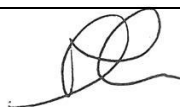


NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday 28 April 2022** in Council Chambers, commencing at 5.30pm.

T Clynch, CEO



Date:

21 April 2022

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on 28 April 2022, 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
	- P St John, Executive Manager Development & Infrastructure
	- E Matthews, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

March Ordinary Council Meeting – 31 March 2022

B Bebbington

Question

Did the Shire make an application under the Federal Government's STAND NBN WIFI Program which was to allocate NBN satellite at evacuation centres or fire stations?

Response

No an application wasn't submitted.

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0422 Ordinary Meeting held 31 March 2022

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 31 March 2022 as a true and correct record.

C.02/0422 Special Meeting held 12 April 2022

Attachment 1 Minutes of the Special Council Meeting 12 April 2022

A motion is required to confirm the Minutes of the Special Meeting of Council held 12 April 2022 as a true and correct record.

C.03/0422 Special Meeting held 14 April 2022

Attachment 2 Minutes of the Special Council Meeting 14 April 2022

A motion is required to confirm the Minutes of the Special Meeting of Council held 14 April 2022 as a true and correct record.

Announcements by the Presiding Member Without Discussion

C.04/0422 Suspension of Standing Orders

At its December 2021 meeting Council resolved:

That Council:

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

Clause 18.1 of the Standing Orders states:

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

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

Motion

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

Notification of Disclosure of Interest

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

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

C.05/0422 Stanifer Street 40km/h Speed Zone

Submitted by Cr Lansdell

Motion

That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.

Reasons

Currently all trucks servicing the mine site are required to use Stanifer Street which is also a street that services the town's residential areas, commercial area and school. There have been some near misses between trucks and vehicles/pedestrians in recent times and it is clear that traffic needs to be slowed on this stretch of road. With the Greenbushes Primary School, to the south of Stanifer Street and almost all residential areas to the north, the road is a busy crossing point for school children and families.

Talison Lithium proposes to construct a new road for all heavy haulage trucks to use when accessing the mine site from South Western Highway. The main reason for the company proposing this road is a recognition of the unsuitability of Stanifer Street to accommodate the expected number of truck movements. The road is some time away from being constructed so in the meantime a reduced 40km/h speed limit would increase safety along the road.

It is noted that Main Roads Western Australia approved 40km/h speed limits through the town centres of Bridgetown, Balingup, Donnybrook and Boyanup, partly on the grounds of the mix of light vehicles and trucks through these town centres. The same reasons apply to Stanifer Street.

Officer Comment

Main Roads Western Australia (MRWA) are responsible for speed zones on all roads across the State. Requests for change in speed zones on local roads need to be submitted to the local government to assess the request and if supported, submit to MRWA.

Officers are supportive of the suggestion to reduce the speed limit on Stanifer Street, particularly whilst it remains the sole heavy haulage route between the highway and mine.

Traffic counters will need to be installed to obtain the necessary traffic data to submit a request to Main Roads WA.

MRWA 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.

Statutory Environment - Nil

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

Budget Implications - Nil

Whole of Life Accounting – Not applicable

Risk Management - Nil

Voting Requirements – Simple Majority

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.06/0422	FILE REF.	A37055
SUBJECT	Permission to Retain Gate Within Road Reserve		
PROPONENT	Mr J Fredericks		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 April 2022		

Attachment 3 Location Plan
Attachment 4 Proponent's Submission
Attachment 5 Objection from Adjoining Property Owner

OFFICER RECOMMENDATION

That Council:

- 1. Grant permission for the gate on Blackwood Park Road where the road separates Lots 25 and 27 to be retained, on the condition that it only be closed a maximum of three times per annum (no more than 1 week each time) when stock are grazed within the road reserve for the purpose of hazard reduction.*
- 2. Advise the applicant/proponent that the gate is to remain unlocked at all times and that the gate be kept closed during any period when stock is within the road reserve.*

Summary/Purpose

Due to complaints received about a previous approval to allow a gate to be erected within the road reserve at Blackwood Park Road the approval for the gate was cancelled pending a new process being activated for consideration of the proposal. The proposal was referred to the adjoining property owner and an objection to the retention of the gate has been received.

It is recommended the gate be permitted subject to conditions.

Background

In September 2017 written permission was granted by the Chief Executive Officer to Mr J Fredericks to place a gate across a section of Blackwood Park Road, being the section that runs between Lots 25 and 27 owned by J Egerton-Warburton. The land owned by Mr Fredericks is the only other property serviced by this section of Blackwood Park Road.

The permission was granted subject to the gate being kept unlocked and also that the gate be kept closed during any period when stock is within the road reserve.

The reasons provided by the proponent in 2017 for seeking permission for the gate were:

- To allow livestock to be periodically placed within the road reserve in order to reduce bush fire hazards; and
- To discourage tourist traffic from using the road. The officer confirmed your advice to him that on several occasions, vehicles, some towing caravans, had driven down the road to its end and found it difficult to turn around. Some had

become bogged and you had to assist in towing them out. This was the reason the Shire erected a sign near the gate advising that there was no turnaround at the end of the road.

In granting the approval in 2017 these reasons were acknowledged and it was accepted that the erection of the gate was a reasonable solution.

In 2021 the Shire received complaints about the existence of the gate and so as to conduct a fair and comprehensive review of the situation correspondence was forwarded to the adjoining property owner and Mr Fredericks, seeking written comments on whether the gate should be permitted to remain.

Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996 allow a local government to grant permission for person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across the public thoroughfare and prevent livestock from straying.

The same Regulation allows a local government to cancel a previously issued permission for a gate or other device across a public thoroughfare.

Officer Comment

The submissions from the applicant/proponent and adjoining owner form attachments to this report. Note the objection was received as part of a freedom of information applicant submitted by the adjoining property owner seeking copies of documents relating to the erection of the gate and also the removal of topsoil from within the road reserve some years before.

The applicant/proponent submission provides information in support of allowing the gate to remain, principally to periodically allow cattle to be grazed within the road reserve for hazard reduction.

The adjoining property owner has objected to the gates being permitted to remain, stating that bushfire hazard within the road reserve is minimal due to a scarcity of vegetation, and that in the last 17 years there isn't any evidence of tourists or caravans using the road reserve. The adjoining property owner claims the existence of the gate causes great inconvenience to their staff and to management of the property on both sides of the road reserve and that the infrastructure supporting the gates detract from their property value.

It isn't uncommon to allow gates to be erected on low use rural roads. The Shire maintains a register of gates across public roads and currently 54 gates are listed in that register. Allowing a gate across a low used road saves the adjoining property owner from having to erect a fence and also allows for hazard reduction activities such as grazing to occur within the road reserve. Note this activity is only allowed where minimal properties are serviced by a public road.

The applicant/proponent advises that the gate is typically only closed 2-3 times per year and if that is the case the inconvenience to the adjoining property owner is considered minimal. Also the impact on property values caused by a normal item of rural infrastructure (i.e. a gate post and gate) is considered negligible and in itself isn't considered a reason to disallow the gate.

Noting the applicant/proponent states the gate is only used 2-3 times per year any approval for retention of the gate can be conditioned to only allow it to be closed that number of times. This would ensure the inconvenience to the adjoining property owner is minimised.

Preparation of this item was delayed as the adjoining property owner did lodge a freedom of information (FOI) request for historical information relating to the erection of the gate and also the removal of topsoil from within the road reserve. As that FOI application was responded to there appears no reason for the matter to not be put to Council for determination.

Statutory Environment

Local Government (Uniform Local Provisions) Regulations 1996

9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.
- (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
- (7) A person to whom a request is made under subregulation (6) must comply with the request.
Penalty: a fine of \$5 000.
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Note for this regulation:

This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

10. Gate across thoroughfare not to be left open — Sch. 9.1 cl. 5(2)

A person who is responsible for a gate registered under regulation 9(8) must ensure that the gate is not left open.

Penalty: a fine of \$1 000.

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 - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting – Nil

Delegated Authority

Although the CEO has delegated authority to determine the application the receipt of the objection to the gate from the adjoining property owner has caused the proposal to be submitted to Council for determination.

Risk Management

For Council to refuse the use of the gate on such a low utilised road would raise questions of why any gates would be permitted within road reserves. To require removal of the gate Council would have to accept the reasons put forward in the adjoining property owner's submission. The level of risk to the Shire of Bridgetown-Greenbushes is in the area of reputation and have been assessed as "insignificant consequence" with an "unlikely likelihood" giving a risk rating outcome of "low" in accordance with Council Policy F.21 'Risk Management'

Voting Requirements – Simple Majority

ITEM NO.	C.07/0422	FILE REF.	203
SUBJECT	Review of Policy Manual Section 1 – Members		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 April 2022		

Attachment 6 Policy Manual Section 1 (Members) with proposed amendments shown as ‘track changes’

OFFICER RECOMMENDATION

That with respect to Section 1 (Members) of the Policy Manual Council:

- 1. Endorse the following Policies with minor modifications as shown in Attachment 6:*
 - Policy M.7 (Elected Members – Presentations on Retirement)*
 - Policy M.8 (Public Question Time)*
 - Policy M.10 (Meetings of Council and Committees – Distribution and Release of Minutes)*
 - Policy M.31 (Taking of Photographs in the Council Chambers)*
 - Policy M.36 (Advertising of Annual General Meeting of Electors)*
 - Policy M.37 (Acknowledgment of Country)*
 - Policy M.38 (Concept Forums)*
- 2. Revoke Policy M.30 (Applications by Councillors for Leave of Absence) and Policy M.33 (Ward Meetings) and renumber all policies accordingly.*
- 3. Note that review of Policy M.21 (Community Engagement/Consultation) is being deferred pending completion of a new draft Community Engagement Strategy and Policy.*
- 4. Note that review of Policy M.25 (Complaints) is being deferred pending a standalone process to commence by August 2022.*
- 5. Note and retain all other policies without modification.*

Summary/Purpose

For Council to consider minor amendments to Policies in Section 1 (Members) of the Policy Manual.

Background

In 2021/22 Council is reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 1 – ‘Members’ has 43 policies.

Officer Comment

Section 1 was discussed at the February 2022 Concept Forum where the following matters were noted:

- Policy M.7 (Elected Members – Presentations on Retirement) – add in that Council will hold a dinner for retiring councillors and their partners within 6 months of the Election Day.
- Policy M.8 (Public Question Time) – In Clause 4 change 3pm to 9am. Also in Clause 5 of this policy a sentence should be added stating that in the event of a person submitting questions in advance of the meeting but not being in attendance at the meeting the CEO will provide responses as per normal correspondence protocols.
- Policy M.10 (Meetings of Council and Committees – Distribution and Release of Minutes) – the name of the policy should be changed to delete reference to Committees as this policy used to apply to the minutes of the Standing Committee which is no longer held. Likewise reference to “Committees” should be removed from Clause 1. Clause 1 should also be amended to remove reference to a person being able to peruse minutes at the Shire Office as minutes are easier to display at the library. Also Clause 3 be deleted in its entirety as minutes are no longer mailed to subscribers as it’s easier for interested persons to simply read or download from the website.
- Policy M.21 (Community Engagement/Consultation) – the review of this policy be deferred pending completion of a new draft Community Engagement Strategy and Policy.
- Policy M.25 (Complaints) – this policy needs to be amended by a standalone process such as a council workshop or specific Concept Forum agenda item.
- Policy M.30 (Applications by Councillors for Leave of Absence) – revoke as it is the individual councillor’s business why he/she is seeking leave of absence and councillors couldn’t envisage a situation where approval wouldn’t be granted to an application.
- Policy M.31 (Taking of Photographs in the Council Chambers) – delete from the opening line the following words that read “to avoid offending a person or persons, a representative of the press or an officer” and replace with “any person”.
- Policy M.33 (Ward Meetings) – revoke as no wards exist.
- Policy M.36 (Advertising of Annual General Meeting of Electors) –dot point 3 - delete reference to Shire Bytes email information service. Dot point 4 – delete the words “such as the Mailbag and Balingup-Greenbushes Newsletter” as there are a range of publications (including those 2) that can be used if necessary.
- Policy M.37 (Acknowledgment of Country) – Replace the words “on behalf of the councillors, staff and gallery I” with “we” and change “my respects” with “our respects”.
- Policy M.38 (Concept Forums) – insert a clause under “guidelines” stating that any councillor items are to be submitted to the CEO no less than 5 working days prior to the Concept Forum. Also add a clause stating that the CEO will ensure that the agenda for the Concept Forum is provided to councillors no later than 5pm the Monday prior to the Concept Forum. Also in Clause 3 under ‘Guidelines for the Operation of Concept Forums’ delete the words “as a professional development opportunity”.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.2 Embrace innovation and a 'can do' attitude
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service delivery
- Corporate Business Plan
 - Objective 13.2 Embrace innovation and a 'can do' attitude
 - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

Voting Requirements – Simple Majority

ITEM NO.	C.08/0422	FILE REF.	203
SUBJECT	Review of Policy Manual Section 2 – Administration		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 April 2022		

Attachment 7 Policy Manual Section 2 (Administration) with proposed amendments shown as ‘track changes’

OFFICER RECOMMENDATION

That with respect to Section 2 (Administration) of the Policy Manual Council:

1. *Endorse the following Policies with minor modifications as shown in Attachment 7:*
 - *Policy A.1 (Staff Appointments – Council Requirements)*
 - *Policy A.2 (Equal Opportunity Employment)*
 - *Policy A.3 (Staff-Tertiary Study)*
 - *Policy A.4 (Facility Opening Hours to the Public)*
 - *Policy A.6 (Conferences/Fact Finding Tours)*
 - *Policy A.12 (Electoral Code of Conduct)*
 - *Policy A.13 (Information Communication Technology Use)*
 - *Policy A.15 (Library – Personal Use Computer)*
 - *Policy A.18 (Injury Management and Rehabilitation)*
 - *Policy A.19 (Supplementary Superannuation Contributions for Employees)*
 - *Policy A.22 (Accrual of Annual Leave)*
 - *Policy A.23 (Banners)*
 - *Policy A.25 (Leisure Centre Discounted Memberships for Employees)*
2. *Note that review of Policy A.14 (Light Fleet Vehicle Purchasing) and Policy A.24 (Social Media) are being deferred pending a standalone process to commence by August 2022.*
3. *Note and retain all other policies without modification.*

Summary/Purpose

For Council to consider minor amendments to Policies in Section 2 (Administration) of the Policy Manual.

Background

In 2021/22 Council is reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 2 – ‘Administration’ has 26 policies.

Officer Comment

Section 2 was discussed at the March 2022 Concept Forum where the following matters were noted:

- Policy A.1 (Staff Appointments – Council Requirements) – clause (a) (3) – amend to allow preferred candidate to use a doctor of their choice. Delete reference to “price, proximity and past performance”. Also add in new sub-clause (4) stating that a Shire supplied medical form must be used. Also clause (c) is to be amended by changing reference to a 3 month probationary period to 6 months.
- Policy A.2 (Equal Opportunity Employment) – In clause 1 and clause 10.1 change reference to “violence, harassment and bullying in the workplace” to “Discrimination, Sexual Harassment and Bullying” so as to reflect the title of Policy M.13. Also under clause 6.1 amend the date of the Racial Discrimination Act from “1976” to “1975” and the Human Right ad Equal Opportunity Commission Act from “1987” to “1986”. Delete clause 9.2 and replace with clause similar to 10.1.
- Policy A.3 (Staff-Tertiary Study) – except in clause 7, replace reference to “Council” with “the Shire” where it appears in the policy.
- Policy A.4 (Facility Opening Hours to the Public) – add in opening hours of the visitor centre – Monday to Friday 9am to 4pm; Saturday 10am to 1pm; Sunday 10am to 1pm.
- Policy A.6 (Conferences/Fact Finding Tours) – clause 1(c)(iv) delete the words “only because the conference happens to be held overseas”.
- Policy A.12 (Electoral Code of Conduct) – delete the 3rd and 4th paragraphs under “introduction”.
- Policy A.13 (Information Communication Technology Use) – Reword clause 3.4.3 to “attachments should not be opened or stored unless the employee is satisfied it is a legitimate business email. This is to ensure no virus is released into the Shire’s network”.
- Policy A.14 (Light Fleet Vehicle Purchasing) –this policy be subject to a stand-alone review with a report to be presented to future Council meeting.
- Policy A.15 (Library – Personal Use Computer) – Clause 4 change “Libraries” to “Library’s” and in the line before clause 8 remove the words “when this policy is adopted”.
- Policy A.16 (Records Management) – CEO to review the statutory need for this policy.
- Policy A.18 (Injury Management and Rehabilitation) – Delete clause 5.
- Policy A.19 (Supplementary Superannuation Contributions for Employees) – In table at end of policy change reference to 9.5% to 10% and in last paragraph before table change reference to 12.5% to 13% in recognition that guaranteed superannuation rate is now 10%. Add a new sentence at bottom of policy stating that the policy will be automatically updated when legislation changes the % of superannuation guarantees.
- Policy A.22 (Accrual of Annual Leave) – change reference of “council” to “Shire”.
- Policy A.23 (Banners) – Under section titled “Procedure” add the following sentence to the first paragraph – “Where the banners are for an annual event and remain unchanged from the previous year this requirement will be waived and only advance notification of dates for displaying of the banners is required”.

Also in the second paragraph of this section change reference of “Council” to “Shire Depot”.

- Policy A.24 (Social Media) – this policy be subject to a stand-alone review with a report to be presented to future Council meeting.
- Policy A.25 (Leisure Centre Discounted Memberships for Employees” – delete reference to “fitness classes” as memberships in this category are no longer offered.

With regard to Policy A.16 (Records Management) the Western Australian Auditor General in April 2019 released a report titled ‘Records Management in Local Government’ which contained a finding that in the sector recordkeeping plans are not supported by adequate Local Government policies and procedures. The report further stated the State Records Commission requires the recordkeeping policies and procedures of an entity to clearly set out roles and responsibilities for staff, and to cover all aspects of an organisation’s business operations. This clearly demonstrates a need to retain Policy A.16.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organizational performance and service delivery
- Corporate Business Plan
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

Voting Requirements – Simple Majority

ITEM NO.	C.09/0422	FILE REF.	203
SUBJECT	Review of Policy Manual Section 7 – Planning		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 April 2022		

Attachment 8 Policy Manual Section 7 (Planning)

OFFICER RECOMMENDATION

That with respect to Section 7 (Planning) of the Policy Manual Council:

- 1. Amend Policy P.3 'Geegelup Brook Land Acquisition' by amending the plan at the end of the policy to show land either currently owned by the Shire or in the process of being acquired*
- 2. Note and retain all other policies without modification.*

Summary/Purpose

For Council to consider minor amendments to Policies in Section 7 (Planning) of the Policy Manual.

Background

In 2021/22 Council is reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 7 – 'Planning' has 3 policies. Note this is a separate section to Section 8 – 'Town Planning' that contains Local Planning Policies adopted in accordance with the Town Planning Scheme(s).

Officer Comment

Section 7 was discussed at the January 2022 Concept Forum where the following matters were noted:

- Policy P.2 'Holiday Accommodation' – further investigation into Clause 6(viii) to occur to determine if lodging house registration is still required for accommodation catering for more than 6 persons.
- Policy P.3 'Geegelup Brook Land Acquisition' – the map attached to the policy should show the land either currently owned by the shire or the land not owned.

Under the *Health (Miscellaneous Provisions) Act 1911*, a 'lodging house' is any building or structure or part of the building or structure, permanent or otherwise, in which provision is made for lodging or boarding more than six people – exclusive of the family of the keeper of the lodging house – for hire or reward. The term does not include:

- Premises licensed under a publican's general licence, limited hotel licence, or wayside-house licence, granted under the *Licensing Act 1911*.

- Residential accommodation for students in a non-government school within the meaning of the *School Education Act 1999*.
- Any building comprising residential flats.

Having regard to this definition no change to Policy P.2 is recommended.

A map showing land either currently owned by the Shire or in the process of being acquired is shown in Attachment 8 for inclusion at the end of Policy P.3.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.2 Embrace innovation and a 'can do' attitude
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organizational performance and service delivery
- Corporate Business Plan
 - Objective 13.2 Embrace innovation and a 'can do' attitude
 - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

Voting Requirements – Simple Majority

ITEM NO.	C.10/0422	FILE REF.	203
SUBJECT	Review of Policy Manual Section 5 – Health and Section 6 - Building		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 April 2022		

Attachment 9 Policy Manual Section 5 (Health) with proposed amendments shown as 'track changes'
Attachment 10 Policy Manual Section 6 (Building)

OFFICER RECOMMENDATION

1. *That with respect to Section 5 (Health) of the Policy Manual Council:*
 - a) *Amend Policy H.5 'Exempt Charitable or Community Nature Food Business' by changing reference to 'CWA Bridgetown' to 'CWA' and 'Greenbushes Residents and Ratepayers Association' to 'Grow Greenbushes'.*
 - b) *Note and retain all other policies without modification.*
2. *That with respect to Section 6 (Building) of the Policy Manual Council note and retain all current policies without modification.*

Summary/Purpose

For Council to consider minor amendments to Policies in Section 5 (Health) and Section 6 (Building) of the Policy Manual.

Background

In 2021/22 Council is reviewing its policy manual section by section rather than undertaking a singular annual review of the whole of its contents. Individual sections of the policy manual are being presented to Concept Forums for broad scale discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 5 – 'Health' consists of 6 policies and Section 6 – 'Building' has 2 policies.

Officer Comment

Sections 5 and 6 were discussed at the January 2022 Concept Forum where the following matters were noted:

- Policy H.5 'Exempt Charitable or Community Nature Food Business' – Environmental Health Officer to review the section of the policy on Page 13 relating to preparation of potentially hazardous foods noting that many cake stalls are held in the community stall where cream cakes are sold.
- Policy H.5 'Exempt Charitable or Community Nature Food Business' – The reference to 'CWA (Bridgetown)' in the schedule of fundraising charitable or community nature groups be changed to 'CWA' and 'Greenbushes Residents and Ratepayers Association' to 'Grow Greenbushes'.

Since the January Concept Forum the Environmental Health Officer confirms that most cakes, biscuits and slices are considered 'low risk' except when these food

items are filled or covered with products that are “potentially hazardous foods” such as cream, cream cheese, yogurt, or similar products that require to be stored under refrigeration. Having regard to this advice no change to Policy H.5 is recommended other than the changes in reference to CWA and Grow Greenbushes.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organizational performance and service delivery
- Corporate Business Plan
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

Voting Requirements – Simple Majority

ITEM NO.	C.11/0422	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	21 December 2021		

Attachment 11 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.12/0422	FILE REF.	131
SUBJECT	March 2022 Financial Activity Statements and List of Accounts Paid in March 2022		
OFFICER	Senior Finance Officer		
DATE OF REPORT	20 April 2022		

Attachment 12	March 2022 Financial Activity Statements
Attachment 13	List of Accounts Paid in March 2022
Attachment 14	List of Expenditure Authorised in Advance by the Shire President in an Emergency to 31 March 2022

OFFICER RECOMMENDATION

1. *That Council receives the March 2022 Financial Activity Statements as presented in Attachment 12.*
2. *That Council receives the List of Accounts Paid in March 2022 as presented in Attachment 13.*
3. *That Council receives the List of Expenditure Authorised in Advance by the Shire President in an Emergency to 31 March 2022, being the Bridgetown/Hester fire that commenced on 5 February 2022 as presented in Attachment 14.*

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.

Admin Comment

Following the bushfire incident that damaged Shire infrastructure at the Shire Depot and Waste Site facility on 5 February the Shire President authorised unbudgeted expenditure deemed necessary by the Chief Executive Officer to re-establish Shire operations and assets.

A report as required by Section 6.8(2)(b) of the Local Government Act is provided of expenditure incurred under this authorisation noting that it is anticipated that the majority of this expenditure will be submitted to Council's insurers for reimbursement.

This will be the final report of expenditure incurred under the President's emergency expenditure authorisation. Council resolved at its meeting held 31 March 2022 to authorise a continuation of the expenditure to re-establish Shire assets and to ensure business continuity once approval has been received by the Shire's insurer.

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 March 2022 and presented in the list of accounts paid was allocated in the 2021/22 Budget or authorised in advance by the Shire President as expenditure required in an emergency.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.13/0422	FILE REF.	133
SUBJECT	Adoption of the 2021/2022 Budget Review		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	14 April 2022		

Attachment 15 2021/2022 Budget Review

Attachment 16 Minutes of the Audit Committee Meeting held 14 April 2022

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the budget review with the variations detailed at Note 2 of the Budget Review document (Attachment 15) for the period 1 July 2021 to 31 March 2022 and amend the budget accordingly.*
- 2. Note the budget review for the period 1 July 2021 to 31 March 2022 generates a budgeted surplus of \$170,117.*
- 3. Transfer the surplus of \$170,117 to the Strategic Projects Reserve.*

Summary/Purpose

Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for the year (see regulation 33A of the Local Government (*Financial Management*) Regulations 1996). The intention of the legislation is to ensure that local government's conduct at least one budget review between six and nine months into the financial year.

The budget review was presented to the Audit Committee on 14 April 2022 for review and a summary of the main findings of the budget review is provided in this report.

