attending a DAP meeting or voting on a matter.

Local government DAP members need to make an extra effort to be cognisant of their position as both a local government Councillor and as a DAP member. As noted in clause 2.1.2 of the Code of Conduct, when attending a DAP meeting, each local government DAP member must exercise independent judgment, not merely be a conduit for the views of their Council.

53. Can a local government DAP member, whilst sitting on a DAP, vote against the wishes of the Council it represents?

Yes. Clause 2.1.2 of the Code of Conduct states:

“A local government member of a DAP is not bound by any previous decision or resolution of the local government in relation to the subject-matter of a DAP application. In such a situation, the member is not prevented from voting for a decision that is the same as the local government’s. However, the member must exercise independent judgment, and consider the application on its planning merits, in deciding how to vote.”

54. Who can publicly comment about a DAP determination?

Regulation 48 makes it clear that only the presiding member may publicly comment about a DAP determination. This is especially important for some local government DAP members, such as mayors and shire presidents, who may be used to speaking publicly about development decisions.

55. Is a conflict of interest the same as a prohibited or notifiable gift?

Not necessarily. A conflict of interest can exist even where there is no immediate financial gain, compared with an immediate benefit from a prohibited gift of over \$300 or a notifiable gift of \$50 to \$300.

Clause 6.1 of the *DAP Standing Orders 2016*:

As a general principle, a conflict of interest exists when a person has a private interest that could corrupt or undermine his or her performance of a public duty. As a decision maker must bring an open mind to deliberations required by a particular statute, he or she cannot be affected by such an improper influence. For this reason, DAP members must be alert to any private circumstances which could affect, or be seen to affect, the exercise of their judgement. Such interests must be declared and may be of a sufficient magnitude to preclude the member from participating in the decision.

56. Is there a financial threshold for a conflict of interest?

No. Neither the Code of Conduct nor section 266 of the *Planning and Development Act 2005* recognise a financial threshold for a conflict of interest. A conflict of interest exists regardless of the financial amount involved. This is distinct from a prohibited gift or notifiable gift, both of which do have prescribed financial thresholds. Thus, where a DAP member has any sort of potential direct or indirect pecuniary interest, however small, the wisest course of action is to take the cautious approach and simply disclose that interest.

57. Is a DAP member with direct or indirect pecuniary interest, impartiality interest, or proximity interest, automatically prohibited from attending and voting on an item at a DAP meeting – or is this a matter for the presiding member’s discretion?

A DAP member who discloses either a direct or indirect pecuniary interest or proximity interest is not entitled to be present during the consideration or discussion of an application or to vote on that application.

However, as set out in clause 3.3.2 of the Code of Conduct and Standing Order clause 6.2.5, the presiding member does have some discretion but only in relation to an impartiality interest (kinship, friendship, partnership to applicant etc).

In this way, the DAP process does not significantly alter existing statutory requirements.

58. Who does a presiding member disclose interests to?

Standing Order 6.2.5 states a presiding member should declare interests to the deputy presiding member.

59. Can DAP members be personally liable for decisions made by the DAP?

No. Concerning personal liability, section 267(1) of the *Planning and Development Act 2005* explicitly protects a person from an action in tort while performing a duty in good faith under that Act. DAP members are protected from any potential claim of negligence for decisions made by the DAP, as the DAP Regulations are established under the PD Act. Regulation 28(8) also makes clear that these protections from personal liability extend to protect alternate DAP members.

G. Administration of DAPs

60. How will DAP meetings operate?

The full process for DAP meetings is set out in the DAP Standing Orders.

As DAPs are only decision-making bodies, they will only meet when there is a DAP application to determine. The presiding member will preside at all DAP meetings at which he or she is present. If the presiding member is unable to attend the DAP meeting, the deputy presiding member will preside over the meeting.

All DAP members will have been provided with the report from the local government or WAPC before the meeting. An officer from the local government or WAPC may be in attendance to answer any questions that the DAP members may have regarding the application.

DAP meetings are open to the public, and so any interested person can attend. However, only those persons invited to give a presentation to the DAP may address the DAP during the meeting. People who have made a submission on the application during the public advertising process and who are in attendance at the meeting may be asked to make a short presentation to the DAP on their position regarding the application.

Each member of the DAP who is present at a meeting of the panel is entitled to one vote on each matter. In the event of a deadlocked vote (which may occur if one member is absent from a meeting), the person presiding (either the presiding member or the deputy presiding member) will have the power to cast the deciding vote.

Following the meeting, the minutes of the meeting will be finalised and a determination letter on the development application will be sent to the applicant.

61. Who will provide administrative support to DAPs?

Both the Department and local governments will provide administrative support to DAPs.

The Department will provide the majority of administrative support for each of the DAPs. The Department will organise DAP meetings (in liaison with local government staff), including the travel arrangements for each DAP member as required. The Department will finalise the agenda for each meeting and provide each DAP member with the agenda papers, as well as ensuring that the agenda is put on the DAP website and provided to each relevant local government.

Following the DAP meeting, the Department will receive the minutes from the relevant local government administrative staff, and obtain the presiding member's confirmation of their content before arranging for the minutes to be made available on the DAP website. The Department will be responsible for sending decision letters to applicants following each DAP meeting.

The Department will also be responsible for arranging the payment of DAP members fees and expenses, as well as arranging for local governments to be reimbursed for catering costs of the meeting. Finally, the Department will be responsible for compiling statistics on the performance of each DAP and preparing an annual report on the performance of all DAPs in the State.

Local government will be required to arrange some administrative tasks to be undertaken to support the DAP process. These tasks will include receiving the DAP application fee from the applicant and forwarding that money to the Department, carrying out a preliminary assessment of the DAP application and providing a recommendation to the DAP, taking minutes, organising catering, a venue and any equipment required by the DAP for the meeting.

62. What information will be made available on the DAP website?

The DAP website contains information on every DAP in the State, including its membership details, meeting dates, locations, and decisions (see: www.dplh.wa.gov.au/daps). Agendas and minutes will be put on the website before and after each meeting.

Additional information, such as the DAP Standing Orders, Code of Conduct and Annual Report are also available.

63. Is the reference to 'days' in the DAP Regulations ordinary days or working days?

Ordinary days. References in the DAP Regulations are ordinary days, which count weekends; not working days, which do not count weekends. However, where a deadline falls on a weekend or public holiday, pursuant to rules of statutory interpretation, the relevant deadline is moved to the next working day.

64. Can a minute taker record the meeting?

Yes, with the permission of the presiding member. Standing Order 5.16 states:

“A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a DAP meeting unless the presiding member has given permission to do so.”

If the presiding member permits the minute taker to record the meeting for the purposes of preparing the minutes, the presiding member must be aware that such recording may need to be retained for up to 1 year to comply with obligations under the *State Records Act 2000*.”

It is expected that a presiding member is likely to grant permission for audio recording, if it assists the minute taker. By contrast, it is expected that a presiding member is likely to refuse video recording or photographs by members of the public. This is also the standard practice in most court and tribunal proceedings.

64A. Will DAPs be required to provide reasons for their determination?

Yes. The DAP Regulations provide that the minutes of a DAP meeting must include both a record of the determination and the reasons for the DAP's decision.

65. For DAP meetings where two or more applications are on the agenda for two or more local governments, does the minute taker for each local government attend the meeting to take minutes for each local government application?

No, only one minute taker should attend. For DAP meetings where two or more applications are on the agenda for two or more local governments, there should only be one minute taker in attendance – from the local government hosting the meeting.

66. Can a local government simply provide a link on its website to the DAP website (including meeting agendas and minutes)?

No, this practice is not encouraged.

Regulations 39 and 44 require local governments to publish documents, such as meeting agendas and minutes, on their website. The regulations do not specify how this exactly is to occur. However, the regulations do require the DAP Secretariat provide a copy of each document to the relevant local government, which the local government is to then publish.

Thus, the context of the regulations suggests something more than merely providing one generic link is contemplated. To avoid any confusion or doubt, local governments are encouraged to liaise with the DAP Secretariat, representing the Director General of the Department, who is given some powers under the regulations to determine the method of publication.

67. If both the presiding member and deputy presiding member are going to be absent, who will be the chair of the panel?

The Director General may appoint an alternative presiding member from another DAP (that has already been appointed by the Minister) to attend the DAP meeting.

68. Does the applicant need to fill out a DAP form if they choose not to opt-in to the DAP process?

No. Regulation 7 only requires an applicant submit a DAP form if they choose to opt-in to the DAP process in accordance with the prescribed requirements under regulation 6, not opt-out. There is arguably no head of power to require someone who chooses to opt-out of the DAP process to submit any form. However, as a practical measure, local governments may wish to implement internal administrative procedures to take note of development applications that fall within the optional threshold but where the applicant chooses to opt-out of the DAP process.

69. Can the Form 1 DAP form be lodged remotely if required?

Yes. DAP applications can be submitted remotely with the agreement of the relevant local government.

However, personal lodgement is encouraged, especially in metropolitan areas.

It is acknowledged that in remote and regional areas it may not be practicable for an applicant to lodge a DAP application personally. Therefore, in such circumstances, remote lodgement may be acceptable, recognising section 74 of the *Interpretation Act 1984* allows minor variations to prescribed forms, providing it does not materially affect the substance of the form nor is likely to mislead.

In accordance with its commitment to continual improvement, the Department has altered the DAP Form 1 to achieve a greater degree of certainty.

70. Does a regulation 12(4) extension of time request extend the deemed refusal period under the responsible authority's planning scheme?

Yes. Regulation 16(2B) provides that for the purpose of calculating the deemed refusal period for a development application, any extension of time granted under regulation 12(4) is excluded.

In effect, this extends the deemed refusal period for the time agreed under regulation 12(4).

71. Must a local government engage security for each DAP meeting?

No. It has been noted by some local governments that there is a hosting fee for the engagement of security. However, this does not mean that local government hosts have to hire security every time – in the vast majority of meetings, no security will be required. The fee exists only to recompense local governments in that small number of circumstances, as judged by the presiding member, where because of expected public controversy additional security is warranted.

72. Must a local government host a meeting and provide a minute taker even if the application is a called-in application under a region scheme?

Yes. The relevant local government upon which the land is situated is still required to host the meeting, even if the matter is a called-in application under a region scheme.

Regulation 50 requires the local government of the district to provide facilities and support to the DAP – it is not relevant whether or not the application is a called-in application under a region scheme. Similarly, regulation 44 requires the hosting local government to also provide a minute taker.

As a matter of practical administration, it should be noted that a DAP meeting's required constitution provides at least one local government DAP member to be in attendance, even where it is a called-in application under a region scheme. Thus, it provides the best access to local constituents of the area (as all DAP meetings are open to the public) and convenience to the local government DAP members in attendance, if the relevant local government hosts the meeting. Finally, it should be borne in mind that local governments are ultimately compensated for providing such assistance through the DAP fee.

73. Can meetings be held via electronic means?

Yes. Practice Note 12 allows for DAP meetings to be conducted via electronic means. Meetings will still be able to be observed by the public.

74. Are further changes being made to the DAP system as part of the Action Plan for Planning Reform?

Yes. Practice Note 13 identifies the initiatives being developed and implemented to make DAP processes more consistent and transparent.

75. Where can I obtain further information about DAPs?

For further information on Development Assessment Panels, please visit the Department Website at www.dph.wa.gov.au/daps or contact the DAP Secretariat at daps@dph.wa.gov.au, or phone 6551 9919.

POLICY NO.	M.3
POLICY SUBJECT	Councillor Training/Conferences and Continuing Professional Development
ADOPTION DATE	30 April 2020
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective

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.

Policy

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. 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).

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 4 below.

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 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.

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.

6. Seeking Approval for Training or Professional Development

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

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.

7. Expenditure Limitations

7.1 Council will not be responsible for expenses associated with laundry, dry-cleaning or purchase of in-house movies.

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.

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.

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 7 also apply to staff attending training, conferences or other professional development.



DELEGATION REGISTER

Council to Chief Executive Officer

Reviewed on 29 November 2007
Amended on 28 February 2008
Amended on 26 June 2008
Reviewed & Amended on 25 September 2008
Reviewed & Amended on 24 September 2009
Reviewed & Amended on 25 November 2010
Reviewed on 24 November 2011
Amended on 29 March 2012
Amended 25 October 2012
Reviewed on 29 November 2012
Reviewed on 28 November 2013
Reviewed & Amended on 27 November 2014
Reviewed & Amended on 26 November 2015
Reviewed November 2016
Reviewed & Amended on 30 November 2017
Amended 29 March 2018
Reviewed & Amended on 29 November 2018
Reviewed & Amended on 29 November 2019
Reviewed & Amended on 23 September 2020

Shire of Bridgetown-Greenbushes
Delegation Register

INDEX

Delegation No.	Delegation Subject	Page No.
-----------------------	---------------------------	-----------------

Administration

A.1	Acting Chief Executive Officer	5
A.2	Authorisation of Officers.....	6
A.3	Land Administration Act.....	7
A.4	Exercising Powers of the Local Government	7
A.5	Execution of Contracts.....	8
A.6	Appointment of PID Officer	8
A.7	EEO Implementation Officer	9
A.8	Determining Applications under Local Laws and Enforcement of Local Law Provisions	9
A.9	Notices Requiring Certain Things to be Done by Owner or Occupier Of Land and Additional Powers When Notice is Given	10
A.10	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	11
A.11	Authorising and Affixing of the Common Seal.....	11

Elected Members

E.1	Code of Conduct – Complaints Officer	13
E.2	Recording of Procedures	13

Finance

F.1	Payment from Municipal Fund and Trust Fund	15
F.2	Donations.....	15
F.3	Write Off of Money Owing to the Local Government.....	16
F.4	Contract Variations	16
F.5	Tenders for Providing Goods & Services	17
F.6	Leisure Centre Fees	18
F.7	Authority to Invest Surplus Funds	18
F.8	Disposal of Surplus Equipment, Materials, Tools, Etc.	19
F.9	Rates and Service Charges	19

Infrastructure

I.1	Multi Combination Vehicles.....	21
I.2	Events on Roads	21
I.3	Temporary Closure of Thoroughfares	22

Planning

P.1	Development Applications – Extension of Time.....	23
P.2	Setback Variations	23
P.3	Subdivisions.....	24
P.4	Development Applications	25
P.5	Road Closures	26
P.6	Subdivisional Road Names.....	26
P.7	Subdivision Clearance	27
P.8	Directional Signs.....	27
P.9	Provision of Streets in Subdivisions under the Planning & Development Act 2005.....	28
P.10	Signs and Hoardings.....	29

Building

B.1	Building and Demolition Permits.....	30
B.2	Occupancy Permits or Building Approval Certificates.....	31
B.3	Building Orders	32
B.4	Inspection and Copies of Building Records	33
B.5	Private Pool Barrier – Alternative and Performance Solutions.....	33
B.6	Smoke Alarms – Alternative Solutions.....	34

Bush Fire Control

BF.1	Firebreak and Fuel Hazard Reduction Notice – Variation.....	35
BF.2	Cost Recovery for Fires	35
BF.3	Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice	36
BF.4	Offences – Bush Fires Act	37

Animal Control

AC.1	Cat Registrations	38
AC.2	Cat Control Notices.....	38
AC.3	Approval to Breed Cats.....	39
AC.4	Recovery of Costs – Destruction of Cats	39
AC.5	Application to Keep Additional Cats.....	40
AC.6	Dog Registrations	40
AC.7	Kennel Establishments	41
AC.8	Recovery of Moneys under the Dog Act	41

AC.9	Dispose of or Sell Dogs Liable to be Destroyed.....	42
AC.10	Declaration of a Dangerous Dog.....	42
AC.11	Objections to Dangerous Dog Declarations or Seizure.....	42
AC.12	Applications for Exemptions to Keep More than Prescribed Number of Dogs.....	43
AC.13	Proceedings under Dog & Cat Acts	43
AC.14	Disposal of Sick or Injured Animals	44

Other

O.1	Compensation for Seized Food Items.....	45
O.2	Food Business Prohibition Orders	45
O.3	Food Business Registrations	46
O.4	Food Act Debt Recovery and Prosecutions	46
O.5	Enforcement and Legal Proceedings.....	47
O.6	Use of Blackwood River for Active Recreation.....	47
O.7	Use of Shire Reserves for Camping	47
O.8	Fire Management Plan.....	48
O.9	Section 39 and Section 40 Certificates	48
O.10	Declaration of a Vehicle as an Abandoned Vehicle	49
O.11	Confiscated or Uncollected Goods	49
O.12	Temporary Accommodation Applications.....	50
O.13	Administration of the Local Government (Uniform Local Provisions) Regulations	50
O.14	Municipal Heritage Inventory – Minor Corrections or Updates to Approved Place Records	51
O.15	Removal of Graffiti	51

ADMINISTRATION

DELEGATION NUMBER	A.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Acting Chief Executive officer
DELEGATE	Chief Executive Officer
VARIATION DATE	14 July 2004 (SpC.1/0704)
VARIATION DATE	24 September 2009 (C.28/0909)
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority 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.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.

DELEGATION NUMBER	A.2
LEGISLATIVE POWER	Various
DELEGATION SUBJECT	Authorisation of Officers
DELEGATE	Chief Executive Officer
VARIATION DATE	25 th November 2004 (C.26/1104)
VARIATION DATE	28 November 2013 (C.16/1113)
VARIATION DATE	30 November 2017 (C.18/1117)
VARIATION DATE	28 November 2019 (C.05/1119)
RECORD KEEPING	Register of Authorised Officers

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Building Act 2011 & Regulations
- Bush Fires Act 1954 & Regulations
- Caravan Parks & Camping Grounds Act 1995 & Regulations
- Cat Act 2011 & Regulations
- Cemeteries Act 1986 & Regulations
- Control of Vehicles (Off Road Areas) Act 1978 & Regulations
- Dog Act 1976 & Regulations
- Environmental Protection Act 1986
- Food Act 2008 & Food Regulations
- Freedom of Information Act 1992 & Regulations
- Health (Asbestos) Regulations 1992
- Health (Miscellaneous Provisions) Act 1911
- Litter Act 1979 & Regulations
- Liquor Control Act 1988 & Regulations
- Local Government Act 1995 & Regulations
- Local Government (Miscellaneous Provisions) Act 1960
- Public Health Act 2016
- Shire of Bridgetown-Greenbushes Local Laws
- Shire of Bridgetown-Greenbushes Town Planning Schemes

DELEGATION NUMBER	A.3
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Transfer of Land Documentation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

Where a Council resolution has occurred for the purchase of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER	A.4
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Exercising Powers of the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Delegated Authority Action Sheet

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

DELEGATION NUMBER	A.5
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Execution of Contracts
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
- (b) A formal contract is authorised under a delegated authority from Council; or
- (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.

DELEGATION NUMBER	A.6
LEGISLATIVE POWER	Public Interest Disclosure Act 2003
DELEGATION SUBJECT	Appointment of PID Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

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

DELEGATION NUMBER	A.7
LEGISLATIVE POWER	Equal Opportunity Act 1984
DELEGATION SUBJECT	EEO Implementation Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/114)
RECORD KEEPING	Delegated Authority Action Sheet

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

DELEGATION NUMBER	A.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Determining Applications Under Local Laws and Enforcement of Local Law Provisions
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to exercise all the powers and discharge all the duties provided for in any Shire local law made in accordance with Part 3 of the *Local Government Act 1995*.

For the purpose of this delegation related documents include:

Activities on Thoroughfares and Public Places and Trading Local Law
 Bush Fire Brigades Local Law
 Local Law Relating to Fencing
 Keeping and Welfare of Cats Local Law
 Cemeteries Local Law
 Dogs Local Law
 Health Local Laws
 Local Government Property Local Law
 Parking & Parking Facilities Local Law
 Pest Plants Local Law
 Standing Orders Local Law

The CEO has assigned this Delegation as follows:

<i>Activities on Thoroughfares and Public Places and Trading Local Law</i>	<i>Executive Manager Development & Infrastructure Manager Development Services Environmental Health Officer</i>
<i>Bush Fire Brigades Local Law</i>	<i>Community Emergency Services Manager</i>
<i>Local Law Relating to Fencing</i>	<i>Manager Development Services</i>
<i>Keeping and Welfare of Cats Local Law</i>	<i>Shire Ranger</i>
<i>Cemeteries Local Law</i>	<i>Executive Assistant & Customer Services Officer</i>
<i>Dogs Local Law</i>	<i>Shire Ranger</i>
<i>Health Local Laws</i>	<i>Environmental Health Officer</i>
<i>Local Government Property Local Law</i>	<i>Executive Manager Development & Infrastructure</i>
<i>Parking & Parking Facilities Local Law</i>	<i>Shire Ranger</i>

DELEGATION NUMBER	A.9
LEGISLATIVE POWER	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)
DELEGATION SUBJECT	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
- Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.

DELEGATION NUMBER	A.10
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 5.44) Local Government (Administration) Regulations 1996 (Regulation 32)
DELEGATION SUBJECT	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32) and Council Policy M.3 – Conference Attendance & Training.

DELEGATION NUMBER	A.11
LEGISLATIVE POWER	Local Government Act 1995 (Section 9.49A)
DELEGATION SUBJECT	Authorising and Affixing of the Common Seal
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Register of Seals

The CEO is delegated authority to authorise the affixing of the Common Seal of the Shire of Bridgetown-Greenbushes to a document that requires the Common Seal to be legally effective. Documents are to be in one or more of the following categories:

1. Documents required to satisfy conditions of subdivision and/or development approval;
2. Documents required to effect the transfer of land;
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire;
4. Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party or by a third party to the Shire;
5. Documents required to effect the grant of a licence either by the Shire to a third party or by a third party to the Shire;
6. Documents required to effect the subdivision of land, including the strata titling of land;

7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and
8. Documents necessary or appropriate to enable the CEO to carry out his functions under any written law.

The document must not be inconsistent with a Council policy or resolution.

ELECTED MEMBERS

DELEGATION NUMBER	E.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.120(1))
DELEGATION SUBJECT	Code of Conduct – Complaints Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

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

DELEGATION NUMBER	E.2
LEGISLATIVE POWER	Standing Orders Local Law (Clause 8.5)
DELEGATION SUBJECT	Recording of Proceedings
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	26 November 2015 (C.16/1115)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated the power to grant approval in writing, if the CEO considers it appropriate, for persons to use any electronic, visual or vocal recording device or instrument to record the proceedings of any Council or Committee meeting, or any part of a Council or Committee meeting (refer Standing Orders clause 8.5).

Before exercising this delegated authority the CEO shall consult with the Shire President and will only exercise the delegated authority if the Shire President agrees.

This delegation is for applications received prior to a Council or Committee meeting. If permission is requested at or during a Council or Committee meeting, the approval is to be considered by Council.

FINANCE

DELEGATION NUMBER	F.1
LEGISLATIVE POWER	Clause 12, Local Government (Financial Management) Regulations
DELEGATION SUBJECT	Payments from Municipal Fund and Trust Fund
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Payment Summary Report signed by Authorising Officers

The CEO is delegated authority to make payments from the Municipal Fund, Reserve or Trust Fund on the basis that all payments are made under two signatures as determined by the CEO.

The CEO has assigned this Delegation to the Executive Manager Corporate Services & Senior Finance Officer

DELEGATION NUMBER	F.2
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Donations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Donation Register

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$400 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.
2. That the group is a community group or non profit making organisation or running a non profit activity.
3. That the group's financial status is such as to justify a donation from Council.
4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg; support of needy groups and individuals

who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

5. That available funding exists in Council's budget.

DELEGATION NUMBER	F.3
LEGISLATIVE POWER	Local Government Act 1995, Section 6.12
DELEGATION SUBJECT	Write Off of Money Owing to the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to write off any amount of money which is owed to the local government up to a limit of \$500 in any one instance. In exercising this delegated authority the CEO shall:

1. Provide for appropriate internal controls
2. Ensure all statutory requirements are met
3. Ensure all Council Policies are observed.

DELEGATION NUMBER	F.4
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Contract Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	25 th November 2004 (C.26/1104)
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Approve minor variations to contracts entered into by Council where the variation is equal to or less than 5% with a ceiling of \$5,000.
2. Exercise an extension option that was included in an original request for tender or request for quote submission.

LEGATION NUMBER	F.5
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Tenders for Providing Goods & Services
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/114)
VARIATION DATE	26 November 2015 (C.16/1115)
RECORD KEEPING	Tender Register

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than \$250,000. (*Reference: Regulations 11(1), 12 and 13*).
2. Publicly invite tenders for the supply of goods and services although not required to do so. (*Reference: Regulation 13*).
3. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
4. Determine the information that is to be disclosed to those interested in submitting tender.
5. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the request for tender information is provided notice of the variation.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19*).

NB: The decision to select a successful tender is still one for Council to determine.

The CEO in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Executive Manager Corporate Services, Executive Manager Community Services and Executive Manager Development & Infrastructure for the supply of goods and services within that Executive Manager's area of responsibility.

DELEGATION NUMBER	F.6
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42)
DELEGATION SUBJECT	Leisure Centre Fees
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve a reduction in Leisure Centre fees of no more than 50% for the purpose of providing one-off opportunities to encourage participation in Leisure Centre activities during promotional campaigns.

DELEGATION NUMBER	F.7
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 6.14), and Local Government (Financial Management) Regulations 1996 (Regulation 19)
DELEGATION SUBJECT	Authority to Invest Surplus Funds
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations;
and
3. Compliance with Council Finance Policy F.3 – Investments.

DELEGATION NUMBER	F.8
LEGISLATIVE POWER	Local Government Act 1995 (Section 3.58 and 5.42)
DELEGATION SUBJECT	Disposal of Surplus Equipment, Materials, Tools, Etc
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc., which are no longer required, or are no longer serviceable. This delegation applies only to items with an estimated value of less than \$2,000 each.