Background

A Statement of Financial Activity (Budget Review) incorporating year to date budget variations and forecasts to 30 June 2022 for the period ending 31 March 2022 is presented for Council consideration. The Local Government (*Financial Management*) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

Officer Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year to date (31 March 2022) actual results with the adopted or amended budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council's '*F.7 Reporting Forecast Budget Variations Policy*' sets a minimum reportable variance of \$1,000. In determining items to be included in the budget

review this limit has been used as a general guide. As a result of the proposed adjustments presented in Note 2 of the Budget Review document the estimated closing funds have increased from \$0 to \$170,117.

In summary the estimated surplus is represented as follows:

Increase in Operating Revenues (excluding non-cash items)	\$774,223
Increase in Operating Expenses (excluding non-cash items)	(\$197,365)
Increase in Capital Revenues	\$3,747
Increase in Capital Expenses	(\$758,006)
Increase in Transfers from Reserves	\$325,878
Increase in Transfers to Reserves	(\$31,900)
 Increase in Opening Funds as at 1 July 2021	 \$53,540
 Estimated Closing Surplus as at 30 June 2022	 \$170,117

Set out below is a list of significant variations not previously endorsed by Council that are included in the budget review:

Development & Infrastructure

- A number of movements between works and services jobs for wages, plant operation costs, overheads and materials/contracts have been included. These movements result in an overall decrease in costs of approximately \$121,000. \$72,300 of this decrease is as a result of staff vacancies in the Works/Parks crew and Infrastructure Management area. Notable changes included in these adjustments are:
 - Deletion of Claret Ash Rise Drainage works (\$11,558) as further site investigations are required
 - Additional \$12,490 for installation of fitness trail equipment at Somme Creek park
 - Additional \$20,640 added to Winnejump Road blackspot works, representing a 4% cost increase in this project
- A decrease in the cost to provide waste management services of \$33,400. The budget review includes a transfer to the Sanitation Reserve of this overall decrease in waste management services costs.
- \$16,800 for purchase of a replacement forklift following the February bush fire. This cost has been reimbursed via an insurance claim.
- \$13,000 allocated for the rehabilitation of the old Greenbushes liquid waste site has been removed as works have been undertaken by a third party. The corresponding reserve transfer from the Refuse Site Post Closure Reserve has also been deleted.
- The allocation of \$15,000 for creation of additional on street parking at the Visitor Centre has been removed. This project cannot proceed due to lack of space to create compliant parking bays.
- An allocation of \$50,000 has been included for works required to reinstate road infrastructure, verge clean up and removal of dangerous trees following the February bush fire. These costs may be recovered through disaster recovery funding however no income estimate has been included at this time.
- \$57,510 for replacement of two utilities damaged in the February bush fire. This cost has been reimbursed via an insurance claim.

- \$25,000 budgeted for works and services equipment replacements has been removed as the majority of equipment was damaged in the fire and will be replaced via an insurance claim.
- An additional \$30,000 for fuel and oil costs has been included due to increases in fuel cost prices.
- An additional \$20,000 for vehicle parts and repairs has been included in recognition that there will be an increased need for external vehicle repairs following loss of the depot facility in the February bush fire.
- Training allocation for Works & Services staff has been increased by \$11,000 to enable additional staff training for traffic management and elevated work platform tickets.
- Increased income estimates totalling \$30,000 for planning and building licence fees as a result of greater application numbers.

Building Maintenance & Renewal Program

- A number of revised estimates have been included for building maintenance items resulting in overall savings of \$10,390.
- Savings of \$12,000 in the library/leisure centre car park lighting project have been reallocated to the renewal of lights leading to the Cenotaph at Memorial Park

CEO/Corporate Services/Community Services

- An overall reduction in rate revenue of \$45,225 in recognition of interim rates received totalling \$5,283 less an anticipated \$50,508 in rate reductions for Geegeelup Village properties following application for non-rateable property status.
- An increase in the General Purpose & Local Roads Financial Assistance Grants of \$54,347.
- Increased income of \$40,000 associated with rate enquiries for property sales.
- Reduced interest revenue of \$14,000 due to lower than anticipated interest rates, partly offset by a reduced transfer to reserves of \$6,000.
- Increase to the Bush Fire Mitigation Program of \$88,935 due to additional grant funding being received.
- An allocation of \$11,200 for bush fire recovery costs that includes additional administration costs.
- A reduction of \$30,000 in Aged & Disabled service agreements. The service agreement funding will not be required in the event a rating exemption status is granted for Geegeelup Village properties.
- Reduced housing rental income of \$19,016 due to house vacancy and the depot operations now being facilitated at the Gifford Road property.
- An increase of \$10,000 for Growth Strategy project business cases as a result of potential funding from the South West Development Commission.
- Operation of the Bridgetown Leisure Centre is predicted to result in a reduction of the net operating subsidy by \$12,438. This is primarily as a result of increased income estimates.
- Savings in salaries and wages totalling \$124,360 have been included as a result of various vacancies across the organisation since 1 July 2021.

- Expenditure in the General Insurance Claims account has been increased by \$140,000 for replacement of equipment and depot office contents lost in the February bush fire. A corresponding increase in the Insurance Claims Reimbursement income account has been included.

The report presented to the Audit Committee recommended that the estimated surplus of \$170,117 be allocated to the Strategic Projects Reserve giving Council the greatest level of flexibility to allocate these funds in the future.

The mid-year budget review was considered by the Audit Committee at its meeting held 14 April 2022 where the following recommendation was carried:

“Committee Recommendation *Moved Cr Quinby, Seconded Cr Rose*
AC.02/0422 That the Audit Committee recommends that Council:

- 1. Endorses the budget review for the period 1 July 2021 to 31 March 2022 as presented in Attachment 2 of the Committee agenda noting that following completion of month end processes the year to date actual figures (as at 31 March 2022) will be updated and included in the Council report.*
- 2. Notes the budget review for the period 1 July 2021 to 31 March 2022 generates a budgeted surplus of \$170,117.*
- 3. Recommends to Council that the surplus of \$170,117 be allocated to the Strategic Projects Reserve. Carried 3/0”*

Notwithstanding the wording of Part 1 of the above Committee recommendation a slight amendment to the wording of Part 1 of the recommendation to Council has occurred to ensure that the statutory wording requiring “adoption of a budget review with the variations detailed at Note 2 of the Budget Review document for the period 1 July 2021 to 31 March 2022 and amend the budget accordingly” is contained in the Council resolution. The reference to updating the year to date actual figures has also been removed as this has occurred and the updated year to date actuals are reflected in the Budget Review document (Attachment 15).

Statutory Environment

Regulation 33A of the Local Government (*Financial Management*) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) Consideration and review is to be given to a local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.*
- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Integrated Planning

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

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

Policy – Not applicable

Budget Implications

Specific financial implications are as outlined in Note 2 to the Budget Review document.

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.14/0422	FILE REF.	169
SUBJECT	Rate Exemption – Geegeelup Village Properties		
PROPONENT	Geegeelup Village Incorporated		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	14 April 2022		

OFFICER RECOMMENDATION

1. That Council approve the rate exemption application received from Geegeelup Village Incorporated under section 6.26(2)(g) of the Local Government Act 1995.
2. Council determines that all land owned and operated by Geegeelup Village Incorporated is “land used exclusively for charitable purposes” and with effect from 1 July 2021 grants non-rateable land status to the following properties:

<i>Rate Assessment Number</i>	<i>Lot Number</i>	<i>Street Address</i>	<i>Usage</i>
A523	1	23 Nelson Street, Bridgetown	House (Rental)
A672	211	8 Hornby Street, Bridgetown	House (Rental)
A717	11	1 Scott Street, Bridgetown	House (Rental)
A1408	2	2 Allnutt Street, Bridgetown	House (Rental)
A1426	3	4 Allnutt Street, Bridgetown	House (Rental)
A1462	5	10 Allnutt Street, Bridgetown	Vacant
A28488	12	33 Nelson Street, Bridgetown	House (Rental)
A46064	600	3 Scott Street, Bridgetown	Residential Aged Care Facility
A47395	8 9 600	3 Scott Street, Bridgetown	Independent Living Units

Summary/Purpose

An application has been received from Geegeelup Village Incorporated (GVI) for rate exemption status for the whole of their Bridgetown facility. The application has been submitted on the basis that all properties owned by GVI comprise land used exclusively for charitable purposes. This report recommends that the request for exemptions be granted.

Background

In August 2021 prior to the rate billing process the Shire received a revaluation from the Valuer General for rate assessment A47395. Officers noted the revaluation received was substantially greater than the previous valuation, as a result a query was lodged with Landgate requesting details of the increase.

Confirmation has been received from the Valuer General that the increase in valuation incorporated the new hostel upgrade at a cost of \$7.24M completed 7/9/2020 (as per Water Corporation request) and construction of one new unit, being Unit 41. Shire officers had been of the view until receiving this information that rate

assessment A47395 did not include the hostel portion of the property (i.e. the hostel portion was non-rateable and linked to rate assessment A46064). Landgate has since confirmed that the hostel has been included in the valuation for rate assessment A47395 since 2015, noting that no information regarding this was ever sent by Landgate to either the Shire or GVI. As there was regular development of new units occurring it was assumed that any increases in valuation were in response to those developments and not a change in the rating status of the hostel component.

Following receipt of this advice from the Valuer General, Shire Officers advised GVI of the current rateable status of their properties. Also for GVI's review and consideration Shire Officers provided an excerpt of the relevant section of the Local Government Act 1995 that provides for rateable land exemptions.

GVI subsequently reviewed the information provided and has now applied for non-rateable land status for all properties of their Bridgetown facility on the basis that GVI is a community based not-for-profit organisation that was created and continues to exist to provide a service to aging people in the Bridgetown-Greenbushes Shire. The following information was provided in support of the application:

- A written statement outlining the nature of the Organisation's operations, that included:
 - A list of all land holdings detailing the occupancy status and use of each property
 - Type of service provided
 - Information as to whether payment is received for the service
- Geegeelup Village Incorporated's Constitution that includes a statement outlining the limitations and the criteria as to who can reside at the village
- Geegeelup Village Incorporated's record of registration on the Australian Charities and not-for-profits register
- A copy of the most recent audited financial statements for the Organisation
- Confirmation that lessees are not responsible for payment of land rates

Officer Comment

Geegeelup Village Incorporated (GVI) is a Public Benevolent Institution, registered with Australian Charities and Not-for-Profits Commission, whose objectives include to provide an opportunity for people to remain within the community as they retire and age.

GVI has applied for a rates exemption on the basis that their properties are used exclusively for a charitable purpose. The total of rate exemptions applied for is outlined in the tabled below:

Assess No	Lot No	Rates
A523	1	\$980.00
A672	211	\$1,271.00
A717	11	\$1,223.93

A1408	2	\$980.00
A1426	3	\$1,035.63
A1462	5	\$980.00
A28488	12	\$1,247.46
A47395	8 9 600	\$42,790.30
	Total Rates	\$50,508.32

Land used 'exclusively for charitable purposes' is defined as non-rateable land under section 6.26(2)(g) of the Local Government Act 1995. Whilst the Act stipulates that where an organisation or individual uses land for charitable purposes the owners of the land are exempted from paying local government rates, the Act does not provide a clear definition of what constitutes a charitable purpose.

To interpret the meaning of charitable purpose under section 6.26(2)(g) of the Local Government Act 1995, reference is made to the Charities Act 2013. The following sections of the Charities Act 2013 are relevant in determining 'charitable purposes':

"5 Definition of charity

In any Act:

charitable: *an entity is **charitable** if the entity is a charity.*

charity *means an entity:*

(a) *that is a not-for-profit entity; and*

(b) *all of the purposes of which are:*

(i) *charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or*

(ii) *purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and*

(c) *none of the purposes of which are disqualifying purposes (see Division 3); and*

(d) *that is not an individual, a political party or a government entity."*

Part 3 of the Charities Act 2013 includes 'the purpose of advancing social or public welfare' being defined as a charitable purpose as required in Section 5(b)(i) above. Sections 6 & 7 below provide definition of 'for the public benefit' also required by Section 5(b)(i) above.

"6 Purposes for the public benefit

(1) *A purpose that an entity has is for the **public benefit** if:*

(a) *the achievement of the purpose would be of public benefit; and*

(b) the purpose is directed to a benefit that is available to the members of:

- (i) the general public; or*
- (ii) a sufficient section of the general public.”*

“7 Certain purposes presumed to be for the public benefit

In the absence of evidence to the contrary, a purpose that an entity has is presumed to satisfy the requirements of paragraphs 6(1)(a) and (b) (purposes for the public benefit), if the purpose is any of the following purposes:

- (a) the purpose of preventing and relieving sickness, disease or human suffering;*
- (b) the purpose of advancing education;*
- (c) the purpose of relieving the poverty, distress or disadvantage of individuals or families;*
- (d) the purpose of caring for and supporting:*
 - (i) the aged; or*
 - (ii) individuals with disabilities;*
- (e) the purpose of advancing religion.”*

The above sections of the Charities Act 2013 have been reviewed in conjunction with information provided by GVI as part of their application.

In accordance with Section 6.26(2)(g) of the Act, land is not rateable if it is used exclusively for charitable purposes. Rate exemption applications need only be considered in two parts – being firstly is the use itself ‘charitable’ and secondly if the use is considered to be charitable, then is the property being used ‘exclusively’ for such use.

In considering the first part, that is, ‘are the operations of GVI considered to be a charitable use’, a review of the types of accommodation on offer has occurred. The three distinct accommodation options available at the village are:

1. A Commonwealth funded Residential Aged Care Facility under the Aged Care Act 1997.
2. 40 Lease-for-Life units under the WA Retirement Villages Act 1992.
3. Rental houses and units under normal rental agreement arrangements under a policy of providing affordable rental accommodation, at times under market rates, for older community members in need.

Officers have concluded that GVI is a ‘charity’ in accordance with Section 5 of the Charities Act 2013 and all properties owned and operated by GVI are used for a charitable purpose and are for the public benefit, specifically being for the purpose of caring for and support of the aged.

In considering the second part, that is, ‘is the property being exclusively used for a charitable purpose’, the following extract from the application supports this requirement:

“GVI is registered with the Australian Charities and Not-for-profits Commission as a Public Benevolent Institution. GVI's Constitution Part 2, Section 3 states that the Association is a Not-for-Profit body and all property and income of the Association must be applied solely towards the objects or purposes of the Association. One of the Objects of GVI in the Constitution is to operate and act in accordance with the Australian Charities and not-for-profits Commission Act 2012. Any net surplus from our activities is necessarily returned to the community members residing in our facilities.”

If the property has been used for the exemption purpose as of 1 July of a financial year, the non-rateable status may be applied from that date regardless of when the application for exemption was made. It is considered, based on the application and associated documentation provided by GVI, that the properties listed in the application are eligible for rate exemption due to their use being exclusively for charitable purposes and it is recommended the rate exemption apply from 1 July 2021.

Statutory Environment

Section 6.26 of the Local Government Act 1995 (the Act) provides broad definitions for rateable and non-rateable land being:

6.26. Rateable land

(1) Except as provided in this section all land within a district is rateable land.

(2) The following land is not rateable land —

(a) land which is the property of the Crown and —

(i) is being used or held for a public purpose; or

(ii) is unoccupied, except —

*(I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*

*(II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;*

and

(b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

(c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) land used exclusively for charitable purposes; and*
- (h) land vested in trustees for agricultural or horticultural show purposes; and*
- (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) land which is exempt from rates under any other written law; and*
- (k) land which is declared by the Minister to be exempt from rates.*

Integrated Planning

- Strategic Community Plan
 - Outcome 1 A growing community that is diverse, welcoming and inclusive
 - Objective 1.2 Understand and meet the needs of an aging population
 - Outcome 2 Good health and community wellbeing
 - Objective 2.1 Advocate for quality health and community services
- Corporate Business Plan – Nil
- Long Term Financial Plan
 - The value of any rate exemption granted will be incorporated into the Long Term Financial Plan by way of a reduction in future rate revenue being forecast.
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy – Not applicable

Budget Implications

Should Council support the officer recommendation the 2021/22 budgeted rate revenue will be reduced by \$50,508.32. The 2021/22 Budget also includes a community grant to the value of \$30,000 as a contribution towards Geegeelup Village Incorporated's rates. Should the exemption application be approved this assistance will no longer be required. The net impact of these two items will have a negative impact of \$20,508.32 on Council's end of year financial position. These adjustments have been foreshadowed in the 2021/22 Budget Review also being presented to Council in this meeting's agenda.

Whole of Life Accounting – Not applicable

Risk Management

In the event Council chooses to not approve the application for rate exemption then staffing and/or legal costs may be incurred if the applicant refers the matter to the State Administrative Tribunal (SAT) for review of the decision.

Voting Requirements – Simple Majority

ITEM NO.	C.15/0422	FILE REF.	192
SUBJECT	2022 Information Statement		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	14 April 2022		

Attachment 17 Shire of Bridgetown-Greenbushes 2022 Information Statement

OFFICER RECOMMENDATION

That Council adopt the Shire of Bridgetown-Greenbushes 2022 Information Statement as presented in Attachment 17.

Summary/Purpose

To comply with requirements of the Freedom of Information Act 1992 (FOI Act) Council is required to adopt an Information Statement.

An internal review of the Shire's current Information Statement has been conducted and a revised document is presented to Council for endorsement.

Background

Council is required under Part 5 of the FOI Act to annually prepare and publish an up-to-date Information Statement. The last review of Council's Information Statement was undertaken in 2021 (adopted by Council April 2021).

Officer Comment

The content of information statements conveys information to the public about the agency's (Shire) operations, the kinds of documents it holds and the procedures for accessing them. The Shire has the discretion of publishing its Information Statement either as a standalone document or incorporated in its annual report. Section 94 of the FOI Act outlines the content required in the Information Statement.

A review of Council's current Information Statement has been undertaken to ensure all necessary information has been included as per Section 94 and that information is up-to-date. The 2022 Information Statement presented for Council's endorsement (Attachment 17) incorporates the following minor changes:

Contents Page

The heading has been amended to 2022 Information Statement.

Reason for Amendment

To reflect the document was last reviewed in 2022.

Page 2 – Introduction

In the second sentence of paragraph two 'April 2021' has been amended to 'April 2022'.

Reason for Amendment

To reflect when the document was last reviewed and is current as at April 2022.

Page 2 – Our Vision and Values

'Our Vision and Goals' has been updated to 'Our Vision and Values'

Our Vision has been updated to 'Bridgetown Greenbushes The heart and soul of the South West'

'Our Goals' has been replaced with 'Our Values' and the following text inserted:
'We conduct ourselves in line with the values that the local community cares deeply about. We always strive to be:

- Welcoming
- Community minded
- Creative
- Sustainable
- Cost effective'

Reason for Amendment

To update the Information Statement with Council's current vision and values as contained in the 2021 Strategic Community Plan.

Page 2 – Shire Profile

In the first sentence of the last paragraph '30 June 2019' has been replaced with '30 June 2020' and '4,740' has been replaced with '4,756'.

Reason for Amendment

To update the Information Statement with the latest population estimate as provided by the Australian Bureau of Statistics.

Page 3 – Local Laws

'Pest Plants' has been deleted from the list of Shire Local Laws.

Reason for Amendment

To ensure the list reflects Council's decision to make a new local law that repeals the Pest Plants Local Law.

Page 3 – Council Structure

Insert at the beginning of the first paragraph 'The Council of the Shire of Bridgetown-Greenbushes consists of 9 elected members (Councillors).' Delete all information from paragraph three to the end of this section.

Reason for Amendment

To ensure gazettal changes in relation to removal of the Shire's ward system is reflected in the document.

Page 3 – Committees of Council

In the dot point list of Committees amend the 'Access & Inclusion Advisory Committee to 'Cultural Inclusion Committee'

Reason for Amendment

To reflect the change of name for this Committee as resolved by Council in March 2022.

Page 8 – Freedom of Information Charges

In the sentence preceding the table of fees and charges amend '30 January 2021' to 31 March 2022'

Reason for Amendment

To indicate the fees and charges quoted are current as at 31 March 2022.

Following endorsement, the updated Information Statement will be provided to the Information Commissioner and uploaded onto the Shire's website.

Statutory Environment

Part 5 of the FOI Act requires Council to produce an Information Statement. Section 94 details the information that must be contained within the Information Statement and Section 96 requires that an up-to-date statement is published at intervals of not more than 12 months.

The information required by Section 94 is as follows:

- (a) *a statement of the structure and functions of the agency;*
- (b) *a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) *a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) *a description of the kinds of documents that are usually held by the agency including —*
 - (i) *which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) *which kinds of documents can be purchased; and*
 - (iii) *which kinds of documents can be obtained free of charge;*
- (e) *a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) *a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) *the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*

- (g) (ii) the address or addresses at which access applications can be lodged;
a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
(i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
(ii) the address or addresses at which applications for amendment of personal information can be lodged.

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 – Not applicable

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

Reviewing the contents of Council's Information Statement ensures that information being provided to the public is relevant and up-to-date. Council is bound by requirements of the FOI Act, failure to review and update the Information Statement has been assessed as a moderate compliance risk with a low reputational risk.

Voting Requirements – Simple Majority

Development & Infrastructure

ITEM NO.	C.16/0422	FILE REF.	A15273
SUBJECT	Proposed Motor Vehicle Repair Station		
PROPONENT	Bradley Hall		
OFFICER	Senior Planner		
DATE OF REPORT	7 April 2022		

- Attachment 18 Location Plan
- Attachment 19 Site Plan
- Attachment 20 Elevation
- Attachment 21 Business Plan Mr Hall
- Attachment 22 Correspondence from Mr Hesketh

OFFICER RECOMMENDATION:

That Council refuse the Development Application for a Change of Use for a Vehicle Repair and Service Centre on 15 Lot 48 (No. 37) Jephson Street, Greenbushes.

Summary/Purpose

A Development Application has been received from Bradley Hall to operate a Vehicle Repair and Service Centre on Lot 48 (#37) Jephson St Greenbushes. The lot is zoned Residential R12.5. The proposal will be located within the existing outbuilding on the lot and will include:

- vehicle maintenance and repair
- vehicle servicing and component replacement
- tyre replacement
- balancing and wheel alignment
- air conditioning servicing
- windscreen repairs
- 7 carbays
- 3 bays inside outbuilding and one small office
- expand to sale of quality vehicle components (batteries/lights 4 x\$ accessories/wheel components, bearings
- expand to tilt tray service
- expand to accredited licensing inspection centre

Background

The known development history of the property is:

1930-1940 the property was used for unloading goods by the shire (known as the Road Board).

1994-2005, the existing outbuilding was used for the Greenbushes Aged Community Committee Incorporated and for storage for the community bus and ambulance. It was also used for motor vehicle repair works

2005 – Mr Andrew Hesketh purchased the property.

Officer Comment

Although Mr Hall (applicant) applied for a change of use, the owner (Mr Hesketh), in his correspondence to the CEO (Dec. 2021) regarding the “*non-conforming use status*”, stated that he has continued to use the site for mechanical repair works, refer to the following extract from his correspondence:

“...a main driver for that purchase was the status of the block. I was under the impression the block was of commercial use as it has been used by various different organizations including the Shire, for decades before....and I have been actively using the property ever since then to conduct support works for my business”.

Further extract from his correspondence stated the following in relation to the services he had undertaken on the lot:

“Light vehicle servicing and repair work for all Hesketh Contracting/Hesketh Quarries fleet. Engine and powertrain overhauls for mobile plant used in the business.....some contractors were engaged to carry out more technical repairs & maintenance – Southwest Mechanical Services, CLP Mechanical Services, Shaun’s Mobile Mechanical Services, and Westside Mechanical

The affected neighbours were notified for comment with regards to the owner's statement, that existing use of repairs to vehicles etc had continued 2005. One neighbour replied in writing, stating that they had purchased their property for a number of years and never saw any commercial activity except the owner undertaking *"maintenance on his camper van occasionally, for the other 99% of the time, the lot is vacant and without use"*.

It appears from that neighbour's submission, the property had not been used for any commercial purposes for some time to warrant an extension by the owner to a non-conforming use. In order for an extension to apply, the following provisions in the TPS#4 would need to be adhered to:

4 Part V1 cl. 6.4.1 Discontinuance of Non-Conforming Use:

"Except where a change of non-conforming use has been permitted by the Council under Clause 6.3 when a non-conforming use of any land or building has been discontinued for a period exceeding six months, such land or building shall not thereafter be used other than in conformity with the provisions of the Scheme".

Whether or not the existing owner ever used the lot for repair of vehicles or storage since his purchase of the lot, or its use had discontinued for a period exceeding six months, anyone wishing to continue a use is required to comply with the following provision in the TPS4:

Part VI – Change of Non-Conforming Use cl. 6.3

Change of Non-Conforming Use, states:

"The Council may grant its Planning Consent to the change of use of any land from one non-conforming use to another non-conforming use if the proposed use is in the opinion of the Council is less detrimental to the amenity of the locality than the existing use and is in the opinion of the Council closer to the intended uses of the zone".

The applicant (Mr Hall) has applied for a vehicle repair and service centre to be located on the Residential zone code R12.5 lot. In his submission, he stated that his vision to create an opportunity to obtain reliable mechanical services locally and provide customers with access to quality parts and service *"already afforded to our city counterparts"*. The flow on in employment and retaining revenue within the Shire.

He also stated that further expansion will be made with the sale of vehicle components, batteries etc., and a tilt tray service and become an accredited licensing inspection centre

Although this is a positive submission in relation to services that will be provided to the Greenbushes community and flow-on of employment etc., the TPS4 Part VI Change of Non-Conforming Use cl. 6.3 as outlined above, states that if in the opinion of Council, it needs to be less detrimental to the amenity of the area and its existing use is closer to the intended uses of the zone.