DELEGATION NUMBER	F.9
LEGISLATIVE POWER	Local Government Act 1995 Sections 6.39(2), 6.40, 6.49, 6.50(1), 6.56, 6.60(2), 6.76(4)
DELEGATION SUBJECT	Rates and Service Charges
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the powers and discharge the duties of the local government under:

- Sections 6.39(2) – amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
- Section 6.40 – amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
- Section 6.49 – entering into an agreement with a person for payment of rates and service charges.
- Section 6.50(1) – determining the time allowed for the payment of a rate before it is deemed to be in arrears.
- Section 6.56 – recovering unpaid rates in a court of competent jurisdiction.
- Section 6.60(2) – requiring a lessee to pay rent in satisfaction of rates or service charges that are due.

- Section 6.76(4) – granting an extension of time for a person seeking to make an objection to the rate record.
- Section 6.76(5) – considering any objection to the rate record and either disallow it or allow it, wholly or in part.
- Section 6.76(6) – serving written notice of any decision made under Section 6.76(5).

The CEO has assigned this Delegation to the Executive Manager Corporate Services

INFRASTRUCTURE

DELEGATION NUMBER	I.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Restricted Access Vehicles
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
VARIATION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to set conditions for the use of Restricted Access Vehicles for an interim period until Council finalises this issue.

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

DELEGATION NUMBER	I.2
LEGISLATIVE POWER	Road Traffic (Events on Roads) Regulations 1991 (Regulation 4)
DELEGATION SUBJECT	Events on Roads
DELEGATE	Chief Executive Officer
ADOPTION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 and applicable Council Policy. The CEO shall have regard to Section 3.50 of the Local Government Act 1995.

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

DELEGATION NUMBER	I.3
LEGISLATIVE POWER	Local Government Act (Section 3.50 and Section 3.50A)
DELEGATION SUBJECT	Temporary Closure of Thoroughfares
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

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

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

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

PLANNING

DELEGATION NUMBER	P.1
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications – Extension of Time
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to approve applications for extension of time in respect to development applications previously approved by Council or approved under delegated authority.

DELEGATION NUMBER	P.2
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Setback Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	30 th March 2006 (C.13/0306a)
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

Notwithstanding the provisions of the Council's Town Planning Scheme, the CEO is delegated authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections. Maximum variation allowed is 75%.

Explanatory Note: The 75% variation to setbacks in the Rural Zone of Town Planning Scheme No. 3 is to be taken from the 7.5 metre setback.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.3
LEGISLATIVE POWER	Planning & Development Act 2005 Town Planning Schemes
DELEGATION SUBJECT	Subdivisions
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where applications/proposals comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls, the Chief Executive Officer is delegated authority to:

1. Support subdivision proposals restricted to applications of not more than four (4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan.
2. Support unrestricted subdivision proposals when they are within an approved Subdivision Guide Plan or Structure Plan.
3. Support applications for the amalgamation of lots.
4. Support applications for minor boundary adjustments.
5. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan.

This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.4
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications
DELEGATE	Chief Executive Officer
VARIATION DATE	15 th December 2005 (C.4/1205)
VARIATION DATE	25 th September 2008 (C.22/0908)
VARIATION DATE	27 November 2014 (C.08/1114) & (C.12/1114)
VARIATION DATE	29 November 2018 (C.03/1118b)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to –

- i) Approve all development applications for AA uses under the operative Town Planning Scheme except where:
 - An advertised or referred development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;
 - The proposed development, although not advertised, is considered by the CEO to be of a contentious nature;
- ii) Approve all development applications and building envelope relocations complying to Council Policies, Guidelines or Codes.
- iii) Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes.
- iv) Refuse development applications and building envelope relocations which do not comply with Council Policies.
- v) Approve development applications for "P" or "IP" uses (incidental to the predominant use).
- vi) Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve.
- vii) Support minor variations to Section 20 Signage of the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and associated Bridgetown Heritage Precinct: development Guidelines for obscure window signage or treatment only for shop fronts where goods are not displayed.

- viii) Approve applications for 2 dwellings on a residential zoned lot under Town Planning Scheme No. 4 as per Clause 4.2.5 of that Town Planning Scheme.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.5
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Road Closures
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.

Nothing precludes the CEO from presenting a road closure application to Council for consideration prior to commencing advertising.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.6
LEGISLATIVE POWER	Subdivisional Road Names
DELEGATION SUBJECT	Subdivisional Road Names
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional road names for new roads being created as a result of an approved application for subdivision, noting that this delegated authority is limited to recommending proposed names to the Geographic Names Committee.

Note this delegation isn't applicable to the naming of existing un-named roads or renaming of existing roads with such proposals to be presented to Council for determination.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.7
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Subdivision Clearance
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue subdivision clearance to approved subdivisions where relevant conditions have been fully complied with in accordance with the approval issued by the Western Australian Planning Commission.

This delegation also includes clearance of survey strata lots and strata title applications including buildings fully compliant with the necessary approvals.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Directional Signs
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve applications for directional signs where such applications are in accordance with Council Policy.

The CEO has assigned this Delegation to the Manager Development Services

DELEGATION NUMBER	P.9
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Provision of Streets in Subdivisions under the Planning & Development Act 2005
DELEGATE	Chief Executive Officer
VARIATION DATE	29 th November 2007 (C.14/1107)
VARIATION DATE	28 th February 2008 (C.17/0208)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve subdivisional and street construction drawings in accordance with Section 170 of the Planning and Development Act 2005, where drawings comply with Council's policy E5 - Provision of Subdivisional Roads and Streets, and good engineering practice.

Extract from the Planning and Development Act:

170. Local government to be provided with specifications for roads and waterways

- (1) Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —
 - (a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;
 - (b) specifications of the proposed road or artificial waterway; and
 - (c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.
- (2) A person who does not comply with subsection (1) commits an offence.
- (3) The local government may by written notice require the person subdividing the land —
 - (a) to amend the drawings or specifications or both; and
 - (b) to comply with such further conditions as the local government thinks fit to impose in respect of the proposed road or waterway,

for the purpose of ensuring that the construction and drainage of the road or construction of the artificial waterway is consistent with the approval of the Commission.
- (4) Without limiting the powers conferred on a local government by subsection (3), where —
 - (a) a person delivers drawings and specifications of a proposed road or artificial waterway to a local government under subsection (1); and

- (b) the proposed road or artificial waterway, if constructed in accordance with those plans and specifications, would not satisfy the minimum standards fixed under section 169 applicable to the proposed road or artificial waterway,

the local government is to by written notice require the person to so amend the drawing or specifications, or both, as to cause the proposed road or artificial waterway to satisfy those minimum standards.

- (5) A person who is aggrieved by a requirement of the local government made under subsection (3) may apply to the State Administrative Tribunal for a review, in accordance with Part 14, of the responsible authority's decision.
- (6) A person who does not comply with a requirement of a local government made by written notice given to that person under subsection (3) commits an offence.

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

DELEGATION NUMBER	P.10
LEGISLATIVE POWER	Town Planning Scheme Activities in Thoroughfares & Trading in Thoroughfares and Public Places Local Law
DELEGATION SUBJECT	Signs and Hoardings
DELEGATE	Chief Executive Officer
VARIATION DATE	27 November 2014 (C.12/1114)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme Policies and the Local Laws of the Council, and where an application does not comply with the Council Policies or the Local Laws, the application is to be refused.

The CEO has assigned this Delegation to the Manager Development Services

BUILDING

DELEGATION NUMBER	B.1
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Building and Demolition Permits
DELEGATE	Building Surveyor
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Note in this delegation "building permit" includes "demolition permit".

Building Act	
Section 18	Request to the applicant to provide further information required for determination of the building permit or demolition permit application
Section 20	Authority to grant or refuse to grant building permits
Section 21	Authority to grant or refuse to grant demolition permits
Section 22	Authority to refuse to grant building permits or demolition permits if: <ol style="list-style-type: none"> 1. There appears to be an error in the information provided for the application or in a document that accompanied the application; or 2. If an application is inconsistent with: <ol style="list-style-type: none"> (a) A function that the Permit Authority has under written law; or (b) An agreement between the Permit Authority and the applicant.
Section 27	Authority to impose, vary or revoke conditions on a building permit or demolition permit
Section 32	Extend the time during which permit has effect

Building Regulations	
Reg. 23 Reg. 24	Authority to determine an application (including the imposition of new conditions) to extend time during which a

	building permit or demolition permit has effect subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted.
Reg. 26	Authority to approve or refuse to approve an application for a new responsible person for a building permit or demolition permit.

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.2
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Occupancy Permits or Building Approval Certificates
DELEGATE	Building Surveyor
RECORD KEEPING	Individual Building Permit Files

Council delegates its authority and powers to the Council's Registered Building Surveyor(s) the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 55 Building Act	Request to the applicant to provide further information required for determination of the application
Section 58 Building Act	Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate
Section 62 Building Act	Authority to impose, add, vary or revoke conditions on an occupancy permit
Section 65 Building Act	Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect
Reg. 40 Building Regulations	Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.3
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Building Orders
DELEGATE	Building Surveyor
RECORD KEEPING	Delegated Authority Action Sheet

Council delegates its authority and powers to the Council's Registered Building Surveyors the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act and Building Regulations:

Section 110 Building Act	Authority to make building orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure
Section 111 Building Act	Authority to give notice of a proposed building order and consider submissions received in response and determine actions.
Section 117 Building Act	Authority to revoke a building order.
Section 118 Building Act	If there is non-compliance with a building order, authority to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease.

Note this delegation has been issued directly to the Council's Registered Building Surveyor(s) due to building legislation.

DELEGATION NUMBER	B.4
LEGISLATIVE POWER	Building Act 2011 (Section 131)
DELEGATION SUBJECT	Inspection and Copies of Building Records
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 131 of the Building Act 2011 the Chief Executive Officer is delegated authority to determine applications from interested persons to inspect and copy a building record.

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.5
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Private Pool Barrier – Alternative and Performance Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulation 51 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]
2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]
3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].

The CEO has assigned this Delegation to the Building Surveyor

DELEGATION NUMBER	B.6
LEGISLATIVE POWER	Building Act 2011 and Building Regulations 2012
DELEGATION SUBJECT	Smoke Alarms – Alternative Solutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 127 of the Building Act 2011 and Regulations 55 and 61 of the Building Regulations 2012 the Chief Executive Officer is delegated authority to:

1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].
2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].

The CEO has assigned this Delegation to the Building Surveyor

BUSH FIRE CONTROL

DELEGATION NUMBER	BF.1
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Firebreak and Fuel Hazard Reduction Notice – Variation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

That pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land subject to relevant FCO endorsement of application.

DELEGATION NUMBER	BF.2
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Cost Recovery for Fires
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Sections 11 and 28 of the Bush Fires Act the Chief Executive Officer is delegated authority to seek the recovery of costs of measures taken by the Shire of Bridgetown-Greenbushes, its Bush Fire Control Officers and Bush Fire Brigades to extinguish a fire burning, including authority to recover expenses in any court of competent jurisdiction.

DELEGATION NUMBER	BF.3
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Works Orders for Properties Non-Compliant to Firebreak and Fuel Hazard Reduction Notice
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 33 of the Bush Fires Act the Chief Executive Officer is delegated authority to:

1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Bridgetown-Greenbushes:
 - a. clearing of firebreaks as determined necessary and specified in the notice; and
 - b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and
 - c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].
2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. Note this also allows the use of contractors or other persons to carry out the required work.
3. Request Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers.
4. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	BF.4
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 59(3))
DELEGATION SUBJECT	Offences – Bush Fires Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

ANIMAL CONTROL

DELEGATION NUMBER	AC.1
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Cat Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Cat Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to

1. Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].
3. Cancel a cat registration [s.10].
4. Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.2
LEGISLATIVE POWER	Cat Act 2011 (Section 26)
DELEGATION SUBJECT	Cat Control Notices
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the district of the Shire of Bridgetown-Greenbushes. Conditions can be imposed on the notice.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.3
LEGISLATIVE POWER	Cat Act 2011
DELEGATION SUBJECT	Approval to Breed Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].
2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].
3. Cancel an approval to breed cats [s.38].
4. Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.4
LEGISLATIVE POWER	Cat Act 2011 (s.49)
DELEGATION SUBJECT	Recovery of Costs – Destruction of Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover the amount of the costs associated with the destruction and disposal of a cat.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.5
LEGISLATIVE POWER	Cat Act 2011 Cat (Uniform Local Provisions) Regulations 2013
DELEGATION SUBJECT	Application to Keep Additional Cats
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Require any document or additional information required to determine an application [r.8(3)]
2. Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].
3. Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.6
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Dog Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	For granting of registrations – record on Dog Registration Form and File For refusal of registration – Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)].
2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:
 - i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*;
or

- ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or
 - iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept
 - iv. the dog is required to be microchipped but is not microchipped; or
 - v. the dog is a dangerous dog [s.16(3) and s.17A(2)].
3. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].
- i. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]

DELEGATION NUMBER	AC.7
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Kennel Establishments
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to grant, refuse to grant or cancel a kennel licence.

DELEGATION NUMBER	AC.8
LEGISLATIVE POWER	Dog Act 1976
DELEGATION SUBJECT	Recovery of Moneys under the Dog Act
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.

DELEGATION NUMBER	AC.9
LEGISLATIVE POWER	Dog Act 1976 (s. 29)
DELEGATION SUBJECT	Dispose of or Sell Dogs Liable to be Destroyed
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to dispose of or sell a dog which is liable to be destroyed.

DELEGATION NUMBER	AC.10
LEGISLATIVE POWER	Dog Act 1976 (s.33E)
DELEGATION SUBJECT	Declaration of a Dangerous Dog
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to declare an individual dog to be a dangerous dog.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	AC.11
LEGISLATIVE POWER	Dog Act (s.33)
DELEGATION SUBJECT	Objections to Dangerous Dog Declaration or Seizure
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].
2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].

3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]
 - i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].

Note this delegated authority cannot be assigned by the Chief Executive Officer to the Shire Ranger as that officer has been assigned the authority for Delegation AC.10

DELEGATION NUMBER	AC.12
LEGISLATIVE POWER	Dog Act 1976 [Sections 10AA and 26(3)] Dog Local Law Clause 3.2
DELEGATION SUBJECT	Applications for Exemptions to Keep More than Prescribed Number of Dogs
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated to determine (approve or refuse) any application to keep more than the prescribed number of dogs as stipulated at Clause 3.2 of the Dog Local Law.

DELEGATION NUMBER	AC.13
LEGISLATIVE POWER	Dog Act & Cat Act
DELEGATION SUBJECT	Proceedings Under Dog & Cat Acts
DELEGATE	Chief Executive Officer
VARIATION DATE	28 November 2013 (C.16/1113)
RECORD KEEPING	Delegated Authority Action Sheet

In accordance with Section 44 of the Dog Act and Section 44 of the Cat Act, the Chief Executive Officer is authorised to institute and carry on proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog and Cat Acts.

This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Section 29 of the Dog Act and Section 27 of the Cat Act.

DELEGATION NUMBER	AC.14
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Disposal of Sick or Injured Animals
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

The CEO has assigned this Delegation to the Shire Ranger

OTHER

DELEGATION NUMBER	O.1
LEGISLATIVE POWER	Food Act 2008 (s. 56 & s.70)
DELEGATION SUBJECT	Compensation for Seized Food Items
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].
2. Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].

DELEGATION NUMBER	O.2
LEGISLATIVE POWER	Food Act 2008 (s.65, 66 & 67)
DELEGATION SUBJECT	Food Business Prohibition Orders
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

The CEO has assigned this Delegation to the Environmental Health Officer.

DELEGATION NUMBER	O.3
LEGISLATIVE POWER	Food Act 2008 (s. 110 & 112)
DELEGATION SUBJECT	Food Business Registrations
DELEGATE	Chief Executive Officer
RECORD KEEPING	Synergy Health Module or Property Assessment File or Food Business File

The Chief Executive Officer is delegated authority to:

1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].
2. Vary the conditions or cancel the registration of a food business [s.112].

The CEO has assigned this Delegation to the Environmental Health Officer.

DELEGATION NUMBER	O.4
LEGISLATIVE POWER	Food Act 2008 (s. 54 & s. 125)
DELEGATION SUBJECT	Food Act Debt Recovery and Prosecutions
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The Chief Executive Officer is delegated authority to:

1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].
2. Institute proceedings for an offence under the Food Act 2008 [s.125].

DELEGATION NUMBER	O.5
LEGISLATIVE POWER	Planning & Development Act 2005; Building Regulations; Health Act
DELEGATION SUBJECT	Enforcement and Legal Proceedings
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

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

DELEGATION NUMBER	O.6
LEGISLATIVE POWER	-
DELEGATION SUBJECT	Use of Blackwood River for Active Recreation
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all recreational usage within the Blackwood River, with the exception being that within the Bridgetown Townsite the approval of power dinghy races is restricted to the three established events (Blackwood Classic, Sunnyside Down and the "River Race") and no practicing by power boats is endorsed.

The CEO has assigned this Delegation to the Executive Assistant

DELEGATION NUMBER	O.7
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Use of Shire Reserves for Camping
DELEGATE	Chief Executive Officer
VARIATION DATE	25 November 2010 (C.19/1110)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to approve all applications for the Greater Sportsground or any other area he sees fit for such use as a camping area.

DELEGATION NUMBER	O.8
LEGISLATIVE POWER	
DELEGATION SUBJECT	Fire Management Plan
DELEGATE	Chief Executive Officer
VARIATION DATE	29 th November 2007 (C.14/1107)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

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

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

DELEGATION NUMBER	O.9
LEGISLATIVE POWER	Liquor Control Act 1988
DELEGATION SUBJECT	Section 39 and Section 40 Certificates
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

The CEO has assigned this Delegation to the Environmental Health Officer & Manager Development Services

DELEGATION NUMBER	O.10
LEGISLATIVE POWER	Local Government Act 1995 (s.3.40A)
DELEGATION SUBJECT	Declaration of a Vehicle as an Abandoned Vehicle
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to declare that an impounded vehicle is an abandoned vehicle wreck.

(Note disposal of a declared abandoned vehicle is to be undertaken in accordance with Delegated Authority O.11 ‘Disposal of Confiscated or Uncollected Goods’.

The CEO has assigned this Delegation to the Shire Ranger

DELEGATION NUMBER	O.11
LEGISLATIVE POWER	Local Government Act 1995 (s.3.46-, 3.47 & 3.48)
DELEGATION SUBJECT	Confiscated or Uncollected Goods
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]
2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].
3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

DELEGATION NUMBER	O.12
LEGISLATIVE POWER	Temporary Accommodation Policy Health Act
DELEGATION SUBJECT	Temporary Accommodation Applications
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to determine applications for temporary accommodation with respect to Council's Policy H.5 – Temporary Accommodation.

The CEO has assigned this Delegation to the Environmental Health Officer

DELEGATION NUMBER	O.13
LEGISLATIVE POWER	Local Government Act
DELEGATION SUBJECT	Administration of the Local Government (Uniform Local Provisions) Regulations
DELEGATE	Chief Executive Officer
ADOPTION DATE	30 November 2017 (C.18/1117)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to exercise the functions in relation to the administration of the Local Government (Uniform Local Provisions) Regulations including but not limited to administering applications for or breaches of –

- Disturbing local government land or anything on it;
- Obstructing public thoroughfare;
- Encroaching on a public thoroughfare;
- Separating land from public thoroughfare;
- Gate across a public thoroughfare;
- Dangerous excavation in or near public thoroughfare;
- Crossing from public thoroughfare to private land or private thoroughfare;
- Requirement to construct or repair crossing;
- Contribution to cost of crossing;
- Private works on, over or under public places;
- Protection of watercourses, drains, tunnels and bridges;
- Protection of thoroughfares from water damage; and
- Wind erosion and sand drifts.

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

DELEGATION NUMBER	O.14
LEGISLATIVE POWER	Planning and Development (Local Planning Scheme) Regulations 2015
DELEGATION SUBJECT	Municipal Heritage Inventory – Minor Corrections or Updates to Approved Place Records
DELEGATE	Chief Executive Officer
ADOPTION DATE	29 March 2018 (C.13/0318)
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to make minor corrections or updates to approved place records when appropriate in light of new information, however any significant changes such as changes to management categories or deletion of places will require Council approval.

DELEGATION NUMBER	O.15
LEGISLATIVE POWER	Graffiti Vandalism Act 2016 (s.18 & s.19)
DELEGATION SUBJECT	Removal of Graffiti
DELEGATE	Chief Executive Officer
RECORD KEEPING	Delegated Authority Action Sheet

The CEO is delegated authority to:

1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].
2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].

PROPOSED NEW COUNCIL TO CEO DELEGATIONS

New Delegation I.4 - Materials from Land not under Local Government Control

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
 - a) Extraction of gravel, sand or other materials from land;
 - b) Water, etc.

2. The CEO is delegated power to enter into Agreements with land owners and/or occupiers confirming the terms for access the land and taking the materials.

Conditions on use of delegation:

1. The agreement reached with the land owner/occupier is to –
 - a) State a specific duration, that it is indefinite or otherwise provide for termination;
 - b) Provide for mutually agreed compensation; and
 - c) Specify rehabilitation responsibilities if appropriate.

POLICY NO.	M.43
POLICY SUBJECT	Appointment of an Acting CEO
ADOPTION DATE	25 November 2021

Purpose

To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting Chief Executive Officer.

Scope

To provide a framework and guidelines for the employment of an Acting CEO.

Policy

Section 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:

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.
2. Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is authorised to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.
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.
4. The CEO is to advise all councillors of the appointment of the Acting CEO immediately after the appointment is made.
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.
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 an Acting CEO for a period greater than 12 months.



ROLLING ACTION SHEET

ROLLING ACTION SHEET

November 2021 (encompassing Council Resolutions up to Council Meeting held October 2021)

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.14/0310 Preliminary Report – Plantation Exclusion Zones	That Council: 1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality. 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area. 3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised. 4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation	L Guthridge	1. Noted. 2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012. 3. Noted. 4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called	November 2021 No progress since last update	✓

	<p>with FESA, and in accordance with the Planning for Bush Fire Protection document.</p> <p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy. <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>	<p>for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017). November 2018 New draft Bushfire Hazard Assessment being prepared by consultant, to assist further consideration of plantation exclusion. December 2018 CEO and Manager Planning met with bushfire consultant on 28 November 2018. Bushfire Hazard Assessment nearing completion for presentation to Council early in 2019.</p> <p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p> <p>January 2019 Final draft Bushfire Hazard Strategy received for Staff review, to be presented to Council by March 2019. No progress made of Plantation Applications Policy Review. February 2019 Bushfire Hazard Level Assessment feedback</p>		
--	---	---	--	--

		<p>sent to consultant for finalising document. Research commenced for Plantation Applications Policy Review.</p> <p>March 2019 Final Bushfire Hazard Level Assessment received for staff review then to be presented to Council in April 2019. Research commenced for Plantation Applications Policy Review.</p> <p>April 2019 Final BHL report received still under review for presentation to Council in May 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>July 2019 Final BHL report received still under review for presentation to Council in August 2019. BHL to also be sent to DPLH and DFES. Further research into Plantation Applications Policy review not progressed.</p> <p>August 2019 BHL to be presented to Council in November 2019.</p> <p>September 2019 Draft BHL referred to DPLH and DFES for preliminary feedback, before being presented to Council.</p> <p>October 2019 Preliminary response received from DFES on draft BH. Pending feedback from DPLH.</p> <p>November 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>December 2019 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p>		
--	--	--	--	--

		<p>January 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>February 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>March 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>April 2020 Preliminary response received from DFES on draft BHL. Pending feedback from DPLH.</p> <p>May 2020 Preliminary response received from DFES on draft BHL. Contact with DPLH made in May 2020 for pending feedback. Meeting to be scheduled shortly.</p> <p>June 2020 Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment.</p> <p>July 2020 Meeting with DPLH scheduled held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment. Councillor Briefing to be held on 23 July 2020 regarding draft Bushfire Hazard Level Assessment and other bushfire issues.</p> <p>August 2020 Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption.</p> <p>September 2020 Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning</p>		
--	--	---	--	--

		<p>Strategy progressing. Plantation Applications Policy still to be reviewed.</p> <p>October 2020 Plantation Applications Policy still to be reviewed.</p> <p>April 2021 All aspects of the resolution have been completed excepting review of Plantations Policy – a report will be submitted to the May Council meeting on this review.</p> <p>June 2021 It had been the intention to present a report on the review of Town Planning Scheme Policies, including the Plantation Policy to the June Council meeting however further work and internal discussion is required before that report can be completed. It is intended to present the report to the July Council meeting.</p> <p>July 2021 At the time of reviewing the Rolling Action Sheet a report on the review of Town Planning Scheme Policies, including the Plantation Policy was being prepared for inclusion in the Council agenda.</p> <p>August 2021 The report on planning policies presented to the July Council meeting identified a need to review the current ‘Plantation Applications’ Policy and this will be progressed.</p> <p>October 2021 Criteria for locating of plantations will be included in the new Local Planning Strategy currently being prepared. This criteria may include separation distances from townsites or rural-residential developed land. Once the Local Planning Strategy has been endorsed preparation of a new Plantations Policy, referencing the criteria contained in</p>		
--	--	---	--	--

			the Local Planning Strategy can commence. A draft Local Planning Strategy is expected to be presented to Council by June 2022.	
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.	T Clynch	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p> <p>Greenbushes appears to comply with the requirements necessary to obtain "RV Friendly Destination" Status and the Visitor Centre Manager is in the process of submitting an application (February 2018).</p> <p>An application to Water Corporation is currently being prepared for a sewerage connection for a dump point at the railway car park. This will enable a cost estimate to be conducted. Funding of the dump point is a proposed new action in the updated corporate Business Plan proposed to be presented to the budget workshop (May 2018).</p> <p>Discussions occurred at August Council Concept forum. Railway car park site confirmed. Costings and design for both sewerage and holding tank options being</p>	<p>November 2021</p> <p>The owners of the Bridgetown Caravan Park have informally advised that they are not opposed to a trial period offering 24 hour RV/Caravan Parking in the Town Square. This is being followed up with a formal letter of acknowledgement this month.</p>

		<p>progressed (September 2018).</p> <p>November 2018 Discussion occurred at the November Concept forum about the proposed dump point in Bridgetown and direction was given to staff to further investigate waste water disposal options.</p> <p>February 2019 Application has been lodged with Water Corporation for a sewer connection for a dump point in the railway car park.</p> <p>March 2019 Planning and cost estimates for establishment of a dump point in the railway car park is being completed in time for 2019/20 budget considerations. Greenbushes site – refer comments for Resolution C.16/0513 on Page 5.</p> <p>April 2019 An application has been submitted to Water Corporation for connection to sewer for the proposed dump point in the railway car park. A dump point at the Greenbushes Sportsground is being investigated as part of the planning for that precinct.</p> <p>June 2019 At the June Concept Forum council determined to include funding in 2019/20 for installation of a sewer connected dump point in the railway car park. This funding will be confirmed in the 2019/20 budget.</p> <p>October 2019 The approval process for connection of sewer to the proposed dump point in the railway car park (Bridgetown) has commenced. The draft concept plan for the Greenbushes Sportsground Precinct shows a proposed dump point.</p> <p>November 2019 Application for sewer connection for dump</p>		
--	--	---	--	--

		<p>point in railway car park has been submitted to Water Corporation.</p> <p>February 2020 Dump point application for Bridgetown has been submitted and installation is expected by June 2020. Signage to incorporate dump point insignia will be required and this will be an opportunity to review advance warning signage on entrance to Bridgetown. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p>May 2020 Installation of the dump point in railway car park has been deferred as trenching of Spencer Street is required for sewer connection and plumber raised concerns about trenching in Winter. Works have been rescheduled for Spring. Greenbushes camp area is included in current community consultation for Greenbushes Sportsground Precinct.</p> <p>January 2021 Preparation of a scope of works for consultants to progress the conceptual design of the Greenbushes Sportsground and Tourism Precinct project is being prepared in house for review by ELT and issue in February 2021. The Bridgetown dump point has been installed and is now operational. Directional street signage has been ordered and awaiting supply.</p> <p>February 2021 Directional signage to dump point, electric vehicle recharge station, caravan parking, etc. installed.</p> <p>March 2021 A Camping Strategy is to be prepared and will address the RV Friendly Towns</p>		
--	--	--	--	--

			<p>requirements.</p> <p>September 2021 Discussions were held with councillors at the September Concept Forum and it is intended to prepare a report to the October Council meeting on the provision of limited free overnight caravan parking in the railway car park. The report will also address any other existing constraints to achieving either RV Friendly Town or RV Destination status for Bridgetown and Greenbushes.</p> <p>October 2021 The meeting with the owners of the Bridgetown Caravan Park didn't occur as proposed so the report will be presented to the November Council meeting</p>		
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being</p>	November 2021 No progress since last update	

		<p>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 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</p>		
--	--	--	--	--

			<p>but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p> <p>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 dumping 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 Dumping Gully dams.</p>		
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local	That Council: 1. Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed.	L Guthridge	<ol style="list-style-type: none"> 1. Noted. 2. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, 	November 2021 Local Planning Strategy still being prepared.	

<p>Planning Scheme No 6</p>	<p>2. Notes the appointment of Lush Fire & Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</p> <p>3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</p> <p>4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p>		<p>Lands and Heritage for 8 March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018).</p> <p>3. Noted.</p> <p>4. Noted.</p> <p>5. Correspondence sent to WAPC on 26 October 2017. Response received.</p> <p>6. Noted. To be actioned.</p> <p>November 2018 Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p>December 2018 Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p>January 2019 Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p>February 2019 Zoning and Precinct Analysis completed and forwarded to planning consultant for</p>		
-----------------------------	--	--	---	--	--

	<p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be</p>		<p>consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>March 2019 Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>April 2019 Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>May 2019 Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p>June 2019 Further liaison with planning consultant continuing.</p> <p>July 2019 Further liaison with planning consultant and DPLH continuing.</p> <p>August 2019 Further liaison with planning consultant required.</p> <p>September 2019 Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p>October 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>November 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>December 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard</p>		
--	---	--	---	--	--

	<p>affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>	<p>Level Assessment.</p> <p>January 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>February 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>March 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>April 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>May 2020 Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback</p> <p>June 2020 Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p> <p>July 2020 Meeting with DPLH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing.</p> <p>August 2020 Councillor Briefing held 23 July 2020 on</p>		
--	--	---	--	--

		<p>findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.</p> <p>September 2020 Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing.</p> <p>January 2021 Geoff Lush from Lush Fire and Planning Consultants have been appointed to assess (and provide an estimate for same) for what work is required to progress and complete the Local Planning Strategy. Once an estimate is received it will be determined if the Shire appoints Lush Fire and Planning in line with budget constraints.</p> <p>February 2021 No progress since last update</p> <p>March 2021 A consultant has been engaged to assist with completion of the Local Planning Strategy.</p> <p>May 2021 The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p>June 2021 A meeting was held last week with the Department of Planning to discuss various matters being addressed in the Local Planning Strategy. Note there has been a restructure of the South West Office of the Department of Planning and the main purpose of the meeting was to update the new Manager. The Shire's consultant is continuing to work on the document.</p> <p>July 2021 The consultant engaged to assist with preparation of the draft LPS is continuing to</p>		
--	--	--	--	--

			<p>work on this project.</p> <p>August 2021 Ongoing discussions and direction being given to consultant. Discussion with Department of Planning also occurring on regular basis.</p> <p>September 2021 A meeting was held with the planning consultant and staff of DPLH to discuss pressing issues being addressed in the LPS. Good direction was received at that meeting.</p> <p>October 2021 Staff continue to work with consultant on addressing relevant issues for inclusion in Local Planning Strategy.</p>	
C.04/0519 Development of Plans for Upgrade of Bridgetown CBD Parking and Geegelup Brook Beautification	<p>That Council:</p> <ol style="list-style-type: none"> 1. Amend its 2018/19 budget to include \$25,000 unbudgeted expenditure for the purpose of funding the preparation of detailed design plans for improvements to the Bridgetown CBD parking behind the shops on the western side of Hampton Street and the beautification of the adjacent Geegelup Brook. 2. Seek the input of its Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. 3. Transfer the sum of \$25,000 from the Strategic Projects Reserve to fund the unbudgeted expenditure. 	T Clynch	<p>June 2019 Consulting engineer still to be engaged.</p> <p>August 2019 The resolution from Council's May 2019 meeting required the CEO to seek the input of the Sustainability Advisory Committee in identifying the key elements in the Geegelup Brook Beautification Project, including channel widening, public access and revegetation. Discussion on this matter is scheduled to occur at the SAC meeting to be held on 21.8.19.</p> <p>September 2019 The CEO did discuss the scope of the project with members of the Sustainability Advisory Committee and obtained useful feedback. A project scope is currently being prepared and investigations occurring into suitable landscape architects to progress the design of the creek beautification and car park design.</p> <p>October 2019 A request for quote has been prepared and has been sent to three selected landscape architects.</p>	<p>November 2021 Community Design Workshop to be held on 6.12.21</p>

		<p>February 2020 A meeting with interested consultants is being scheduled.</p> <p>March 2020 Five consultants were invited to attend a site visit to discuss the project. The aim of the site visit was to invite interested consultants to quote on the preparation of a detailed project brief and tender document to support the Project. One consultant accepted the invitation (the others declined or did not respond). The consultant has provided a quote which will be reviewed by the Executive Leadership Team on 24 March 2020.</p> <p>April 2020 Consultant selected to prepare scope of works.</p> <p>May 2020 Scope of works completed. Next step is to seek quotes/proposals from consultants (landscape designers/engineers) for the project.</p> <p>January 2021 The Development Infrastructure Group (internal) has reviewed the draft scope/tender documents and they are now waiting review by ELT (expected to occur in February).</p> <p>May 2021 A proposal for a community design exercise is currently being developed for presentation to Council.</p> <p>October 2021 Planning for the proposed community design workshop is progressing with a date in mid to late November to be set for the workshop. Once the date and scope of the workshop is set invites can be sent out to the community.</p>		
--	--	--	--	--

<p>C.04/0320 Order to Take Measures to Prevent Straying Stock</p>	<p>1. That Council withdraw the order placed on the owner of the property at RSN 298 Connell Road, Catterick requiring the owner to make necessary arrangements to ensure that stock is contained within that property and to remove any existing cattle grids within the road reserve of Connell Road.</p> <p>2. That the CEO report back to Council on the need for determining a position or policy on the use of cattle grids on public roads.</p>	<p>T Clynych</p>	<p>April 2020 Order has been withdrawn. Work yet to be commenced on cattle grids position/policy. August 2020 An audit of gates and cattle grids within road reserves is currently being undertaken in order to inform preparation of a draft policy</p>	<p>November 2021 Due to other priorities the auditing of gates and grids has been deferred. This information is necessary to inform development of a policy position.</p>	
<p>C.06/0321 Consideration of Recommendation from Annual General Meeting of Electors – Peninsula Road Speed Limit</p>	<p>That Council direct the CEO to submit a request Main Roads Western Australia to consider a reduction of the speed limit on Peninsula Road between Hampton Street and Maslin Reserve.</p>	<p>G Arlandoo</p>	<p>April 2021 The request to Main Roads Western Australia is currently being actioned with the first action to be the obtaining of up to date traffic count information in order to inform the request. June 2021 Traffic data currently being processed. July 2021 Application made to Main Roads WA. August 2021 Awaiting determination of application by Main Roads Western Australia October 2021 Still awaiting response from Main Roads Western Australia</p>	<p>November 2021 Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.</p>	
<p>C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking & Safety Enhancement Project as per Attachment 6. 2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking & Safety Enhancement Project 3. Amends the 2020/21 budget to reflect the financial contribution by Talison Lithium Pty Ltd, being unbudgeted revenue and 	<p>T Clynych</p>	<p>April 2021 Work has been done in reformatting the final concept (layout) plan into a plan suitable for lodging with an application for subdivision to excise the land for the car park from existing lots. The subdivision application form is being prepared and is awaiting signing by the land owners prior to submittal to the Western Australian Planning Commission. May 2021 Awaiting endorsement of the subdivision application by land owners.</p>	<p>November 2021 Still awaiting approval of the subdivision application by Western Australian Planning Commission</p>	

	<p>matching unbudgeted expenditure of \$80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be received.</p> <p>4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</p> <p>5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</p>		<p>August 2021 Surveyor appointed to lodge subdivision application</p> <p>September 2021 Preliminary assessment of the subdivision application has been received from DPLH, necessitating some minor changes to the plan of subdivision. Consultation is occurring with the owner on these changes before the application is resubmitted.</p> <p>October 2021 Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission</p>	
<p>C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case</p>	<p>That Council:</p> <p>1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery.</p> <p>2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC).</p> <p>3. Direct the CEO to</p> <p>a. Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building.</p> <p>b. Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and</p>	E Denniss	<p>May 2021 A preliminary implementation approach has been prepared and will be implemented in late May.</p> <p>June 2021 Implementation plan completed; letters issued to all stakeholders advising of Council decision and inviting them to meet with CEO and EMCS.</p> <p>July 2021 Review of all internal procedures currently progressing to facilitate service delivery transition. Design of interior layout and building modifications currently in progress (CRC managed). Two news article prepared and run on website. Preliminary meetings with all stakeholders conducted. These will continue throughout the financial year moving towards relevant relocation requirements.</p> <p>August 2021</p>	<p>November 2021 Discussion occurred at the November Concept Forum. This was predominantly centred on the draft plans for upgrade and fitout of the visitor centre building to accommodate both CRC and visitor information services. Councillors provided some feedback to take back to the CRC and which will inform future reports to Council.</p>

	<p>funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement.</p> <p>c. Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building</p> <p>d. Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building.</p>		<p>Regular discussions and meetings being held with Bridgetown CRC.</p> <p>September 2021 A further meeting was held with Bridgetown CRC representatives in mid-September where progress on building plans and cost estimates were discussed.</p> <p>October 2021 A floor plan and estimated costings for fit out of the building has been completed. A briefing will be provided to the November Concept Forum.</p>	
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 Clynoch	<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 accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building.</p>
C.11/0521a Speed Limit – Stanifer St & Maranup Ford Rd	<p>That Council direct the Chief Executive Officer to submit a request to Main Roads Western Australia seeking:</p> <ol style="list-style-type: none"> 1. A reduction in the existing 80 kph speed zone on Stanifer St to 60 kph. 2. Removal of the existing 80 kph zone on Maranup Ford Rd extending 1.6 km from Stanifer St and the creation of a two new speed zones as follows: 	G Arlandoo	<p>June 2021 Shire Officers yet to obtain up-to-date traffic count information in order to inform the request to MRWA in determining the speed zones applicable to the areas under consideration.</p> <p>July 2021 Application made to Main Roads WA.</p> <p>August 2021 Awaiting determination of application by</p>	<p>November 2021 Still awaiting a response from Main Roads Western Australia. Queries have been made regarding the length of time it is taking for these applications to be considered. Main Roads has responded explaining the process it follows and advising it is dealing with a high number of these applications.</p>

	<p>A. 60 kph speed zone on Maranup ford Rd extending 1.90 km from Stanifer St.</p> <p>B. 80 kph speed zone on Maranup Ford Rd from the end of the above 60 kph zone to the intersection of Huitson Rd.</p>		<p>Main Roads Western Australia October 2021 Still awaiting response from Main Roads Western Australia</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"> Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project. 	G Arlandoo	<p>August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program. 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>C.15/0621b Proposed Land Exchange - Lot 1 (141) Hampton Street, Bridgetown and Closed Portions of Henry Street</p>	<p>That Council fund the \$2,500 difference of \$2,500 ex-GST to be paid to the State of Western Australia, necessary for finalization of the proposed land exchange of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown</p>	T Clynych	<p>July 2021 Contact made with DPLH to determine process to reactivate the land exchange August 2021 New subdivision application being prepared. October 2021 Awaiting endorsement of the subdivision application form by the affected land owner.</p>	<p>November 2021 No progress since last report</p>
<p>C.02/0721 Review of Local Laws</p>	<ol style="list-style-type: none"> 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. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law. 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: 	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 October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p>	<p>November 2021 No progress since last report</p>

	<p>(i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law</p> <p>(ii) Cats Local Law</p> <p>(iii) Fencing Local Law</p> <p>(iv) Health Local Law</p> <p>(v) Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <p>(i) Bush Fire Brigades Local Law</p> <p>(ii) Cemeteries Local Law</p> <p>(iii) Dogs Local Law</p> <p>(iv) Parking & Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.06/0721 Rating Status of Lot 600 (185) Hampton Street, Bridgetown (Bridgetown Repertory Club)</p>	<p>1. Acknowledge that clarity is required for definitions contained within Section 6.26(2) of the Local Government Act regarding the rateability of land and this has potential to raise implications for other ratepayer groups.</p> <p>2. In order to correctly apply Section 6.26 of the Local Government Act and according to best practice note that additional research</p>	<p>T Clynych</p>		<p>November 2021 No progress since last report</p>	

	<p>is to be undertaken to clarify key definitions contained in Section 6.26(2) of the Local Government Act to inform the development of a policy to aid in future decision making.</p> <p>3. Maintain the status quo for the 2021/22 rating year in relation to the rateable status of Lot 600 (185) Hampton Street, Bridgetown.</p> <p>4. Directs the CEO to investigate and present to Council a draft policy on the application of Section 6.26(2) of the Local Government Act and the granting of rate concessions for rateable properties owned by community/sporting groups.</p>				
C.04/0821 Extension of Lease – 150 Hampton Street, Bridgetown (Bridgetown CRC)	<p>That Council:</p> <p>1. Approve an extension of up to 9 months of the current lease between the Shire of Bridgetown-Greenbushes and the Bridgetown Community Resource Centre at 150 Hampton Street Bridgetown noting that the lease may be terminated earlier with the agreement of both parties.</p> <p>2. Note that the Bridgetown Community Resource Centre is an exempt body under Regulation 30 of the Local Government (Functions and General) Regulations, thus exempting the public consultation/advertising requirements under Section 3.58 of the Local Government Act.</p>	T Clynh	September 2021 Extension of lease documentation being prepared for signing by both parties	November 2021 Lease has been signed by all parties	√
C.09/0821 School Kiss and Drop Areas	<p>That Council approve:</p> <p>1. The designation of eight (8) existing ordinary parking bays on Roe St adjacent to the St Brigid's Primary School Library as a bus zone as per Attachment 8.</p> <p>2. The designation of the existing bus zones on Roe St adjacent to St Brigid's Primary</p>	S Alexander	September 2021 Signs have been ordered. October 2021 Signs have been erected. Line marking still to occur.	November 2021 No progress since last report	

	<p>School as ordinary parking bays with no parking on school days during the times of 8am to 9am and 2:30pm and 3:30pm (Attachment 9).</p> <p>3. The designation of eight (8) existing ordinary parking bays on Roe St to the south of the Bridgetown Primary School as no parking on school days during the times of 8am to 9am and 2:30pm and 3:30pm (Attachment 8).</p>				
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.	T Clynh	September 2021 Offer and Acceptance being prepared	November 2021 No progress since last update	
C.11/0821 RFT 03/2021 Bridgetown Youth Precinct Renewal Tender	<p>That Council:</p> <ol style="list-style-type: none"> 1. Accept a Tender from Environmental Industries Pty Ltd for RFT 03/2021 – Bridgetown Youth Precinct Renewal Project at a price of \$884,422.10 (EX-GST); 2. Authorise the Chief Executive Officer to enter into a Contract with Environmental Industries Pty Ltd once the negotiated value of the Contract is within the revised Budget amount inclusive of the revised capital works, 5% contingency and Quality Control / Contract Administration costs; 3. Delegate to the Chief Executive Officer to negotiate minor variations to the Contract and remove the following scope of works to reduce the Contract price: <ul style="list-style-type: none"> • New prefabricated unisex toilet facility and associated demolition of the old toilet facility; • Parkour; • Elements of hard landscaping inclusive of picnic table, log seating and rubbish bin 	L Guthridge	<p>September 2021 Minor variations to contract agreed with by Environmental Industries Pty Ltd, draft contract submitted for signing.</p> <p>October 2021 Contract signed. Works to commence late October. Discussion of potential LRCI projects to be held with councillors in November.</p>	<p>November 2021 Construction works at youth precinct in progress.</p> <p>Councillor workshop to be held on 23.11.21 will include preliminary consideration of potential projects to be funded under LRCIP Phase 3.</p>	

	<p>enclosures;</p> <ul style="list-style-type: none"> • Concrete Driveway replacement; • Option Item 3 – Additional Turf on western side of the Youth Precinct; and • Irrigation allowance. <p>4. Transfer an additional \$35,000 for the Bridgetown Youth Precinct Renewal Project from the Strategic Projects Reserve to Account 1349140 – Growth Strategy Project – Bridgetown Youth Precinct; and</p> <p>5. Note the value of Youth in our community and the significant consultation undertaken in developing the original scope of this project and consider funding any withdrawn elements as a “Stage 2” development, possibly funded by Phase 3 of the Local Roads & Community Infrastructure Fund (LRCIP).</p>				
C.03/0921 Pest Plant Repeal Local Law 2021	That Council give local public notice of its intention to make the Pest Plants Repeal Local Law 2021 and also give notice of this intention to the relevant Ministers responsible for Agriculture and Local Government. The purpose of the Pest Plants Repeal Local Law 2021 is to repeal an obsolete local law and the effect is to revoke the provisions contained in it, which have now been superseded by State legislation.	T Clynh	October 2021 Local public notice yet to commence.	November 2021 Public Notice given. Submission period closes 5.1.22	
C.07/0921 Proposed New Local Planning Policy – Exemptions from Development Approval	That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to; <ul style="list-style-type: none"> 1. Remove paragraph 3.3 clause (b); 2. From clause (c), remove the words “In the case where a building envelope does not 	A Hayat	October 2021 Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21.	November 2021 Submission period has been extended to 29.11.21	

	apply” and renumber this clause (b).			
C.08/0921 Aquatics Complex Season	That Council: 1. Note the results of the recent community survey on aquatics complex seasonal dates and confirm to make no change to the existing seasonal dates of 1 November to 31 March. 2. Direct the CEO to assess other feedback received from survey respondents and report back no later than February 2022 on options to change the 2022/23 aquatics complex season to extend the seasonal dates including estimated costs. At such time as receiving that report the Council is to determine the community engagement and consultation process to allow community input into such a decision.	S Ellis		November 2021 The Executive Leadership Team and Manager of Recreation & Culture met to identify a range of alternative seasonal opening options. These will be financially modelled to ensure an accurate understanding of operating expenditure required to operate the facility on each proposed option. This is anticipated to be completed during December and community consultation to commence in December and run through until February prior to an Council report being prepared to advise of options, costs and community preference to inform the budget preparation process and future aquatics complex season opening hours.
C.09/0921 Review and Reprint of Trails Booklets	That Council: 1. Endorse the recommendations from its Trails Development Advisory Committee to: i. Proceed with the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet. ii. Proceed with the review, redesign and printing of the Bridgetown Art Trail booklet to include the Greenbushes Art Trail and all new pieces that have been installed since the first edition (2018). iii. Proceed with the review, redesign and printing of the Somme Creek Fitness Trail pamphlet. iv. Proceed with conducting a flora and fauna survey for the proposed Geegelup Mountain Bike Trail Network. 2. Note the estimated costs of implementing the projects identified in Part 1 are \$22,890,	M Richards		November 2021 Awaiting input from Bridgetown Historical Society for heritage trail booklet. Compiling content for art trail booklet.

	<p>made up of \$12,085 (Bridgetown Heritage Walk Trail including additional signage), \$5,570 (Bridgetown Art Trail booklet), \$3,000 (Somme Creek Fitness Trail pamphlet) and \$2,235 (flora and fauna survey).</p> <ol style="list-style-type: none"> Note and accept the funding of \$6,000 from the Heritage Council of Western Australia's Heritage Grants Program 2020/21 to meet approximately one-half of the costs of the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet. Transfer the sum of \$2,500 from the Trails Reserve. Note that in approving Part 1-4 the budget amendment increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$14,743 to \$23,243. 				
C.18/1021 Introduction of New Temporary Bus Service & Fee	<ol style="list-style-type: none"> That Council endorse provision of up to \$2,500 unbudgeted expenditure for the purpose of providing a fortnightly (weekend) bus service for young people to travel to neighbouring towns including Boyup Brook, Nannup and Manjimup, to utilise skate park facilities during the closure of the Bridgetown Skate Park from mid-October 2021 through to mid-January 2022. That Council introduce a new fee of \$2 bus fare for individuals accessing the temporary bus service and give public notice of the establishment of this fee in accordance with Section 6.19 of the Local Government Act. 	E Denniss		November 2021 Advertising of new fee occurred 17 November 2021	√
C.19/1021 Waiver of Stallholder Fees for Proposed Farmers Markets	<p>That Council:</p> <ol style="list-style-type: none"> Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders fee (Thoroughfares & Public Places Local 	E Denniss		November 2021 Advertising of new fee occurred 17 November 2021.	