It can be seen that the proposal is **not less** detrimental to the amenity of the locality particularly in a Residential zoned street.

Please refer to the table below, outlining the effect on the amenity of this residential zoned area:

Activity	Conflict of use in a residential area
Traffic Flow	2 entry/exit points - At each end of the property - conflict with local traffic that use the access way behind the property to the post office, roadhouse etc., particularly at school times.
Traffic Noise	Increase in vehicle noise of customers dropping off, picking up vehicles, delivery of supplies and staff hours.
Noise on site	The use of air tools particularly for tyre changing – impact on residents/shift workers. Vehicles engines being serviced, test runs.
Hours of business	Mon to Fri 7am – 5pm Sat. 8am to 12.30pm –noise impact on residents/shift workers.
Lighting	Winter season early mornings and late afternoons will require vehicle headlights to be turned on, 3 dwellings opposite will be affected with the increase of customers exiting, deliveries and staff. Lights will be required to be on from outbuilding and carpark.
Dust	Loose blue metal driveway access way, dust generated from vehicles accessing/existing both Jephson St and gravel on the laneway behind shed.
Advertising Signage	Conflict with the amenity and character of Jephson Street.

The proposal is for the business to operate five and a half days a week, with staff on site to repair, maintain vehicles, sale of vehicle parts, components and expansion into a tilt tray service and an accredited licensing inspection centre, with the increase in traffic, including customers pickup/drop off, deliveries, staff and expansion into accredited licencing inspection centre will conflict with the above clause 6.3 of the TPS4 in that, *“it is not closer to the intended uses of the zone”* this being Residential.

Conclusion

Lot 48 Jephson Street Greenbushes is zoned Residential Coded R12.5 and had an existing non-conforming use to accommodate the Greenbushes Aged Community Committee Inc., since 1994. In 2005 the lot was purchased by Mr Hesketh and used as stated by him, since its purchase, for vehicle maintenance/storage.

This proposal for a vehicle service centre from Mr Hall is more detrimental to the amenity of the locality than the existing use.

For example, its vehicle services, tyre changing/alignments, car parts, components, air-conditioning and windscreen repair, sale of batteries etc., expansion of services such as tilt tray service and accredited licensing inspection centre, thus resulting in conflict with the amenity of this residential zoned area.

It does not comply with the provisions of the TPS4 Part VI Non-Conforming Uses cl.6.3, 6.4.1. It is recommended that this application be refused.

Statutory Environment

Town Planning Scheme No. 4

Part IV – General Objectives and Policies, cl. (e).

Town Planning Scheme No. 4

Part V1 – Non-Conforming Uses, cl. 6.3, 6.4.1

Integrated Planning

- Strategic Community Plan
 - Outcome 7 Responsible and attractive growth and development
 - Objective 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs
- Corporate Business Plan – Nil
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

ITEM NO.	C.017/0422	FILE REF.	RD322
SUBJECT	Nairup Road Land Acquisition		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Coordinator Infrastructure Services		
DATE OF REPORT	21 st April 2022		

Attachment 23 Nairup Rd Figures

OFFICER RECOMMENDATION

That Council:

1. *Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairup Road.*
2. *Note a further report be presented to Council on the conclusion of this negotiation.*

Summary/Purpose

Amalgamation into the Nairnup Rd reserve of a 486m² portion of Lot 7919 Tweed Road Glenlynn 6255 is required in order to avoid costly realignment of the road. Council approval is sought to commence negotiations to purchase the land in question.

Background

In November 2020 it was brought to the Shires attention by a group of affected residents that a fence had been erected along a northern section of Nairnup Road within the road reserve, severely constraining space and thereby making it impossible for vehicles to pass each other. A site inspection confirmed this to be the case with space restricted by an embankment on one side and the new fence on the other. A desktop cadastre check of road alignments and property boundaries indicated the fence bordering lot 7919 was up to 6m inside the road reserve. The check also revealed that Nairnup Road deviates from the road reserve and crosses a corner of the lot.

A site meeting was held with the owner of lot 7919 with the owner agreeing to move the fence on the condition that the boundary be surveyed by the Shire to enable the fence to be correctly positioned. A survey was undertaken at a cost of \$1,800 to pick-up the relevant boundaries.

A second site meeting was then held with the owner to discuss the location of the resulting survey pegs. The owner indicated that they were prepared to move the fence however if they were to undertake the work they would fence their entire boundary including the corner currently used by Nairnup Road. They were aware this would block access to affected residents and suggested the Shire should realign the road beforehand.

Realignment of the road would involve construction of approximately 160m of road. This would require clearing of remnant plantation timber and some native vegetation necessitating a clearing permit. A very steep slope toward the end of the section would require a significant cut to be made as part of the works. To construct the required section of road to current unsealed standards would be extremely costly.

Given the high cost of road construction, an offer was made to the owner in December 2021 to purchase a 486m² area of lot 7919 to be amalgamated into the road reserve. The offer included a \$1,000 payment for the land and for all other costs of the amalgamation to be paid by the Shire. The sum of \$1,000 was determined as being above market value according to recent sales of unimproved land on acreage outside of town.

The most recent sales (obtained from realestate.com.au) are listed in the table below.

Sale Date	Locality	Size (Hectares)	Sale Price	Cost/m²
7/02/2022	Catterick	193.50	\$ 1,425,000.00	\$ 0.74
18/01/2022	Southampton	48.87	\$ 540,000.00	\$ 1.10
3/11/2021	Wandillup	40.47	\$ 395,000.00	\$ 0.98
30/11/2020	Winneup	80.94	\$ 500,000.00	\$ 0.62

For comparison, the property in question (Lot 7919 Tweed Road Glenlynn 6255) is 79.30 hectares in size. Using the highest per m² rate from the table the market rate for the 486 m² of land is \$537.

To date, the owner has not provided a response to the offer. Attempts to contact the owner by email and phone have not been answered.

Officer Comment

The current situation whereby the 160m section of Nairnup Rd has been reduced to a single lane road by the property owner's fence causes a number of safety and infrastructure maintenance issues. The inability of vehicles to pass along the road becomes a hazardous situation in low visibility situations such as fog or smoke. This could be particularly problematic in a bushfire emergency and has been raised as a concern by affected residents. The lack of any verge space also limits road maintenance activities such as grading.

Council may note that the current road alignment past lot 7919 is also not within the road reserve. There is no immediate need to address this situation with the affected owners as they have expressed a preference to retain the status quo. Discussions will continue as a separate matter with a view to formalise the road alignment through this lot.

Statutory Environment - Nil

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 - Nil
- 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

Community Services

ITEM NO.	C.18/0422	FILE REF.	228
SUBJECT	Access and Inclusion Advisory Committee Membership		
PROPONENT	Access and Inclusion Committee		
OFFICER	Manager Community Development		
DATE OF REPORT	April 2019		

Attachment 24

Instrument of Appointment and Delegation

OFFICER RECOMMENDATION

That Council endorse the appointment of Beth Pengelly, Margaret Morton and Andrea Mettam as members of the Access and Inclusion Advisory Committee.

Summary/Purpose

The recommendation seeks to broaden community and service provider representation on the Access and Inclusion Committee within the parameters of the Instrument of Appointment and Delegation (Attachment 24).

Background

The objectives and role of the Access and Inclusion Advisory Committee as outlined in the Instrument of Appointment and Delegation are:

1. To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
2. To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
3. To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and Age Friendly Communities Plan.
4. To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Age Friendly Communities Plan either as part of the annual review process, or if necessary at other times of the year.

The Instrument of Appointment and Delegation for the Access and Inclusion Advisory Committee consists of:

- 4.1 Council will appoint a minimum of one (1) elected member as Council's representative(s) on the Committee.
- 4.2 Council will appoint a maximum of Eleven (11) community and service agency representatives.
- 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.

The current membership includes 2 Councilors, 7 community member representatives;

- Cr Amanda Rose
- Cr Barbara Johnson
- Bronwyn Mitchell (Community Member)
- Clare Quinn (Community Member)
- Joan Leader (Community Member)
- Warren Boggs (Community Member)
- Ursula Wade (Community Member)
- Jana Mayhew (Community Member)
- Roberta Waterman (Community Member)

The addition of a service provider and two new community representative as members of the Access and Inclusion Committee assists in fulfilling the identified membership criteria of the current Instrument of Appointment and Delegation. The term of office for the current Committee expires in 21 October 2023.

Officer Comment

The Access and Inclusion Advisory Committee considers issues facing people with disability and seniors within the Shire. This is achieved by advising Council on the implementation of the Disability Access and Inclusion Plan, the Age Friendly Community Plan and the implementation of relevant actions in the Corporate Business Plan.

The Access and Inclusion Advisory Committee is made up of community members and stakeholder representatives from the community.

The maximum number of community members and representatives from service agencies is 11, as identified in the Instrument of Appointment. The inclusion of Beth Pengelly, Margaret Morton and Andrea Mettam as representatives on the Access and Inclusion Advisory Committee will increase the membership from 7 to 10 and the total number of committee members to 12.

Nominations for the vacant position on the Access and Inclusion Advisory Committee will be sought via advertising on the Shire Facebook Page and through the Greenbushes CRC given we do not have a representative from the Greenbushes community. The officer will report to Council to request endorsement of a new nomination.

Statutory Environment

Local Government Act 1995 Section 5.10 for the appointment of a member to a Council Committee.

Disability Services Act 1993

Equal Opportunity Act (1984) WA

Disability Discrimination Act (1992) WA

Integrated Planning

➤ Strategic Community Plan

- | | |
|---------------|--|
| Outcome 1 | A growing community that is diverse, welcoming and inclusive |
| Objective 1.2 | Understand and meet the needs of an aging population |
| Objective 1.3 | Improved access and inclusion across all services and facilities |

- Corporate Business Plan
 - Action 1.2.1 Provide a review of the Age Friendly Community Plan
 - Action 1.2.2 Advocate for State and Federal government to support the provision of additional residential aged care and in-home services (based on higher than average population size of seniors)
 - Action 1.2.3 Advocate for State Government to provide more housing for the elderly in Greenbushes and Bridgetown
 - Action 1.2.4 Provide annual interagency networking forum for health and community support services to improve communication, share information, identify synergies and gaps and prioritise local initiatives
 - Action 1.3.1 Provide universal access playground equipment at Memorial Park and Thomson Park
 - Action 1.3.3 Provide tactile at pedestrian crossings across busy streets and intersections
 - Action 1.3.4 Provide a concrete pathway in Somme Park to access existing art sculptures near the water body
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning
 - Age Friendly Community Plan (2016 – 2020) under review
 - Disability Access and Inclusion Plan (2019 – 2024)

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting

The principles of Whole of Life Accounting are met by engaging community members with lived experience and knowledge to ensure issues around access and inclusion are considered as part of all aspects of service provision and infrastructure development within the Shire.

Risk Management - Not Applicable

Risk is mitigated by increasing Council's understanding of community need through ensuring a diverse membership on Council's advisory committees and adhering to the Project Management Framework by undertaking a thorough investigation into all proposals to support an informed decision making processes.

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)

Closure

The Presiding Member to close the meeting

List of Attachments

Attachment	Item No.	Details
1	C.02/0422	Minutes of the Special Council Meeting 12 April 2022
2	C.03/0422	Minutes of the Special Council Meeting 14 April 2022
3	C.06/0422	Location Plan
4	C.06/0422	Proponent's Submission
5	C.06/0422	Objection from Adjoining Property Owner
6	C.07/0422	Policy Manual Section 1 (Members) with proposed amendments shown as 'track changes'
7	C.08/0422	Policy Manual Section 2 (Administration) with proposed amendments shown as 'track changes'
8	C.09/0422	Policy Manual Section 7 (Planning)
9	C.10/0422	Policy Manual Section 5 (Health) with proposed amendments shown as 'track changes'
10	C.10/0422	Policy Manual Section 6 (Building)
11	C.11/0422	Rolling Action Sheet
12	C.12/0422	March 2022 Financial Activity Statements (Monthly financial report + 2021-22 budget master schedules
13	C.12/0422	List of Accounts Paid in March 2022
14	C.12/0422	List of Expenditure Authorised in Advance by the Shire President in an Emergency to 31 March 2022
15	C.13/0422	2021/2022 Budget Review
16	C.13/0422	Minutes of the Audit Committee Meeting held 14 April 2022

17	C.15/0422	Shire of Bridgetown-Greenbushes 2022 Information Statement
18	C.16/0422	Location Plan
19	C.16/0422	Site Plan
20	C.16/0422	Elevation
21	C.16/0422	Business Plan – Mr Hall
22	C.16/0422	Correspondence from Mr Hesketh
23	C.17/0422	Nairnup Rd Figures
24	C.18/0422	Instrument of Appointment and Delegation

Agenda Papers checked and authorised by T Clynch, CEO		21 April 2022
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MINUTES

For the Special Meeting of Council held in the Bridgetown Leisure Centre on **Tuesday 12 April 2022**, commencing at 5.30pm, called for the purpose of considering the motions carried at the Special Meeting of Electors held on 28 March 2022.

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	- B Johnson - T Lansdell - S Mahoney - J Mountford - A Pratico - P Quinby - A Rose
Officer	- T Clynch, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - P St John, Executive Manager Development and Infrastructure
Apology	- Cr J Boyle

Attendance of Gallery

S Tilley, J Brown, J Nicholas, B Moore, A Scott, J Mews, L Mews, A Scott, D Hansen, S Bonser, B Price, D Bonser-Price, B Taylor, M Schneider, K Watson, P Bartlett, M Hoskins, K Ladner, M Sandberg, S De Waal, M White, S Reynolds, Michael (Surname Unknown)

Public Question Time

J Braun

Part 2, Division 3, section 2.10 of the Local Government Act 1995 describes the role of Councillors. Sub-section (a) of section 2.10 states “a councilor represents the interests of electors, ratepayers and residents of the district”. On the 28th March 2022 at the Special Electors Meeting, open to all electors, ratepayers and residents, the motions put forward to the Council had a close to unanimous vote and therefore should be considered representative of the electors wishes regarding the motions presented. As Councillors are required to represent the interests of electors, ratepayers and residents of the district, will all Councillors present vote on the motions put forward at the special electors meeting in accordance with the Local Government Act 1995 without:

- (a) Presuming to know what other electors may or may not have voted when not in attendance at the special electors meeting;

- (b) Without personal feelings, personal beliefs or personal choice swaying the vote; and
- (c) Without bias prejudice and non-objectivity?

Shire President Response – I feel very comfortable answering on behalf of all councillors that the answer is yes.

M White

Our Shire values for our community are meant to be welcoming, diverse, inclusive, a safe community for people and animals, access to quality education and work opportunities, genuine free choice and lifestyle community. The general consensus in our community is that the un-vaxxed are classified as a minority. May the Council consider all council events coming up in the future to be inclusive for everyone?

The café in this building could be offering morning teas for all the community to come together. Can the people have a voice of when you choose to put on events, can the events be non-judgmental or open regardless of status?

Shire President Response – in every event or function that the Council presides over it is bound by State Government mandates. Cafes are subject to the mandates.

S De Waal

How many of the Councillors did not attend the Special Electors Meeting held on 28 March despite the fact that COVID guidelines were adhered to. Given that it was a special electors meeting was there any responsibility on the part of all Councillors to be in attendance at that meeting under the Local Government Act? How many of you that were not present have watched the video of the meeting in its entirety? If you did not watch the video or were not present how can you purport to be representing the whole community if you don't have all the facts to begin with?

Shire President Response – I have it on good authority that all Councillors either attended the meeting or watched it online. There was no requirement for Councillors to be physically present at that meeting.

M Sandberg

Has there been any petition going around for people that support the mandates otherwise we don't know what proportion of people that support the mandates? I think the mandates are a good thing I'm not in favour of protesting against the mandates

Shire President Response – thank you, I'll take that as a comment.

S Tilley

Can Council explain to me how you can sit in silence support of a group of people, however minor they may be perceived to be, not being allowed to participate in certain parts of society unless they take a medicine from a pharmaceutical company that has zero liability from death and injury as a result?

Shire President Response – that is precisely why we are here tonight.

A Scott

Would the Shire BG speak up for its people by actively and consistently advocating for we the people?

Shire President Response – that is why we are here tonight.

T Deans

In the 'risk management' section on page 9 of the Agenda tonight it seems that the Shire is very concerned about risking its reputation. Does the Shire care more for its reputation than the people it is being elected to represent?

Shire President Response – No.

L Roberts

Is anybody concerned that when you go for a vaccine nobody asks you what other medications you are on? I would like to ask the Councillors what they consider to be safe with these vaccines. Are Councillors confident we aren't being taken for a ride?

Shire President Response – Not personally being a medical practitioner I'm not sure whether I would ask a patient what other medications they would be on. Cr Rose has indicated she can respond so I will hand to her.

Cr Rose Response – When you go to the doctor to have the jab the doctor or nurse has a sheet that has to be completed in order for that vaccine to be distributed to you. If you go to the pharmacy I can't tell you what goes on there. The doctor has notification that a sheet has to be filled in. They do find out about your medication and if you go to your regular doctor to have the jab they will know whether the vaccinations will talk to your regular medications or not.

Council Decision

SpC.00/0422
minutes.

Moved Mahoney, Seconded Cr Rose

That public question time be extended by a further 15

Carried 8/0

S Bonser

Will the Shire advocate on behalf of us and others that have had a vaccine injury?

Shire President Response - That's why we are here tonight.

L Duncan

Will Council advocate for us and the community and contact Mark McGowan for the proof of science behind these mandates?

Shire President Response - Once again, I can't speak on behalf of Council but that's why we are here tonight.

Michael (Surname Unknown)

Why is Mark McGowan making us wear masks?

Shire President Response – Perhaps I should suggest you ask Mr McGowan.

D May

The two local newspapers have been name calling and conducting gutter journalism. Does the Council condone this?

Shire President Response – It's a simple answer - no.

S Tilley

Should it not be in each person's individual choice whether they follow the mandates or not if they feel it is in their best interests?

Shire President Response - That's why we are here tonight.

Notification of Disclosures of Interest

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

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

Nil

SpC.01/0422 Suspension of Standing Orders

At its December 2021 meeting Council resolved:

That Council:

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

Clause 18.1 of the Standing Orders states:

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

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

Motion

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

Council Decision

Moved Cr Bookless, Seconded Cr Rose

SpC.01/0422 That Council suspend clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.

Carried 7/1

Cr Mahoney voted against the Motion

Business Items

ITEM NO.	SpC.02/0422	FILE REF.	208
SUBJECT	Consideration of the Motions Carried at the Special Meeting of Electors held on 28 March 2022		
PROPONENT	Electors that Attended Special Meeting of Electors held on 28 March 2022		
OFFICER	Chief Executive Officer		
DATE OF REPORT	8 April 2022		

Attachment 1 – Minutes Special Meeting of Electors held 28 March 2022

OFFICER RECOMMENDATION

That Council:

- 1. Notes but does not endorse the 5 motions carried at the Special Meeting of Electors held on 28 March 2022.*
- 2. Refrains from endorsing an advocacy position in relation to the State Government vaccination mandates or covid-19 Directions.*
- 3. Notes that any elector has the right to direct any concerns they have about State Government vaccination mandates or covid-19 Directions to the WA State Government who have full jurisdiction over the mandates imposed.*

Summary/Purpose

Council is required to consider the motions carried at the Special Meeting of Electors held on 28 March 2022.

Background

A written request was received on 24 February, signed by 270 electors, requesting this special meeting of electors be held with the details of the matters to be discussed being:

- Seek declaration of the Shire of Bridgetown-Greenbushes community being declared a 'Pro-Choice Community' in relation to State Government vaccination mandates.
- To hear and discuss community concerns in relation to the vaccination mandates, specifically seeking a vote of electors in attendance opposing

vaccination mandates and declaring Bridgetown-Greenbushes a 'Pro-Choice Community'.

- iii. To advise the Premier and State Parliament of community concerns in relation to existing mandates and request they refrain from imposing further mandates as well as removing all existing mandates currently in place.

Accordingly a Special Meeting of Electors was held in the Bridgetown Leisure Centre on 28 March 2022. The minutes of the meeting record a total of 165 persons in attendance, including electors, non-electors, councillors and Shire staff. It is clear that additional persons did attend. In order to comply with COVID-19 mandates and directions a limitation of 150 persons per enclosed indoor space was enforced and for this reason regular head counts were conducted during the meeting. At its peak attendance approximately 185 persons were counted. It is noted that not all attendees chose to record their details on the attendance sheet.

A total of 5 motions were carried at the meeting. The meeting was respectful and provided an opportunity to hear from those moving and supporting the motions, as well as anyone objecting to them, noting that only 2 persons spoke against any motion. All motions, although not unanimous, were carried by a clear simple majority

It is noted that the Shire has received a number of emails, Facebook posts and phone calls from persons that were either unable to attend the meeting or chose not to attend. The majority of these contacts have sought to record their opposition to the subject matter of the meeting, in particular the potential declaration of the Shire of Bridgetown-Greenbushes as a pro-choice community.

The 5 motions carried at the meeting were:

Motion 1

Moved L Duncan, Seconded G Braun

SE.01/0322 We request that the Council adopt this position statement (the 'COVID-19 Vaccination Pro-Choice Statement') and actively advocate to the State Government to remove vaccination mandate policy. The first part of the position statement to be voted on in this motion is a list of basic principles and fundamental rights that we believe are currently being violated by the State Government. We believe that the local government should advocate to the State Government in support of these fundamental rights and basic principles:

Part 1. No person should be:

- a. Prevented from performing work and unable to pay their mortgage or provide for their family. Neither should business be prevented from receiving income by being required to deny service to members of the community;*
- b. Across the State people are being discriminated and segregated based on their vaccination status. This has caused significant mental health problems that even includes suicide or suicide attempts;*
- c. Many people are being forced to do what they do not want to do so they can work and participate in society. This is coercion. No one should be mandated to undergo a medical treatment to work or participate within their local community and society;*
- d. This is a derivation of basic benefits and protections of employment through statute;*
- e. The health directions restrict access to premises such as work sites or cafes which is a violation of a person's right to freedom of movement;*

- f. the consequence of this is that people are being restricted from participating in their community and meeting with friends;*
- g. The right to privacy has been invaded with the requirements to provide evidence of their medical details;*
- h. There should be equality before the laws but currently the unvaccinated are being subject to laws and penalties that others are not subject. This is clear discrimination and segregation.*

Carried by a show of hands

Motion 2

Moved L Duncan, Seconded G Braun

SE.02/0322 We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

Part 2. That the Local Government shall:

- a. not restrict any function, property, or service of the Local Government based on vaccination status;*
- b. as far as practicable redeploy or reinstate employees of the Local Government that risk termination or have been terminated on the basis of vaccination status;*
- c. honour all obligations under contract for all persons adversely impacted as a consequence of inferred mandatory requirement for vaccination; and*
- d. establish means to compensate Local Government employees that have lost income as a consequence of termination on the basis of vaccine status.*

Carried by a show of hands

Motion 3

Moved L Duncan, Seconded T Deans

SE.03/0322 We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

Part 3. That the Local Government actively advocate for:

- a. the removal of the COVID-19 mandatory vaccination policy and any associated directions made under the Public Health Act 2016 (WA); and*
- b. the repeal of any mandate or written law, or, anything done under any mandate or written law that conflicts with this position statement.*

Carried by a show of hands

Motion 4

Moved L Duncan, Seconded J Small

SE.05/0322 We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

Part 4. The Local Government in performing an advocacy role will seek the cooperation of:

- a. other Local Governments across the State;*
- b. Western Australian Local Government Association (WALGA);*
- c. Local Government Professionals WA; and*
- d. other professional bodies, associations, and business entities*

Carried by a show of hands

Motion 5

Moved L Duncan, Seconded L Gloede

SE.05/0322 We request that the Council adopt an advocacy position statement called the 'Covid-19 Vaccination Pro-Choice Statement' with the content:

Part 5. That the Council confirm in writing from the State Government what the regulator would determine the outcome would be should a worker, contractor or subcontractor pass away due to a vaccine adverse reaction at your workplace or cause injury or death to another worker due to an adverse reaction.

Carried by a show of hands

Officer Comment

An estimated 185 people, a number equivalent to approximately 5% of the 3,675 electors (as at October 2021 local government election) of the Shire of Bridgetown-Greenbushes attended the meeting. Although not unanimous there was a clear majority of attendees that expressed their strong support for the motions passed and the supporting arguments. They were clear and strong in their views about the impacts of mandates on businesses and community cohesiveness, based on their own experiences.

Overall the Shire of Bridgetown-Greenbushes as a district has very high vaccination rates. In acknowledging this, it is also fair to say that there are a diversity of views in the community in relation to vaccine mandates. Without undertaking some form of referendum (which is not recommended) the Councillors are not in a position to know exactly what the views of all electors are in relation to mandates; and as such officers would not recommend the Council move to declare itself 'pro-choice' or similar, or adopt the 5 parts of the 'Covid-19 Vaccination Pro-Choice Statement' that is referenced in all 5 motions carried at the meeting. Notwithstanding whether Council is or isn't in a position to know the views of all electors there is also the issue of whether a local government should be seeking to advocate on an issue that is solely within the province of the State Government.

All 5 motions carried request that the Council advocate on behalf of those electors their concerns about the impacts of mandating vaccination on the community and businesses. It is accepted that one way that the Council can represent the different views of its community is through advocacy and that often advocacy is undertaken for a small elements or groups of the community. However with respect to Covid-19 mandates the impacts are across the community.