	<p>Law) with the exception of stall holders requiring access to electricity.</p> <ol style="list-style-type: none"> 2. Endorse a new fee and charge of \$15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act. 3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to undertake an audit of the insurance requirements and provisions of the Blackwood River Markets. 				
<p>C.20/1021 Introduction of New Fee – Bridgetown Leisure Centre</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the introduction of a new fee for the hire of lanes in the Learn to Swim Pool at the Bridgetown Leisure Centre of \$7.50 per lane and give public notice of the establishment of this fee in accordance with Section 6.19 of the Local Government Act. 2. Endorse the intention to outsource the delivery of swimming classes under the development of a Memorandum of Understanding Agreement with the suppliers of the service. The CEO is authorised to enter into a Memorandum of Understanding that clearly details roles and responsibilities of both parties to the Agreement including, but not being limited to: insurance, fees and how payments are made, qualifications of service providers, and length of term of the Agreement. 	<p>S Ellis</p>		<p>November 2021 Advertising of new fee occurred 17 November 2021. Draft MOU prepared and provided to suppliers of the swimming classes for consideration.</p>	



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program	1 - 2
Statement of Financial Activity By Nature or Type	3 - 4
Statement of Financial Activity By Sub Program	5 - 8
Note 1 Graphical Representations	9
Note 2 Net Current Funding Position	10
Note 3 Explanation of Material Variances	11 - 14
Note 4 Budget Amendments	15
Note 5 Cash and Investments	16
Note 6 Receivables	17
Note 7 Cash Backed Reserves	18
Note 8 Capital Disposals	19
Note 9 Capital Acquisitions	20 - 25
Note 10 Information on Borrowings	26 -27
Note 11 Rating Information	28
Note 12 Trust	29

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

October 2021

February 2022 (Budget Review)

April 2022

July 2022

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 October 2021

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	1,169	573	984	411	71.71%
General Purpose Funding - Rates	4,987,868	4,943,300	4,951,412	8,112	0.16%
General Purpose Funding - Other	839,891	208,186	217,273	9,087	4.36%
Law, Order and Public Safety	1,175,827	108,434	116,183	7,749	7.15%
Health	14,100	8,232	8,116	(116)	(1.40%)
Education and Welfare	5,710	242	355	113	46.77%
Housing	34,580	11,720	8,683	(3,037)	(25.91%)
Community Amenities	1,111,418	984,804	1,009,240	24,436	2.48%
Recreation and Culture	3,158,258	85,801	85,954	153	0.18%
Transport	3,517,260	236,054	236,645	591	0.25%
Economic Services	249,429	38,042	38,309	267	0.70%
Other Property and Services	186,551	58,016	74,503	16,487	28.42%
Total Operating Revenue	15,282,061	6,683,404	6,747,658	64,254	
Operating Expenses					
Governance	(1,235,956)	(379,738)	(340,299)	39,439	10.39%
General Purpose Funding	(123,588)	(35,208)	(37,975)	(2,767)	(7.86%)
Law, Order and Public Safety	(1,160,888)	(359,920)	(287,143)	72,777	20.22%
Health	(158,989)	(45,012)	(48,112)	(3,100)	(6.89%)
Education and Welfare	(213,915)	(49,907)	(47,134)	2,773	5.56%
Housing	(34,580)	(20,730)	(13,028)	7,702	37.16%
Community Amenities	(1,939,807)	(593,580)	(560,085)	33,495	5.64%
Recreation and Culture	(3,295,451)	(986,635)	(760,896)	225,739	22.88%
Transport	(3,855,081)	(1,288,361)	(1,373,036)	(84,675)	(6.57%)
Economic Services	(731,326)	(219,517)	(202,164)	17,353	7.90%
Other Property and Services	(150,388)	(65,449)	(159,607)	(94,158)	(143.87%)
Total Operating Expenditure	(12,899,969)	(4,044,057)	(3,829,479)	214,578	
Funding Balance Adjustments					
Add back Depreciation	3,618,588	1,191,159	1,191,159	0	
Adjust (Profit)/Loss on Asset Disposal	8 6,400	0	0	0	
Less Grants Recognised in Prior Year	0	0	0	0	
Adjust Provisions and Accruals	0	0	18	18	
Net Cash from Operations	6,007,080	3,830,506	4,109,356	278,850	
Capital Revenues					
Proceeds from Disposal of Assets	8 114,300	0	0	0	
Total Capital Revenues	114,300	0	0	0	
Capital Expenses					
Land and Buildings	(3,309,058)	(376,375)	(70,363)	306,012	81.31%
Infrastructure - Roads	(2,721,411)	(217,079)	(11,159)	205,920	94.86%
Infrastructure - Footpaths	(5,000)	0	0	0	
Infrastructure - Drainage	(114,153)	(32,472)	(5,209)	27,263	83.96%
Infrastructure - Parks and Ovals	(1,248,174)	(405,125)	(60,961)	344,164	84.95%
Infrastructure - Bridges	(390,000)	0	0	0	
Infrastructure - Other	(565,414)	(15,560)	(4,871)	10,689	68.70%
Plant and Equipment	(709,659)	(19,402)	(19,218)	184	0.95%

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 October 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Capital Expenses (Continued)						
Furniture and Equipment		(34,247)	0	(7,047)	(7,047)	
Total Capital Expenditure	9	(9,097,116)	(1,066,013)	(178,829)	887,184	
Net Cash from Capital Activities		(8,982,816)	(1,066,013)	(178,829)	887,184	
Financing						
Transfer from Reserves	7	1,069,568	0	0	0	
Repayment of Debentures	10	(181,402)	0	0	0	
Principal of Lease payments	10	(44,595)	(19,531)	(19,531)	0	
Transfer to Reserves	7	(549,992)	(304)	(304)	0	
Net Cash from Financing Activities		293,579	(19,835)	(19,835)	0	
Net Operations, Capital and Financing		(2,682,157)	2,744,658	3,910,692	1,166,034	
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540	
Closing Funding Surplus(Deficit)	2	(2,500)	5,424,315	6,643,889	1,219,574	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,891,268	4,891,268	4,893,705	2,437	0.05%
Operating Grants, Subsidies and Contributions		1,882,078	467,275	478,596	11,321	2.42%
Grants, Subsidies and Contributions for the Development of Assets		6,524,101	69,680	73,049	3,369	4.84%
Fees and Charges		1,681,860	1,173,419	1,210,535	37,116	3.16%
Interest Earnings		63,800	23,696	17,708	(5,988)	(25.27%)
Other Revenue		237,254	58,066	74,066	16,000	27.55%
Profit on Disposal of Assets	8	1,700	0	0	0	
Total Operating Revenue		15,282,061	6,683,404	6,747,658	64,254	
Operating Expenses						
Employee Costs		(5,128,734)	(1,497,896)	(1,573,364)	(75,468)	(5.04%)
Materials and Contracts		(3,161,164)	(894,837)	(639,372)	255,465	28.55%
Utility Charges		(299,580)	(78,829)	(59,670)	19,159	24.30%
Depreciation on Non-Current Assets		(3,618,588)	(1,206,141)	(1,191,159)	14,982	1.24%
Interest Expenses		(65,139)	(984)	(903)	81	8.24%
Insurance Expenses		(288,224)	(288,182)	(288,363)	(181)	(0.06%)
Other Expenditure		(330,440)	(77,188)	(76,649)	539	0.70%
Loss on Disposal of Assets	8	(8,100)	0	0	0	
Total Operating Expenditure		(12,899,969)	(4,044,057)	(3,829,479)	214,578	
Funding Balance Adjustments						
Add back Depreciation		3,618,588	1,191,159	1,191,159	0	
Adjust (Profit)/Loss on Asset Disposal	8	6,400	0	0	0	
Less Grants Recognised in Prior Year		0	0	0	0	
Adjust Provisions and Accruals		0	0	18	18	
Net Cash from Operations		6,007,080	3,830,506	4,109,356	278,850	
Capital Revenues						
Proceeds from Disposal of Assets	8	114,300	0	0	0	
Total Capital Revenues		114,300	0	0	0	
Capital Expenses						
Land and Buildings		(3,309,058)	(376,375)	(70,363)	306,012	81.31%
Infrastructure - Roads		(2,721,411)	(217,079)	(11,159)	205,920	94.86%
Infrastructure - Footpaths		(5,000)	0	0	0	
Infrastructure - Drainage		(114,153)	(32,472)	(5,209)	27,263	83.96%
Infrastructure - Parks and Ovals		(1,248,174)	(405,125)	(60,961)	344,164	84.95%
Infrastructure - Bridges		(390,000)	0	0	0	
Infrastructure - Other		(565,414)	(15,560)	(4,871)	10,689	68.70%
Plant and Equipment		(709,659)	(19,402)	(19,218)	184	0.95%
Furniture and Equipment		(34,247)	0	(7,047)	(7,047)	
Total Capital Expenditure	9	(9,097,116)	(1,066,013)	(178,829)	887,184	
Net Cash from Capital Activities		(8,982,816)	(1,066,013)	(178,829)	887,184	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Transfer from Reserves	7	1,069,568	0	0	0	
Repayment of Debentures	10	(181,402)	0	0	0	
Principal of Lease payments	10	(44,595)	(19,531)	(19,531)	0	
Transfer to Reserves	7	(549,992)	(304)	(304)	0	
Net Cash from Financing Activities		293,579	(19,835)	(19,835)	0	
Net Operations, Capital and Financing		(2,682,157)	2,744,658	3,910,692	1,166,034	
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540	
Closing Funding Surplus(Deficit)	2	(2,500)	5,424,315	6,643,889	1,219,574	

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

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2021

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Operating Revenues						
Governance						
Members of Council	850	480	944	464	96.59%	
Other Governance	319	93	40	(53)	(56.70%)	
General Purpose Funding - Rates						
Rates	4,987,868	4,943,300	4,951,412	8,112	0.16%	
Other General Purpose Funding	839,891	208,186	217,273	9,087	4.36%	
Law, Order and Public Safety						
Fire Prevention	1,128,377	91,193	94,137	2,944	3.23%	
Animal Control	23,750	10,992	16,499	5,507	50.10%	▲
Other Law, Order and Public Safety	23,700	6,249	5,548	(701)	(11.22%)	
Health						
Prev Services - Inspection and Admin	14,100	8,232	8,116	(116)	(1.40%)	
Education and Welfare						
Other Education	710	242	355	113	46.77%	
Aged and Disabled - Other	5,000	0	0	0		
Housing						
Staff Housing	34,580	11,720	8,683	(3,037)	(25.91%)	▼
Community Amenities						
Sanitation - General Refuse	1,028,424	961,208	973,718	12,510	1.30%	
Sanitation - Other	100	0	320	320		
Sewerage	15,080	5,024	3,830	(1,194)	(23.77%)	▼
Urban Stormwater Drainage	11,364	0	0	0		
Town Planning and Regional Develop	34,700	11,328	19,025	7,697	67.95%	▲
Other Community Amenities	21,750	7,244	12,347	5,103	70.45%	▲
Recreation and Culture						
Public Halls and Civic Centres	692,157	2,255	3,119	864	38.33%	
Other Recreation and Sport	1,391,522	76,883	73,986	(2,897)	(3.77%)	
Libraries	10,150	5,992	7,908	1,916	31.97%	▲
Heritage	1,063,029	321	941	620	193.20%	
Other Culture	1,400	350	0	(350)	(100.00%)	
Transport						
Streets and Road Construction	2,830,264	60,000	60,000	0	0.00%	
Streets and Road Maintenance	190,992	176,038	176,645	607	0.34%	
Parking Facilities	495,904	16	0	(16)	(100.00%)	
Traffic Control	100	0	0	0		
Economic Services						
Tourism and Area Promotion	168,673	18,890	16,013	(2,877)	(15.23%)	▼
Building Control	47,021	17,353	21,102	3,749	21.60%	▲
Economic Development	5,285	94	88	(6)	(6.18%)	
Other Economic Services	28,450	1,705	1,106	(599)	(35.11%)	
Other Property and Services						
Private Works	68,100	17,548	19,913	2,365	13.47%	▲
Plant Operation Costs	30,000	9,996	7,559	(2,437)	(24.38%)	▼
Salaries and Wages	20,000	5,000	17,647	12,647	252.94%	▲
Works Activity Department	0	0	0	0		
Corporate Services Department	4,000	4,000	9,034	5,034	125.85%	▲
Admin and Finance Activity Units	250	80	169	89	111.03%	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2021

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues (Continued)						
Planning and Environment Department	44,855	11,213	10,173	(1,040)	(9.28%)	
Chief Executive Office Department	0	0	0	0		
Community Services Department	0	0	0	0		
Unclassified	19,346	10,179	10,009	(170)	(1.67%)	
Total Operating Revenue	15,282,061	6,683,404	6,747,658	64,254		
Operating Expenses						
Governance						
Members of Council	(397,095)	(128,252)	(127,022)	1,230	0.96%	
Other Governance	(838,861)	(251,486)	(213,277)	38,209	15.19%	▲
General Purpose Funding						
Rates	(122,889)	(35,104)	(37,852)	(2,748)	(7.83%)	▼
Other General Purpose Funding	(699)	(104)	(123)	(19)	(18.04%)	
Law, Order and Public Safety						
Fire Prevention	(1,029,638)	(317,061)	(265,560)	51,501	16.24%	▲
Animal Control	(69,649)	(21,635)	(6,733)	14,902	68.88%	▲
Other Law, Order and Public Safety	(61,601)	(21,224)	(14,850)	6,374	30.03%	▲
Health						
Maternal and Infant Health	(3,500)	0	0	0		
Prev Services - Inspection and Admin	(144,627)	(40,648)	(43,889)	(3,241)	(7.97%)	▼
Preventative Services - Pest Control	0	0	0	0		
Preventative Services - Other	(10,862)	(4,364)	(4,223)	141	3.22%	
Education and Welfare						
Other Education	(29,269)	(10,747)	(7,774)	2,973	27.66%	▲
Care of Families and Children	(87,092)	(21,172)	(21,424)	(252)	(1.19%)	
Aged and Disabled - Other	(75,176)	(10,772)	(10,794)	(22)	(0.20%)	
Other Welfare	(22,378)	(7,216)	(7,142)	74	1.03%	
Housing						
Staff Housing	(34,580)	(20,730)	(13,028)	7,702	37.16%	▲
Community Amenities						
Sanitation - General Refuse	(964,331)	(306,064)	(293,219)	12,845	4.20%	
Sanitation - Other	(54,532)	(14,032)	(13,034)	998	7.11%	
Sewerage	(51,708)	(18,604)	(12,588)	6,016	32.34%	▲
Urban Stormwater Drainage	(233,322)	(86,887)	(71,631)	15,256	17.56%	▲
Protection of Environment	(69,969)	(5,172)	(5,516)	(344)	(6.65%)	
Town Planning and Regional Develop	(304,251)	(83,456)	(88,176)	(4,720)	(5.66%)	▼
Other Community Amenities	(261,694)	(79,365)	(75,922)	3,443	4.34%	
Recreation and Culture						
Public Halls and Civic Centres	(141,148)	(51,739)	(46,583)	5,156	9.97%	▲
Swimming Areas and Beaches	(16,484)	(4,983)	(2,330)	2,653	53.24%	▲
Other Recreation and Sport	(2,247,258)	(632,937)	(547,042)	85,895	13.57%	▲
Television and Radio Re-Broadcasting	(9,108)	(7,008)	(1,377)	5,631	80.35%	▲
Libraries	(438,720)	(147,932)	(141,271)	6,661	4.50%	
Heritage	(394,810)	(135,801)	(18,128)	117,673	86.65%	▲
Other Culture	(47,923)	(6,235)	(4,166)	2,069	33.19%	▲
Transport						
Streets and Road Maintenance	(3,827,897)	(1,284,321)	(1,370,597)	(86,276)	(6.72%)	▼

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2021

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Expenses (Continued)						
	(21,409)	(3,040)	(951)	2,089	68.71%	▲
	(4,775)	(1,000)	(1,488)	(488)	(48.79%)	
	(1,000)	0	0	0		
Economic Services						
	(390,644)	(116,310)	(98,780)	17,530	15.07%	▲
	(186,359)	(55,892)	(55,174)	718	1.28%	
	(124,843)	(44,256)	(45,986)	(1,730)	(3.91%)	
	(29,480)	(3,059)	(2,224)	835	27.30%	
Other Property and Services						
	(66,684)	(23,186)	(23,982)	(796)	(3.43%)	
	0	316	(34,507)	(34,823)	(11020.05%)	▼
	0	1,810	7,736	5,926	327.40%	▲
	0	(15,805)	(15,967)	(162)	(1.02%)	
	0	(1,247)	5,050	6,297	504.98%	▲
	0	(43,227)	(27,976)	15,251	35.28%	▲
	(20,000)	22,887	2,224	(20,663)	(90.28%)	▼
	(4,000)	(8,786)	(12,911)	(4,125)	(46.94%)	▼
	0	19,575	1,221	(18,354)	(93.76%)	▼
	0	3,517	(31,356)	(34,873)	(991.57%)	▼
	0	0	0	0		
	(42,719)	(16,499)	(6,953)	9,546	57.86%	▲
	0	(2,816)	(21,302)	(18,486)	(656.46%)	▼
	(16,985)	(1,988)	(885)	1,103	55.46%	▲
Total Operating Expenditure	(12,899,969)	(4,044,057)	(3,829,479)	214,578		
Funding Balance Adjustments						
	3,618,588	1,191,159	1,191,159	0		
8	6,400	0	0	0		
	0	0	0	0		
	0	0	18	18		
Net Cash from Operations	6,007,080	3,830,506	4,109,356	278,850		
Capital Revenues						
8						
	6,200	0	0	0		
	1,000	0	0	0		
	15,100	0	0	0		
	3,000	0	0	0		
	89,000	0	0	0		
Total Capital Revenues	114,300	0	0	0		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 October 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses							
Governance							
Other Governance		(192,351)	(50,000)	(1,670)	48,330	96.66%	▲
Law, Order and Public Safety							
Fire Prevention		(632,339)	(27,369)	(13,483)	13,886	50.74%	▲
Community Amenities							
Sanitation - General Refuse		(66,000)	(16,000)	(15,817)	183	1.15%	
Sewerage		0	0	0	0		
Urban Stormwater Drainage		(114,153)	(32,472)	(5,209)	27,263	83.96%	▲
Town Planning & Regional Develop		(26,000)	0	0	0		
Other Community Amenities		(10,000)	0	(1,680)	(1,680)		▼
Recreation and Culture							
Public Halls and Civic Centres		(1,184,338)	0	0	0		
Other Recreation and Sport		(1,596,170)	(456,747)	(86,458)	370,289	81.07%	▲
Heritage		(892,000)	(240,666)	(20,050)	220,616	91.67%	▲
Transport							
Streets and Road Construction		(3,140,091)	(240,759)	(26,615)	214,144	88.95%	▲
Road Plant Purchases		(515,000)	0	0	0		
Parking Facilities		(499,854)	0	(4,871)	(4,871)		▼
Economic Services							
Tourism and Area Promotion		(201,320)	(2,000)	(2,976)	(976)	(48.81%)	
Other Property and Services							
Unclassified		(27,500)	0	0	0		
Total Capital Expenditure	9	(9,097,116)	(1,066,013)	(178,829)	887,184		
Net Cash from Capital Activities		(8,982,816)	(1,066,013)	(178,829)	887,184		
Financing							
Transfer from Reserves	7	1,069,568	0	0	0		
Repayment of Debentures	10	(181,402)	0	0	0		
Principal of Lease payments	10	(44,595)	(19,531)	(19,531)	0		
Transfer to Reserves	7	(549,992)	(304)	(304)	0		
Net Cash from Financing Activities		293,579	(19,835)	(19,835)	0		
Net Operations, Capital and Financing		(2,682,157)	2,744,658	3,910,692	1,166,034		
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540		
Closing Funding Surplus(Deficit)	2	(2,500)	5,424,315	6,643,889	1,219,574		

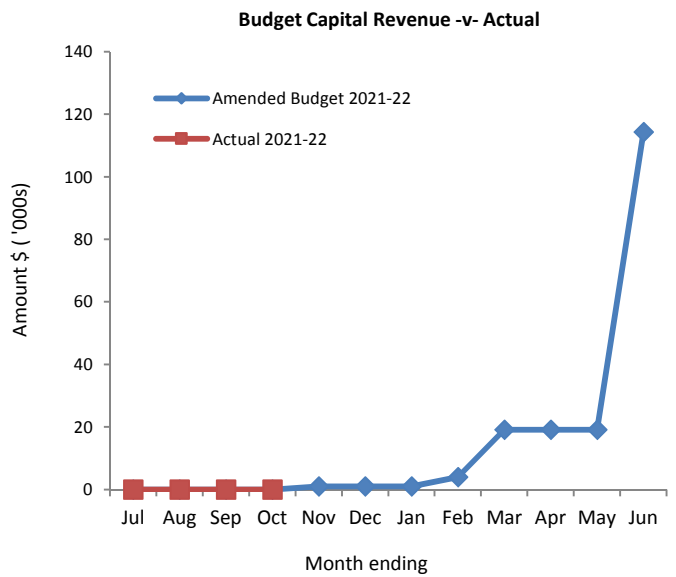
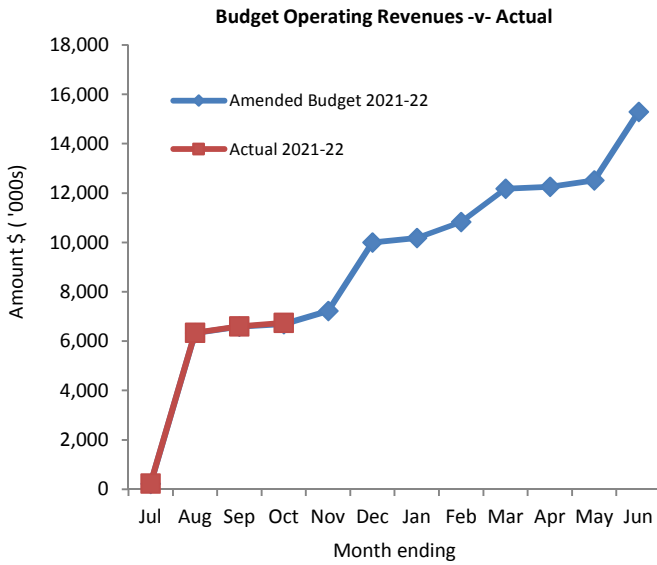
▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted

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

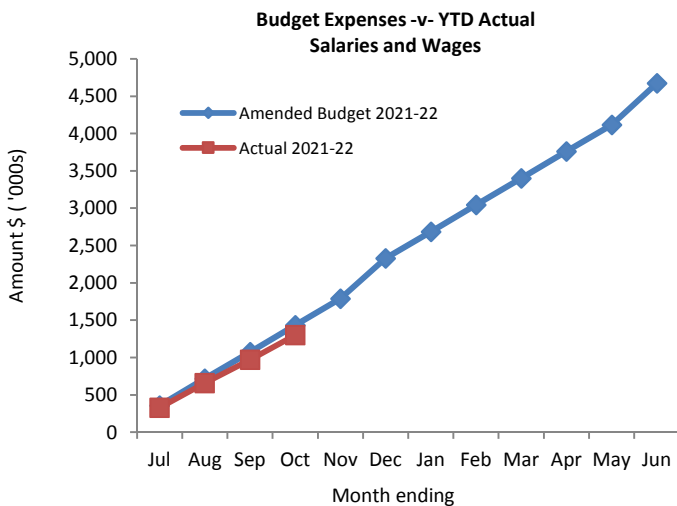
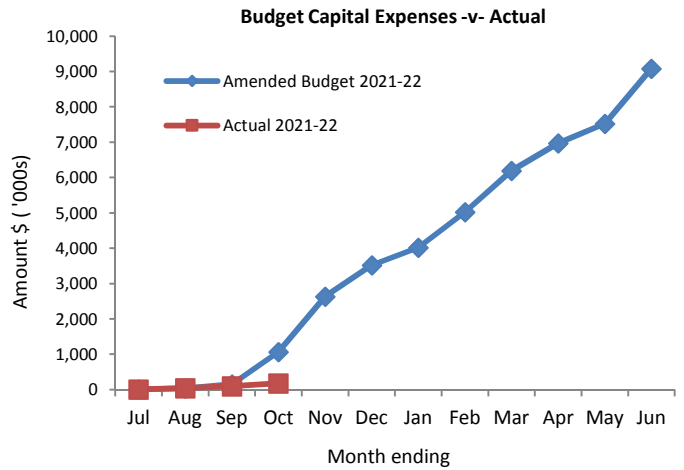
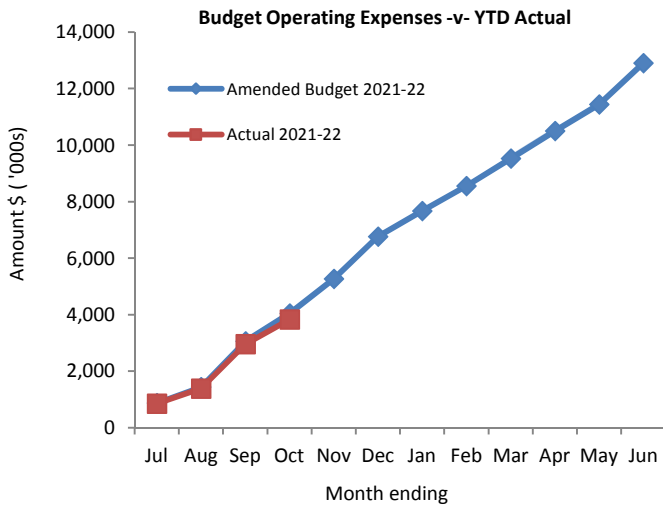
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

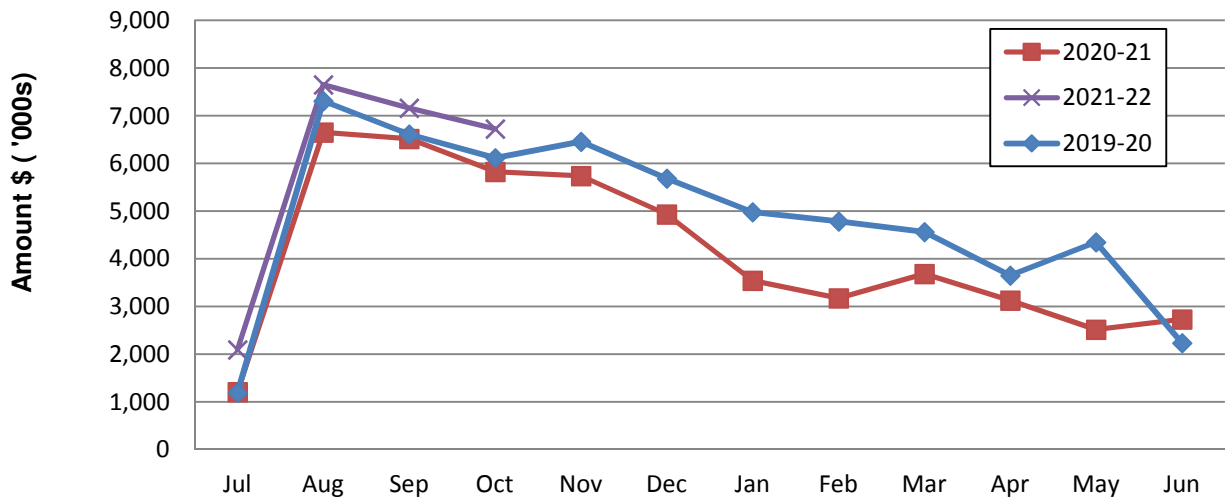


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Oct 2021	Last Period	Est Actual 30 June 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	7,917,666	7,658,838	5,495,738
Cash Restricted	5	3,570,152	3,570,152	3,569,848
Receivables - Rates	6	1,833,155	2,270,953	136,951
Receivables - Sundry Debtors	6	110,921	267,078	210,113
Receivables - Other		298,097	436,422	155,442
Inventories		40,780	34,185	37,765
		13,770,770	14,237,628	9,605,857
Less: Current Liabilities				
Payables		(3,206,420)	(3,164,325)	(2,947,973)
Provisions		(738,475)	(738,475)	(762,519)
		(3,944,895)	(3,902,800)	(3,710,492)
Less: Cash Reserves	7	(3,570,152)	(3,570,152)	(3,569,848)
Less: Loans - Clubs/Institutions		0	0	0
Add: Current Leave Provision Cash Backed		185,941	185,941	185,923
Add: Current Loan Liability		202,226	211,259	221,757
Net Current Funding Position		6,643,889	7,161,875	2,733,197