Based on its health advice, the WA State Government introduced both a mandatory vaccination policy for various occupations and workforces in WA as well as restrictions on entry by unvaccinated patrons to certain venues in WA. These mandates have had impacts on a small number of Shire employees, a high number of emergency services volunteers and on patrons of some Shire facilities such as the gym at the Leisure Centre.

Local government is not the legislating body in relation to vaccine mandates, therefore the concerns raised at the Special Meeting of Electors would be best addressed directly to the State Government or one of their representatives. The question of vaccination mandates can be divisive within a community and it may be difficult for Council to be satisfied that the opinion of the majority of electors is accurately reflected in the motions carried at the meeting.

Local governments, including the Shire of Bridgetown-Greenbushes have been required to adhere to the State Government Directions or risk committing an offence. The Shire has implemented all State Government vaccination policies where required.

In relation to the Covid-19 pandemic, primarily local government is responsible for working closely with the State Government to support preparedness, implementation of response measures and recovery, as well as communication of messages to the local community. The Shire is in regular contact with the State agencies responsible for managing the Covid-19 pandemic in Western Australia including the Department of Health and WA Police and will continue to provide any assistance necessary to support the community during this time.

Options for Council Decision-Making

The officer recommendation is for Council to simply note (not endorse) the motions and refrain from adopting an advocacy position on the 5 parts of the 'Covid-19 Vaccination Pro-Choice Statement' referenced in those motions.

As an alternative to the officer recommendation Council could decide:

1. To advocate to State Government on any or some of the motions;
2. To write to the Premier of Western Australia and advise that circa 185 persons in our community attended a recent meeting to outline their concerns about the impacts that the vaccine mandates are having on business, employees, volunteers, and the community and request that the Premier takes the concerns of the those electors into account as he reviews the State Government's position on vaccine mandates;
3. To conduct its own survey on the impacts of vaccine mandates on ratepayers; and/or
4. To take some other course of action.

Statutory Environment

Section 5.28 of the Local Government Act 1995 requires a special electors meeting to be held on the request of not less than 100 electors or 5% of the number of electors, whichever is the lesser number. The request is to specify the matters to be discussed at the meeting and be in the form set out by the Regulations. All of these requirements were met.

Section 5.33 of the Local Government Act 1995 sets out the process for Council to consider decisions made at electors meetings.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

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

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting – Nil

Delegated Authority - Nil

Risk Management

The subject of vaccination mandates is a divisive issue and whatever decision Council makes with respect to the 5 motions carried at the Special Meeting of Electors is likely to receive both support and objection. The level of risk to the Shire of Bridgetown-Greenbushes is in the area of reputation and have been assessed as “moderate consequence” with an “almost certain” likelihood, giving a risk rating outcome of “high” in accordance with Council Policy F.21 ‘Risk Management’.

Voting Requirements – Simple Majority

Council Decision *Moved Cr Rose, Seconded Cr Johnson* **SpC.02/0422 *That Council:***

- 1. *Notes but does not endorse the 5 motions carried at the Special Meeting of Electors held on 28 March 2022.***
- 2. *Refrains from endorsing an advocacy position in relation to the State Government vaccination mandates or covid-19 Directions.***
- 3. *Notes that any elector has the right to direct any concerns they have about State Government vaccination mandates or covid-19 Directions to the WA State Government who have full jurisdiction over the mandates imposed.***

Carried 5/3

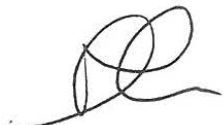
Crs Lansdell, Mountford and Quinby voted against the Motion

Closure

The President closed the Meeting at 6.17pm

List of Attachments

Attachment	Item No.	Details
1.	Spc.02/0422	Minutes Special Meeting of Electors held 28 March 2022

Minutes checked and authorised by CEO, Mr T P Clynch		20.04.2022
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SPECIAL MEETING OF ELECTORS

MINUTES INDEX – 28 March 2022

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MINUTES

For the Special Meeting of Electors, held at the Bridgetown Leisure Centre, Monday 28 March 2022.

Opening of Meeting

The Shire President opened the meeting at 5.30pm.

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.

Presiding Member

The Shire President, Cr John Bookless was the Presiding Member for this Special Meeting of Electors.

Attendance

D Roberts, S Baxendale, N Graebner, C Lewenhoff, J Boyle, J Gasper, J Gasper, A Connor, T Deans, J Murray, G Walker, S Hawkins, P Shrachan, S Karafilis, S Bonser, T Lansdell, P Mills, B Vuckovic, S de Waal, A Day, J Small, S Tilley, L Duncan, D Achilles, P Atkins, A Rose, M White, D White, H Hoskin, M Hoskin, P Hoskin, M Forth, M Gibson, D Robertson, L Roberts, C Hill, K Baxendale, G Braun, J Herring, M Maher, J Tilley, B Punch, I Buss, M Aberle, S Meyers, D Smyly, J Linto, L Vuckovic, L Vuckovic, L Gloebe, F Roberts, L Roberts, E Roberts, D Bartlett, E Crust, A Bless, M Richards, L Evans, F Wilson, T Wilson, E Baskett, E Smith, K Miller, G Gyani, R Brown, S Whiting, C Bloor, C Barker, B Johnson, N Ryan, S Mews, B Parks, D Barrett, J Mountford, M Lockley, M Lockley, H Dale, S McIntosh, K Ellement, A Rose, B Whiteford, I Van De Griend, J Van De Griend, M Van De Griend, P Dunne, S Reynolds, R Parks, R Watts, M De Vattimo, S Evans, E Evans, J Evans, J Burns, R Burns, M Evans, M De Vattimo, M Scallan, R Kelly, R Price, J Blake, T Dittrich, A Dhu, K Watson, J Kaye, M Kaye, J Mitchell, K Greenslade, T Weaver, D Purnell, D Hansen, S Reimers, J Dittrich, J Ruwaard, T Semmens, B Caper, M Schneider, A Scroop, J Shead, M Lockley, S Browning, L Mills, S Sanzone, M Mason, B Nicholson, L Carroll, J Spargo, C Dale, B Dale, L Maxfield, N Maxfield, M Rothery, L Butler, S Sieradzki, B Winfield, L Mews, G Robertson, B Taylor, C Narr, H Paget, S Paget, M Graham, Z Murphy, A Terriguo, J Browning, J Browning, T Browning, Z Browning, S Seesank, T Clynch, M Larkworthy, P St John, E Matthews, T Lockley, S Sehm, J Butler, S Ellis, M Zhuo

Note the above attendance list has been compiled from the details provided by attendees on the attendance sheet. Some of the writing and/or details provided by persons were unable to be interpreted. It was also evident that some persons chose not to provide details or overlooked filling in the attendance sheet.

Note the above attendance list includes councillors and staff that were in attendance

Announcements by the Presiding Member

This meeting has been scheduled in accordance with section 5.28 of the Local Government Act. Under this section of the Act a special meeting of the electors of a district is to be held on the request of not less than 100 electors.

A written request was received on 24 February, signed by 270 electors, requesting this special meeting of electors be held with the details of the matters to be discussed being:

- i. Seek declaration of the Shire of Bridgetown-Greenbushes community being declared a 'Pro-Choice Community' in relation to State Government vaccination mandates.
- ii. To hear and discuss community concerns in relation to the vaccination mandates, specifically seeking a vote of electors in attendance opposing vaccination mandates and declaring Bridgetown-Greenbushes a 'Pro-Choice Community'.
- iii. To advise the Premier and State Parliament of community concerns in relation to existing mandates and request they refrain from imposing further mandates as well as removing all existing mandates currently in place.

The representatives of the electors that requested this meeting have provided notice of 5 motions they wish to present to this meeting tonight. These motions will be the first 5 motions considered. If after these motions have been dealt with any person wishes to move another motion this can be done from the floor by the person putting their hand up and approaching the microphone at the front of this room.

This meeting is being run so as to comply with current Western Australian Government COVID-19 mandates and directions. This is why we have had to separate the attendees into separate rooms as there is a maximum capacity of 150 persons per inside room. With this double court being used and the single court we can accommodate 300 persons inside. There is an overflow area outside near the pool area that can accommodate a further 200 persons.

We have a camera set up in this room to record the proceedings and there is a screen and speakers set up in the single court so that persons in that space can follow the proceedings. Unfortunately we weren't able to set up a camera in the outside space but there are speakers there for persons to listen to proceedings.

To ensure that the meeting is held in the right spirit and conviviality there are some rules we will have to follow:

- i. Everyone is to be treated with respect;
- ii. All speakers are to use the microphone in this room so that everyone can hear them speak. For those persons in the other spaces I will discuss shortly how you are able to access the microphone here.
- iii. When a person is speaking no responses from the floor, heckling, comments, etc. are to be made.

This is a meeting of electors. In short, to be an elector of this Shire you must be eligible to be on the electoral roll for the Shire. This means you must be 18 years of age or older, be a resident of this Shire or own property in this Shire. If you are an

elector you can vote on any motion. Without knowing how many people would be attending this meeting we made the decision that voting would be done on an honour basis and we wouldn't be checking off IDs of every person that attended. Therefore, if you believe you meet the definition of an elector to vote on a motion (when I put a motion to the vote) you need to simply put your hand up either when I call for votes in favour of the motion or when I call for votes against.

On each motion once it has been moved and seconded and after the mover and seconder have spoken to their motion I will be seeking other speakers, firstly a speaker against the motion, then a speaker for the motion. Once a 5 speakers for and 5 against have spoken I can put the motion to the vote.

Where a clear majority is evident from the raising of hands we will not be counting votes. However where a clear majority isn't evident we will be doing a count.

If you wish to speak at this meeting, either by asking a question or speaking for or against a motion, you will have to be signed off as an elector and have been given a wrist band to wear. If you intend to speak and haven't already obtained a wrist band please approach one of the Shire staff in attendance and they will check your eligibility to be confirmed as an elector and will give you a wrist band.

If you are in either the single court or in the outside area and you wish to ask a question or speak to a motion please see one of the Shire staff in your area and they will escort you to the microphone in this room.

Please don't try and move from one area to another. We must ensure that the number of people in each space doesn't exceed the maximum numbers permitted. If you need to use the toilets please let the staff member in the foyer area know as you walk there. If you plan on leaving this meeting early please leave through the front doors.

In the event of an emergency please follow the instructions of Shire staff. There are a number of exit doors that can be opened in an emergency.

The order of proceedings for this meeting is:

- Presentations from/on behalf of Petitioners (Pre-approved by the Shire President)
- Consideration of Motions
- Close

Presentations from/on behalf of Petitioners

Presentations, all providing reasons, statistics or stories in support of the motions proposed to be moved at the meeting, were made by the following persons:

- Simone Tilley
- Marilyn Gibson
- Michael Hoskins
- Jai Braun
- Sharon Bonser

Consideration of Motions

Motion 1

Moved **L Duncan, Seconded G Braun**

SE.01/0322 **We request that the Council adopt this position statement (the ‘COVID-19 Vaccination Pro-Choice Statement’) and actively advocate to the State Government to remove vaccination mandate policy. The first part of the position statement to be voted on in this motion is a list of basic principles and fundamental rights that we believe are currently being violated by the State Government. We believe that the local government should advocate to the State Government in support of these fundamental rights and basic principles:**

Part 1. No person should be:

- a. Prevented from performing work and unable to pay their mortgage or provide for their family. Neither should business be prevented from receiving income by being required to deny service to members of the community;**
- b. Across the State people are being discriminated and segregated based on their vaccination status. This has caused significant mental health problems that even includes suicide or suicide attempts;**
- c. Many people are being forced to do what they do not want to do so they can work and participate in society. This is coercion. No one should be mandated to undergo a medical treatment to work or participate within their local community and society;**
- d. This is a derivation of basic benefits and protections of employment through statute;**
- e. The health directions restrict access to premises such as work sites or cafes which is a violation of a person’s right to freedom of movement;**
- f. the consequence of this is that people are being restricted from participating in their community and meeting with friends;**
- g. The right to privacy has been invaded with the requirements to provide evidence of their medical details;**
- h. There should be equality before the laws but currently the unvaccinated are being subject to laws and penalties that others are not subject. This is clear discrimination and segregation.**

Carried by a show of hands

Motion 2

Moved **L Duncan, Seconded G Braun**

SE.02/0322 **We request that the Council adopt an advocacy position statement called the ‘COVID-19 Vaccination Pro-Choice Statement’ with the content:**

Part 2. That the Local Government shall:

- a. not restrict any function, property, or service of the Local Government based on vaccination status;**
- b. as far as practicable redeploy or reinstate employees of the Local Government that risk termination or have been terminated on the basis of vaccination status;**

- c. honour all obligations under contract for all persons adversely impacted as a consequence of inferred mandatory requirement for vaccination; and**
- d. establish means to compensate Local Government employees that have lost income as a consequence of termination on the basis of vaccine status.**

Carried by a show of hands

Motion 3

Moved L Duncan, Seconded T Deans

SE.03/0322 We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

Part 3. That the Local Government actively advocate for:

- a. the removal of the COVID-19 mandatory vaccination policy and any associated directions made under the Public Health Act 2016 (WA); and**
- b. the repeal of any mandate or written law, or, anything done under any mandate or written law that conflicts with this position statement.**

Carried by a show of hands

Motion 4

Moved L Duncan, Seconded J Small

SE.05/0322 We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

Part 4. The Local Government in performing an advocacy role will seek the cooperation of:

- a. other Local Governments across the State;**
- b. Western Australian Local Government Association (WALGA);**
- c. Local Government Professionals WA; and**
- d. other professional bodies, associations, and business entities**

Carried by a show of hands

Motion 5

Moved L Duncan, Seconded L Gloede

SE.05/0322 We request that the Council adopt an advocacy position statement called the 'Covid-19 Vaccination Pro-Choice Statement' with the content:

Part 5. That the Council confirm in writing from the State Government what the regulator would determine the outcome would be should a worker, contractor or subcontractor pass away due to a vaccine adverse reaction at your workplace or cause injury or death to another worker due to an adverse reaction.

Carried by a show of hands

The Shire President asked if there were any further motions to be presented. No motions were proposed.

Closure

The Shire President closed the meeting at 8.19pm.

Minutes checked and authorised by CEO, T Clynch		7.4.22
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MINUTES

For the Special Meeting of Council held in the Council Chambers on **Thursday 14 April 2022 commencing at 5.32pm**, called for the purpose of considering amendments to the 2021/22 Budget associated with changes in projects funded under the Australian Government's Local Roads and Community Infrastructure program.

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

Presiding Member	- Cr S Mahoney
Councillors	- B Johnson
	- T Lansdell
	- J Mountford
	- A Pratico
	- P Quinby
	- A Rose
Officer	- T Clynch, Chief Executive Officer
	- M Larkworthy, Executive Manager Corporate Services
	- P St John, Executive Manager Development and Infrastructure
Apologies	- Cr J Bookless, Shire President
	- Cr J Boyle

Attendance of Gallery

K Miller, M Richards

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest

Section 5.65 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.

Nil

SpCa.01/0422 Suspension of Standing Orders

At its December 2021 meeting Council resolved:

That Council:

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

Clause 18.1 of the Standing Orders states:

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

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

Motion

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

Council Decision Moved Cr Rose, Seconded Cr Mountford

SpCa.01/0422 That Council suspend clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.

Carried 7/0

Business Items

ITEM NO.	SpCa.02/0422	FILE REF.	208
SUBJECT	Proposed Budget Amendment – Reallocation of Local Roads and Community Infrastructure Program Phase 2 and Nomination of Projects for Local Roads and Community Infrastructure Program Phase 3		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	4 February 2022		

OFFICER RECOMMENDATION

That Council:

1. *Direct the CEO to withdraw the request to the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2 as contained in Resolution C.04/0122 from its ordinary meeting held on 27 January 2022.*
2. *Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following projects:*
 - a. *Gravel re-sheeting works on Polina Road, Kangaroo Gully for an approximate distance of 2.3km - \$150,000*
 - b. *Gravel re-sheeting works on Grange Road, Wandillup for an approximate distance of 2.3km - \$150,000*
 - c. *Gravel re-sheeting works on Hay Road, Greenbushes for an approximate distance of 1.6km - \$100,000*
 - d. *Bridgetown Hall Improvements - Installation of air conditioning in the Bridgetown Lesser Hall, renewal of floor coverings in kitchen and bar, replacement of light fittings in Lesser Hall - \$31,614*
3. *Amend its 2021/22 Budget as follows:*
 - a. *Decrease budget allocation for Job 02BU – Bridgetown Civic Centre by \$168,386 (i.e. from \$879,338 to \$710,952)*
 - b. *Decrease budget allocation for Job 16IN – Bridgetown Youth Precinct by \$175,000 (i.e. from \$860,021 to \$685,021)*
 - c. *Decrease budget allocation for Job FP30 – Steere Street Footpath by \$38,614 from \$38,614 to \$0.*
 - d. *Decrease budget allocation for Job FP38 – Allnutt Street Footpath from \$18,000 to \$0.*
 - e. *Increase budget allocation for Job RC56 - Polina Road Resheet by \$150,000 (i.e. from \$0 to \$150,000)*
 - f. *Include new budget allocation of \$150,000 to new job – Grange Road Resheet*
 - g. *Include new budget allocation of \$100,000 to new job – Hay Road Resheet*

Summary/Purpose

In January 2022 Council resolved to seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project. This was due to delays in progressing the land acquisition process and significant increases in the

cost estimates to construct the car park. The proposal was to allocate this funding to Stage 2 of the Bridgetown Youth Precinct project, Stage 2 of the Bridgetown Town Hall project and 2 footpath jobs.

Despite the application being submitted shortly after the necessary approvals are still to be obtained. With a deadline to fully expend the Local Roads and Community Infrastructure Program Phase 2 by 30 June 2022 there are significant risks in the proposed projects being completed and potentially requiring Council to return the funding to the Australian Government.

To mitigate this risk it is recommended that Council withdraw the request to the Australian Government arising from its January 2022 resolution and instead nominate alternative projects for this funding – being projects able to be completed by 30 June 2022. For this reason the projects proposed are 3 road gravel re-sheet projects and some minor improvements to the Bridgetown Town Hall project that are outside the scope of that current project.

Background

Council, at its January 2022 meeting resolved:

C.04/0122 That Council:

- 1. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following:*
 - a. Additional allocation to Bridgetown Civic Centre (Town Hall) Project to ensure that the works in the Lesser Hall, Kitchen and Toilets are funded - \$200,000*
 - b. Additional allocation for the Bridgetown Youth Precinct Project to reinstate the elements removed when awarding the tender – new ablution block, parkour and drinking fountain - \$175,000*
 - c. Reinstatement of 2 footpaths deferred from 2021/22 budget to fund Council's contribution to blackspot Winnejup Road works, being Steere Street (\$38,614) and Allnutt Street (\$18,000)*
- 2. Amend its 2021/22 Budget as follows:*
 - a. Decrease budget allocation for job CP05 – Greenbushes CBD Parking & Safety Enhancement by \$431,614 (i.e. from \$499,854 to \$68,240)*
 - b. Increase budget allocation for Job 02BU – Bridgetown Civic Centre by \$200,000 (i.e. from \$679,338 to \$879,338)*
 - c. Increase budget allocation for Job 16IN – Bridgetown Youth Precinct by \$175,000 (i.e. from \$685,021 to \$860,021)*
 - d. Include new budget allocation of \$38,614 to Job FP30 – Steere Street Footpath*
 - e. Include new budget allocation of \$18,000 to Job FP38 – Allnutt Street Footpath*
- 3. Nominate for approval by the Australian Government of the following project expenditures under the Local Roads and Community Infrastructure Program Phase 3:*
 - Greenbushes Town Centre Project - \$541,042*
 - Greenbushes Youth Precinct - \$300,000*
 - Nelson Street Footpath Asphalt Resurfacing - \$80,000*

4. *Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program.*
5. *Note that the CEO will provide regular updates to the project partners of the Greenbushes Town Centre Project, being the owners of the land to be excised and Talison Lithium that is funding the land acquisition.*

Approval has yet to be obtained for the reallocations/variations outlined in Parts 1 and 2 of Resolution C.04/0122. There has been significant delays in the Australian Government Department progressing the request. Recent discussions with that Department raised concerns about the risks in the projects nominated by Council in January 2022 being completed by 30 June 2022 with the Department advising that the possibility of gaining an extension to that due date were low. Through these discussions the proposal to change the projects to road re-sheet works and minor building improvements was formulated as these types of works are considered more achievable by 30 June 2022.

Note part 3 of the Resolution C.04/0122 isn't affected by these considerations. The nomination of projects under the Local Roads and Community Infrastructure Program Phase 3 has occurred.

Part 4 of Resolution C.04/0122 has been placed on hold, pending Council's consideration of the officer recommendation at this Special Meeting. A flyer was prepared and was due for distribution by Australia Post a few days ago but once this Special Council Meeting was called a request was submitted to Australia Post to defer distribution to local postal addresses.

Officer Comment

It is recommended Council seek an urgent approval by the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. As the variations sought by Council at its January 2022 meeting are yet to be approved the approved project under Phase 2 at this time remains the Greenbushes Town Centre Project.

The officer recommendation is to replace the Greenbushes Town Centre Project (\$431,614) with the following:

- Gravel re-sheeting works on Polina Road, Kangaroo Gully for an approximate distance of 2.3km - \$150,000
- Gravel re-sheeting works on Grange Road, Wandillup for an approximate distance of 2.3km - \$150,000
- Gravel re-sheeting works on Hay Road, Greenbushes for an approximate distance of 1.6km - \$100,000
- Bridgetown Hall Improvements - Installation of air conditioning in the Bridgetown Lesser Hall, renewal of floor coverings in kitchen and bar, replacement of light fittings in Lesser Hall - \$31,614

The selection of gravel re-sheeting works was done with regard to accessibility of local contractors and ability to meet the deadline of 30 June 2022. The selection of Polina Road, Grange Road and Hay Street was done having regard to the contents of Council's 10 Year Works Program, recent condition surveys of gravel roads and assessment of recent customer service requests.

There are other gravel re-sheeting jobs in the 10 Year Works Program that Council could choose to substitute with the 3 jobs recommended. These include Elwins Road, Huitson Road, Kingston Road, Gomm Lane, Donnelly Mill Road, Wilgarup Road, Dalmore Road, Forest Park Road, Greenfields Road, Haines Road, Strathmore Road, Westbourne Road, Seaton Ross Road, Peninsula Road, Crowd Wheatley Road, Doust Road, McLarty Street, Wheatley Giblett Road and Hamilton Road.

All these roads have different lengths. Data will be available at the meeting if Council wishes to consider alternative roads.

The works at the Bridgetown Town Hall have been identified as being works that could be delivered by 30 June 2022 and are outside the scope of the current town hall project.

Statutory Environment

Reallocating funding to the gravel re-sheet jobs in 2021/22 would be classified as unbudgeted expenditure. 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 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
 - 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 7.6 deliver defined levels of service to provide and maintain Shire assets in the most cost effective way
 - Action 7.6.2 provide implementation of the long term shire road, drainage, bridges and footpaths infrastructure renewal and upgrade plan
 - Objective 8.1 identify, preserve and showcase significant local history and heritage
 - Action 8.1.1 provide the implementation of the Town Hall and Civic Centre Revitalisation Project

Policy Implications – Nil

Budget Implications

No additional expenditure above what is allocated in the 2021/22 budget would occur under the officer recommendation noting that allocations for individual projects would change.

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Absolute Majority

Moved Cr Pratico, Seconded Cr Rose

That Council:

1. Direct the CEO to withdraw the request to the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2 as contained in Resolution C.04/0122 from its ordinary meeting held on 27 January 2022.
2. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following projects:
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 - d. Bridgetown Hall Improvements - Installation of air conditioning in the Bridgetown Lesser Hall, renewal of floor coverings in kitchen and bar, replacement of light fittings in Lesser Hall - \$31,614
3. Amend its 2021/22 Budget as follows:
 - a. Decrease budget allocation for Job 02BU – Bridgetown Civic Centre by \$168,386 (i.e. from \$879,338 to \$710,952)
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 - e. Increase budget allocation for Job RC56 - Polina Road Resheet by \$150,000 (i.e. from \$0 to \$150,000)
 - f. Include new budget allocation of \$150,000 to new job – Grange Road Resheet
 - g. Include new budget allocation of \$100,000 to new job – Hay Road Resheet

Amendment Moved Cr Mahoney, Seconded Cr Rose

Add a new Part 4 to read:

4. Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program. The timeframe for submitting the flyer to Australia Post is to be 5 working days with Australia Post to be requested to distribute as soon as possible.

Carried 7/0

The amended motion became the substantive motion and was put.

Council Decision **Moved Cr Pratico, Seconded Cr Rose**
SpCa.02/0422 That Council:

- 1. Direct the CEO to withdraw the request to the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2 as contained in Resolution C.04/0122 from its ordinary meeting held on 27 January 2022.**
- 2. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following projects:**
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 - f. Include new budget allocation of \$150,000 to new job – Grange Road Resheet**
 - g. Include new budget allocation of \$100,000 to new job – Hay Road Resheet**
- 4. Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program. The timeframe for submitting the flyer to Australia Post is to be 5 working days with Australia Post to be requested to distribute as soon as possible.**

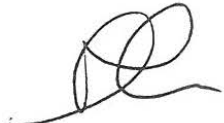
Carried 7/0

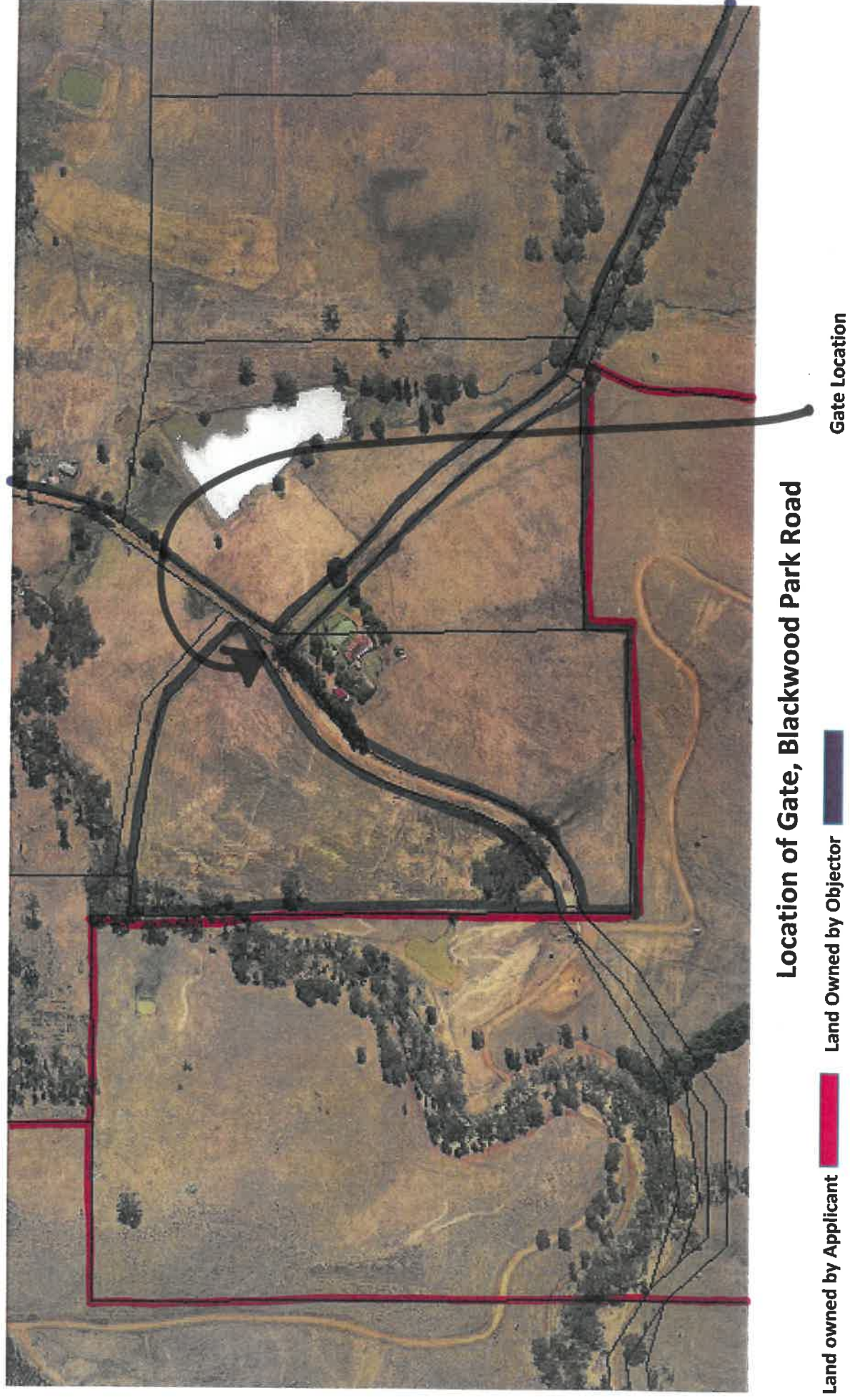
Matters Behind Closed Doors (Confidential Items) – Nil

Closure

The Presiding Member closed the Meeting at 5.40pm.

List of Attachments – Nil

Minutes checked and authorised by CEO, Mr T P Clynh		20.04.2022
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SUBMISSION FROM ADJOINING PROPERTY OWNER (APPLICANT)
GATE ON BLACKWOOD PARK ROAD

Ref Rd19/391

BRIDGETOWN SHIRE
Chief Executive Officer
PO Box 271
Bridgetown WA 6255

Sally Lowe
418 Greenfields Rd
Benjinup WA 6255

0-002021 34833
X I-EM1200163746

Shire of Bridgetown-Greenbushes	
File No:	RD19/391
Document No:	I-00202164008
10 NOV 2021	
Officer	CEO
Copy	

Dear Tim,

I received your letter regarding the gate on Blackwood Park road between Lots 25 and 27.

I was surprised to receive your letter as I attended the shire office 3 weeks ago to confirm that it was still ok to graze the lane for the purpose of fire hazard reduction. I was informed that our agreement was still in order. As our farm is in an extreme fire risk area I feel that there is an absolute need to keep the fire hazard to a minimum as it is our only exit to and from the farm. Its my duty of care to insure a safe exit for our workers, family and ourselves when working out on the farm. As was the case in the 2008 fire when our farm was burnt out. Due to our fire management practices we saved all our sheds offices kilns timber and livestock. Our workers were then able to safely take our fire fighting units along the lane, due to its clean clear state and defend Blackwood House from the fire. The main part of Blackwood Park Road was burning out of control and totally impassable as would have been the lane without our efforts to maintain it each year.

When John and I purchased the farm 20 years ago the lane was "No Mans Lans" The wild oats were out of control. It was overrun with blackberry and double gees. We approached the shire with our concerns about the condition of the track and verge. We were told at the time that it wasn't the shires concern. We then approached the then owners of Blackwood House, Harry and Barbara Johnson and discussed the possibility of grazing our livestock in the lane periodically to keep it under control. They were more than happy with the idea and we had their full support. We would put the cattle in the lane of an afternoon then return to the farm the next day and take them out again. We would do this once a month for 1 night at a time over winter and spring. When the cattle were not in the lane the then cocky gate was open and never locked. We have now eradicated the blackberry and double gee.

Later when Michael and Virginia Southwell purchased Blackwood House we approached them to see if we could replace the old ring lock and star picket fence and cocky gate with a more secure fence and gate to safely contain the cattle. We also felt that the presents of a permanent fence would deter the large number of vehicles/tourists that traveled down the lane to find they couldn't turn around in winter and often became bogged. Michael and Virginia had no problem with our request and were happy with the finished fence. They also suggested that it may be a good idea to extend the fence across the front of their property to prevent unwanted vehicles entering.

The only person to complain has been Jeanie and Grey Warburton. Who purchased the property after the fence gate and agreement with the shire were already in place. She also denies that Southwell gave us their consent. I have spoken to the long term residents of Blackwood Park Road about the gate and if they have a problem with it. None are even aware of the gate but do agree that what I have been doing is a good idea.

I let the cattle in the lane 3 weeks ago on my way home from working out on the farm. When I returned the next day to let them out the gates in question had been opened, my cattle pushed back into my farm and the farm gate shut. When I got up to my office I had a very abrupt phone call from Mrs Warburton demanding I keep the cattle out of the lane as she "won't have it" and that she would sue me. She then hung up without giving me a chance to respond. The following day when I returned to the farm there was Mrs Warburtons workers dismantling the fence separating her house from the lane. As a result I approach the Shire to see if I could just spray the lane as an alternative. My request was denied. I note that Warburtons have sprayed

the verge in front of their cottage shed and yards on Blackwood park road. Very wisely to reduce the fire hazard and keep it looking tidy! As my intention in the lane for the past 19 years. I wouldn't mind seeing the written permission she received from the shire. As a result I would like to request that even though, through Warburtons bloody mindedness, we can no longer graze the lane I would like to keep the gates in place as they have proven effective in reducing the amount of traffic traversing down the lane. I would also like to request permission to at least be able to slash the grass in the lane a couple of times a year during the growing season. I hope common sense can prevail over arrogance.

Regards


Sally Lowe

08/11/2021

**SUBMISSION (OBJECTION) FROM ADJOINING PROPERTY OWNER
GATE ON BLACKWOOD PARK ROAD**

Note this submission was included in a Freedom of Information Application submitted by the author of the submission and has been extracted from that application to be presented to Council as a submission

Submission

To address the reason Fredricks has been given to close the road for his convenience.

I submit to have the gates and fence work removed because

- a) Bushfire Hazard is minimal – because there is no “scrub or bush debris, etc” – this road reserve is relatively safe in comparison to the thousands of km’s of “road reserves” in the southwest.
- b) In the 17 years approx., no tourists have reason to venture there, and no caravans have been there ever or needed assistance from the Blackwood House occupants.

Reasons I request for the **removal of gates and infrastructure:**

- 1. Great inconvenience for my staff and management of the property that adjoins this Road Reserve on all sides
- 2. The infrastructure supporting the gates, adjoin my house and garden detract form the value of my Property and House.

I also wish to Request for Freedom of Information regards the removal of approx. 150 (tonnes) of topsoil from the Road (Road Reserve adjacent section). This has caused further erosion to this Road and has created difficulties in accessing my house entrance to the eastern side of the Road which will need or pipe to drain the approach to the access gate ie also require a load of gravel to build cover for this pipe and make this approach to my property safe.

In my request for Freedom of Information on these matters. I presume the removal of this “topsoil” from a “Road Reserve” would require a request from Fredricks and require this request go to the council for discussion and approval especially as this operation required this use of a grader front end load and tip truck, appearing to be a commercial operation.

Tim Clynch

From: Tim Clynch
Sent: Wednesday, 8 December 2021 10:13 AM
To: 'officemargie@bigpond.com'
Subject: RE: I-EML202163746 - re RD19/391 Gate within Road Reserve of Blackwood Park Road
Attachments: FOI Application.doc

Dear Mrs Egerton-Warburton

I refer to your letter received via email on 28 October 2021 and apologise for the delay in responding.

In your letter you have requested a copy of all correspondence sent on the matter to Mr Fredericks. Assessment of this request has led to the determination that I am unable to simply send you that information as it is protected by Freedom of Information (FOI) legislation. You are able to submit a FOI application requesting the information you are seeking. Please find attached the relevant form for you to complete and submit.

I can confirm that approval was given to Mr Fredericks in 2017 to erect a gate in the road reserve. Conditions attached to the approval were that the gate is to remain unlocked at all times and that during any periods when stock is within the road reserve (say for hazard reduction purposes) the gate is to be closed.

Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996 allow a local government to grant permission for person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across the public thoroughfare and prevent livestock from straying.

Reasons given by Mr Fredericks for seeking that approval were:

- To allow livestock to be periodically placed within the road reserve in order to reduce bush fire hazards; and
- To discourage tourist traffic from using the road.

I confirm that no consultation occurred before the decision was made in 2017 to approve the gate.

Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996 also allows a local government to cancel a previously issued permission for a gate or other device across a public thoroughfare.

In my letter to you dated 22 October 2021 I invited you to provide comments on whether the gate should or shouldn't remain.

I am able to extend the closing date for you to provide comments for a further period of 4 weeks, closing on 8 January 2022. If you were to submit a FOI application for the information you requested I would extend the closing date to take into account the time that will be taken to process the FOI application.

Kind Regards

Tim Clynch

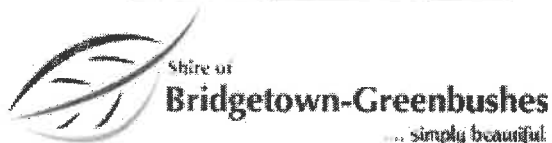


CHIEF EXECUTIVE OFFICER
Shire of Bridgetown-Greenbushes
T (08) 9761 0800
W www.bridgetown.wa.gov.au
A PO Box 271, Bridgetown WA, 6255

From: BTNSHIRE
Sent: Friday, 29 October 2021 10:25 AM
To: Tim Clynch <tClynch@bridgetown.wa.gov.au>
Subject: FW: I-EML202163746 - re RD19/391 Gate within Road Reserve of Blackwood Park Road

Janine Richardson

Records Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
PH: (08) 9761 0800
FAX: (08) 9761 2023
Website: www.bridgetown.wa.gov.au



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From: officemargie@bigpond.com [mailto:officemargie@bigpond.com]
Sent: Thursday, 28 October 2021 11:43 AM
To: BTNSHIRE <BTNSHIRE@bridgetown.wa.gov.au>
Subject: I-EML202163746 - re RD19/391 Gate within Road Reserve of Blackwood Park Road

Dear Mr Clynch
Please see attached letter with regards to your correspondence dated 22nd October 2021.
Kind regards
Margie

*Jeanie Egerton Warburton
PO Box 296
BRIDGETOWN WA 6255*

28th October, 2021

*Tim Clynch
Shire of Bridgetown Greenbushes
PO Box 271
BRIDGETOWN WA 6255*

Dear Mr Clynch,

Thank you for informing us about this gate, four years after permission was granted. My daughter was the previous owner of Blackwood House and she tells me no permission was sought, nor advice received about this from the Shire.

Before I provide a submission on the matter, and so that my submission may be informed by relevant facts, please forward to me a copy of all correspondence hitherto sent and received on this matter to Mr Fredericks.

In addition, please explain why no consent or feedback was sought from the owner of the land either side of the roadway about the impact this would have on the owners and value of the property before this approval was granted.

Yours

Jeanie Egerton-Warburton

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MEMBERS

POLICY NO.	M.1
POLICY SUBJECT	Policy Manual
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. It is the policy of the Council to maintain a manual recording the various policies of the Council.
2. Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
3. The objectives of the Council's Policy Manual are:
 - a) to provide Council with a formal written record of all policy decisions;
 - b) to provide the staff with precise guidelines in which to act in accordance with Council's wishes;
 - c) to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
 - d) to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
 - e) to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
 - f) to enable ratepayers to obtain immediate advice on matters of Council Policy.
4. The Policy Manual is to be reviewed on an annual basis.
5. A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate Staff. The manuals are to remain the property of the Council. The manuals will be supplied in an electronic format.
6. Changes to Council Policy shall be made as part of the annual review process or:
 - a) Notice of Motion, or
 - b) an Agenda Item clearly setting out details of the amended Policy.
7. All changes, additions or deletions to any policy shall be cited as Variations and recorded in the Shire's Policy Manual with the date on which that Variation became operational.

POLICY NO.	M.2
POLICY SUBJECT	Operation – “Smoke Free”
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.
2. To protect the health of all employees, Councillors and the public users of Council's facilities, it is Council's Policy that employees, Councillors and members of the public not smoke in any enclosed Council work place, meeting room or vehicle.
3. All employees, public facilities users and visitors to work places where the Council's smoking policy applies must be informed of the Smoke Free Policy and encouraged not to smoke by use of strategically located and well designed signage; or if they wish to smoke, to do so in an open area outside the building or vehicle, but away from open windows or doors.

POLICY NO.	M.3
POLICY SUBJECT	Councillor Training/Conferences and Continuing Professional Development
ADOPTION DATE	30 April 2020
LAST REVIEW DATE	25 November 2021 (C.05/1121)

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.

POLICY NO.	M.4
POLICY SUBJECT	Members Allowances/Expenses
ADOPTION DATE	29 January 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

- (i) The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. After the Tribunal has made its annual determination the Council will set allowances or attendance fees within the permissible range set by the Tribunal.
- (ii) Claims for any further reimbursements in relation to travel expenses (meetings, representing Council), telephone, rentals and child care will be considered in accordance with the provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.

Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.
- (iii) Payments of Sitting Fees and Allowances to the President, Deputy President and Councillors are to be made in 12 equal instalments via the Creditors system. Payments to be made by electronic fund transfer.
- (iv) Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have the following payment adjusted on a pro-rata basis.

POLICY NO.	M.5
POLICY SUBJECT	Public Relations – Press Releases
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and Staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.
2. When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President to determine who will respond/comment and the nature of the response/comment. If the Shire President or person acting in the capacity of Shire President is unable to be contacted, the Chief Executive Officer only will determine who is to respond and the nature of the response.
3. Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.
4. A Councillor's right to express a personal opinion on any issue of public interest is recognised.
5. It is acknowledged that the Chief Executive Officer and senior employees will, when appropriate, be required to comment to the media regarding operational issues. When doing so, these staff shall not offer a Council view, attitude, stance, etc on any issue that has not been resolved by Council, this clearly being the function of the Shire President.

POLICY NO.	M.6
POLICY SUBJECT	Meetings of Council
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	29 November 2018 (C.04/1118)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council's policy that Ordinary Meetings of the Council will be held on the last Thursday of each month (excepting the month of December), commencing at 5.30pm.

If Australia Day or Anzac Day falls on a normal Council Meeting Thursday, then the meeting be held on the Wednesday beforehand.

All Agendas for Ordinary Meetings of Council will be available for collection by members no later than 5.00pm on the Friday preceding the meeting date.

POLICY NO.	M.7
POLICY SUBJECT	Elected Members – Presentations on Retirement
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council policy to present all retiring Elected Members with a Certificate of Appreciation and the Members desk name plate.

Council will hold a dinner for retiring councillors and their partners within 6 months of the Election Day.

POLICY NO.	M.8
POLICY SUBJECT	Public Question Time
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	27 November 2014 (C.13/1114)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To guide members of the public in asking questions of the Council or Management Committee.

Policy Statement

A 'Public Question Time' will be available at the commencement of each meeting of Council and every meeting of a Committee to which the local government has delegated a power or duty (Management Committee) to provide an efficient and effective way for members of the public to ask questions of the Council or Committee and for the Council/Committee to respond. Members of the public are requested to note there is no Public Question Time held at Council's Advisory Committee meetings, (only at Management Committee meetings where these Committees are so termed because of their delegated authority from Council to make decisions). On behalf of Council the Presiding Member will not admit inappropriate questions (including those containing defamatory remarks, offensive language, matters of the personal affairs or actions of Council members or employees, confidential, legal advice/proceedings/processes, questioning the competency of staff or Council members or questions that have been answered by earlier questions or at a previous meeting), nor will it debate any issue during Public Question Time.

The following procedure for Public Question Time to apply:

1. Public question time shall be held in accordance with section 5.24 of the Local Government Act 1995 prior to the discussion of any matter that requires a decision to be made at the Meeting.
2. Question time may be extended in 15 minute intervals by resolution of Council at that meeting.
3. A member of the public who raises a question during Public Question Time is to initially state his or her name and if the matter relates to an item included in the agenda, the number and title of the agenda item.
4. If a person wishes to ask a question that is likely to require research he/she is encouraged to submit the question in writing in advance to the meeting, either via fax to 9761 2023 or email to btnshire@bridgetown.wa.gov.au prior to 9.00am of the day of the meeting. At the commencement of Public Question Time at the meeting the Presiding Member will indicate if any such questions had been submitted and the author of those questions will be given first precedence to ask the submitted questions.
5. A person submitting questions in advance of the meeting must be in attendance at the meeting for the questions to be tabled and responses provided. The author of the questions is to be given the option of either reading out the

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questions individually prior to a response to each being provided, or allowing the Presiding Member (or CEO if requested by the Presiding Member) to read out the questions and responses together. **In the event of a person submitting questions in advance of the meeting but not being in attendance at the meeting the CEO will provide responses as per normal correspondence protocols.**

6. A question may be taken on notice. When a question is taken on notice, the Presiding Member shall explicitly state this. If a question is taken on notice a written response is to be given by the CEO (or his nominated delegate) within seven (7) working days of finalisation of the unconfirmed Minutes from the meeting where the question was raised. A summary of the question and the response is to be included in the Agenda for the next Ordinary meeting.
7. Every question and answer shall relate to a matter affecting the Council, be submitted as briefly and concisely as possible and no discussion shall be entered into. At Special Meetings of Council, questions will only be accepted if they relate to Items listed on the Agenda of the Meeting.
8. Adverse reflection on the integrity of Councillors or Officers will not be permitted or tolerated, nor will questions not asked in good faith, relating to the personal affairs of Council Members or employees or otherwise as deemed inappropriate by the Presiding Member.
9. Only questions shall be asked - no statements will be allowed.
10. If during Public Question Time the Presiding Member is of the opinion that:
 - (a) The concern(s) raised by the question(s) by a member of the public have been and/or are presently being dealt with by the Council or an Officer and that no useful purpose will be served by pursuing the matter(s) further in public question time; or
 - (b) A member of the public has spoken for more than three (3) minutes altogether and it is clear that no resolution of his or her concern(s) will be reached during this time,then the Presiding Member may rule the question will not be addressed and for the member of the public to resume their seat and their turn in the queue.
11. Where the Presiding Member makes a ruling pursuant to the preceding clause, the Presiding Member shall:
 - (a) Cite clause 11(a) or 11(b) and note the reason for the ruling; and
 - (b) Cause the ruling and the reason for the ruling to be noted in the Minutes of the meeting.

POLICY NO.	M.9
POLICY SUBJECT	Civic Receptions – Approvals/Rejections of Requests
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Any request for a civic reception is to be referred to the Shire President who may approve or reject the request provided that a specific or general budget allocation exists.

Where no budget allocation exists, Council may approve or reject a request for a civic reception. If Council approves the application, a specific budget limit is to be set by Council.

Arrangements for civic receptions (format, invitation list, etc) are to be made by the Shire President and Chief Executive Officer without referral to Council.

POLICY NO.	M.10
POLICY SUBJECT	Meetings of Council– Distribution and Release of Minutes
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. A copy of the Minutes of all Council meetings, meetings, stamped with the wording – “Unconfirmed Minutes”, are to be made available for perusal by members of the public at the Council Library as soon as possible following each meeting but within the time limits prescribed by Local Government (Administration) Regulation No. 13.
2. Any person may be provided with a photocopy or electronic format of any page or pages of any Council meeting or Committee meeting Minutes, on payment of the current photocopying charges that apply. Such copies issued that have not been confirmed are to be stamped with the wording – “Unconfirmed Minutes”.
3. Upon request, a copy of the Minutes of all or any Council meeting may be posted or e-mailed to local Members of State or Federal Parliament, free of charge. If unconfirmed, the Minutes are to include the words “Unconfirmed Minutes”.
4. A copy of all Ordinary Council and Special Council Agendas (including attachments) and Minutes are to be loaded on the Shire website. Note when an attachment is too large to uplift to the website (where not able to be broken down into a series of logical small sections) a note is to be placed in the relevant area of the website advising that a hard copy can be viewed in the Shire Library.

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POLICY NO.	M.11
POLICY SUBJECT	Public Attendance at Meetings - Agendas
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council policy that:

1. Three (3) copies of Council Meeting Agendas with one (1) copy of the Attachments are to be provided in the Council Chamber for distribution to members of the public that attend Council/Committee meetings.
2. Members of the public may view or receive Council/Committee meeting Agendas from the Administration Offices prior to a Council/Committee meeting. Copies will be made available at the office or by post upon payment of the appropriate photocopy charge.
3. Items that the Chief Executive Officer considers confidential or that are to be considered by Council/Committee behind closed doors are to be withdrawn from copies of the Agenda that are made available to the public.
4. One copy of the Agenda will be placed in the Library and one copy at the Customer Service area for public inspection.

POLICY NO.	M.12
POLICY SUBJECT	Code of Conduct for Council Members, Committee Members and Candidates
ADOPTION DATE	29 April 2021 (C.02/0421)

Note: Although Council has adopted the 'Code of Conduct for Council Members, Committee Members and Candidates' it isn't contained in the Council Policy manual as it has standalone page numbering. There is a legislative requirement for local governments to publish their codes of conduct on their websites and this has been done on a standalone page on the Shire website.

The 'Code of Conduct for Council Members, Committee Members and Candidates' can be viewed at <https://www.bridgetown.wa.gov.au/documents/243/code-of-conduct-for-council-members-committee-members-and-candidates>

POLICY NO.	M.13
POLICY SUBJECT	Anti-Discrimination, Sexual Harassment and Bullying ▼
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

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1 Overview

The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire has a right to do so in an environment where every employee is treated equally, fairly and without prejudice, free from discrimination, sexual harassment and bullying. The Shire is committed to providing such an environment.

For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Bridgetown-Greenbushes in any capacity.

2 Purpose

The purpose of this policy is to provide a definition and a framework of what constitutes discrimination, harassment or bullying in the workplace.

3 Links to Other Policies

- Complaints/Grievance
- Code of Conduct
- Information, Communication Technology Use

4 Statutory Environment

Federal Legislation

- Age Discrimination Act 2004.
- Disability Discrimination Act 1992.
- Racial Discrimination Act 1975.
- Sex Discrimination Act 1984 (Cth)

State Legislation

- Western Australia – Equal Opportunity Act 1984.
- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA).

5 Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement.

The Shire acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

6 Sexual Harassment

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress;
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails,).

7 Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;

- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle of family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

8 The Employer

The Shire recognises that discrimination, sexual harassment and bullying can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints, where required. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

The Shire will endeavour to ensure the work environment is conducive to encouraging employees to report discrimination, sexual harassment or workplace bullying. Managers and supervisors must ensure employees who make complaints, or witness any inappropriate workplace behaviour are not victimised.

The Shire will ensure all workers are educated as to the nature, effects and possible consequences of unlawful discrimination.

The Shire of Bridgetown-Greenbushes will endeavour to:

- Provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- Provide and maintain safe systems of work;
- Provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- Treat all employees fairly; and
- Take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

9 Employees

Employees are required to:

- Report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- Follow all Shire policies and procedures;

- Ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
- Treat all employees fairly and with respect.