Note 3 - Net Current Asset Position



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
Law, Order and Public Safety					
Animal Control	5,507	50.10%	▲	Timing	Dog, cat registrations and fines greater than estimated at this time.
Housing					
Staff Housing	(3,037)	(25.91%)	▼	Permanent	Rental income received on staff housing less than estimated due to vacancy.
Community Amenities					
Sewerage	(1,194)	(23.77%)	▼	Timing	Income received for waste disposal fees less than estimated at this time.
Town Planning and Regional Develop	7,697	67.95%	▲	Timing	Income for planning applications greater than estimated at this time.
Other Community Amenities	5,103	70.45%	▲	Timing	Income for Cemetery fees greater than estimated at this time.
Recreation and Culture					
Libraries	1,916	31.97%	▲	Permanent	Extra traineeship incentive received.
Economic Services					
Tourism and Area Promotion	(2,877)	(15.23%)	▼	Timing	Visitor Centre commissions, memberships and counter sales less than estimated at this time.
Building Control	3,749	21.60%	▲	Timing	Income received for building licence approvals greater than estimated at this time.
Other Property and Services					
Private Works	2,365	13.47%	▲	Timing	Police licencing commission greater than estimated at this time.
Plant Operation Costs	(2,437)	(24.38%)	▼	Timing	Fuel rebates for October not yet received.
Salaries and Wages	12,647	252.94%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Corporate Services Department	5,034	125.85%	▲	Permanent	Extra traineeship incentive received.
Operating Expenses					
Governance					
Other Governance	38,209	15.19%	▲	Timing/ Allocations	Wage allocation to this program less than estimated due to staff vacancies and timing of leave \$29,093. Balance relates to purchase of office supplies \$4,199, non-recurrent projects \$4,162 and refreshments less than estimated at this time.
General Purpose Funding					
Rates	(2,748)	(7.83%)	▼	Allocations	Bank fees \$1,699 greater than estimated at this time. Wage allocation to this program greater than estimated due to timing of staff leave.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Law, Order and Public Safety					
Fire Prevention	51,501	16.24%	▲	Timing/ Allocations	Various DFES expenditure items \$29,673 and Mitigation programs \$14,769 less than estimated at this time. Balance relate to wage allocation to this program less than estimated due to staff leave.
Animal Control	14,902	68.88%	▲	Allocations	Wage allocation to this program less than estimated due to staff leave.
Other Law, Order and Public Safety	6,374	30.03%	▲	Allocations	Various SES expenditure \$1,941 less than estimated at this time. Balance relates to wage allocation to this program less than estimated due to staff leave.
Health					
Prev Services - Inspection and Admin	(3,241)	(7.97%)	▼	Timing	Wage allocations to this program greater than estimated due to timing of staff leave.
Education and Welfare					
Other Education	2,973	27.66%	▲	Timing	Expenditure for Bridgetown CRC building operations and maintenance less than estimated at this time.
Housing					
Staff Housing	7,702	37.16%	▲	Timing	Expenditure on staff housing less than estimated at this time.
Community Amenities					
Sewerage	6,016	32.34%	▲	Timing	Non-recurrent project for rehabilitation of Greenbushes liquid waste site not yet commenced.
Urban Stormwater Drainage	15,256	17.56%	▲	Timing	Drainage maintenance works less than estimated at this time.
Town Planning and Regional Develop	(4,720)	(5.66%)	▼	Allocations	Wage allocations to this program greater than estimated due to timing of staff leave.
Recreation and Culture					
Public Halls and Civic Centres	5,156	9.97%	▲	Timing	Expenditure on public halls building operations and maintenance less than estimated at this time.
Swimming Areas and Beaches	2,653	53.24%	▲	Timing	Building operations and maintenance of Greenbushes swimming pool less than estimated at this time.
Other Recreation and Sport	85,895	13.57%	▲	Timing	Parks & gardens grounds maintenance \$60,703 and various building operations and maintenance \$25,011 less than estimated at his time. Balance relate to one-off projects not yet commenced.
Television and Radio Re-Broadcasting	5,631	80.35%	▲	Timing	Expenditure on non-recurrent project \$4,000 less than estimated at this time. Balance relates to SBS tower building operating less than estimated.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Heritage	117,673	86.65%	▲	Timing	Greenbushes railway station non-recurrent project \$113,400 less than estimated at this time. Balance relates to Heritage building operations and maintenance less than estimated.
Other Culture	2,069	33.19%	▲	Timing	Summer film festival expenditure less than estimated at this time.
Transport					
Streets and Road Maintenance	(86,276)	(6.72%)	▼	Timing	Roads maintenance expenditure greater than estimated at this time.
Parking Facilities	2,089	68.71%	▲	Allocations	Wage allocation to this program less than estimated due to staff leave.
Economic Services					
Tourism and Area Promotion	17,530	15.07%	▲	Timing	Non-recurrent projects \$13,293 less than estimated at this time. Balance relates to various Visitor Centre expenditure less than estimated.
Other Property and Services					
Develop & Infrastructure Management	(34,823)	(11020.05%)	▼	Timing	Variance due to timing of leave being taken.
Waste Activity Unit	5,926	327.40%	▲	Timing	Variance due to timing of leave being taken.
Fleet Activity Unit	6,297	504.98%	▲	Timing	Variance due to timing of leave being taken.
Plant Operation Costs	15,251	35.28%	▲	Timing	Expenditure on plant repairs and maintenance less than estimated at this time.
Salaries and Wages	(20,663)	(90.28%)	▼	Timing	Workers compensation wages greater than estimated, offset by increased income.
Corporate Services Department	(4,125)	(46.94%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Chief Executive Office Department	(18,354)	(93.76%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Building Assets Department	(34,873)	(991.57%)	▼	Timing	Variance due to termination payment and staff vacancy. Overhead rate to be reviewed.
Development Services Department	9,546	57.86%	▲	Timing	Variance due to timing of leave being taken.
Community Services Department	(18,486)	(656.46%)	▼	Timing	Variance due to timing of staff training and leave being taken.
Unclassified	1,103	55.46%	▲	Timing	CEO donations less than estimated at this time.
Capital Expenses					
Other Governance	48,330	96.66%	▲	Timing	Shire administration building renewals less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	13,886	50.74%	▲	Timing	Various bushfire building renewals works not yet commenced.
Community Amenities					
Urban Stormwater Drainage	27,263	83.96%	▲	Timing	Nelson Street drainage jobs not yet commenced. Some saving made on Lockley Street job.
Other Community Amenities	(1,680)		▼	Timing	Blackwood River Park toilets preliminary planning undertaken.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Recreation and Culture Other Recreation and Sport	370,289	81.07%	▲	Timing	Bridgetown Youth precinct \$216,625, Blackwood Park foreshore \$103,567 and Bridgetown Leisure Centre renewal works \$33,096 less than estimated at this time. Balance relates to Bridgetown Tennis Club bore and lighting improvement projects.
Heritage	220,616	91.67%	▲	Timing	Bridgetown Railway Station expenditure less than estimated at this time.
Transport Streets and Road Construction	214,144	88.95%	▲	Timing	Various road construction jobs \$205,290 less than estimated at this time. Balance relates to Shire depot works less than estimated.
Parking Facilities	(4,871)		▼	Timing	Greenbushes CBD preliminary planning undertaken.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
79004	Purchase of land	C.10/0821	Capital Expenses			(2,000)	(2,000)
Reserve 103	Land and Building Reserve	C.10/0821	Reserve Transfer		2,000		0
16IN	Bridgetown Youth Precinct	C.11/0821	Capital Expenses			(35,000)	(35,000)
Reserve 126	Strategic projects Reserve	C.11/0821	Reserve Transfer		35,000		0
BK06	Winnejup Road Blackspot	C.06/0921	Capital Expenses			(511,000)	(511,000)
38153	Blackspot grant	C.06/0921	Operating Revenue		340,667		(170,333)
FP30	Steere Street footpath	C.06/0921	Capital Expenses		32,760		(137,573)
FP05	Nelson Street footpath	C.06/0921	Capital Expenses		80,610		(56,963)
FP38	Allnutt Street footpath	C.06/0921	Capital Expenses		14,040		(42,923)
KB01	Kerbing	C.06/0921	Capital Expenses		4,000		(38,923)
Reserve 135	Blackspot Reserve	C.06/0921	Reserve Transfer		38,923		0
31RA	Local Community Trails	C.09/0921	Operating Expenses			(8,500)	(8,500)
34423	Heritage Council	C.09/0921	Operating Revenue		6,000		(2,500)
Reserve 132	Trails Reserve	C.09/0921	Reserve Transfer		2,500		0
09EQ	Catterick Bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(8,452)
10EQ	Maranup bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(16,904)
60170	Bushfire non-recurrent projects grant	C.16/1021	Operating Revenue		16,904		0
31292	Community bus	C.18/1021	Operating Expenses			(2,500)	(2,500)
				0	573,404	(575,904)	0

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	306,273				306,273	Westpac	At Call
Municipal Funds On Call	0.05%	450,312				450,312	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			33,659		33,659	Westpac	At Call
Cash On Hand	Nil	1,850				1,850	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	0.26%	401,441				401,441	NAB	15-Nov-21
Municipal Funds	0.27%	401,735				401,735	NAB	22-Nov-21
Municipal Funds	0.18%	500,000				500,000	NAB	28-Nov-21
Municipal Funds	0.27%	251,380				251,380	NAB	29-Nov-21
Municipal Funds	0.27%	500,000				500,000	NAB	30-Nov-21
Municipal Funds	0.20%	200,000				200,000	Westpac	01-Dec-21
Municipal Funds	0.27%	500,000				500,000	NAB	07-Dec-21
Municipal Funds	0.10%	501,316				501,316	NAB	11-Dec-21
Municipal Funds	0.27%	400,266				400,266	NAB	13-Dec-21
Municipal Funds	0.27%	501,698				501,698	NAB	13-Dec-21
Municipal Funds	0.27%	500,000				500,000	NAB	20-Dec-21
Municipal Funds	0.26%	500,000				500,000	NAB	28-Dec-21
Municipal Funds	0.26%	500,345				500,345	NAB	30-Dec-21
Municipal Funds	0.27%	500,345				500,345	NAB	04-Jan-22
Municipal Funds	0.27%	500,000				500,000	NAB	06-Jan-22
Municipal Funds	0.26%	500,703				500,703	NAB	10-Jan-22
Reserve Funds	0.27%		3,570,152			3,570,152	NAB	30-Nov-21
Total		7,917,666	3,570,152	34,615	0	11,522,432		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

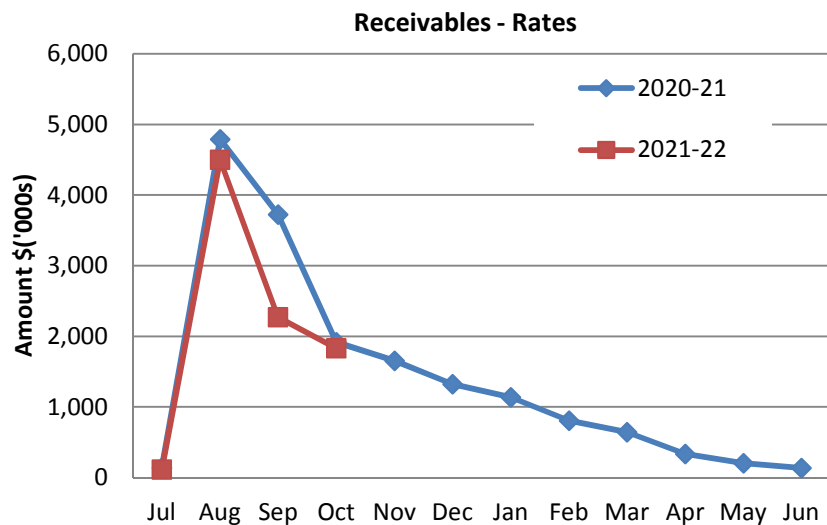
Note 6: RECEIVABLES

Receivables - Rates

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

	YTD 31 Oct 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	136,951	166,687
Levied this year	4,894,374	4,686,259
Less Collections to date	(3,198,171)	(4,715,991)
Equals Current Outstanding	1,833,155	136,955
Net Rates Collectable	1,833,155	136,955
% Collected	63.57%	97.18%

Net Rates Collectable
 % Collected



Receivables - Sundry Debtors

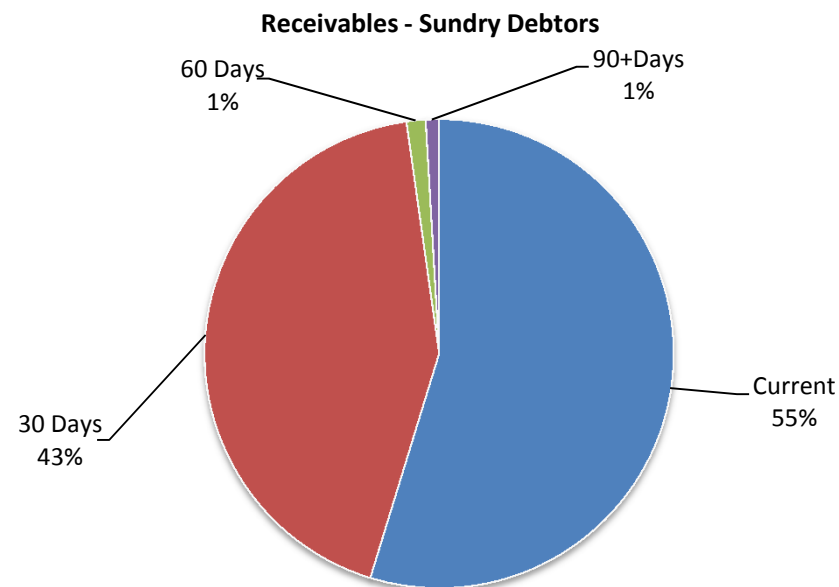
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	60,720	47,722	1,456	1,022

Total Sundry Debtor Receivables Outstanding

110,921

Amounts shown above include GST (where applicable)



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 7: CASH BACKED RESERVE

2021-22										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	185,923	881	18	0		0		186,804	185,941
102	Plant Reserve	487,150	2,309	46	293,000		(441,000)		341,459	487,196
103	Land and Building Reserve	684,975	3,245	67	0		(2,000)		686,220	685,042
104	Bush Fire Reserve	28,367	134	3	10,000		0		38,501	28,370
105	Maranup Ford Road Maintenance Reserve	5,365	25	1	0		0		5,390	5,366
106	Subdivision Reserve	234,079	1,109	22	10,000		(9,351)		235,837	234,102
107	Sanitation Reserve	100,587	476	10	48,992		(53,306)		96,749	100,596
109	Recreation Centre Floor and Solar Reserve	214,317	1,015	20	10,000		0		225,332	214,338
112	Refuse Site Post Closure Reserve	233,491	1,106	22	5,000		(43,000)		196,597	233,513
113	Drainage Reserve	67,751	321	6	0		0		68,072	67,757
114	Community Bus Reserve	61,444	291	6	5,000		0		66,735	61,450
115	SBS Tower and Infrastructure Reserve	32,246	153	3	0		(4,350)		28,049	32,249
118	Playground Equipment Reserve	40,376	191	4	6,000		0		46,567	40,379
119	Swimming Pool Reserve	4,521	0	0	0		(4,521)		(0)	4,521
121	Car Park Reserve	968	5	0	0		0		973	968
125	Building Maintenance Reserve	219,599	1,040	21	0		0		220,639	219,620
126	Strategic Projects Reserve	146,432	694	14	10,000		(35,000)		122,126	146,446
127	Matched Grants Reserve	54,909	260	5	10,000		(4,978)		60,191	54,914
128	Aged Care Infrastructure Reserve	57,187	271	5	0		0		57,458	57,193
129	Equipment Reserve	6,135	29	1	0		0		6,164	6,135
130	Assets and GRV Valuation Reserve	75,205	356	7	22,000		0		97,561	75,212
131	Bridgetown Leisure Centre Reserve	41,000	194	4	0		(33,234)		7,960	41,004
132	Trails Reserve	31,751	150	3	5,000		(2,500)		34,401	31,754
133	Light Fleet Vehicle Reserve	127,029	602	12	90,000		(54,905)		162,726	127,042
135	Blackspot Reserve	30,286	143	3	10,000		(38,923)		1,506	30,289
201	Unspent Grants & Loans Reserve	398,756	0		0		(342,500)		56,256	398,756
		3,569,848	15,000	304	534,992	0	(1,069,568)	0	3,050,272	3,570,152

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			Plant and Equipment				
			P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0	0
			P2180 1985 Yale Forklift (landfill site)	6,500	1,000	(5,500)	5,500
			P3010 2018 Nissan Xtrail (MDS)	14,400	15,100	700	(700)
			P2205 2011 Ferris ride on mower (P&G)	5,600	3,000	(2,600)	2,600
			P2006 2008 Caterpillar grader	80,000	80,000	0	0
			P2111 2013 Tennant footpath sweeper	8,000	9,000	1,000	(1,000)
0	0	0		120,700	114,300	(6,400)	6,400

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	123,554	50,000	1,670	(48,330)	Works continuing
		123,554	50,000	1,670	(48,330)	
Fire Prevention						
Hester Brook Satellite Station	03BN	16,254	16,254	9,811	(6,443)	Works continuing
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Hester Brook Bushfire Station	11BN	3,805	3,805	0	(3,805)	Purchase order raised
Kangaroo Gully Bushfire Station	12BN	3,908	3,908	0	(3,908)	Purchase order raised
Hester Brook Bushfire Station	30BU	6,363	0	270	270	
		560,230	23,967	10,081	(13,886)	
Other Community Amenities						
Blackwood River park toilets	04BU	10,000	0	1,680	1,680	Preliminary planning
		10,000	0	1,680	1,680	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	0	0	0	
Greenbushes Hall	20BU	400,000	0	0	0	
Greenbushes Office (Old Road board Office)	21BU	105,000	0	0	0	
		1,184,338	0	0	0	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	84,948	0	0	0	
Bridgetown Leisure Centre Renewals	16BU	37,830	37,830	20,294	(17,536)	Works continuing
Greenbushes Golf Club	39BU	135,000	0	0	0	
Bridgetown Sports Ground Horse Stalls	56BU	4,978	0	0	0	
Bridgetown Trotting Club Change Rooms	58BU	30,000	232	232	(0)	
		292,756	38,062	20,526	(17,536)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Heritage						
Bridgetown Railway Goods Shed	15BU	10,000	0	0	0	
Greenbushes Court House	19BU	160,000	0	0	0	
Bridgetown Railway Station restoration	57BU	722,000	240,666	20,050	(220,616)	Preliminary planning and tender done
		892,000	240,666	20,050	(220,616)	
Tourism and Area Promotion						
Bridgetown Visitor Centre	59BU	195,000	0	900	900	
		195,000	0	900	900	
Streets and Road Construction						
Shire Depot	08BU	23,680	23,680	15,456	(8,224)	Works continuing
		23,680	23,680	15,456	(8,224)	
Unclassified						
Geegelup Brook Land	1790040	27,500	0	0	0	
		27,500	0	0	0	
Land and Buildings Total		3,309,058	376,375	70,363	(306,012)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 21/22	RR25	382,500	95,624	2,233	(93,391)	Job continuing
Brockman Highway	RS03	1,168,482	0	400	400	
Kerbing	KB01	4,000	1,127	1,127	0	
Turner Road	BK05	409,650	0	0	0	
Winnejup Road	BK06	511,000	0	1,426	1,426	Preliminary planning
Ethel Street	RC49	12,151	0	0	0	
Improvements Steere Street intersection	RC52	22,500	0	0	0	
Emergency works	RC53	30,000	12,000	5,972	(6,028)	Works continuing
Glentulloch Road reseal	RC54	22,325	0	0	0	
Hester Cascades Road	RC55	35,475	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Streets and Road Construction (Continued)						
Polina Road resheet	RC56	108,328	108,328	0	(108,328)	Job not yet commenced
Visitor Centre on-street parking	RC57	15,000	0	0	0	
		2,721,411	217,079	11,159	(205,920)	
Roads Total		2,721,411	217,079	11,159	(205,920)	
Footpaths						
Streets and Road Construction						
Nelson Street	FP05	0	0	0	0	
Footpaths accessibility access	FP28	5,000	0	0	0	
Steere Street	FP30	0	0	0	0	
Allnutt Street	FP38	0	0	0	0	
		5,000	0	0	0	
Footpaths Total		5,000	0	0	0	
Drainage						
Urban Stormwater Drainage						
Nelson Street	DR16	22,171	22,171	0	(22,171)	Job not yet commenced
Four Season Estate	DR24	11,364	0	0	0	
Lockley Avenue (Memorial Park Drainage)	DR25	10,301	10,301	5,209	(5,092)	Job completed, some savings made
Claret Ash Rise	DR31	11,558	0	0	0	
Dairy Lane	DR38	28,902	0	0	0	
Layman Street	DR39	29,857	0	0	0	
		114,153	32,472	5,209	(27,263)	
Drainage Total		114,153	32,472	5,209	(27,263)	
Parks and Ovals						
Other Recreation and Sport						
Four Seasons Estate - POS Reserve	03IN	45,454	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Parks and Ovals (Continued)</i>						
Other Recreation and Sport (Continued)						
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Bridgetown Youth Precinct Growth Strategy	16IN	685,021	216,673	48	(216,625)	Job not yet commenced
Blackwood River Park Foreshore Development	17IN	388,787	129,595	26,028	(103,567)	Job continuing
Lighting improvements to facility parking area	19IN	24,354	24,354	7,368	(16,986)	Job continuing
Bridgetown Tennis Club Growth Strategy	20IN	30,053	22,500	8,680	(13,820)	Job continuing
Bridgetown Sportsground stairway to toilets	21IN	25,000	0	0	0	
Greenbushes Skate ramp	22IN	15,000	0	0	0	
Somme Park (Fitness Trail Equipment)	05IU	10,003	10,003	16,761	6,758	Job completed
		1,241,854	403,125	58,885	(344,240)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	6,320	2,000	2,076	76	
		6,320	2,000	2,076	76	
Parks and Ovals Total		1,248,174	405,125	60,961	(344,164)	
<i>Bridges</i>						
Streets and Road Construction						
Fletchers Road Bridge 3329A	BR16	10,000	0	0	0	
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
Catterick Road bridge 3703A	BR25	20,000	0	0	0	
Greenbushes-Boyup Brook Road Bridge 3701	BR27	141,000	0	0	0	
		390,000	0	0	0	
Bridges Total		390,000	0	0	0	
<i>Infrastructure Other</i>						
Sanitation - General Refuse						
Bridgetown Landfill - Reticulation	WA01	50,000	0	0	0	
		50,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Other Recreation and Sport						
Bridgetown Leisure Centre	18IN	15,560	15,560	0	(15,560)	Job not yet commenced
		15,560	15,560	0	(15,560)	
Parking Facilities						
Greenbushes CBD Parking	CP05	499,854	0	4,871	4,871	Preliminary planning
		499,854	0	4,871	4,871	
Infrastructure Other Total		565,414	15,560	4,871	(10,689)	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	43,550	0	0	0	
		43,550	0	0	0	
Fire Prevention						
Catterick Bushfire Brigade - solar power	09EQ	8,452	0	0	0	
Maranup Bushfire Brigade - solar power	10EQ	8,452	0	0	0	
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	50,205	3,402	3,402	(0)	
		72,109	3,402	3,402	(0)	
Community Amenities						
Forklift	PL19	16,000	16,000	15,817	(183)	Purchase complete, some savings made
		16,000	16,000	15,817	(183)	
Town Planning and Regional Development						
Manager of Planning vehicle	1305640	26,000	0	0	0	
		26,000	0	0	0	
Other Recreation and Sport						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	28,000	0	0	0	
		37,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2021			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Road Plant Purchases						
Road grader	PL09	380,000	0	0	0	
Footpath sweeper	PL06	110,000	0	0	0	
Sundry Equipment	1403740	25,000	0	0	0	
		515,000	0	0	0	
Plant and Equipment Total		709,659	19,402	19,218	(184)	
Furniture and Equipment						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	0	0	0	
		25,247	0	0	0	
Other Recreation and Sport						
Leisure Centre computer server	08FE	9,000	0	7,047	7,047	Part purchase of IT equipment
		9,000	0	7,047	7,047	
Furniture and Equipment Total		34,247	0	7,047	7,047	
Capital Expenditure Total		9,097,116	1,066,013	178,829	(887,184)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	25,665			25,665	25,665	0		798
Loan 114 Liquid & Inert Waste Sites	49,960			24,642	49,960	25,319		1,197
Loan 115 Landfill Cell Extension	60,959			19,994	60,959	40,965		901
Loan 116 Liquid Waste Facility	81,529			9,509	81,529	72,020		1,552
Recreation and Culture								
Loan 112 Bridgetown Swimming Pool	1,331,517			72,390	1,331,517	1,259,127		53,069
Loan 117 Youth Precinct Redevelopment	189,500			17,708	189,500	171,792		2,761
Loan 118 Bridgetown Civic Centre revitalisation	123,000			11,494	123,000	111,506		1,792
	1,862,131	0	0	181,402	1,862,131	1,680,729	0	62,070