10 Consequences of Breaching This Policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

An employee whose health or work performance has been affected by sexual harassment or workplace bullying will not have their employment status or conditions disadvantaged in any way.

Council has grievance and investigation procedures to deal with discrimination, sexual harassment and bullying. Any reports will be treated seriously and investigated promptly, confidentially and impartially.

COMPLAINTS/GRIEVANCE PROCEDURE

All complaints of discrimination, sexual harassment and bullying will be treated confidentially and resolved promptly.

Wherever possible the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

Procedure

1. A complaint of sexual harassment may be lodged with any of the following:
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - Departmental Manager (if applicable - except where this person is the alleged harasser)
 - Human Resources Officer (except where this person is the alleged harasser)
 - Chief Executive Officer (if the alleged harasser is a Departmental Manager or Shire President)
 - Shire President (only if the alleged harasser is the Chief Executive Officer or Councillor)
2. A person receiving a complaint of sexual harassment will:
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.

- Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:
- As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
4. If it is not possible to resolve the complaint through simple mediation between the complainant and the alleged harasser:
- The matter will be independently investigated (by whom)? and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of serious sexual harassment:
- The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them.
 - If requested by either party or by management, alternative working arrangements or a change to work schedule may be made.
 - Any reasonable request by either party for legal or union representation shall not be denied.
6. If, following investigation and resolution, a complaint is judged to have been proven:
- Remedial action will be taken.
 - A record of the detail of the remedial action will remain on the employee's personnel file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.

7. If, following investigation, a complaint is judged to have been unproven:
 - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.
8. While it is Council's wish to attempt to deal with complaints of harassment internally, no employee will be penalised for bringing a complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.

BREACH OF PROCEDURE – CONSEQUENCES

Persons who commit acts of unlawful conduct, risk exposing both themselves and the Shire to claims for compensation by a person aggrieved by the conduct. If an independent investigation determines that the alleged harasser has acted inappropriately, the Shire reserves the right to seek compensation for losses related to reduced work and/or any other specifically itemised costs incurred by the Shire as a direct result of the incident

Any breach of this policy may result in disciplinary action, including counselling, transfer, demotion and/or termination of employment.

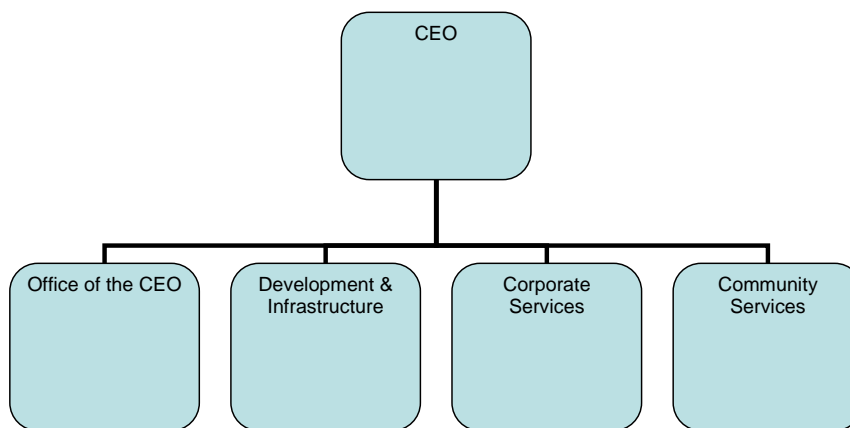
POLICY NO.	M.14
POLICY SUBJECT	Senior Employees
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The following are designated senior employees for the purposes of Section 5.37 of the Local Government Act:

- Executive Manager Corporate Services
- Executive Manager Development & Infrastructure
- Executive Manager Community Services

POLICY NO.	M.15
POLICY SUBJECT	Organisation Structure
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The Organisation Structure for the administration of the Shire of Bridgetown-Greenbushes is as follows:



POLICY NO.	M.16
POLICY SUBJECT	Australian Citizenship Ceremonies
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Australian Citizenship Ceremonies are held as a stand alone event, separate from Council meetings. The default date for the Citizenship Ceremonies is 4.00pm on the day of an Ordinary Council meeting however it is recognised that due to scheduling, priorities and urgency, this date may not always be suitable to the recipient. On those occasions a revised date will be scheduled.
2. It is Council's policy that all arrangements for the presentation of Australian Citizenship Certificates be left to the discretion of the Shire President so that presentations can be made to accommodate the wishes of the recipients.
3. All recipients of Australian Citizenship Certificates are to receive a small gift from Council. The gift is to be determined by the Shire President and Chief Executive Officer.

POLICY NO.	M.17
POLICY SUBJECT	Enquiries by Ombudsman
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council Policy that the Chief Executive Officer is to provide Members with appropriate notification of any determination made by the State Ombudsman in regard to any Council activity.

POLICY NO.	M.18
POLICY SUBJECT	Well Wishes from Council
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families.
2. In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

POLICY NO.	M.19
POLICY SUBJECT	Meetings of Council – Guest Speakers
ADOPTION DATE	29 April 1999
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Council's Policy is to support the scheduling of guest speakers immediately prior to, or at the commencement of, Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.
2. This Policy is not to be construed so as to allow persons to make submissions for or against items on the Agenda, or canvas issues that may be addressed by Council in the near future.
3. The Shire President and/or CEO are authorised to approve requests to address Council.

POLICY NO.	M.20
POLICY SUBJECT	Establishment of Council Committees
ADOPTION DATE	24 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council may establish committees under Section 5.8 (onwards) of the Local Government Act 1995 to assist it achieve its objectives. Criteria for justification for establishing/maintaining a Committee is:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion,
- The required expertise exists amongst those who are willing,
- Council can afford any necessary resources,
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document.

POLICY NO.	M.21
POLICY SUBJECT	Community Engagement/Consultation
ADOPTION DATE	29 November 2018 (C.05/1118) [replaces Community Consultation Policy]
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Deleted: Policy

Introduction

This policy affirms the commitment of the Shire of Bridgetown-Greenbushes to community engagement and consultation.

The policy establishes a framework for timely and meaningful community engagement/consultation and communication to take place between Council and the Community. Council believes that early effective communication and consultation with the Community will lead to better decision-making, and more open, transparent and accountable governance.

Definition of Community Engagement, Consultation and Democratic Governance

Community engagement is any process “that involves the public in problem solving or decision making and uses public input to make decisions (as defined by the International Association for Public Participation).

Consultation for the purpose of this document is defined as a process of two-way, informed communication between the Council and the Community on issues prior to Council making decisions on those issues.

There is a difference between “engagement” and “consultation”. Consultation is the process where people respond to a proposal such as submitting written comments. Engagement goes beyond seeking views on specific decisions to having a dialogue with the community about key issues such as service delivery – this gives members of the community more of an active, participatory role.

Democratic governance involves community participation and input into Council’s decision making. Consultation is a vehicle for obtaining this input and it fulfils the need to ensure that the community’s views can be identified and communicated effectively.

Community engagement/consultation does not detract from Council’s ultimate role to make decisions and its accountability for its decision making. Instead it is intended to support rather than replace the role Councillors (and staff when acting under delegated authority granted by Council) have in receiving and generating ideas, and making its decisions. It does not imply government by referendum.

Aims of the Policy

The principal aim of the policy is to create and foster a consultative culture within the Shire of Bridgetown-Greenbushes.

The policy aims to allow the community an adequate and appropriate opportunity to:

- a) Respond to and comment on issues and proposals affecting individuals and groups within the community;
- b) Be kept informed on current issues and proposals that will potentially affect the community;
- c) Provide support and gain a sense of ownership of key Council functions and activities.

The policy ensures that the consultation includes people affected by a Council decision and that they have every opportunity to make an impact on Council decision making. It is intended to foster a consultative culture between the Council and the community.

The Policy objectives from the Shire and Council perspectives are to:

- a) Clearly define the levels of community consultation required on issues affecting the community;
- b) Detail the requirements for consultation for the related levels of community impact;
- c) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

Key Principles

The following principles form the basis of the consultation policy.

Inclusiveness

- Consultation will encourage the participation of people affected by or interested in a decision.
- Affected and interested parties will be given equal opportunity to participate in the consultation process.
- Consultation will be sensitive to the needs of particular groups to maximise their ability to contribute.
- Council will actively seek out people for consultation.

Focus

- Consultation will be purpose driven.
- Chosen consultation methods will be appropriate for the task.
- A clear statement about what the consultation is to achieve will be provided.
- A clear statement about the role of Council and the role of participants in the consultation will be made.

Responsiveness

- Council will consider and respond to contributions from all participants.
- Consultation will be transparent and those involved will have a clear understanding of how their feedback and comments are to be used.
- Council will maintain openness and will consider new ideas and alter the course of actions as appropriate.

- Council will ensure respect for the diverse range of interests that may be represented during a consultation.

Provision of Information

- Information relating to the consultation will be readily available to allow participants to make informed and timely contributions.
- Information relating to the consultation can be accessed easily by everyone involved.
- Information will be presented in an easily understood format.
- In some instances full details about an issue may not be fully disclosed to the public because of its commercially sensitive or personal nature.
- Unless mandated by or for a legislative requirement, Council will not count the public holiday periods of Christmas, New Year and Easter in public consultation periods.

Implementation and Evaluation

- Through Council, participants will receive feedback about inputs received and how the related decision(s) was reached.
- As part of its commitment to the effectiveness of the Policy, Council will welcome and act upon appropriate recommendations from the community for changes to the policy.

The Decision-Making Process

Elected members and the CEO are charged under the Local Government Act 1993 (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Their decisions may not necessarily reflect the majority view received from community consultation. However, they are bound to make decisions that are equitable, economically, socially and environmentally appropriate, timely and in accord with The Act.

Decisions must be made for the overall good of the Shire of Bridgetown-Greenbushes. The Act requires decision-makers to make decisions in the interests of “the good government of the district”. This responsibility from time to time puts decision-makers at odds with the expressed views of citizens from a local neighbourhood or community group who may, understandably, take a narrower view of the considerations at hand.

There will be a diversity of views on most issues. Council and Shire Officers are wary of claiming to speak for the “community” and wary of those who claim to do so. Council and Shire Officers recognise that, on most significant issues, diverse views exist that need to be respected and taken into account by the decision-makers.

All community consultations will clearly outline from the outset any such constraints or limitations associated with the matter under consultation.

Consultation Framework

Levels of Consultation

Democratic local government, with its very broad charter, needs to consult across many levels which may range from consultation about the future use of a specific site in the Shire of Bridgetown-Greenbushes, to consultation on the community's views of a state-wide issue which impacts on the community and therefore requires a Council position.

The levels illustrated in Table One indicate that different approaches will be required to consultation.

Modes of Consultation

There are a number of ways in which the Council can commence a dialogue with the community. These are outlined in Table Two.

Consultation Matrix

The Council and the community need to determine which consultation modes are appropriate at which levels of consultation. The matrix at Table Three (presents the preferred mode(s) for each consultation level, and the related levels of certainty that the consultation mode will be undertaken.

Table One: Levels of Consultation

Consultation Level	Definition
Statutory Advertising or Notification	Under Council's Local Laws and Town Planning Schemes (TPS) there are a number of mandatory advertising or notification requirements. Examples include amendments to a TPS, "SA" uses under the Zoning Table of a TPS, consideration of development guide plans and amendments to or review of a Local Law.
Site Specific Planning/Development	Where standards or requirements stipulated under a TPS, Council Policy or Local Law are proposed to be varied in a specific, localised instance. Examples include setback reductions, building envelope alterations, development plans for Shire reserves, etc.
Area Improvement	Matters that affect people in a whole neighbourhood, e.g. traffic management.
Modifications to Service Delivery	Changes to Council functions or services e.g. extension of rubbish collection area, modification to opening hours of Shire facilities.
Policy Development	To develop or improve policies for Council's position on particular matters. Does not include internal "governance/administration" policies.
Key Strategic Issues	Projects of a size that will impact on a substantial proportion of the community and/or which will have far reaching financial implications, e.g. new subdivision or industry, extensions to Shire facilities.
Review of Strategic Community Plan	Expresses the community's vision and

Consultation Level	Definition
(both comprehensive review every 4 years and desktop review after 2 years)	priorities for the future and shows how the Council and community intend to make progress over a ten year period.

Table Two: Modes of Consultation

Consultation Mode	Description
Advertisements in Local Newspapers	Adverts in either or both of the local newspapers and/or "The Mailbag" community newspaper and Greenbushes Newsletter.
Notice Boards	A copy of all advertisements and other relevant notices are placed on all Shire Notice Boards.
Website	Information will be placed on the Internet at www.bridgetown.wa.gov.au
'Shire Bytes' Email Service	The 'shire Bytes' email service is a means for the Shire to circulate by an email group, the members of which 'opt-on' and 'opt-off' the email group. The emails occur only when specific information needs to be disseminated. This mode of consultation differs from the website as people need to access the website actively; while the email service accesses the people directly and automatically when information is to be sent.
Facebook Post	Posts on the official Shire Facebook page are made in real time, providing information on relevant issues and events. Only staff nominated by the CEO are authorised to create posts on the Shire Facebook page. The Shire will not post directly to any page other than the Shire Facebook page but can share the Shire posts to any community pages.
Written Notice	This is a personally addressed letter to all affected households, outlining the related issues and inviting comment.
Media Release	This involves issuing media releases and conducting interviews with local journalists. When part of the consultative process, the Council spokesperson will indicate to the media representative that feedback from the community is invited and valued. The media release will be made available to local newspapers.
Survey	This is a professionally structured and statistically correct survey seeking particular attitudes, beliefs or information. It may be completed by written or questionnaire survey of individuals, individual households or groups of households.
Bulk Mail-Out	This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to Council. The flyer indicates how that feedback can be given.
Personal Briefings	These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer(s) and/or elected members.
Working Groups Including Members of Public	These are discussion groups of around 6-12 people, with membership determined by Council. The participants are invited because they have a particular interest, involvement or stake in the subject being discussed. The group may be comprised of Shire Officers, Councillors, professionals and/or residents with particular skills, competencies and/or knowledge relevant to the particular issue. The purpose is to find out the range of opinions and options that exist for feedback to Council's decision-making process.
Information Session or	This may be held at a community venue, at the site of the matter

Consultation Mode	Description
Public Meeting	under consultation, or at the Shire offices. Invitations will be sent by one or more of the following methods: <ul style="list-style-type: none">- advertising in the local papers- letterbox drop- media.
Formal Displays	A formal display area, placed in the Shire offices or other convenient local venue, showing plans, drawings, photos and / or related proposals and information for public inspection. Structured comment forms will be provided at the display for public completion and submission.

Table Three: Consultation Matrix

The Consultation Matrix describes, for each Consultation Level, the Mode/Modes of Consultation that will be undertaken. The numbers 1 to 6 in each related cell indicates the levels of certainty that that mode of consultation will be undertaken for the level of consultation involved.

Consultation Level Mode of Consultation	Statutory Advertising or Notification	Site Specific Planning / Development	Area Improvement	Modifications to Service Delivery	Policy Development	Key Strategic Issues*	Strategic Community Plan Full Review*	Strategic Community Plan Desktop Review*
Advert in Local Newspapers	1	4	3	3	1	1	1	1
Notice Boards	1	4	3	3	1	1	1	1
Website	2	3	2	2	1	1	1	1
Shire Bytes and Facebook	2	4	3	2	1	1	1	1
Written Notice	2	1	3	3	3	3	6	6
Media Release	5	6	2	3	3	2	2	2
Survey	6	6	6	6	5	3	1	1
Bulk Mail Out	6	6	4	4	5	3	5	5
Personal Briefings	3	3	3	3	3	3	5	5
Working Groups (including Public Members)	5	5	4	5	3	3	5	5
Information Sessions	3	4	4	4	3	3	1	5
Formal Displays	3	5	3	3	2	2	2	5

* For key strategic issues and reviews of the Strategic Community Plan a specific community engagement plan is to be prepared prior to commencement

Levels of Certainty:

- 1 = every time
- 2 = in most cases
- 3 = depending on the program / issue
- 4 = occasionally
- 5 = rarely
- 6 = never

Consultation Process

The community consultation will involve the following process steps, which may vary depending on the levels of consultancy involved:

Research

- Identify the range of issues that are involved.
- Identify any policies or strategic plans that may impact on any of these issues.
- Identify the issues that are core to the consultation.
- Establish what the responsibilities of Council are in relation to each of the core issues that have been identified.

Setting the Framework for the Consultation

- Define the purpose of the consultation.
- List the specific aims of the consultation.
- Define the internal stakeholders who may have an interest in the consultation.
- Define the external stakeholder groups or individuals that need to be included.
- When an issue is likely to be controversial, consider engaging an independent expert who can develop credibility with both sides.
- Using the consultation matrix define the most appropriate approach to reaching the audiences involved.
- Holiday Period:
 - Council to take into account the ability for timely consultation during public holiday periods.
 - Council to take into account the possible low number of residents for exposure to critical consultation process during the December/January holiday period.

Plan and Initiate the Consultation Process

- Using the matrix identify the modes for reaching the audiences.
- Establish the process which will be used to reach the audiences.
- Prepare a timetable for consultation that is realistic, including avoidance of public holidays during the consultation period.
- Establish the necessary consultation budget.
- Prepare the information on which the consultation will be based.
- Ensure a quality and completeness review is performed on the information to be provided¹.
- Circulate the information and/or provide and advertise access points to the information for the identified audiences.

¹ Where relevant, Shire Officers must ensure that the information is fully compliant with legislation (i.e. a planning application can be approved in its submitted form) prior to commencing the consultation process. If the application is found not to be compliant it is to be deferred until additional / revised information is provided by the applicant to make it compliant.

Consideration of Submissions

- Formally acknowledge (either via letter or acknowledgement card) written submissions within 7 days of the end of the consultation timeframe.
- Summarise all submissions and present a report to the relevant Shire Officers and Elected Members.
- Once the related /Council decision is made, communicate the outcome to the community via a relevant communication media (e.g. newspapers, notice board, web site, Council Minutes), including direct to the community members who responded in writing.

Privacy of Submissions

Submissions received may be included within the official Council agenda and minutes, including personal information about the submitter's identity and location. Agendas and minutes are made available to the public and on Council's website. Authors of submissions that don't wish to have this information identified in agendas and minutes can request suppression of this information in their submission. In these situations the relevant Shire Officer may be required in the agenda item/report to provide information about the proximity and associated relevance of the contents of the submission.

Note the full copy of any submission, can be subject to access requests under the Freedom of Information Act.

POLICY NO.	M.22
POLICY SUBJECT	Art Acquisitions
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective

To ensure that when art is purchased, it is based upon development of culture significance to the community and/or as determined by Council.

Policy

When a piece of art is purchased by the Shire the following shall be adhered to:

- Priority shall be given to locally designed and/or produced pieces
- The selection of art to be at the discretion of the Shire President
- A piece of art purchased or acquired is described and becomes part of the Council's Curatorial Register.

POLICY NO.	M.23
POLICY SUBJECT	Provision of Information for Councillors
ADOPTION DATE	29 June 2000
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose of Policy:

This Policy will –

- Provide clear communication channels to ensure the timely provision of accurate information
- Recognise the particular circumstances of the Council and intent of the Act
- Require adequate training of staff and Councillors on the need for the Policy and its requirements

Objectives:

The objectives of this Policy are to –

1. Provide a documented process on how Councillors can access Council records.
2. Ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council.
3. Provide direction on Councillors' rights of access to Council building.

Inappropriate Interactions – Information

Council's Policy is that the following interactions are inappropriate:

- Councillors approaching members of staff other than at Executive Manager level for information on sensitive, confidential or controversial matters.
- Members of staff approaching Councillors directly during working hours (rather than via the executive, staff representative or union delegate) on staffing or political issues.
- Councillors approaching staff outside the Council premises or outside hours of work to discuss Council business.
- Staff refusing to give appropriate information available to other Councillors to a particular Councillor.
- Councillors who have a Building Application or Planning Application before Council discussing the matter with staff outside appropriate forums.
- Staff being asked to complete tasks, answer questions or provide documents to Councillors who are overbearing or threatening.

- Councillors directing or pressuring staff in the performance of their work, or recommendations they should make.
- Staff providing advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- Councillors or staff making any adverse comments about another member of the organisation (including Councillors) outside an appropriate forum.

Confidential or Sensitive Information

At times confidential or sensitive information will be provided to Councillors. The use of such information is regulated by Council Policies and the Local Government Act Section 5.93 which reads:

“A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person;*
or
- (b) to cause detriment to the local government or any other person.*

Penalty: \$10 000 or imprisonment for 2 years.”

Confidential or sensitive information shall wherever possible be tabled at Council and Committee Meetings and be collected at the same meeting. Copies of confidential or sensitive information shall not be made without the express permission of the CEO.

Access to Council Records by Councillors

The Local Government Act provides that the Council must provide access to the current version of certain Council documents free of charge to all members of the public. These documents are listed in Section 5.94 of the Local Government Act (noting that access is limited by virtue of Section 5.95 of the Local Government Act).

Official Council documents will always remain the property of the Council.

In addition to these documents/information, the Local Government Act also allows a person performing the function of a member of the Council (or Committee as the case may be) (refer Section 2.7 of the Local Government Act), access to other documents via Section 5.92 which reads:

“ (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

- (2) Without limiting subsection (1), a council member can have access to —*
 - (a) all written contracts entered into by the local government; and*
 - (b) all documents relating to written contracts proposed to be entered into by the local government.”*

Functions of Local Government's are described in Part 3 of the Local Government Act; Division 2 deals with the legislative functions (ie; Local Laws) and Division 3 deals with the Executive Functions (ie; providing services and facilities).

Access to a Council file, record or other document can only be provided according to this Policy to ensure that access is obtained in ways that are legal and appropriate. This Policy does not limit or restrict statutory or common-law rights of access.

Councillors can request the CEO or a person nominated by the CEO to provide access to a particular Council record.

Members of the Council who have a personal (as distinct from civic) interest in a document of Council have the same rights of access as any other person.

Councillors are entitled to access to all Council files, records, or other documents where that document is identified in Section 5.94 and 5.92 of the Local Government Act or to a matter currently before the Council.

Councillors can request access to other documents of the Council whether by a Notice of Motion or a Freedom of Information application.

Access to Council Premises

- As elected members of the Council, Councillors shall have access to the Council Chamber and Committee Rooms for the performance of their duty.
- Councillors who are not in pursuit of their authorised/statutory duties have the same rights of access to Council buildings and premises as any other member of the public.

POLICY NO.	M.24
POLICY SUBJECT	Legal Representation – Costs Indemnification
ADOPTION DATE	30 November 2000
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Introduction

This policy is designed to protect the interests of Council Members and employees (including past Members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2. General Principles

- 2.1 The local government may provide financial assistance to Members and employees in connection with the performance of their duties provided that the Member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- 2.2 The local government may provide such assistance in the following types of legal proceedings:
 - i) proceedings brought by a Member and employees to enable them to carry out their local government functions (eg; where a Member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) proceedings brought against Members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg; refusing a development application) or where the conduct of a Member or employee in carrying out his or her functions is considered detrimental to the person (eg; defending defamation actions)]; and
 - iii) statutory or other inquiries where representation of Members or employees is justified.
- 2.3 The local government will not support any defamation actions seeking the payment of damages for individual Members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- 2.4 The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

3. Applications for Financial Assistance

- 3.1 Subject to Item 3.5, decisions as to financial assistance under this policy are to be made by the Council.
- 3.2 A Member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- 3.3 An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- 3.4 A Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- 3.5 Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 costed to the Legal Expenses Governance Account.
- 3.6 Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. Payment of Assistance

- 4.1 Any amount recovered by a Member or employee in proceedings, whether for costs or damages, will be off-set against any moneys paid or payable by the local government.
- 4.2 Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- 4.3 Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

POLICY NO.	M.25
POLICY SUBJECT	Complaints
ADOPTION DATE	28 August 2008
LAST VARIATION DATE	22 February 2018 (C.10/0218)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Introduction

The Shire of Bridgetown-Greenbushes endeavours to provide services and facilities of the highest standard for Shire residents, ratepayers and visitors.

The Shire recognises the right of residents, ratepayers and visitors to complain when feeling dissatisfied. We are committed to the provision of quality residents, ratepayers and visitor's service and the efficient and fair resolution of complaints.

The Complaints Policy has been developed to provide a straight forward and uncomplicated process for investigating and resolving complaints.

The Shire recognises that the complaints mechanism also provides an opportunity for feedback, and continuous improvement of its processes and services.

Objectives of the Policy

- Recognise, promote and protect the residents, ratepayers and visitor's right to complain about their dealings with the Shire
- Provide consistent and clear guidelines for the handling of complaints
- Provide a simple, clear and concise process for recording, examining and resolving complaints
- To obtain feedback to identify services and processes that could be improved.

What is a Complaint?

A complaint is an expression of dissatisfaction about the quality of service a resident, ratepayer or visitor receives when dealing with the Shire. Complaints also include grievances that a resident, ratepayer or visitor may have about the inappropriate actions or behaviours of a Shire employee or an elected member.

Complaints may concern:

- Services provided by the Shire
- Actions or behaviours of:
 - a staff member
 - the CEO
 - an elected member other than the President
 - the President

A complaint under this Policy is not:

- Submittal of a residents, ratepayers and visitors service request;

- Requests for new services;
- Requests for information or explanation of policies or procedures;
- A complaint relating to a decision/determination (other than processes used) made by the Council or staff member acting under Council's delegated authority;
- A complaint for which statutory review processes exist, such as an appeal against a planning decision for which there are appeal provisions in the applicable legislation;
- A complaint about receipt of an infringement when an internal appeal or request for withdrawal process to the Shire CEO is available;
- An expression of dissatisfaction with the behaviour or performance of a staff member whereby the mechanism is contained in Council's Code of Conduct or policy;
- An expression of dissatisfaction with the behaviour or performance of an elected member whereby the mechanism is contained in the Local Government (Rules of Conduct) Regulations or Council's Code of Conduct; or
- A work related grievance of a staff member.

The reason why complaints about behaviour or performance of staff or elected members as outlined above aren't termed "complaints" is that the processes set out in the Local Government (Rules of Conduct) Regulations, Council's Code of Conduct or other applicable policy take priority and no investigation under the Complaints Policy is to proceed.

All complaints must be received in writing, either via formal written correspondence, email to the Shire's corporate email address btnshire@bridgetown.wa.gov.au or on the official complaints form, as provided at the Shire Customer Service Area, at the external centres of the Library, Leisure Centre and Visitor Centre, and on the website at www.bridgetown.wa.gov.au.

What our residents, ratepayers and visitors can expect from us

- Complaints will be taken seriously
- Anyone making a complaint will be treated with courtesy and respect
- Anyone making a complaint will be listened to and their views will be taken into account
- All complaints will be dealt with in a timely manner
- All complaints will be recorded.

What we would like from our residents, ratepayers and visitors if making a complaint

- Courtesy and respect
- A full and accurate explanation of the complaint
- Identification and contact details so that we can provide feedback and handle the complaint as effectively and professionally as possible.

Anonymous complaints

Limitations will apply to the investigation of anonymous complaints.

Anonymous complaints will not be investigated unless the matter is:

- A matter for which the Shire is obliged to act, prescribed in the Local Government Act, the Corruption and Crime Commission Act or under any other written law; and/or
- A matter which if not attended to could reasonably constitute a significant risk to the health and/or safety of persons, animals or the environment.

Withdrawing a complaint

Anyone wishing to withdraw a complaint must notify the Shire in writing or via email.

Complaints of illegal or corrupt behaviour

Complaints which, when assessed, relate to illegal or corrupt behaviour or misconduct under applicable legislation will be referred by the CEO to the appropriate external organisation. Where such a complaint alleges such behaviour by the CEO, the Shire President will refer the complaint.

Termination of a complaint

The Shire of Bridgetown-Greenbushes may terminate a complaint if it:

- has previously been dealt with by the Shire;
- was lodged more than twelve months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern; or
- if another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

Complaint Processes and Flow Charts

A “service complaint” is a complaint about the standard of a service provided by the Shire. A complaint against an employee of the Shire, CEO, elected member or Shire President is about the actions, inactions or behaviour of those persons.

Set out below is a descriptive flow chart showing the various complaint types, and their related processes.

Flow Chart

Complaint Against a Service Provided by the Shire	Complaint Against Staff Member other than CEO	Complaint Against CEO	Complaint Against an Elected Member other than President	Complaint Against President
Complaint is presented to and dealt with by CEO.	Complaint is presented to and dealt with by CEO.	Complaint is presented to Shire President.	Complaint is presented to Shire President.	Complaint is presented to CEO or Deputy President.
▼	▼	▼	▼	▼
If complaint alleges illegal or corrupt action, the CEO will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the CEO will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the President will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the President will automatically refer to outside agency	If complaint alleges illegal or corrupt behaviour, the CEO / Deputy President will automatically refer to outside agency
▼	▼	▼	▼	▼

If complainant is dissatisfied with CEO investigation or determination, he/she to be advised of appeal option to Complaints Panel.	If complainant is dissatisfied with CEO investigation or determination he/she to be advised of appeal option to Complaints Panel.	Shire President appoints Complaints Panel.	Shire President appoints Complaints Panel.	Deputy President appoints Complaints Panel.
▼	▼	▼	▼	▼
If appeal lodged, Shire President is to appoint Complaints Panel to review CEO determination.	If appeal lodged Shire President is to appoint Complaints Panel to review CEO determination.	Complaints Panel to determine complaint and any subsequent action.	Complaints Panel to determine complaint and any subsequent action.	Complaints Panel to determine complaint and any subsequent action.
▼	▼	▼	▼	▼
Complaints Panel to determine complaint and any subsequent action.	If Complaint Panel determines finding against staff member, the matter is referred to CEO for determination of action.	If complaint is upheld the Shire President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.	If complaint is upheld the Shire President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.	If complaint is upheld the Deputy President formally advises Council of the contents of the complaint and the action determined by the Complaints Panel, for their information only.
▼	▼	▼	▼	▼
The CEO will submit a monthly report in elected members' information bulletin on the number and status of current service complaints.	If complainant is dissatisfied with Complaints Panel determination and/or CEO action, he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.	If complainant is dissatisfied with Complaints Panel determination he/she to be advised of external appeal options.

Step-by-Step Description

(A) Complaints Against a Service Provided by the Shire

Any complaint expressing dissatisfaction about a service provided by the Shire will be dealt with administratively by the Chief Executive Officer (CEO) unless a review of the CEO's determination is requested by the complainant.

- (i) The complaint will initially be referred by the CEO to the relevant senior officer responsible for the service that is the subject of the complaint. The senior officer will investigate the complaint, including interviewing relevant staff members and will provide a report to the CEO.
- (ii) The CEO will consider the report from the senior officer and make a determination of the complaint, and if the complaint is upheld will determine whether any changes to current practices or procedures are required.
- (iii) The complainant shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint.
- (iv) If the complainant is dissatisfied with the investigations or determinations undertaken by the CEO, he/she will be advised of their rights to appeal to a Shire Complaints Panel established by the Shire President. The Complaints Panel normally shall comprise:
 - (A) President;

- (B) Relevant senior officer responsible for the provision of the service that is the subject of the complaint (where the service in question is provided by the Office of the CEO, one of the Executive Managers will be the relevant senior officer); and
 - (C) Two (2) elected members, selected by the Shire President.
- (v) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of being informed by the President/CEO of an appeal.
- (vi) The Complaints Panel will assess the complaint and, if necessary, will interview the person making the complaint, accompanied by a support person if he/she so desires, and any other relevant person or officer. The Complaints Panel will prepare a report for the consideration of either the CEO or Council (as determined by the Complaints Panel). The report will contain:
- (A) details of the complaint;
 - (B) details of how the complaint was investigated;
 - (C) other relevant factors; and
 - (D) a recommendation.

(B) Complaints Against Employees (other than the CEO):

The Local Government Act 1995, Section 5.41 states:

“5.41 The CEO’s functions are to:

... (g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);”

Any complaint/allegation about an employee (other than the CEO) shall be dealt with administratively by the CEO, other than if a complainant is dissatisfied with the determination made by the CEO in the initial complaint. In that case the complainant may appeal to a Shire Complaints Panel for a review of the CEO’s determination. However, in accordance with Section 5.41(g) of the Local Government Act, the CEO will solely make the determination on what action is to be taken against a staff member found by the Complaints Panel to have acted in an inappropriate or adverse manner on the subject of the complaint in question.

- (i) All complaints/allegations will be treated as confidential and will ensure that the principles of “natural justice” and “procedural fairness” are followed at all times.
- (ii) The CEO will advise the employee in writing of the complaint.
- (iii) The advice will:
 - (A) contain details of the complaint/allegation (other than the complainants name/details);
 - (B) contain details of legislation/Code of Conduct being allegedly breached;
 - (C) seek comments or a response to the allegation; and
 - (D) specify a closing date for receiving such response.

- (iv) The CEO will investigate the complaint/allegation, or may direct another person to carry out the necessary investigations, and will prepare a report.
- (v) If any complaint/allegation or criticism is made concerning an employee, that employee may reply to the complaint/allegation in writing to the CEO.
- (vi) The CEO (or delegate) will prepare a confidential report. The report will contain details of the complaint/allegation, legislation/Code of Conduct being breached and a determination on whether a breach has occurred and if so what action is necessary against the employee.
- (vii) The CEO will consider the response provided and advise the employee being complained about and the complainant, in writing, of the findings.
- (viii) The complainant and the employee being complained about shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint/allegation.
- (ix) If the complainant is dissatisfied with the investigations or determinations undertaken by the CEO, he/she will be advised of their rights to appeal to a Shire Complaints Panel established by the Shire President. The Complaints Panel normally shall comprise:
 - (A) President;
 - (B) Applicable senior officer; and
 - (C) Two (2) elected members, selected by the Shire President.
- (x) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of the complaint receipt.
- (xi) The Complaints Panel will assess the complaint and, if necessary, interview the person making the complaint and the employee, each accompanied by a support person should either so desire. The Complaints Panel will prepare a report for the consideration of the CEO. The report will contain:
 - (A) details of the complaint;
 - (B) details of how the complaint was investigated;
 - (C) other relevant factors; and
 - (D) a recommendation.

(C) Complaints Against Elected Members, President or the Chief Executive Officer:

- (i) The elected member, President or CEO will be advised in writing of the complaint. The President will write to any elected member involved, and where the complaint involves the President, the Deputy President will write to the President. Where the complaint involves the CEO, the President will write to the CEO.
- (ii) Any complaints/allegations about an elected member, the President or the CEO shall be referred to a Complaints Panel for investigation.

- (iii) The Complaints Panel shall normally be chaired by the President, except when the complaint/allegation involves the President in which case the panel will be chaired by the Deputy President. If necessary, the Complaints Panel will interview the complainant and the elected member, the President or the CEO, each accompanied by their respective support person, should they so desire.
- (iv) Notwithstanding (iii) above, if the complaint is about the President and the complainant is the Deputy President, the Complaints Panel is to be chaired by an elected member selected by the CEO, giving cognizance of the elected member's "seniority" of service with the Council.
- (v) The Complaints Panel normally shall comprise:
 - (A) President (except where the complaint/allegations involves the President). In this case the Deputy President will chair the panel (unless he/she is the complainant);
 - (B) CEO (except where the complaint/allegation involves the CEO); and
 - (C) Two (2) elected members, selected by the Shire President, or the Deputy President if the complaint/allegations involves the President;
- (vi) The Complaints Panel shall meet as soon as practicable, and in all cases within fourteen (14) days of the complaint receipt.
- (vii) When a complaint is received, the person who is the subject of the complaint will be advised in writing within seven (7) days. The advice will:
 - (A) contain details of the complaint/allegation (including the complainant's name/details);
 - (B) contain details of legislation/Code of Conduct being allegedly breached;
 - (C) seek comments or a response to the allegation; and
 - (D) specify a closing date for receiving such response.

The President or CEO (whichever is applicable) will send the advice to the person who is the subject of a complaint. Where the complaint is about the CEO, the advice will be sent by the President, and where the complaint is about the President, the advice will be sent by the Deputy President.

- (viii) If necessary, the CEO may prepare a confidential report, for the consideration of the Council, to be jointly signed by the President, Deputy President or elected member (as applicable) and CEO. The report will contain:
 - (A) details of the complaint/allegation;
 - (B) legislation/Code of Conduct being breached;
 - (C) other relevant factors; and
 - (D) a recommendation.

The Council will consider and determine appropriate action to be taken.

If the complaint/allegations are against the CEO, and if deemed necessary by the Complaints Panel, the President shall prepare the report to Council.

- (ix) The complainant and the elected member or CEO being complained about shall be advised in writing, as soon as practicable, of the outcome and/or determination concerning the complaint/allegation.
- (x) If any complaint/allegation is made concerning an elected member or CEO, that elected member or the CEO may reply to the complaint/allegation either in writing to the President or to the Council itself. If the complaint is about the President, the President may reply to the Chair of the Review Panel and/or to the Council itself.

Where a complaint against an elected member (including the President) comes under the authority of the Local Government (Rules of Conduct) Regulations then the process under that legislation is to take priority and no investigation under this Policy will proceed.

If at the End of the Shire's Process the Complainant is Not Satisfied

If a person making a complaint believes that his/her complaint has not been duly dealt with by the Shire of Bridgetown-Greenbushes, and wishes to make an appeal, he/she will be advised to raise their concerns with the Western Australian Ombudsman's Office.

Reporting

The CEO will complete a monthly report to Council containing a list of the complaints received and processed in the prior month, including the relevant determination and action(s) taken on each complaint. The CEO will also include a summary of these complaints, including the actions taken and their outcomes, in the Shire's annual report.

POLICY NO.	M.26
POLICY SUBJECT	Record Keeping Guidelines for Elected Members
ADOPTION DATE	26 February 2004 (C.19/0204)
LAST VARIATION DATE	27 November 2014 (C.13/1114)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

MANAGING RECORDS – GUIDELINES FOR ELECTED MEMBERS

1. PURPOSE OF GUIDELINES

The purpose of these guidelines is to assist Elected Members to manage the official records created or received by them in the course of their role as an Elected Member with the Shire of Bridgetown-Greenbushes. It also aims at helping Elected Members comply with their responsibilities under the *State Records Act 2000*.

2. RECORD KEEPING PRINCIPLES

Accurately created and maintained records are important, and necessary, because they serve as a history of the transactions and business processes of local government, and they are a fundamental tool for providing evidence of local government accountability and responsibility. It is for these reasons that legislation exists to ensure that the government record is properly maintained and preserved for future generations.

3. DEFINITIONS

Government organisation employee

- a) A person who, whether or not an employee, alone or with others governs, controls or manages a government organisation;
- b) A person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation; or
- c) A person who is engaged by a government organisation, whether under a contract for services or otherwise

and includes, in the case of a government organisation referred to in item 5 or 6 of Schedule 1, a ministerial officer (as defined in the *Public Sector Management Act 1994*) assisting the organisation. (*State Records Act 2000*)

Government record

A record created or received by or for a government organisation or a government organisation employee or contractor in the course of the work for the organisation (*State Records Act 2000*)

Record

Any record of information however recorded and includes:

- a) anything on which there is writing or Braille;
- b) a map plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) anything on which there are figures, marks, perforations, or symbols, having a meaning for person qualified to interpret them;

- e) anything from which images, sounds or writing can be reproduced with or without the aid of anything else; and
- f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically (*State Records Act 2000*)

APPLICABILITY OF THE STATE RECORDS ACT TO ELECTED MEMBERS

It is the view of the Crown Solicitor's Office that although Elected Members are not employees, they are clearly persons who govern, control and manage the local government in accordance with the Local Government Act 1995. Therefore, Elected Members fall under the definition of the term "government organisation employee" as outlined in section 3 of the State Records Act 2000.

"Accordingly, records created or received by (Elected Members) in the course of their capacity as office holders for the local government constitute government records."

The State Records Commission has provided further clarification of the extent that the State Records Act applies to Elected Members in the following statement:

"In relation to the record keeping requirement of Local Government Elected Members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes for Council and Committees of Council. This requirement should be met through the creation and retention of records of meeting of Council and Committees of Council by the Local Government."

Activities or transactions which stem from the performance of other roles by Local Government Elected Members that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory record keeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the local government".

ELECTED MEMBER'S RECORDS

Although records that are not directly relevant to Council's decision making processes may be considered with discretion, records created or received by Elected Members can still be divided into two broad groups – those of continuing value to the local government and those of temporary value.

1. DEFINITIONS

Records of continuing value

These are those records, which contain information that is of **administrative, legal, evidential, fiscal or historical value** to the local government. These records may be referred to for many purposes, including the need to:

- Document elected members' decisions, directives, reasons and actions;
- Check an interpretation of the local government policy or the rationale behind it
- Check the facts on a particular case or provide information
- Monitor progress and coordination of responses to issues; and
- Document formal communications.

Records of temporary value

These are those records, which have no continuing value and are considered of interest or used for a short time only, for example, a few hours or a few days.

HOW TO DEAL WITH SPECIFIC KINDS OF RECORDS

To assist elected members' to handle the records created and/or received the following descriptions and actions relate to some common records with which they may deal.

1. DIARIES / APPOINTMENT BOOKS / CALENDARS

Diaries, appointment books and calendars are generally used to record appointments. They may also be used to record messages and notes, some of which may only be an aide memoir of a routine nature, and some of which may be of significance to the conduct of local government business.

Guidelines

Elected member's diaries, appointment books and calendars that are used to record information such as dates and times of meetings and appointments or to record notes and messages generally, have NO continuing value and may be destroyed when reference to them ceases. However, it is a matter of discretion to be judged by the elected member based on whether the information is:

- relevant;
- worthy of retention; and
- has not already been recorded elsewhere in the record keeping system.

2. TELEPHONE AND OTHER VERBAL CONVERSATIONS

Elected members' may have telephone or face-to-face conversations at any time on a variety of matters. Some conversations may involve the relay of information, or involve matters, of significance to the conduct of local government business. These conversations should be documented in an appropriate format.

Other conversations may only be very basic or routine in nature, such as the issuing or receiving of basic instruction or information, and need not be documented.

Guidelines

- Conversations involving the exchange of routine or simple administrative instruction or information; and
- Conversations that do not relate to the business functions of the local government if they are documented in a written or other form have NO continuing value and may be destroyed when reference to them ceases.
- Conversations which relate to the business functions of the local government involving the issuing of directives, proposals, recommendations, definitions or interpretations from the elected member to another party or vice versa; and
- Conversations that are part of an actual business transaction itself, or have policy/procedure implications, or otherwise identified as being significant to the

conduct of the local government's business if they are documented in written or other form, may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system

The appropriate format for documenting these conversations is a File Note, using the form attached (Appendix 1).

3. LOBBYING

Lobbying is the activity of ratepayers or members of the community attempting to influence the Council through representations to elected members, and may include one or more elected members lobbying other elected members.

Guidelines

- Records, such as correspondence or petitions, relating to lobbying matters regardless of whether the lobbying itself is of local government or community interest may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system.

4. ELECTIONEERING MATERIAL

Electioneering material or records created or received by an elected member in regard to electioneering **are private records of the elected member**, and do not need to be forwarded to the local government office.

5. CONFIDENTIAL DOCUMENTS / RECORDS

If the elected member believes that some of the documentation forwarded to the local government office for incorporation into the record keeping system is of a highly sensitive or confidential nature, the elected member should advise the local government to treat the information as confidential and restrict access to those records.

6. AGENDAS / MINUTES / INFORMATION BROCHURES

Notes that are written on Council Agendas, Council Minutes or Information Brochures and are considered relevant to the decision made by Council may have continuing value and at the discretion of the elected member should be forwarded to the Record Officer for incorporation into the record keeping system.

A copy of the notes can be provided to the elected member for their reference, if required.

7. CORRESPONDENCE

Council records may include any correspondence received or sent by elected members in any format (eg: by post, fax, e-mail, courier, hand-delivered) whether received or sent at the Council offices or at an elected member's private residence / post box.

Guidelines

- Correspondence addressed to elected members at the Council office will be opened by designated officer/s and if the items are assumed to have continuing value they will be incorporated into the record keeping system with a copy being provided to the elected member.
- Correspondence addressed to elected members at the Council office and which is marked "private", Confidential", "personal, "himself / herself" etcetera will be opened and recorded by the designated officer/s. After the designated officer/s has entered the correspondence into the inward mail register the correspondence will be resealed and forwarded to the appropriate elected member.
- Where an elected member(s) receives correspondence (written or email) from a member of the public raising questions or concerns about an operational matter the elected member(s) will ensure that a copy of the correspondence is forwarded to the CEO to enable an organisation response to be provided.

DESTRUCTION METHODS

The destruction of records must be done completely so that no information is retrievable.

Elected members may, at any time or at the end of their term, provide their records to the Record Officer for destruction.

APPENDIX



File Note

Name of Contact		Date	
Organisation		Phone	

Nature of Communication	
Subject	

Details:
Action Required:
Follow up (if any) required and by whom:

Signature	
Position	

POLICY NO.	M.27
POLICY SUBJECT	Election of President & Deputy President
ADOPTION DATE	29 November 2007 (C.13/1107)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

As newly elected Councillors may be unacquainted with the candidates who have nominated for the positions of President and/or Deputy President, each candidate shall make a presentation of no more than five (5) minutes duration, providing some background information on themselves in support of their nominations prior to ballot papers being distributed.

The process for the election of President and Deputy President shall be as follows:

1. All nominations are to be submitted in writing to reach the CEO by no later than 4.00pm on the day of the Special Meeting where the election will take place. This cut-off time is to allow the CEO sufficient time to prepare ballot papers for the elections of President and Deputy President.
2. At the Special Meeting, the names of the candidates nominated for the position of president will be read aloud by the CEO who will then call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
3. Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President elected.
4. Once the election of the President has concluded and the President has assumed the Chair, the CEO will read aloud the names of the candidates nominated for the position of Deputy President. The President will call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
5. Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the Deputy President elected.

POLICY NO.	M.28
POLICY SUBJECT	Decision-Making.
ADOPTION DATE	25 September 2008 (C.20/0908)
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Deleted: Policy

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

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

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

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

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

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

Whole of Life Accounting

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

Risk Management

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

POLICY NO.	M.29
POLICY SUBJECT	Recording of Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes.
ADOPTION DATE	26 March 2009
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide guidance how to record Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes to reduce the time needed to summarise and record these items on the physical minutes, and avoid subsequent queries that are occurring when members of the public and/or Councillors are unhappy with the manner in which the content of these items are summarised in the minutes.

Policy Statement

In relation to the recording of Petitions/Deputations/Presentations" and "Comment on Agenda Items by Parties With an Interest", unless the speaker reads verbatim from a prepared script and tables that script at that meeting and provides an electronic copy to the CEO within two working days the Minutes are to contain the following detail:

- (a) Petitions/Deputations/Presentations – Presenter name; presentation subject, and any direct request to Council for action/funding. No other details of the presentation are to be included in the Minutes.
- (b) Comment on Agenda Items by Parties with an Interest – Presenter name, Agenda Item number and title, whether the presenter spoke for or against the officer recommendation or proposed motion. No other details of the presentation are to be included in the Minutes.

POLICY NUMBER	M.30
POLICY SUBJECT	Applications by Councillors for Leave of Absence
ADOPTION DATE	24 September 2009 (C.26/0909)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. A Councillor should:
 - (a) inform the CEO if the councillor intends to be absent from a scheduled meeting of Council;
 - (b) prior to the convening of a scheduled meeting of Council submit an apology for non-attendance as a courtesy to other councillors and for recording in the Council Minutes.
2. Where a Councillor intends to be absent from three or more consecutive ordinary meetings of Council, he or she should formally apply to Council for approval of a leave of absence for the meetings in question.
3. Applications for leave of absence should:
 - (a) be made as early as possible;
 - (b) be in writing or via email
 - (c) state the reasons* for the intended absence; and
 - (d) identify the Council meetings for which leave of absence is sought, alternatively the general period for which leave is sought.
4. Applications for leave of absence for six or more consecutive ordinary Council meetings should be made in the same way as described in Clause 3 and will be submitted to the Minister for Local Government as required by Section 2.25(2) of the Local Government Act.

** The decision of Council to approve or reject the application is a discretionary determination. Note "reasons" for the intended leave of absence are to be provided with the application so that Council can consider the application and if resolving to reject the application it will be able to set out the reasons for such a decision.*

POLICY NUMBER	M.31
POLICY SUBJECT	Taking of Photographs in the Council Chambers
ADOPTION DATE	26 November 2009 (C.05/1109)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

~~Any person~~ wanting to taking photographs in the Council Chambers must first, through the Presiding Member, obtain the permission of the person(s) concerned.

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POLICY NUMBER	M.32
POLICY SUBJECT	Council Photographs
ADOPTION DATE	26 November 2009 (C.04/1109)
LAST VARIATION DATE	27 November 2014 (C.13/1114)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

A Council photograph consisting of Councillors and Senior Staff, and individual photographs if deemed appropriate, be taken upon the election of a new Council bi-annually:

- Council photographs are to be taken at the first meeting of every new Council bi-annually where all elected members are in attendance.

POLICY NUMBER	M.33
POLICY SUBJECT	Ward Meetings
ADOPTION DATE	25 March 2010 (C.20/0310)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To establish principles for the scheduling and conducting of Ward Meetings.

What is a Ward Meeting?

Ward Meeting – an informal meeting of Ward Councillors with their residents and ratepayers in order to improve Council's engagement with its community.

General Principles

Council recognizes that Ward Meetings can be an effective means of two-way communication between Councillors and the community. Ward Meetings will be conducted in accordance with the following general principles:

1. No Ward Meetings are to be held in the period between the opening of nominations and the date of the applicable election;
2. The discretion to call a Ward Meeting rests solely with the Ward Councillors – no other person can call a Ward Meeting;
3. For South Ward, a majority of the Ward Councillors must agree for a Ward meeting to be called and for North Ward, both Councillors must agree for a Ward meeting to be called;
4. A minimum 1 month notice is to be given for a ward meeting except that a lesser notice for a meeting can be provided if the unanimous support of all ward Councillors is provided. Note if insufficient notice is provided either less or no advertising of the meeting may occur;
5. There is no requirement for a minimum or maximum number of Ward Meetings per annum;
6. Note that there is no compulsion for Councillors to call a ward meeting, particularly as Councillors may have identified alternatives to Ward Meetings;
7. Advertising of Ward Meetings – two notices (1 each over 2 weeks) in the Manjimup Bridgetown Times in the two weeks preceding the meeting. Also notices will be placed on Council noticeboards and the Shire website and social media;
8. Shire officers are not to attend Ward Meetings in an official capacity – the meetings are solely for councillor participation;
9. Councillors from other wards are able to attend a Ward Meeting but will only be permitted to participate with the approval of all Ward Councillors;

10. The Ward Councillors will determine the need for a Chair at each meeting;
11. It is the responsibility of the ward Councillors to take notes of the meeting. All ward Councillors that attended the meeting are to agree to the content of the notes;
12. Any notes taken by a Ward Councillor at their own Ward Meeting will form an official record and the Ward Councillor will have to ensure he/she retains the notes as a record under the State Records Act. If the Ward Councillors compile agreed notes from the meeting and submit them to the Shire Administration this will have fulfilled their responsibilities under the State Records Act;
13. Minutes will be included in the Councillor Information Bulletin if requested by any of the Ward Councillors;
14. Refreshments in the form of tea, coffee and biscuits can be provided;
15. The purpose of the meetings is primarily to receive comment from members of the public attending the meeting – each councillor can be given a set period of time during the meeting to raise issues for consideration by the audience; and
16. Ward Meetings are not part of the formal governance structure of the Council and have no decision making power.