(b) New Debentures

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

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2021	New Loans Actual	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Recreation and Culture								
003 Gym Equipment	70,950		12,739	25,045	58,211	45,905	757	1,946
Other Property and Services								
001 CESM Vehicle	764	5,725	1,911	5,529	4,578	960	13	45
002 Photocopies and printers	26,010		4,881	9,565	21,129	16,445	355	908
004 EHO Vehicle	0		0	4,456	0	11,690	0	70
	97,724	5,725	19,531	44,595	83,918	75,000	1,125	2,969

(d) New Leases

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

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.090527	1,791	28,735,216	2,601,313	6,540	1,226	2,609,079	2,601,313	10,000	1,000	2,612,313
UV Shire Rural	0.006469	467	184,439,000	1,193,136	2,400		1,195,536	1,193,136			1,193,136
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.072868	16	1,046,965	76,290	1,370		77,660	76,290			76,290
Sub-Totals		2,274	214,221,181	3,870,740	10,310	1,226	3,882,275	3,870,739	10,000	1,000	3,881,739
Minimum Payment	Minimum \$										
GRV Shire	980.00	692	3,750,078	678,160			678,160	678,160			678,160
UV Shire Rural	1,215.00	267	35,227,420	324,405	2,919		327,324	324,405			324,405
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	517.00	15	33,990	7,755	(1,139)		6,616	7,755			7,755
Sub-Totals		974	39,011,488	1,010,320	1,779	0	1,012,099	1,010,320	0	0	1,010,320
Rates Paid in Advance							4,894,374				4,892,059
Amount from General Rates							0				0
Discounts/concessions							4,894,374				4,892,059
Totals							(670)				(791)
							4,893,705				4,891,268

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-21	Amount Received	Amount Paid	Closing Balance 31-Oct-21
	\$	\$	\$	\$
Accommodation - Visitor Centre	13,352	41,706	(22,196)	32,862
South West Coach Lines	0	585	(464)	121
Other Visitor Centre	159	139	(274)	24
TransWA	520	2,778	(2,646)	652
Frank Draper Cemetery Fees	703			703
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
	14,986	45,208	(25,580)	34,615

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
1102021	01/10/2021	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR 01/10/2021 - 31/12/2021	2,879.96
DD15670.1	02/10/2021	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE - OCTOBER	75.90
DD15670.2	02/10/2021	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS - OCTOBER	143.59
DD15671.1	06/10/2021	AWARE SUPER	PAYROLL DEDUCTIONS	15,541.33
DD15671.10	06/10/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	239.83
DD15671.11	06/10/2021	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	256.43
DD15671.12	06/10/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	298.25
DD15671.13	06/10/2021	COLONIAL FIRST STATE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	255.83
DD15671.14	06/10/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	462.68
DD15671.15	06/10/2021	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	301.33
DD15671.16	06/10/2021	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	258.16
DD15671.17	06/10/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	172.73
DD15671.18	06/10/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	134.91
DD15671.19	06/10/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	494.88
DD15671.2	06/10/2021	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	86.53
DD15671.20	06/10/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	430.04
DD15671.3	06/10/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	136.39
DD15671.4	06/10/2021	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15671.5	06/10/2021	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	294.36
DD15671.6	06/10/2021	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15671.7	06/10/2021	UNISUPER	PAYROLL DEDUCTIONS	364.39
DD15671.8	06/10/2021	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	160.77
DD15671.9	06/10/2021	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
DD15670.3	07/10/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH SEPTEMBER	3,597.71
DD15713.1	20/10/2021	AWARE SUPER	PAYROLL DEDUCTIONS	15,729.79
DD15713.10	20/10/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	239.83
DD15713.11	20/10/2021	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	256.43
DD15713.12	20/10/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	301.76
DD15713.13	20/10/2021	COLONIAL FIRST STATE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	255.83

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD15713.14	20/10/2021	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	117.87
DD15713.15	20/10/2021	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	515.12
DD15713.16	20/10/2021	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD15713.17	20/10/2021	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	168.97
DD15713.18	20/10/2021	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	144.49
DD15713.19	20/10/2021	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	515.44
DD15713.2	20/10/2021	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	144.49
DD15713.20	20/10/2021	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	406.77
DD15713.21	20/10/2021	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	114.28
DD15713.3	20/10/2021	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	220.16
DD15713.4	20/10/2021	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15713.5	20/10/2021	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15713.6	20/10/2021	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15713.7	20/10/2021	UNISUPER	PAYROLL DEDUCTIONS	597.02
DD15713.8	20/10/2021	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	144.84
DD15713.9	20/10/2021	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
B/S	01/10/2021	WESTPAC BANK	MERCHANT FEES	3,287.53
B/S	01/10/2021	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	1,113.57
B/S	06/10/2021	WESTPAC BANK	TOTAL WAGES FOR 23.09.2021 - 06.10.2021	126,648.36
B/S	20/10/2021	WESTPAC BANK	TOTAL WAGES FOR 07.10.2021 - 20.10.2021	124,262.14
B/S	03/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR MEETING WITH MINISTER OF TRANSPORT	16.40
B/S	13/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	LUNCH FOR MEETING BETWEEN DEPT OF PLANNING & SHIRE STAFF	62.50
B/S	17/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	IPHONE CHARGING CABLE	29.00
B/S	19/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	DINNER AT LOCAL GOVERNMENT CONVENTION	128.00
B/S	19/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	DINNER AT LOCAL GOVERNMENT CONVENTION	51.00
B/S	20/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	DINNER AT LOCAL GOVERNMENT CONVENTION	850.08
B/S	24/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	TICKETS FOR 2021 WA TRAILS & RECREATION FORUM	275.00
B/S	24/09/2021	WESTPAC CORPORATE CREDIT CARD CEO	LUNCH WITH INDUSTRIAL RELATIONS CONSULTANT	52.00
B/S	03/10/2021	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	08/09/2021	WESTPAC CORPORATE CREDIT CARD	SUSTENANCE FOR CORPORATE SERVICES DEPARTMENT LUNCH	193.00
B/S	09/09/2021	WESTPAC CORPORATE CREDIT CARD	2 X MEDIUM ABS IP66 COVERS FOR ELECTRONIC SCOREBOARDS AT BLC	81.90

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	24/09/2021	WESTPAC CORPORATE CREDIT CARD	GRATUITY GIFT FOR RETIRED STAFF MEMBER	300.00
B/S	24/09/2021	WESTPAC CORPORATE CREDIT CARD	ANNUAL SUBSCRIPTION TO MONDAY.COM SOFTWARE	1,425.60
B/S	24/09/2021	WESTPAC CORPORATE CREDIT CARD	INTERNATIONAL TRANSACTION FEE	42.76
B/S	03/10/2021	WESTPAC CORPORATE CREDIT CARD	MONTHLY CARD FEE	10.00
BPAY				
19102021	19/10/2021	TELSTRA	TELEPHONE & INTERNET CHARGES	3,916.72
ELECTRONIC PAYMENTS				
EFT33439	11/10/2021	ALLIED FORKLIFTS PTY LTD	NEW HELI 1.8TN DIESEL FORKLIFT WITH SIDE SHIFT FOR WASTE FACILITY	16,390.00
EFT33440	14/10/2021	2R ELECTRICAL	RELOCATE EXISTING & INSTALL 4 X NEW SUBMAINS TO DEPOT WORKSHOP	10,175.00
EFT33441	14/10/2021	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING FOR BLC - SEPTEMBER	780.49
EFT33442	14/10/2021	AT YOUR SERVICE BUILDING RENOVATING	CLEAN FIREPLACES AND CHIMNEYS TO 144 & 146 HAMPTON STREET UNITS	250.00
EFT33443	14/10/2021	AUSTRALIA POST	MONTHLY POSTAGE FOR SEPTEMBER	572.19
EFT33444	14/10/2021	FRANCIS JOHN BIRKS	RATES REFUND	187.00
EFT33445	14/10/2021	BKS REFRIGERATION & AIRCONDITIONING	CALL OUT FEE TO TEST DAIKIN AIRCON UNIT AT GB FIRE STATION	121.00
EFT33446	14/10/2021	BLACKWOOD RURAL SERVICES	ENGINE REPAIRS FOR HUSQVARNA, HARNESS & MINOR ITEMS	1,208.60
EFT33447	14/10/2021	BLACKWOOD PROPERTY MAINTENANCE	VARIOUS MINOR MAINTENANCE WORKS FOR SHIRE BUILDINGS & FACILITIES	948.96
EFT33448	14/10/2021	BLACKWOOD PLUMBING AND GAS	VARIOUS MINOR MAINTENANCE WORKS FOR SHIRE BUILDINGS & FACILITIES	973.50
EFT33449	14/10/2021	BLISS FOR DESIGN	SET OF SWING BLADES FOR RIDE ON MOWER & VARIOUS MINOR ITEMS	374.83
EFT33450	14/10/2021	BTOWN MUFFLER & TOWBAR CENTRE	2 X 12V BATTERIES FOR GARBAGE TRUCK & 9M OF TWIN SHEATH CABLE	425.00
EFT33451	14/10/2021	BRIDGETOWN TIMBER SALES	BLOCKBOARD DOOR & REBATED PAIR FOR BLC AND MINOR ITEMS	618.44
EFT33452	14/10/2021	BTOWN FAMILY & COMMUNITY CENTRE	2021/22 GRANT ASSISTANCE - 2ND QUARTER	2,750.00
EFT33453	14/10/2021	BGBTA	REFUND OF HALL HIRE BOND	200.00
EFT33454	14/10/2021	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	293.15
EFT33455	14/10/2021	BRIDGETOWN CRICKET CLUB	REFUND FOR DOUBLE PAYMENT OF SPORTSGROUND HIRE	194.80
EFT33456	14/10/2021	BRIDGETOWN NEWSAGENCY	NEWSPAPER CHARGES FOR AUGUST & SEPTEMBER AND STATIONERY SUPPLIES	505.48
EFT33457	14/10/2021	BUNBURY GEOTECHNICAL LABORATORY	TEST GRAVEL SAMPLES FOR WINNEJUP ROAD CONSTRUCTION	1,353.00
EFT33458	14/10/2021	PHILIP BURROWS	SHIRES CONTRIBUTION TOWARDS CROSSOVER	765.00
EFT33459	14/10/2021	CANNINGS PURPLE	2021/22 GOVERNMENT RELATIONS ADVISORY SERVICE - SEPTEMBER	5,280.00
EFT33460	14/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	232.47
EFT33461	14/10/2021	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT FOR AUGUST & SEPTEMBER	19,479.62
EFT33462	14/10/2021	CLEANAWAY PTY LTD	MONTHLY WASTE COLLECTION & DISPOSAL CHARGES FOR SEPTEMBER	32,802.86

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT33463	14/10/2021	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF OCTOBER	529.03
EFT33464	14/10/2021	DAN'S CAMP PTY LTD	RATES REFUND	1,912.79
EFT33465	14/10/2021	DOMESTIC MAINTENANCE SW	VARIOUS MAINTENANCE WORKS FOR SHIRE BUILDINGS & FACILITIES	1,650.00
EFT33466	14/10/2021	DORMAKABA AUSTRALIA PTY LTD	MATERIALS & LABOUR TO REPAIR AUTOMATIC DOOR AT REC CENTRE	651.92
EFT33467	14/10/2021	MARY BRIDGET DULLAGHAN	RATES REFUND	597.12
EFT33468	14/10/2021	FAIRTEL PTY LTD	SES TELEPHONE & NBN CHARGES FOR SEPTEMBER	180.18
EFT33469	14/10/2021	FORKWEST	WEEKLY FORKLIFT HIRE FOR SEPTEMBER	967.63
EFT33470	14/10/2021	GROW GREENBUSHES INCORPORATED	REFUND OF HALL HIRE BOND	200.00
EFT33471	14/10/2021	LEIGH GUTHRIDGE	REIMBURSEMENT FOR 3 X FUEL PURCHASES AS AMPOL CARD NOT WORKING	331.25
EFT33472	14/10/2021	H C JONES & CO	PART PAYMENT FOR SEPTIC SYSTEM & TOILET AT HESTER BROOK BFB	10,875.00
EFT33473	14/10/2021	HILLVIEW ELECTRICAL SERVICE	REPLACE FAULTY LIGHTING AT LIBRARY & VARIOUS OTHER ELECTRICAL WORKS	5,148.00
EFT33474	14/10/2021	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - OCTOBER	130.90
EFT33475	14/10/2021	KARRI TREE PTY LTD	RATES REFUND	632.95
EFT33476	14/10/2021	LANDGATE	LAND VALUATION ENQUIRY CHARGES	648.04
EFT33477	14/10/2021	LGIS WA	2021-22 SHIRE INSURANCES - 2ND INSTALMENT	155,283.02
EFT33478	14/10/2021	MUIRS MANJIMUP	SERVICE FOR FORD RANGER TRAYTOP (B081)	75.00
EFT33479	14/10/2021	MULLALYUP FOREST FARM NURSERY	4 X TREES FOR VERGE GARDENS & 1 X TREE FOR BRIDGETOWN CEMETERY	473.00
EFT33480	14/10/2021	NJ MECHANICAL	VEHICLE REPAIRS FOR HESTER BROOK FAST ATTACK UNIT & FIRE TRUCK	158.95
EFT33481	14/10/2021	PAUL FRANCIS O'CONNELL	RATES REFUND	794.00
EFT33482	14/10/2021	TONY CHRISTOPHER OLSEN	PAINTING WALLS & CEILINGS OF NEW HESTER BROOK FIRE STATION TOILET	700.00
EFT33483	14/10/2021	ANGELA GAY PAGET-STEDMAN	SHIRES CONTRIBUTION TOWARDS CROSSOVER	765.00
EFT33484	14/10/2021	PUBLIC LIBRARIES WA INC	2021/22 PUBLIC LIBRARIES WA MEMBERSHIP	170.00
EFT33485	14/10/2021	RICHFEEDS AND RURAL SUPPLIERS	6 X 20L GLYSOPHATES, SPRAY GUN, 2 X SPRAYERS & STAFF UNIFORMS	1,343.45
EFT33486	14/10/2021	JANINE MAREE RICHARDSON	REIMBURSEMENT FOR PRE-PLACEMENT MEDICAL	156.00
EFT33487	14/10/2021	ROTARY CLUB OF BRIDGETOWN	BLACKWOOD MARATHON GRANT CONTRIBUTION FOR 2021	5,000.00
EFT33488	14/10/2021	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFÉ	692.19
EFT33489	14/10/2021	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - SEPTEMBER	557.79
EFT33490	14/10/2021	PHILLIP WAYNE SHALDERS	RATES REFUND	597.12
EFT33491	14/10/2021	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR SEPTEMBER	224.00
EFT33492	14/10/2021	SHIRE OF MANJIMUP	LITTER PICK UP AT BRIDGETOWN WASTE FACILITY	847.00
EFT33493	14/10/2021	SOUTH WEST OIL SUPPLIES	208L MOBIL NUTO H68 HYDRAULIC OIL & 205L DRUM TROLLEY	955.90

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT33494	14/10/2021	STATEWIDE CLEANING SUPPLIES PTY LTD	4 ROLLS OF 1200 X GYM MAXX PACK WIPES	196.90
EFT33495	14/10/2021	GEORGE STEWART	REFUND OF STALL HIRE BOND	50.00
EFT33496	14/10/2021	SUBIACO RESTORATION	DECORATIVE FINIALS FOR TENNIS CLUB & CIVIC CENTRE	217.00
EFT33497	14/10/2021	SUNNY INDUSTRIAL BRUSHWARE	MAIN & SIDE BROOM REFILLS FOR RIDE ON FOOTPATH SWEEPER	1,272.48
EFT33498	14/10/2021	SYNERGY	ELECTRICITY CHARGES	6,073.52
EFT33499	14/10/2021	THE STABLES IGA	VARIOUS GROCERY SUPPLIES FOR SHIRE OFFICES & FACILITIES	157.75
EFT33500	14/10/2021	VERMEER EQUIPMENT OF WA & NT	500HR SERVICE ON VERMEER WOOD CHIPPER	945.51
EFT33501	14/10/2021	VESTONE CAPITAL PTY LIMITED	QUARTERLY RENTAL OF GYM EQUIPMENT OCT - DEC 2021	7,422.49
EFT33502	14/10/2021	NADENE PAULA WEAVER	REFUND OF COMMUNITY STALL BOND	50.00
EFT33503	14/10/2021	FRAN WILSON	REFUND OF COMMUNITY STALL BOND	50.00
EFT33504	14/10/2021	WINC AUSTRALIA PTY LTD	DELL UPS FOR BLC, VARIOUS OFFICE STATIONERY & BULK CLEANING SUPPLIES	2,120.93
EFT33505	19/10/2021	CLINTON MARK WARD	REFUND FOR OVERCHARGE OF DEPT OF TRANSPORT LICENSING TRANSACTION	896.00
EFT33506	20/10/2021	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2021	42,261.00
EFT33507	21/10/2021	BCITF	BCITF LEVIES COLLECTED FOR SEPTEMBER	3,140.80
EFT33508	21/10/2021	DEPT MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR SEPTEMBER	3,649.29
EFT33509	21/10/2021	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT33510	21/10/2021	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT33520	28/10/2021	AMITY SIGNS	VARIOUS STREET 7 WARNING SIGNS WITH FITTINGS	1,041.15
EFT33521	28/10/2021	B & B STREET SWEEPING PTY LTD	STREET SWEEPING FOR SEPTEMBER	1,716.00
EFT33522	28/10/2021	BKS REFRIGERATION & AIRCONDITIONING	REPAIR BROKEN FRIDGE AT SES	395.00
EFT33523	28/10/2021	BLACKWOOD RURAL SERVICES	RETICULATIONS FITTINGS	5.00
EFT33524	28/10/2021	BLACKWOOD HEAVY TILT	TRANSPORT NEW FORKLIFT TO BRIDGETOWN TIP & HIRED MACHINE BACK	1,210.00
EFT33525	28/10/2021	BLACKWOOD PROPERTY MAINTENANCE	REMOVE GRAFFITI FROM VANDALISED SKATE PARK RAMPS & MINOR WORKS	314.99
EFT33526	28/10/2021	BLACKWOOD PLUMBING AND GAS	SUPPLY & INSTALL REPLACEMENT HOT WATER CIRCULATING PUMP AT LIBRARY	880.00
EFT33527	28/10/2021	BLISS FOR DESIGN	VARIOUS REPLACEMENT RETIC FITTINGS	123.18
EFT33528	28/10/2021	BOOEASY AUSTRALIA PTY LTD	2021-22 MONTHLY BOOEASY COMMISSIONS - SEPTEMBER	220.00
EFT33529	28/10/2021	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	1,252.60
EFT33530	28/10/2021	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33531	28/10/2021	BRIDGETOWN MEDICAL CENTRE	PRE-PLACEMENT MEDICAL	135.00
EFT33532	28/10/2021	BRIDGETOWN CRC	PRINTING 300 X COPIES OF SEPT - JUNE ISSUE OF SHIRE CONNECT NEWSLETTER	156.20
EFT33533	28/10/2021	BTOWN BOARDING KENNELS & CATTERY	MONTHLY ANIMAL IMPOUND CHARGES - OCTOBER	346.50

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT33534	28/10/2021	BRIDGETOWN COMPUTERS	CAT 5M ETHERNET CABLE FOR ROAD ROLLER 2-WAY RADIO	22.95
EFT33535	28/10/2021	BRIDGETOWN MITRE 10 & RETRAVISION	PLANTS FOR BLC WET AREA & ENTRY STATEMENTS AND 20KG CHLORINE	658.35
EFT33536	28/10/2021	BRIDGETOWN PAINT SALES	PAINT FOR CIVIC CENTRE GARDEN FENCING & SPOT MARKING PAINT	561.00
EFT33537	28/10/2021	BRIDGETOWN TYRES	2 X TYRE REPAIRS FOR CATERPILLAR BACKHOE	151.00
EFT33538	28/10/2021	ELIZABETH DENNISS	REIMBURSEMENT FOR MEALS PURCHASED WHIST ATTENDING CONFERENCE	257.12
EFT33539	28/10/2021	DOMESTIC MAINTENANCE SW	OILING OF POOL GAZEBOS & DECKS AND PAINTING OF RAMP AT CIVIC CENTRE	2,233.00
EFT33540	28/10/2021	ESPRESSO ESSENTIAL WA	MILK & HOT CHOCOLATE SUPPLIES FOR COFFEE MACHINE AT LIBRARY	237.99
EFT33541	28/10/2021	FITZ GERALD STRATEGIES	TRAVEL FEES FOR MEETINGS TO ASSIST CEO WITH STAFF MATTERS	1,976.76
EFT33542	28/10/2021	GE & CJ GIBLETT	REPAIR SOLAR LIGHT MOUNTING BRACKET	110.00
EFT33543	28/10/2021	HANCOCK MEMORIALS	REPAINT EXISTING LETTERING ON SHIRE ADMIN BUILDING	771.10
EFT33544	28/10/2021	H C JONES & CO	ACID TREATMENT OF MALE TOILETS IN ADMIN BUILDING & MINOR WORKS	649.00
EFT33545	28/10/2021	HILLVIEW ELECTRICAL SERVICE	REPLACEMENT LIGHT FITTINGS FOR HAMPTON ST TOILETS & LIBRARY	1,914.00
EFT33546	28/10/2021	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR 920KG CHLORINE GAS CYLINDER - SEPT	168.63
EFT33547	28/10/2021	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	995.68
EFT33548	28/10/2021	RAS MACHIN LICENSED SURVEYOR	SUBDIVISION APPLICATION & SURVEY WORK FOR GREENBUSHES CAR PARK	1,287.00
EFT33549	28/10/2021	MANJIMUP TOYOTA & MITSUBISHI	40,000KM SERVICE OF TOYOTA PRADO B0100	721.57
EFT33550	28/10/2021	KAITLYN CAROL MARIE MILLER	REIMBURSEMENT FOR REFRESHMENTS PURCHASED	6.00
EFT33551	28/10/2021	JOANN ROBERTA MOORE	MONTHLY COUNCILLOR ALLOWANCE	460.13
EFT33552	28/10/2021	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33553	28/10/2021	JOHN DIGBY NICHOLAS	MONTHLY COUNCILLOR ALLOWANCE	904.56
EFT33554	28/10/2021	NJ MECHANICAL	FIT OUT OF 2 X NEW FIRE VEHICLES WITH ADDITIONAL EQUIPMENT/PARTS	3,898.75
EFT33555	28/10/2021	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33556	28/10/2021	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT33557	28/10/2021	MEGAN RICHARDS	REIMBURSEMENT FOR REFRESHMENTS PURCHASED	152.76
EFT33558	28/10/2021	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	431.37
EFT33559	28/10/2021	THE ROYAL LIFE SAVING SOCIETY WA INC	4 DAY LIFEGUARD COURSE & GROUP 1 POOL OPERATIONS COURSE	1,447.20
EFT33560	28/10/2021	LINDA MONICA SAWYER	RATES REFUND	691.27
EFT33561	28/10/2021	SCAVENGER SUPPLIES PTY LTD	SERVICE OF FIRE INDICATOR PANEL AT BLC - SEPTEMBER	126.50
EFT33562	28/10/2021	DANNY SCHREURS	RATES REFUND	496.16
EFT33563	28/10/2021	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR REPAIRS TO B023	300.00
EFT33564	28/10/2021	SIRSIDYNIX PTY LTD	2021-2022 ANNUAL SIRSIDYNIX FEE FOR BRIDGETOWN LIBRARY	3,547.12

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT33565	28/10/2021	SPRINT EXPRESS	FREIGHT CHARGES	110.00
EFT33566	28/10/2021	STATE LIBRARY OF WESTERN AUSTRALIA	2021-22 BETTER BEGINNINGS FOR LIBRARY	159.50
EFT33567	28/10/2021	STEWART & HEATON CLOTHING CO	DFES PPE & UNIFORMS	151.78
EFT33568	28/10/2021	SYNERGY	ELECTRICITY CHARGES	8,187.76
EFT33569	28/10/2021	ESTATE OF JOHN JAMES TAYLOR	RATES REFUND	794.00
EFT33570	28/10/2021	THREAT PROTECT AUSTRALIA LIMITED	QUARTERLY SECURITY ALARM MONITORING FOR 01/10/2021 - 31/12/2021	693.00
EFT33571	28/10/2021	TOTAL GREEN RECYCLING	5 X CAGES OF E-WASTE RECYCLING FOR SEPTEMBER	919.47
EFT33572	28/10/2021	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY - OCTOBER	159.50
EFT33573	28/10/2021	TYRECYCLE PTY LTD	PICKUP AND RECYCLING OF TYRES FROM WASTE FACILITY	2,077.98
EFT33574	28/10/2021	VERMEER EQUIPMENT OF WA & NT	4 X KNIFE CUTTERS & 32 X SCREWS/BOLTS FOR WOOD CHIPPER	578.86
EFT33575	28/10/2021	WESTRAC PTY LTD	VARIOUS PARTS FOR REPAIRS OF DEPOT FLEET	840.36
EFT33576	28/10/2021	WALGA	4 X 2021 WA LOCAL GOVERNMENT CONVENTION REGISTRATIONS	4,800.00
EFT33577	28/10/2021	ALAN JOSEPH WILSON	MONTHLY COUNCILLOR ALLOWANCE	460.13
EFT33578	28/10/2021	KEVIN JOHN WRIGHTSON	REIMBURSEMENT FOR FUEL PURCHASED DUE TO FUEL CARD NOT WORKING	121.88
EFT33579	28/10/2021	MING ZHUO	REIMBURSEMENT FOR FUEL PURCHASED AS NO CALTEX STATION AVAILABLE	214.33
EFT33582	29/10/2021	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	431.37
EFT33583	29/10/2021	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	506.61
DIRECT DEBITS - LICENSING				
27270	01/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/10/2021	2,726.00
27271	04/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/10/2021	3,585.10
27272	06/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/10/2021	4,258.05
27273	06/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/10/2021	2,712.60
27274	07/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/10/2021	4,098.45
27275	08/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/10/2021	3,559.20
27276	11/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/10/2021	4,636.45
27277	12/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/10/2021	2,904.30
27278	13/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/10/2021	4,337.25
27279	14/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/10/2021	4,389.55
27280	15/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/10/2021	2,697.10
27281	18/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/10/2021	3,887.45
27282	19/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/10/2021	3,172.85

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27283	20/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/10/2021	4,041.35
27284	21/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/10/2021	7,756.25
27285	22/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/10/2021	1,818.25
27286	25/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/10/2021	4,824.60
27287	26/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/10/2021	5,274.40
27288	27/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/10/2021	11,343.60
27289	28/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/10/2021	3,665.10
27290	29/10/2021	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/10/2021	3,318.80
CHEQUES				
300142	14/10/2021	DEPARTMENT OF TRANSPORT	ANNUAL COMMUNITY JETTY RENEWAL FEE FOR BLACKWOOD RIVER PARK	42.95
300143	14/10/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR SEPTEMBER & RETAINED FEES	1,306.25
300144	14/10/2021	WATER CORPORATION	WATER CHARGES	3,631.65
300145	28/10/2021	JEANETTE ANN ROBERTSON	RATES REFUND	620.66
300146	28/10/2021	PAULA JENNIFER ROBERTS	RATES REFUND	122.00
300147	28/10/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL & BCITF LEVIES COLLECTED FOR SEPTEMBER	189.25
300148	28/10/2021	WATER CORPORATION	WATER CHARGES	188.30
300149	28/10/2021	MELISSA KATE WILES	RATES REFUND	310.33
				#####
CHEQUES - VISITOR CENTRE TRUST				
200025	27/10/2021	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS RETAINED FOR SEPTEMBER	705.19
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT33511	27/10/2021	M & LB ANDERSON	ACCOMMODATION REFUND LESS CANCELLATION FEE	172.00
EFT33512	27/10/2021	PETER STUART AYLMOORE	ACCOMMODATION REFUND LESS CANCELLATION FEE	133.00
EFT33513	27/10/2021	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR SEPTEMBER	26.25
EFT33514	27/10/2021	DAVID GREENMOUNT	ACCOMMODATION REFUND	42.00
EFT33515	27/10/2021	DAWN LAPUMA	ACCOMMODATION REFUND LESS CANCELLATION FEE	140.00
EFT33516	27/10/2021	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR MONTH OF SEPTEMBER	466.63
EFT33517	27/10/2021	RA RAY	ACCOMMODATION REFUND LESS CANCELLATION FEE	143.00
EFT33518	27/10/2021	SOUTH WEST COACH LINES	BUS TICKETS SOLD FOR SEPTEMBER	33.58
EFT33519	27/10/2021	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR SEPTEMBER 2021	22.83
EFT33580	29/10/2021	ALISTAIR BORG	ACCOMMODATION REFUND LESS CANCELLATION FEE	675.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT33581	29/10/2021	PETER JONES	ACCOMMODATION REFUND LESS CANCELLATION FEE	248.00
V300205	14/10/2021	WESTPAC BANK	TOTAL ACCOMMODATION FOR THE MONTH OF SEPTEMBER	<u>3,499.02</u>
				<u>6,306.50</u>

This schedule of accounts paid for the Municipal Fund totalling \$825,126.69 and for the Trust Fund totalling \$6,306.50 which was submitted to each member of the Council on 25th November 2021 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/10/2021 is \$248,929.49



.....
CHIEF EXECUTIVE OFFICER

25 November 2021

Required Budget Amendments Following Changes to the 2021/22 Building Capital Works Program

General Ledger/Job Number	General Ledger/Job Description	Budget Amendments		
		by Account/Job Code		
		2021/22 Current Adopted Budget	Required Budget Amendment	2021/22 Amended Budget
39BU	Greenbushes Golf Club	\$ 135,000	\$ 35,000	\$ 170,000
21BU	Greenbushes Office	\$ 105,000	\$ -	\$ 105,000
20BU	Greenbushes Hall	\$ 400,000	-\$ 400,000	\$ -
19BU	Greenbushes Old Court House	\$ 160,000	-\$ 160,000	\$ -
23BU	Bridgetown Trotting Club Facilities	\$ -	\$ 58,000	\$ 58,000
07BU	Shire Administration Building	\$ 123,554	\$ 26,000	\$ 149,554
1365540	Bridgetown Regional Library	\$ -	\$ 10,000	\$ 10,000
16BU	Bridgetown Leisure Centre	\$ 37,830	\$ 9,000	\$ 46,830
54BU	Greenbushes Cricket Pavilion	\$ -	\$ 7,000	\$ 7,000
PJ59	BLC Furniture & Equipment	\$ 1,171	\$ 5,500	\$ 6,671
PJ100	Bridgetown Visitor Centre - Building Condition Assessment	\$ -	\$ 5,000	\$ 5,000
1324330	Public Halls & Civic Centre Grants	-\$ 687,648	\$ 252,500	-\$ 435,148
1344530	Other Recreation & Sport Contributions for Capital Works	-\$ 175,534	\$ -	-\$ 175,534
1344230	Other Recreation & Sport Grants	-\$ 936,673	\$ 67,500	-\$ 869,173
1353630	Heritage Building Grants	-\$ 1,061,500	\$ 80,000	-\$ 981,500
Reserve 125	Building Maintenance Reserve	\$ 1,040	\$ 4,500	\$ 5,540
	Total Budget Amendments		\$ -	

SHIRE OF BRIDGETOWN-GREENBUSHES
5 YEAR BUILDING CAPITAL WORKS PLAN SUMMARY

	VERSION 1 (WITH GRANT FUNDING IN YEAR 1)					VERSION 2 (WITHOUT GRANT FUNDING IN YEAR 1)				
	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26
GREENBUSHES HALL REFURBISHMENT	400,000							200,000	200,000	
GREENBUSHES GOLF CLUB WET AREAS REFURBISHMENT	135,000					135,000				
GREENBUSHES ROAD BOARD REFURBISHMENT	105,000					105,000				
GREENBUSHES OLD COURTHOUSE REFURBISHMENT	160,000						160,000			
BRIDGETOWN LEISURE CENTRE - GYM AIR CONDITIONERS REPLACEMENT		5,500				5,500				
BRIDGETOWN SHIRE OFFICES - EXTERNAL BUILDING REPAIRS		26,000				26,000				
LIBRARY - WESTERN VERANDAH ROOF		10,000				10,000				
BRIDGETOWN LEISURE CENTRE - PAINTING OF EXTERNAL WALLS & TOILETS		9,000				9,000				
GREENBUSHES CRICKET PAVILION - REPAIRS AND PAINTING		7,000				7,000				
BRIDGETOWN LEISURE CENTRE - PAINTING EXTERNAL WALLS		40,000					40,000			
BRIDGETOWN TROTTING CLUB - VARIOUS BUILDING RENEWALS		58,000				58,000				
RIVER PARK - LIGHTING			17,000				17,000			
MEMORIAL PARK - LIGHTING			15,000					15,000		
CIVIC CENTRE EXTERNAL LIGHTING (INCLUDING CAR PARK)			15,000					15,000		
BRIDGETOWN TENNIS CLUB - KITCHEN REFURBISHMENT			120,000							120,000
BLACKWOOD RIVER PARK - BBQ AREA DESIGN			20,000						20,000	
BLACKWOOD RIVER PARK - BBQ AREA				120,000						120,000
Total Cost	800,000	155,500	187,000	120,000	-	355,500	217,000	230,000	220,000	240,000
Less Grants/Other Funding Sources	460,000	-	-	-	-	60,000	-	-	-	-
Funding Required	340,000	155,500	187,000	120,000	-	295,500	217,000	230,000	220,000	240,000
Funding Available in Long Term Financial Plan (LTFP)**	340,000	229,697	233,716	238,391	243,755	340,000	229,697	233,716	238,391	243,755
Net Funding Transferred to/(from) Building Maintenance Reserve	-	74,197	46,716	118,391	243,755	44,500	12,697	3,716	18,391	3,755
Building Maintenance Reserve										
Opening Balance	220,639	220,639	294,836	341,552	459,943	220,639	265,139	277,836	281,552	299,943
Transfer to/(from)	-	74,197	46,716	118,391	243,755	44,500	12,697	3,716	18,391	3,755
Closing Balance	220,639	294,836	341,552	459,943	703,698	265,139	277,836	281,552	299,943	303,698

** Note: Year 1 funding available in the LTFP is \$225,746 plus \$73,000 in carryforward funding from 2020/21 , additional funding required in year 1 of this plan is to be provided for in the draft CBP

VERSION 2 - PROPOSED RENEWAL / UPGRADE CAPITAL BUILDING WORKS
5 YEAR - JULY 2021 TO JUNE 2026 (NOTE: All costings estimated only)

YEAR 1 - 2021-2022

39BU	GREENBUSHES GOLF CLUB	WORKS PREVIOUSLY IDENTIFIED - WET AREAS REFURBISHMENT	
			ESTIMATED COST \$135,000.00
		PART FUNDED BY EXTERNAL CONTRIBUTION \$60,000	
21BU	GREENBUSHES OFFICES AND TOILETS (GREENBUSHES ROAD BOARD)	REPLACE FRONT AND REAR DOORS WITH DOORS MORE SUITABLE TO PERIOD / AGE OF BUILDING REPLACE ENTRY AIRLOCK STRUCTURE INTO FRONT ENTRY OF BUILDING REPLACE / INSTALL NEW KITCHEN CUPBOARDS AND ASSOCIATED PLUMBING INSTALL WALL MOUNTED HOT WATER DISPENSER UNIT CHANGE LIGHT FITTINGS TO LED THROUGHOUT CHANGE OUT ELECTRICAL FITTINGS AS REQUIRED REPAIR CEILING EASE AND ADJUST ALL WINDOWS AND DOORS CHECK / REPAIR / REPLACE VERMIN BOARDS AROUND BUILDING CHECK / REPAIR ALL FASCIA & BARGE BOARDS PAINT INTERIOR AND EXTERIOR OF BUILDING RESEAL TIMBER FLOORS REPLACE TOILET WINDOWS - MALE & FEMALE PAINT INTERNAL MALE / FEMALE TOILETS - CEILING, WALLS & FLOORS	
			ESTIMATED COST \$105,000.00
PJ59	BRIDGETOWN LEISURE CENTRE - DRY AREA - GYM	REPLACE x 2 SPILT AIR CONDITIONING UNITS IN GYM	
			ESTIMATED COST \$5,500.00
07BU	BRIDGETOWN SHIRE OFFICES	REPAIR EXTERNAL ROCKWORK AND BRICKWORK CHECK ROOFING - GUTTERING / DOWNPIPES AND REPLACE AS REQUIRED	\$20,000.00 \$6,000.00
			ESTIMATED COST \$26,000.00
36554	LIBRARY - WESTERN VERANDAH	REPLACE SLATTED ROOF SECTION ABOVE VERANDAH ON WESTERN END OF BUILDING - MAIN SUPPORT TIMBERS PERISHING	
			ESTIMATED COST \$10,000.00
16BU	BRIDGETOWN LEISURE CENTRE - DRY AREA - PUBLIC TOILETS	PAINT MALE AND FEMALE TOILETS PAINT EXTERNAL SOUTH WALL PAINT EXTERNAL EAST WALL	
			ESTIMATED COST \$9,000.00
54BU	GREENBUSHES CRICKET PAVILION	REPLACE ROOF SHEETING AND GUTTERING REPLACE BARGE BOARDS AND FLASHINGS PAINT EXTERIOR AND INTERIOR OF BUILDING OIL FLOORBOARDS	
			ESTIMATED COST \$7,000.00
23BU	BRIDGETOWN TROTTERING CLUB - BUILDINGS	REPAIR ROOFS ON ALL BUILDINGS - REPLACE BARGE BOARDS AND FLASHINGS REPAIR/REPLACE VERANDAH POSTS WHERE REQUIRED PAINT ALL EXTERNAL TIMBER - PAINTED SURFACES REPLACE CISTERNS IN TOILETS POSSIBLE BITUMEN REPAIRS OUTSIDE BUILDINGS REPLACE VARIOUS LIGHT FITTINGS WITH LED FITTINGS COMPLETE OTHER WORKS IDENTIFIED DURING ABOVE WORKS	
			ESTIMATED COST \$58,000.00

W.A. BUSH FIRE MUSEUM AND HERITAGE GROUP INC.



Mr. Tim Clynch
Chief Executive Officer
Shire of Bridgetown Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Dear Tim

PROPOSAL TO BUILD A BUSH FIRE MUSEUM SOUTH WEST HIGHWAY YORNUP

The W.A. Bush Fire Museum and Heritage Group Inc. has been formed as an independent body to progress the establishment of the first bush fire museum in the State. Our objective is to collect, record, preserve and display the oral, pictorial and artefactual history of Bush Fire Brigades and other organisations involved in fire prevention and control in Western Australia such as forestry and land management agencies and other firefighting organisations.

The Group is an incorporated body and registered charity with the ACNC.

Over the past decade enquiries have been made informally regarding land and buildings under the control of the Shire within the locality of Bridgetown for use as a museum in which to promote bush fire safety and recognise the work done by firefighters in protecting the community, with all sites identified having intended uses already proposed. We have explored other buildings such as Bridgedale House when it was offered under an expression of interest as well as commercial leases, none of these options proving suitable for the housing of such a large collection of memorabilia and vehicles.

We seek Council's support in allowing the Group to build a purpose-built museum on an unused reserve in the Yornup locality along the South Western Highway. The reserve between Yornup Hall and Wilson's Truck Depot would be ideal for the Group offering highway exposure and enough land to meet current and future needs.

As the Group is an Incorporation organisation, our preference is for the reserve to be vested in our name.

The main museum building will include administration offices, meeting room, archive storage area, general display area, vehicle display area as well as ablutions and a cafeteria that will be used to support the museum's operations financially. A workshop and fenced storage area will be placed at the rear of the property. An area has been identified for future display or storage purposes.

It is intended to open the museum on a Saturday morning initially until the patronage numbers increase. It will also be available for opening by appointment for group bookings.

The attached plan shows the proposed layout of the site. The main museum and outbuildings will be clad in cream colour in a style that will compliment the Yornup Hall and Fire Station next door. We are willing to discuss any concerns residents may have over the cladding and design of the building. It is acknowledged that the proposed entry/exit point is subject to Main Roads WA approval.

No activities are planned to be carried on outdoors, and a Colorbond fenced enclosure is included on the plan so that anything stored outside is screened off from the neighbouring properties and traffic on the highway.

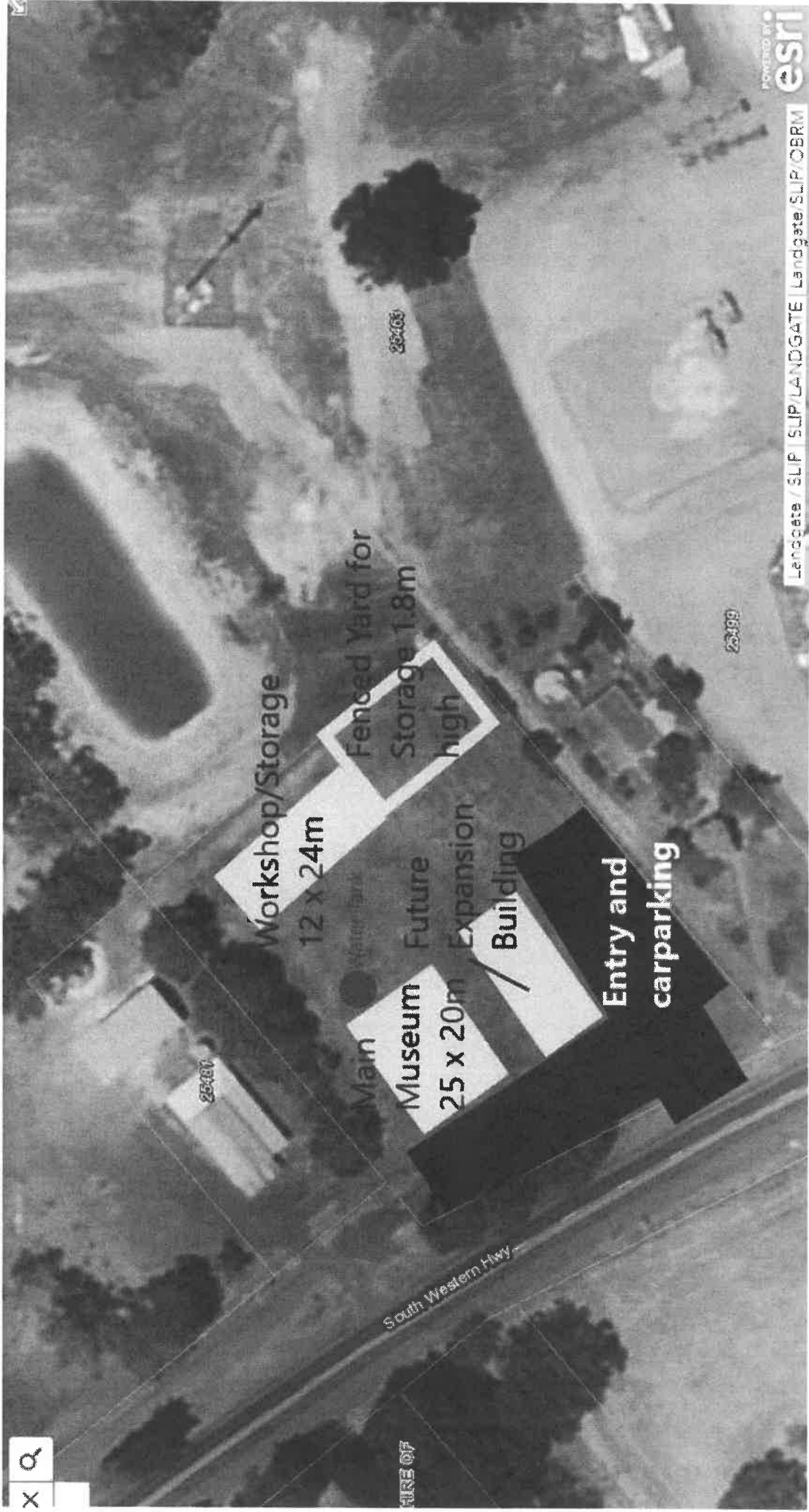
I welcome the opportunity to discuss this matter and can be contacted on 0480 282 201 or via email bushfiremuseum@gmail.com .

Regards



Chris Sousa AFSM
Chairperson

2 November 2021



X Q

47
MIRE 07

South Western Hwy

25401

Water tank

Workshop/Storage
12 x 24m

Fenced Yard for
Storage 1.8m
high

Main
Museum
25 x 20m
Future
Expansion
Building

Entry and
carparking

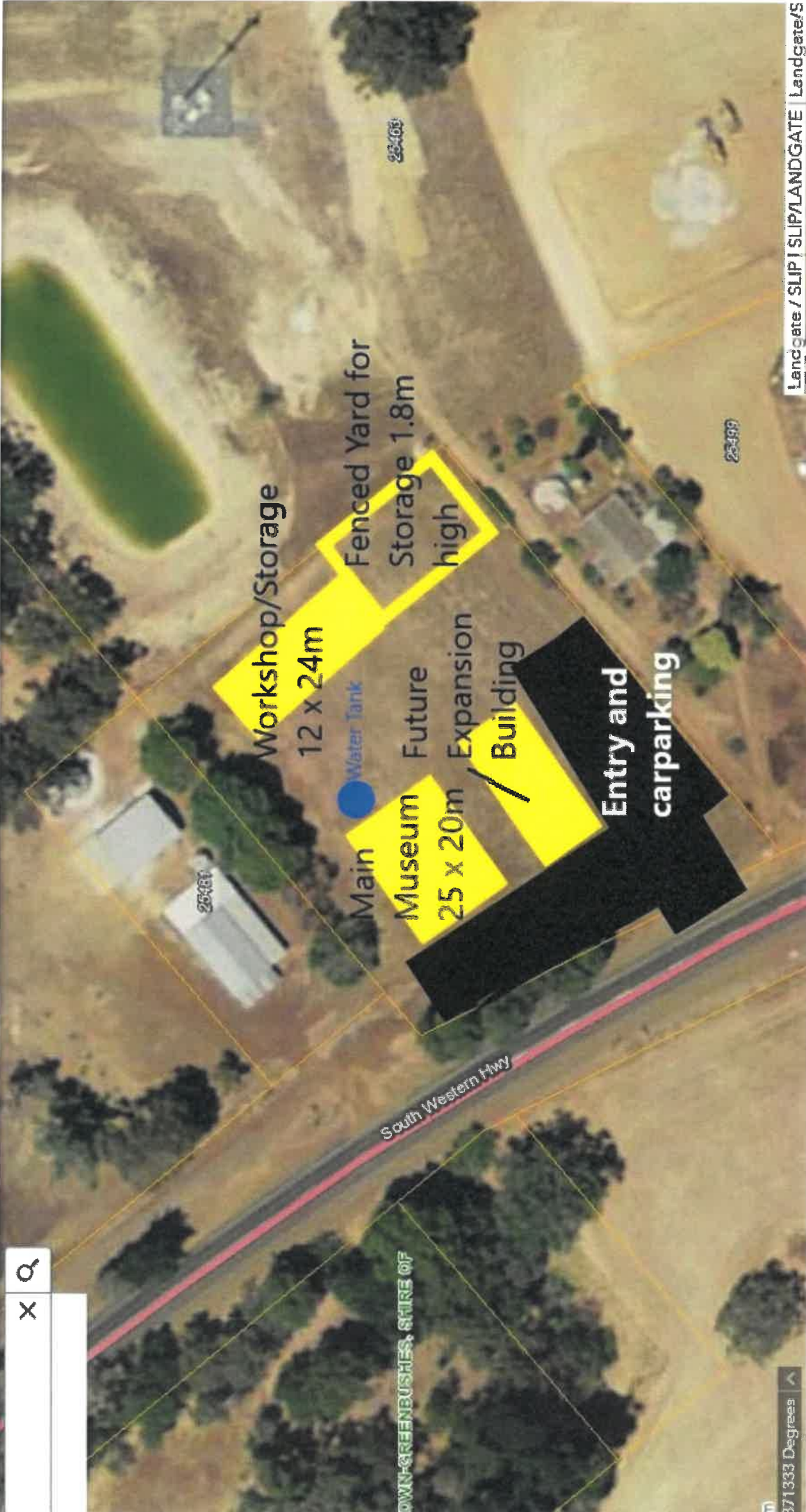
25405

25409

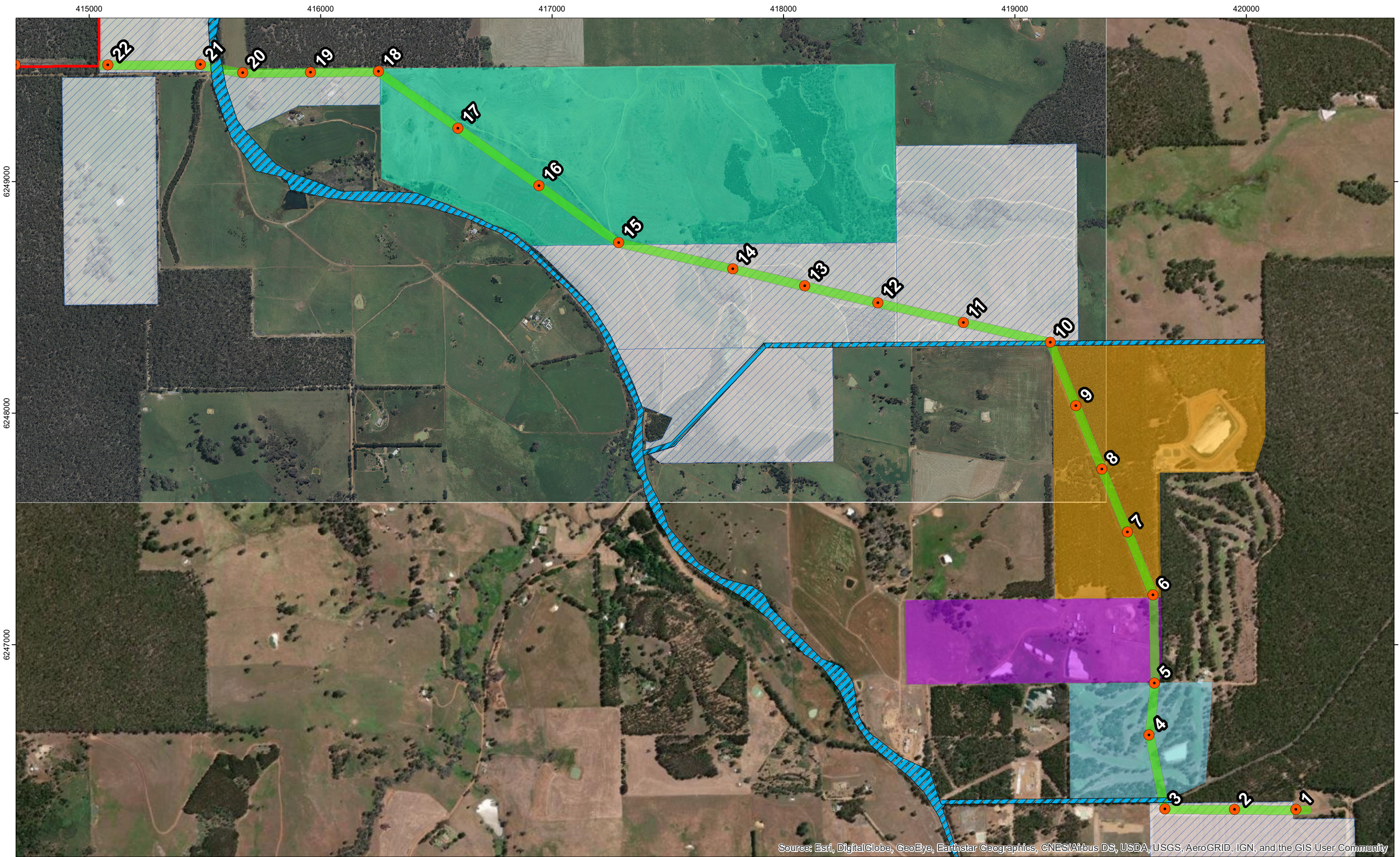
POWERED BY
esri

Landgate / SLIP / SLIP LANDGATE Landgate SLIP / OBRM

x Q



371333 Degrees

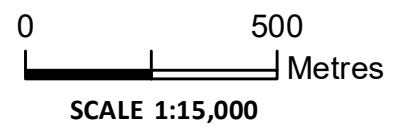


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

- Proposed Power poles
- Powerline Corridor
- Mine Development Envelope
- Bridgetown Golf Club
- John & Terri Saunders
- Recruit Treefarm Australia Pty Ltd
- Water Corporation
- Talison Owned Property
- Road Reserve



Date: 16/11/2021
 Internal Ref: 0254_00_2021
 Drawn: DB
 Requested: FB



Datum: GDA94
 Projection: MGA Zone 50

PROPOSED POWERLINE DEVELOPMENT

REF: 1
LJLEnquiries: Danielle Baker ph (08) 9764 2869; email danielle.baker@talisonlithium.com**Attachment 17**

15 November 2021

CEO

Mr Tim Clynych

Shire of Bridgetown – Greenbushes

PO Box 271

BRIDGETOWN WA 6255

Dear Tim

RE: 132kV Power Line, Western Power Sub Station to Greenbushes Lithium Operation

Talison Lithium Australia Pty Ltd (**Talison, Company**) wish to apply for a Development Approval (**DA**) for the above development. The power line is planned to upgrade the existing power supply to the Greenbushes Lithium Operation (**Mine**) and to support the planned Mine expansion.

The line will traverse private property and crown road reserves between the Western Power substation at Hester and the Mine Development Envelope (**MDE**), which is on crown land north of Forest Park Road. The development within the MDE has been assessed separately under the EPA and Mining Acts. The construction covered by this DA will consist of nominally 22 galvanized steel poles over a distance of 7.2 kilometres (**km**). The poles will be between 20 and 40 meters (**m**) tall with three (3) conductors strung between each pole in a fern tree configuration. All poles will be bolted to concrete foundations with no stay wires anticipated. The design of this transmission line will conform to all applicable Australian Standards. An overview plan and detail property plans showing the location of the line is provided along with preliminary drawings of the poles.

Access to the line will be from existing access roads. Where required, an access track will be developed within the powerline easement.

Talison commenced consultation on the line in early 2018, which included direct landholder consultation regarding the route selection. Talison has reached agreement with all landholders directly impacted by the power line. Community consultation on the line commenced in November 2018 with plans showing the power line route being displayed at the Greenbushes Community Resource Centre (**CRC**) during November and December 2018. Talison also advertised and held a public meeting on 21 November 2018 to provide details on the power line and other projects associated with the Mine expansion. Details of the line were made available by Talison at its company displays at the Bridgetown Show (November 2018) and Balingup Field Day (April 2018 & 2019).

An Aboriginal heritage assessment of the proposed route has been carried out by Heritage WA. During the survey, no archaeological sites were recorded. There is one (1) registered Department of Planning, Lands and Heritage (**DPLH**) site within the development area, Site ID 20434 "Blackwood River". The power line will cross the site (Hester Brook) however no construction will occur within the site. The report concluded that the powerline may proceed without impacting on any aboriginal sites.

The proposed alignment traverses the area known as "Knight Hill" that is recognized as a heritage site in the Shire of Bridgetown-Greenbushes Municipal Inventory. The Shire has confirmed (letter Ref 054.1 dated 25/11/18) that *"It is the view of the Shire that the proposed location of the transmission line will not impact on the heritage value of this site"*.

The proposal is within a bushfire prone area, however, the structure is classified as a non-habitable building or structure (class 10b) therefore does not require Bushfire Attack Level (**BAL**) assessment.

Talison have had the project costed by independent consultants which have determined that the portion of work to which this approval applies will cost \$6.9 million.

We enclose a completed DA form.

Talison has sought support from all landholders on which the development is planned to occur, enclosed are Notice of Entry agreements between Talison and affected landowners to demonstrate consultation and agreement of affected Landowners.

Please do not hesitate to contact Danielle Baker if you require further information.

Yours sincerely

Talison Lithium Australia Pty Ltd

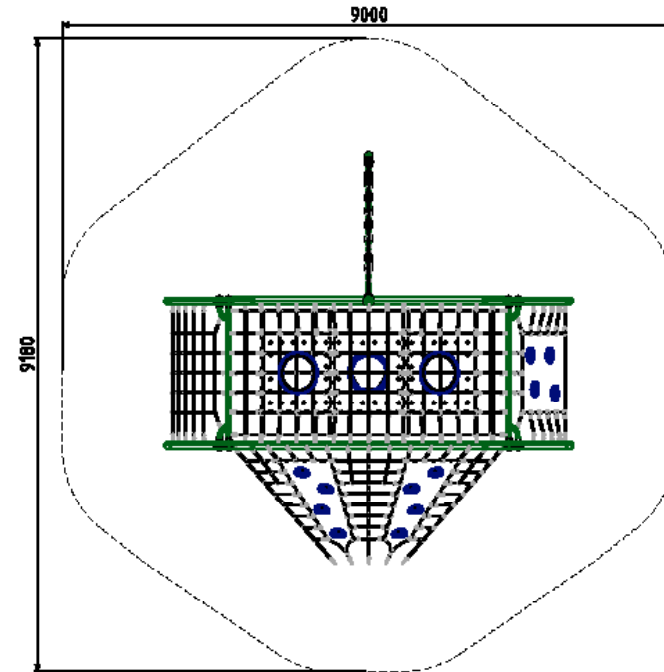
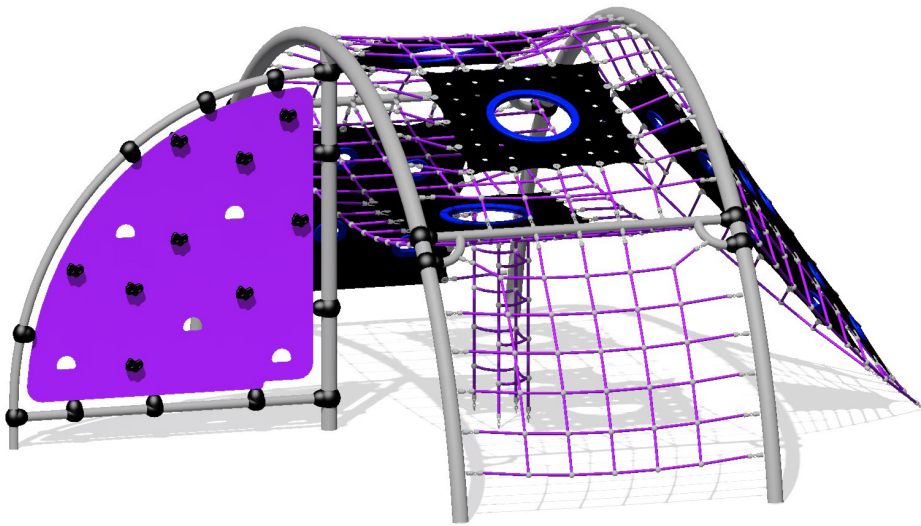


Craig Dawson
General Manager - Operations
Greenbushes Lithium Operation

Encl
Development Application form
Landholder Letters (4)
Maps: Powerline Corridor (2)
Final Design Road Reserve Crossings (3)
Pole Design Drawings
Staking Table for Pole Height
Powerline Corridor .kmz file

“Spider Web” Climbing Frame at Memorial Park





Climb it! Will you take up the challenge of climbing the rock wall and arched nets or crawl through the rubber mats and rope tunnel? The Forpark Matrix will challenge your strength, balance, coordination and agility.

SPECIFICATIONS

- Product Code: FS74
- Age Range: 5-12 Years
- Max Fall Height: 2500mm
- Minimum Fall Zone: 61.7m²
- Equipment Size: 6000mm x 6050mm
- Max Equipment Height: 2500mm
- Play spaces: Parks, schools, commercial

MATERIALS

COLOURS	Frame: Standard powder coat range
MATERIAL SPECS	Frame: Galvanised steel Fasteners: Steel & stainless steel Powder Coating: 80-120u Rope: Injection moulded & HDPE



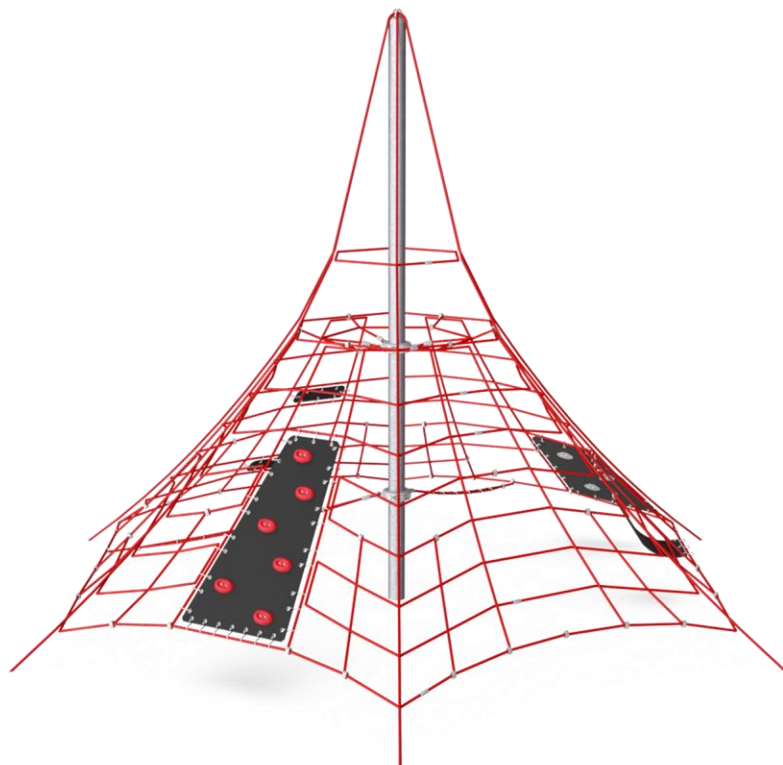
WWW.FORPARKAUST.COM.AU




STANDARDS

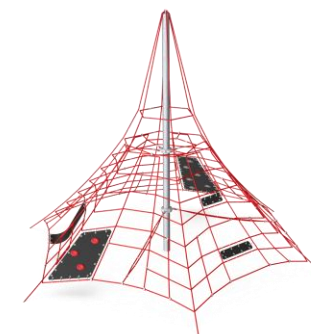
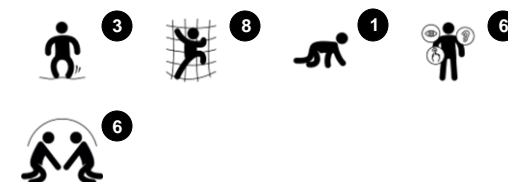
Complies with relevant Australian Standards including: AS 4685:2021 (P1-6) | AS 4685.0:2017 | AS 4422:2016

*All information is commercial in confidence and is the property of Forpark Australia. All information is correct as at February 2019. For details regarding Australian standards, warranties, insurances, QA and installation, please contact your local office



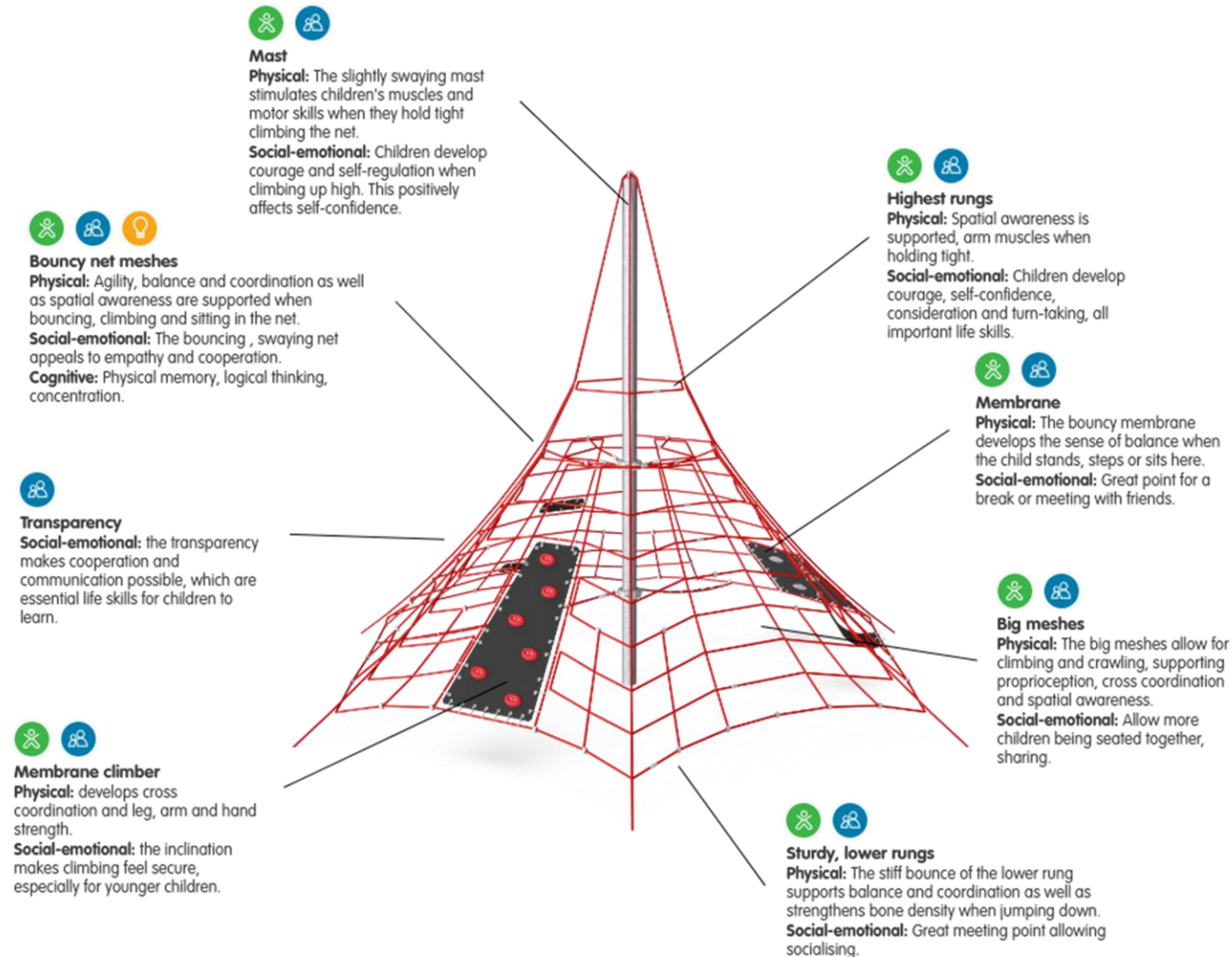


Item no. COR207001-1101	
General product information	
Dimensions LxWxH	581x503x390 cm
Age group	3+
Play capacity (users)	38
Colour options	  



The Emerald is a transparent playnet that encourages children to climb up high. The feeling of achievement when having climbed to the top is phenomenal. Climbing or swaying in the net with membranes is challenging and requires children to use their courage. It trains the motor skills' ABC: Agility, Balance and Coordination. Major muscle groups are used

when children climb here: arms push and pull, legs push and the core provides stability. The membranes invites social breaks for children's social-emotional skills to develop.



Emerald

COR20700



Corocord 16mm ropes are special 'Hercules'-type with galvanized four-stranded steel wires and a steel wire core. Each strand is tightly wrapped with PES yarn, which is melted onto individual strand. The ropes are hard wearing and vandalism resistant and are easy to replace for any given site.



Designed to allow the typical function of rope play structures to move Corocord 'S' clamps are used as universal connections in Corocord products. 8mm stainless steel rods with rounded edges are pressed around the ropes with a special hydraulic press, making them the ideal connector. Our clamps are safe, durable and vandalism-proof.



Safety is at the forefront of our designer's minds. That's why our spacenets' main bearing ropes are equipped with an additional safety feature. Should the main connections point fail, we have included an additional safety rope which prevents the structure from collapsing.



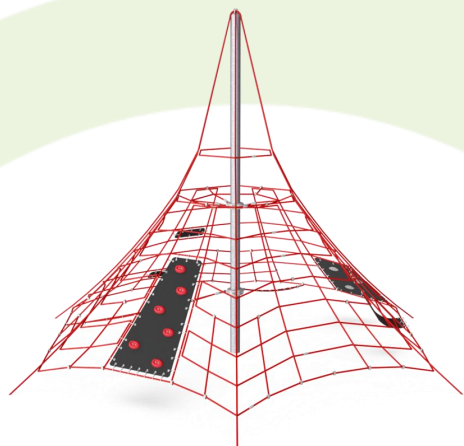
Corocord membranes consist of friction-proof rubberised material of conveyor belt quality with excellent UV resistance. Tested and compliant with REACH requirements for PAH. Embedded is a four-layered armoring made of woven polyester. The armoring and the two surface layers result in a total thickness of 7.5 mm.



In the centre of the net is the mast which is made of high-quality seamless steel and creates an oscillating support structure which is statically favourable and equalises the oscillations in the net. The masts are hot-dip galvanised as standard, with the design option of additional powder coating.

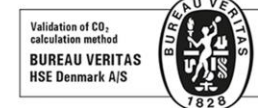
Item no. COR207001-1101	
Installation Information	
Max. fall height	200 cm
Safety surfacing area	54.4 m ²
Number of installers	2
Total installation time	9.0
Excavation volume	4.84 m ³
Concrete volume	3.39 m ³
Footing depth (standard)	110 cm
Shipment weight	229 kg
Anchoring options	In-ground ✓
Warranty Information	
Corocord (Hercules) Rope	10 years
S-Clamps	10 years
Aluminium Clamps	10 years
Membrane	2 years
Spare Parts Guarantee	10 years





Cradle To Gate A1-A3	Total CO2 emission	CO2e per kg	Recycled materials
COR207001-1101	721.44	3.45	31.25

Kompan A/S
C.F. Tietgens Boulevard 32C
DK-5220 Odense SØ
Denmark



**Validation of CO₂ calculation of:
Corocord**



Data version no. 2021-09-27

The CO₂ calculation and data are in compliance with the principles of a carbon footprint impact according to the GHG protocol (Greenhouse Gas Protocol), Scope 3, cradle to gate related to all individual components in the product category: "Corocord" represented by item no.: COR314011-1101.

(Scope 3 emissions include emission sources in the upstream and downstream value chain).

Date: 15. October 2021 | Valid until: 15. October 2023

Validated by:

Bente Hviid, Senior Consultant

Peter Bendtsen, Senior Consultant

Validation based on report: Validation of CO₂ calculation of 8 categories of Kompan product line, version 1.0, prepared by: Bureau Veritas HSE, Denmark: Bente Hviid and Peter Bendtsen.

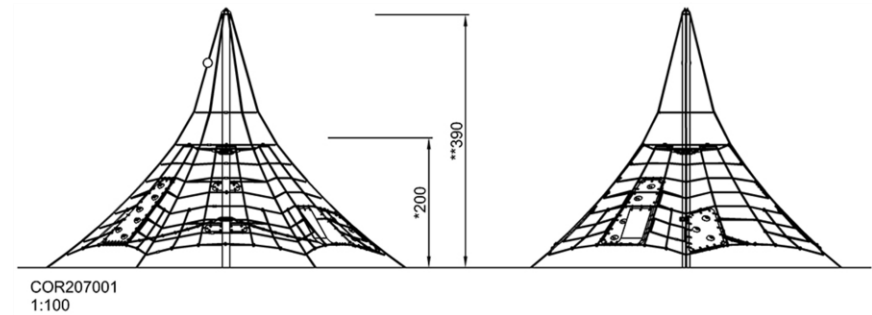
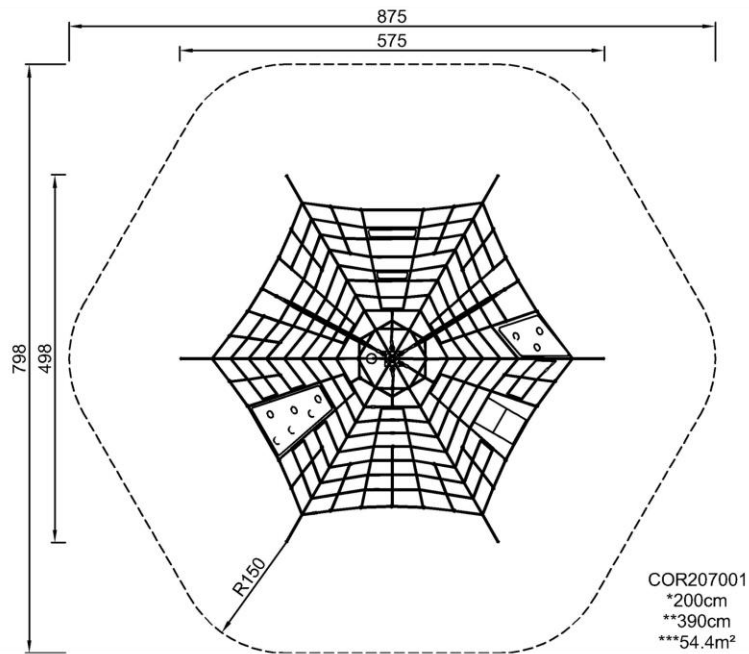
Publication date: 15. October 2021

By Bureau Veritas HSE
www.bureauveritas.dk
+45 7731 1000



* Max fall height | ** Total height | *** Safety surfacing area

* Max fall height | ** Total height



[Click to see 1:100 ratio TOP VIEW](#)

[Click to see 1:100 ratio SIDE VIEW](#)



YOUTH SERVICES ADVISORY COMMITTEE

**INSTRUMENT OF APPOINTMENT & DELEGATION
[2021-2023]**

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(1)(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Youth Services Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4 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.

2. Name

The name of the Committee shall be the *Bridgetown-Greenbushes Youth Services Advisory Committee*.

3. Objectives

The objectives and role of the committee are:

- 3.1 To provide advice and input into a review of Council's Youth Plan
- 3.2 Once the Youth Plan is reviewed, to provide advice and input into the prioritization of strategies and actions contained in the Youth Plan.
- 3.3 To report to Council at least bi-annually on the implementation of the Youth Plan.

4. Membership

4.1 Council will appoint two (2) elected members as Council's representative(s) on the Committee.

4.2 Council will appoint twelve (12) service agency and community group representatives, being:

- 1 youth representative from the Blackwood Youth Action Group
- 1 Community Youth Representative
- 1 Representative from Bridgetown High School
- 1 representative from Police
- 1 representative from Greenbushes Community Resource Centre
- 1 representative from the justice sector
- 1 representative from the health sector

- 1 representative with disability focus or awareness
- 1 representative with an arts and culture focus
- 1 representative with a sport and recreation focus
- 1 representative from the community
- Blackwood Youth Action Coordinator

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 ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

6.1 The Committee shall meet bi-monthly.

6.2 Notice of meetings shall be given to members at least 3 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, who 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 10 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 can 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 beyond the performance of the tasks allocated to it by 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.



**BRIDGETOWN-GREENBUSHES CULTURAL INCLUSION ADVISORY COMMITTEE
(2021-2023)**

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Cultural Inclusion Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *Bridgetown-Greenbushes Cultural Inclusion Advisory Committee*.

3. Objectives

The objectives and role of the Committee are:

- 3.1 To advise Council on ways to grow recognition and respect for all cultures.
- 3.2 To advise Council on ways to develop and implement reconciliation actions and strategies.
- 3.3 To advise Council on ways to facilitate the collection and sharing of information and stories about local and culture and history including NAIDOC week events and Harmony Week activities and events.
- 3.4 To advise Council on the development of cultural inclusion events and events calendar.
- 3.5 To advise Council on ways to identify, preserve and showcase significant local history and heritage including promotion of indigenous history.

4. Membership

- 4.1 Council will appoint two (2) elected members as Council's representative(s) on the Committee.
- 4.2 Council will appoint a maximum of six (6) community representatives being:
 - 1 representative from Bridgetown Historical Society

- 2 representatives from culturally and linguistically diverse populations
- 2 persons that identify as a person of Aboriginal and/or Torres Strait Islander descent
- 1 general community representative

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 ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

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 3 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, who 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 10 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.