POLICY NUMBER	M.34
POLICY SUBJECT	Recognising Centenarians
ADOPTION DATE	26 August 2010 (C.17/0810)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

For Council to provide guidance to the CEO in recognising Shire residents turning 100 years of age.

[It should be noted that there is no way for Shire officers to know when a person in the Bridgetown-Greenbushes community is to turn 100 years old. The Shire will rely on members of the community to provide this information.]

Policy

That upon notification by family members (or closely associated community members), Council will honour our local Centenarians on their birthday, or on a date as close as possible to their birthday. The way in which this will be achieved is by providing an afternoon tea and an official letter of congratulations from the Shire President.

The guest list for the afternoon tea is to be formulated in consultation with the Centenarian and will include invitations being forwarded to appropriate State and Federal Members of Parliament and all Shire Councillors.

An appropriate State member of Parliament will be requested to advise the Prime Minister's office of the impending birthday to enable letters of congratulations to be organised from the Queen and the Prime Minister.

POLICY NO.	M.35
POLICY SUBJECT	Audio Recording of Meetings
ADOPTION DATE	29 September 2011 (C.14/0911)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide for:

- Electronic audio recording of Council meetings to ensure that a true and accurate account of decision-making is available.
- Procedures to access the recorded proceedings of the Council meetings.

Policy Statement

1. All ordinary Council and Special Council meetings are to be audio recorded except where a meeting is held at an alternative (to the Council Chambers) venue where audio recording equipment is not able to be set up.
2. No other meetings, workshops, etc are required to be audio recorded.
3. Members of the public may purchase a copy of the audio recording at a cost stipulated in Council's annual Schedule of Fees and Charges.
4. Councillors may obtain a copy of the audio recording, upon request to the Chief Executive Officer, free of charge.
5. All recordings are to be retained as part of the Shire's records in accordance with its record keeping plan/policy and record keeping legislation.
6. Where confidential items are considered behind closed doors all relevant audio is to be removed from any public copy of the audio recording.

POLICY NO.	M.36
POLICY SUBJECT	Advertising of Annual General Meeting of Electors
ADOPTION DATE	28 March 2013 (C.12/0313)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120))

Policy Objective – to raise community awareness of the scheduling of the Annual General Meeting of Electors.

Policy

- When setting the date of the Annual General Meeting of Electors Council is to have regard to the time required to implement the advertising stipulated in this Policy.
- The CEO is to give at least 14 days public notice of the meeting date, time and place with the advert appearing in the Manjimup Bridgetown Times newspapers.
- Notice of the Annual General Meeting of Electors is to be posted on the Shire website and social media (Facebook) page.
- Notices in other publications are also to occur, subject to the dates corresponding with publication of those newsletters.

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POLICY NO.	M.37
POLICY SUBJECT	Acknowledgment of Country
ADOPTION DATE	27 August 2015 (C.10/0815)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

At Ordinary Council and Special Council meetings an 'Acknowledgment of Country' be conducted by the Presiding Member as the first item of business, prior to the recording of Attendance, Apologies and Leave of Absence. The wording to be spoken by the Presiding Member shall be -

~~We~~ acknowledge the Noongar People, the Traditional Custodians of the land on which we are gathered and pay ~~our~~ respects to their Elders past, present and emerging."

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POLICY NO.	M.38
POLICY SUBJECT	Concept Forums
ADOPTION DATE	26 April 2018 (C.10/0418)
LAST VARIATION DATE	16 December 2021 (C.02/1221)
LAST REVIEW DATE	16 December 2021 (C.02/1221)

Background

The Department of Local Government, Sport and Cultural Industries and Communities (via Operational Guideline Number 05) acknowledges that many local governments, especially those in rural areas, need from a time management viewpoint to introduce procedures such as the holding of forums - as councillors need an opportunity to discuss issues within the freedom of a forum rather than in a formal Council meeting.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government, leading to better informed elected members and a more efficient and effective decision-making regime.

Frequency of Concept Forums

Concept forums will be held once per month excluding the month of December each year and the month of October every 2nd year, coinciding with ordinary local government elections. Concept Forums will be held on the 2nd Thursday of the month starting at 5:30pm.

Subject Matter of Concept Forums

Concept forums involve councillors and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Councillors and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- Discussion on current matters of a local or regional significance;
- Discussion on matters relating to the future development of the local government;
- Discussion on significant revenue-raising requirements or expenditure needs;
- Development of internal strategic, planning, management and financial documents, including the annual budget;
- Discussion on governance processes and effectiveness;
- The brainstorming of ideas;
- Policy development and direction (but not adoption); and
- Breaking down of complex issues scheduled to come before Council in the medium to longer term

Guidelines for the Operation of Concept Forums

1. Concept Forums are not a decision-making process. Formal decisions are still to be referred to the Council meeting.
2. Concept Forums are held behind closed doors (not open to the public) and operate in a relatively informal manner. Holding these meetings behind closed doors is justified, as many of the ideas and concepts are preliminary. Privacy and informality allows Councillors to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.
3. Concept Forums are to be chaired by the Deputy Shire President. If both the President and Deputy President aren't in attendance the balance of the councillors present are to elect a chair for the forum.
4. To facilitate participation and the exchange of ideas formal standing orders will not apply to Concept Forums apart from being used as a general guide to Councillor conduct in conjunction with the Shire's Code of Conduct and Rule of Conduct Regulations. Councillors should declare a conflict of interest as they would for a Council or Committee Meeting.
5. Minutes of Concept Forums are not compiled however the CEO (or his/her delegate) is to ensure that appropriate notes are taken in order to record the general thrust of discussion – noting again that no decisions are made at these forums. The CEO will ensure notes are distributed to elected members, noting they are not to be released for public viewing. Such notes will be distributed to Councillors within five (5) working days. These notes do not represent the formal views of the Council with any subsequent decisions being made at a Council meeting or under delegated authority. The findings of the forums will however provide direction to staff in presenting future reports to Council on those specific issues.
6. Any councillor items are to be submitted to the CEO no less than 5 working days prior to the Concept Forum.
7. The CEO will ensure that the agenda for the Concept Forum is provided to councillors no later than 5pm the Monday prior to the Concept Forum.

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POLICY NO.	M.39
POLICY SUBJECT	Election Caretaker Period
ADOPTION DATE	30 August 2018 (C.08/0818)
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

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

Policy Scope

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

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

Policy Statement

1 Definitions

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

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

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

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

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

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

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

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

‘Major Policy Decision’ means any decision:

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to the Shire of Bridgetown-Greenbushes entering into a sponsorship arrangement with a total Shire contribution that would constitute Significant Expenditure, unless the Council resolved “in principle” support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Shire of Bridgetown-Greenbushes entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
- (d) That would commit the Shire of Bridgetown-Greenbushes to Significant Expenditure or actions that, in the CEO’s opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
- (e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO’s opinion, may be perceived as or is actually an election campaign issue;
- (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO’s opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.

- (g) That adopts a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation.
- (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.
- (i) Major Policy Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire President in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

‘Caretaker Protocol’ means the practices or procedures prescribed in this Policy.

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

‘Significant Expenditure’ means expenditure that exceeds 0.1% of the City’s annual budgeted revenue (inclusive of GST) in the relevant financial year.

2 Caretaker Period Protocols - Decision Making

The CEO will ensure that:

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

2.1 Scheduling Major Policy Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
 - (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Major Policy Decisions; and
 - (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Major Policy Decisions.
2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:
 - (a) Considered by the Council prior to the Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.

3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Major Policy Decision or an election campaign issue.

2.2 Council Reports Electoral Caretaker Period Policy Statement

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

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

Electoral Caretaker Period Policy Statement

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

2.2.1 Extraordinary Circumstances

1. Council Reports

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

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

Electoral Caretaker Period Policy Statement

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

- [list reasons]

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

- [list reasons]

Officer Recommendation

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

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

2. Council Forums, Workshops or Briefings

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

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

2.3 Managing CEO Employment

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

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

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

2.4 Delegated Authority Decision Making in Extraordinary Circumstances

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

3 Caretaker Period Protocols - Candidates

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

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

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

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

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

3.1 Candidate Requests on behalf of Electors, Residents or Ratepayers

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

Responses will not be provided to the candidate on the basis that the provision of responses to enquiries from electors, residents or ratepayers regarding the operations of the Local Government is an administrative function (refer Regulation 9 of the *Local Government (Rules of Conduct) Regulations 2007*). Therefore, candidates requests made on behalf of an elector, resident or ratepayer, will be responded to by the Shire's Administration directly to the requesting elector, resident or ratepayer.

3.2 Candidate Campaign Electoral Materials

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

3.3 Candidate attendance at Meetings

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

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

4 Council Member Caretaker Period Protocols

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

4.1 Access to Information and Advice

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

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

4.2 Media and Publicity

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

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire of Bridgetown-Greenbushes' objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

4.3 Council Member Business Cards, Shire Printed Materials

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

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

4.4 Council Member Participation in Events and Functions

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

4.5 Council Member Delegates to External Organisations

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

4.6 Council Member Addresses / Speeches

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

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

4.7 Council Member Misuse of Local Government Resources

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

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

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

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

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

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

- (a) Promoting Shire services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election

All other, publicity and promotional activities of Shire initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

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

5.1 Civic Events and Functions

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

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

5.2 Shire of Bridgetown-Greenbushes Publications and Communications

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

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

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

5.3 Shire of Bridgetown-Greenbushes Website and Social Media Content

1. During the Caretaker Period, the Shire's website and social media will not contain any material which does not accord with the requirements of this Policy. For example, Council Member profiles will be removed from the website during a Caretaker Period.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire Delegates on external committees and organisations.

2. Historical website and social media content, published prior to a Caretaker Period, and which does not comply with this policy will not be removed.
3. New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the Shire's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

5.4 Community Consultation

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

POLICY NO.	M.40
POLICY SUBJECT	Attendance at Events and Functions
ADOPTION DATE	30 April 2020
LASR REVIEW DATE	26 November 2020 (C.05/1120)

Introduction

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

1. Purpose

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events by councillors, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:

1. If a councillor receives a ticket in their name, in their role as councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this policy doesn't apply to prizes won by 'games of chance' such as a lottery, raffle, business card draw or contest.
5. Nothing in this policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Bridgetown-Greenbushes.

2. Legislation

Section 5.90A – Attendance at Events. In this section "event" includes the following:

- (a) a concert;
- (b) a conference;

- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed by the Local Government (Administration) Regulations 1996..

A local government must prepare and adopt (via absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events;
- (b) payments in respect of attendance;
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

3. Scope

This policy applies to Councillors, the CEO and all employees of the Shire of Bridgetown-Greenbushes (the Shire) in their capacity as a councillor or employee of the Shire.

Councillors, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Note this Policy isn't applicable to the attendance by councillors, CEO or employees at training, conferences or other professional development as such attendance is covered by separate Council policies.

4. Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

Under this Policy Council approves attendance at the following events by councillors, the CEO and employees of the Shire:

- (a) Advocacy, lobbying or Ministerial briefings;
- (b) Meetings of clubs or organisations within the Shire of Bridgetown-Greenbushes;
- (c) Any free event held within the Shire of Bridgetown-Greenbushes;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Bridgetown-Greenbushes to which the Shire President, councillor(s), CEO or employee(s) has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;

- (j) Community art exhibitions within the Shire of Bridgetown-Greenbushes or South West Region;
- (k) Cultural events/festivals within the Shire of Bridgetown-Greenbushes or South West Region;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Bridgetown-Greenbushes;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Bridgetown-Greenbushes or South West Region;
- (p) Recognition of Service events
- (q) RSL events;
- (r) An event run by an organisation of which the Shire of Bridgetown-Greenbushes is a member;
- (s) Bridgetown-Greenbushes Business and Tourism Association events; and
- (t) Where the Shire President, councillor(s), CEO or employee(s) attendance has been formally requested.

All councillors, the CEO and employees are entitled to attend a pre-approved event.

If there are more tickets than prospective attendees the Shire President and CEO will liaise to determine allocations.

5. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the applicable members governance account.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

6. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

7. Procedures

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to councillors and by the CEO in relation to employees.

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Councillor, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant councillor or employee.

POLICY NO.	M.41
POLICY SUBJECT	Bereavement Notices
ADOPTION DATE	25 June 2020 (C.03/0620)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose

To recognise deceased persons who have been closely associated with the Shire and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the community of the Shire of Bridgetown-Greenbushes.

Scope

Those to be recognised on their passing are to be limited to:

- (a) Current and former councillors and Chief Executive Officers;
- (b) Current employees; and
- (c) Identities of the Shire of Bridgetown-Greenbushes as agreed by the Shire President and the Chief Executive Officer.

Application

When informed of the death of a person entitled to bereavement recognition the Shire Administration is to ensure one or all of the following tasks are completed to reflect this policy:

- Councillors and employees are notified;
- A notice is placed in the Bereavement Notices section of the West Australian newspaper or Manjimup Bridgetown Times newspaper.

POLICY NO.	M.42
POLICY SUBJECT	Code of Conduct Behaviour Complaints Management
ADOPTION DATE	29 July 2021 (C.04/0721)

Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Bridgetown-Greenbushes' commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means a person authorised in writing *[by Council resolution or by the CEO exercising delegated authority]* under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Bridgetown-Greenbushes' Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Bridgetown-Greenbushes or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Shire of Bridgetown-Greenbushes.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Bridgetown-Greenbushes will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.4. Accessibility

The Shire of Bridgetown-Greenbushes will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Bridgetown-Greenbushes' Administration Building and on the Shire of Bridgetown-Greenbushes' website. The Shire of Bridgetown-Greenbushes will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor is able to request a written response from the Respondent, review all documents provided by the Behaviour Complaints Officer and conduct any necessary investigations.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

2.3. Council

Council will determine matters relating to complaints, including:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12 of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

3. **Procedure**

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made [clause 11(2)(c) of the Code of Conduct].

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Bridgetown-Greenbushes recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received. If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the

Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Bridgetown-Greenbushes' Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Bridgetown-Greenbushes' Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Bridgetown-Greenbushes' Meeting Procedures/Standing Orders Local Law..

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Council; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Council Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Council will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Council dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Council finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Council decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. The Council will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. **Decision Making**

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Bridgetown-Greenbushes' Meeting Procedures/Standing Orders Local Law.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;

- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

POLICY NO.	M.43
POLICY SUBJECT	Appointment of an Acting CEO
ADOPTION DATE	25 November 2021 (C.07/1121)

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.

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ADMINISTRATION

POLICY NO.	A.1
POLICY SUBJECT	Staff Appointments – Council Requirements
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	26 November 2015 (C.15/1115)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council policy that all staff appointments be subject to:

a) Medical Examinations

1. Prior to a formal offer of employment being made the preferred candidate for appointment to a position is required to obtain a medical certificate to a format determined by the Chief Executive Officer including a basic hearing and eye sight assessment.
2. If the Medical Certificate is deemed to be satisfactory by the Chief Executive Officer, the offer of employment can be confirmed..
3. The costs of the medical examination is to be met by Council. ~~The Doctor or Medical Practice to be used~~ **can be selected by the preferred candidate.**
4. **A Shire supplied medical form must be used.**

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- b) A position description is to be prepared for all permanent or part-time positions within the organisation and prior to any appointments being made to the position.
- c) A ~~six (6)~~ months probationary period to apply to all appointments. The probationary period may be extended at the discretion of the Chief Executive Officer other than casuals.
- d) The CEO is authorised to only appoint people to those jobs which are funded in the Budget at the time the Budget is adopted, without further reference to Council.
- e)
1. Prior to employment, potential new employees are required to obtain a Police clearance certificate.
 2. If the Police clearance is deemed to be satisfactory by the CEO, the offer of employment can be confirmed. The cost of obtaining the Police clearance to be met by Council.

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POLICY NO.	A.2
POLICY SUBJECT	Equal Opportunity Employment
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

OBJECTIVES

The objective of this Policy is to outline the Shire's position on Equal Employment Opportunity (EEO) and to create an environment of equal opportunity and diversity to achieve good working relationships. The goals of this Policy are;

- The Shire will actively work to raise the level of awareness of Equal Opportunity and Diversity principles and practices within the Shire;
- The Shire will actively promote an environment for all staff that is free of discrimination, bullying and harassment;
- The Shire will enable all staff to apply equally for all positions within the Shire, for which they are qualified, through its commitment to their support, provision of carer planning and development, advice and assistance;
- The Shire will recognise the diverse cultural needs of employees.

POLICY STATEMENT

1. The Shire is committed to being an employer which provides for equal employment opportunity for all employees. This policy should be read in conjunction with the Shire's Policy relating to **"Discrimination, Sexual Harassment and Bullying"**.
2. The Shire aims to provide an environment of fairness and equity in its workplace. The Shire believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.
3. The Shire considers it the right of every employee to carry out their work in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, bullying, discrimination and victimisation.
4. In accordance with the WA Equal Opportunity Act 1984, the Shire shall develop and maintain an Equal Opportunity Management Plan.

5. Definitions

5.1 Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

5.2 Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is

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offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

5.3 **Bullying** is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

6. Responsibilities

6.1 The Shire recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended);

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1975
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1986
- The Disability Discrimination Act (Cth) 1992

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and will actively promote amongst Elected Members, employees and prospective employees, equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, disability, religious or political convictions, age, and family status and responsibility.

6.2 The Shire also has a moral obligation to ensure its staff are not subjected to other forms of harassment. All employees are expected to treat each other with consideration and respect at all times.

7. Staff Training, Appointments and Promotions

7.1 All employment training with this Shire will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training. All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

7.2 All offers of employment within this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

7.3 The Shire is mindful of its community obligations and to that end will proactively undertake training for disadvantaged persons.

8. Grievances

8.1 All informal complaints related to EEO will be dealt with fairly, quickly and confidentially.

- 8.2 All formal complaints related to EEO will be dealt with fairly, quickly and in accordance with legislative requirements by the Chief Executive Officer. Where the complaint involves the Chief Executive Officer, it shall be reported to the President for investigation and appropriate action.

9. Harassment

- 9.1 The Shire will not tolerate harassment of any form within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

- 9.2 ~~Harassment will be treated in accordance with the Shire's Policy relating to "Discrimination, Sexual Harassment and Bullying"~~

Deleted: Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

10. Bullying

- 10.1 Bullying will be treated in accordance with the Shire's Policy relating to ~~"Discrimination, Sexual Harassment and Bullying"~~

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11. Employment

- 11.1 In accordance with the Local Government Act 1995 (as amended) the Shire shall recruit in accordance with the principle of merit and equity and shall ensure that discrimination does not occur.
- 11.2 All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- 11.3 All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- 11.4 The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

PROCEDURE

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Shire's Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment, bullying and discrimination.

Allegations of discrimination or harassment may be discussed or assistance sought from the appropriate Executive Manager or the Chief Executive Officer.

Harassment allegations will be considered seriously and sympathetically and will be investigated promptly and confidentially. In all cases, the utmost care shall be taken in investigating allegations impartially by recognising the rights of all parties. Victimisation of any party will not be tolerated by the Shire.

However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

RESPONSIBILITIES

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer. However the Shire recognises that equal opportunity is the responsibility of everyone in the Shire and, as such, will ensure that advice on equal opportunity matters is available on an on-going basis to all staff.

The coordination of the equal opportunity function within the Shire is primarily the responsibility of the Chief Executive Officer.

POLICY NO.	A.3
POLICY SUBJECT	Staff – Tertiary Study
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. ~~The Shire~~ will provide assistance to staff who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within Local Government.
2. Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from ~~the Shire~~ will not be provided unless the course has been approved as being relevant, in writing, by the Chief Executive Officer and funds being available.
3. ~~The Shire~~ will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
4. Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
5. Accommodation and meals will not be the responsibility of the Shire whilst undertaking an intensive course.
6. For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
7. Applications by the CEO under the terms of this Policy will be determined by Council. Applications from any other staff member will be determined by the CEO.

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POLICY NO.	A.4
POLICY SUBJECT	Facility Opening Hours to the Public
ADOPTION DATE	25 February 1999
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. General Office:

- (a) Monday to Friday 9.00am – 4.30pm
- (b) Office to be closed during Christmas/New Year period.

2. The Library:

- (a) Monday, Tuesday, Wednesday and Friday 10.00am – 5.00pm
Thursday 10.00am – 7.00pm
Saturday 9.00am to 12 noon
- (b) The Library will be closed during Christmas/New Year period and Easter including Easter Saturday.

3. Bridgetown Landfill Site:

- (a) Wednesday to Thursday 7.30am to 12.00noon
Friday 7.30am to 11.00am
Saturday and Sunday 9.00am to 4.00pm
- (b) The Bridgetown Landfill site will be closed Monday & Tuesday and on Christmas Day, New Year's Day and Good Friday.

4. Greenbushes Transfer Station:

- (a) Saturday 10.00am – 1.00pm
- (b) The Greenbushes Transfer Station will be closed on Christmas Day, New Year's Day.

5. Bridgetown Leisure Centre:

The gym at the Leisure Centre is available 24 hours per day for gym members.

Facility opening hours will be:

Summer Operating Hours

Leisure Centre

Monday to Sunday 8:30am to 6:00pm

Aquatics

Monday and Wednesday 6:00am to 6:00pm

Tuesday, Thursday and Friday 7:00am to 6:00pm

Saturday, Sunday and Public Holidays 8:00am to 6:00pm

Winter Operating Hours

Leisure Centre

Monday to Thursday 8:30am to 6:00pm

Friday 8:30am to 2:00pm

The Leisure Centre Manager has discretion to adjust opening times during the season dependent on weather and patronage. The aquatic complex may close up to one hour later (at 7.00pm) during the summer school holiday period.

During the course of the swimming season there are occasions where the aquatic facility is booked for a school swimming carnival (generally 4 – 6 times per season). On these occasions access to the 25 metre pool will be exclusive to the school(s). Access to other facilities may be available to the general public therefore members of the public will not be charged an entry fee to use these facilities during the carnival(s). Note this waiving of entry fee does not apply to spectators of the school swimming carnival.

The swimming season at the Bridgetown Leisure Centre shall run annually from 1 November to 31 March with the CEO having discretion to extend the season to at least Easter each year depending on expected patronage and weather forecasts.

6. Visitor Centre

Monday to Friday	9am to 5pm;
Saturday	10am to 3pm;
Sunday	10am to 1pm

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POLICY NO.	A.5
POLICY SUBJECT	Gratuity Gifts & Payments To Departing Employees ▼
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

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The purpose of this policy is to provide guidelines for the payment of gratuities to staff who are leaving the organization.

Pursuant to the provisions of Section 5.50 of the Local Government Act 1995, Council has adopted the following guidelines with respect to the payment of gratuities to staff who are leaving the organization.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organization.

Length of Continuous Service	Value of Gratuity Gift
5-8 years	\$150
8-10 years	\$200
10-15 years	\$250
15-20 years	\$350
20 years and more	\$500 plus \$10 per every year thereafter

- * A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- * A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

The Chief Executive Officer has delegated authority to purchase a gift for departing employees on behalf of the Council, to the value stipulated in the above table.

For the purposes of this Policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorized paid absence from duty necessitated by sickness or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.

POLICY NO.	A.6
POLICY SUBJECT	Conferences/Fact Finding Tours
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Attendance at State and Federal Professional Conferences

- a) The Chief Executive Officer and Senior Employees are encouraged to attend the Annual State Conference relating to their profession.
- b) The Chief Executive Officer and Senior Employees are encouraged to attend bi-annually, the Federal Conference relating to their profession. (Note: where the Officer's professional organisation does not convene a State Conference the Officer is encouraged to attend the organisations Federal Conference, annually).
- c) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences in accordance with the following guidelines:
 - (i) Budget authority and/or funding arrangements are in place or are to be considered.
 - (ii) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the Officer and/or the Council.
 - (iii) The Officer is to provide a report on the issues, outcomes, etc of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - (iv) Senior Staff will not be precluded from attending a Federal Conference.
 - (v) If it is considered beneficial for a Councillor or Councillors to accompany the staff member to any State or Federal Conference, such attendance is to be at the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available on the budget.

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2. Fact Finding Tours

This does not apply to the annual or bi-annual Council study tour to other local governments

- a) A fact finding tour is designed to enable Councillors and staff to travel intrastate, interstate and/or overseas to research, study and lobby for specific issues confronting Council.
- b) Details of tours are to be arranged in advance so that suitable provision can be made on each years budget. When no details of tours have been arranged or arrangements are incomplete, an appropriate amount is to be included on the budget to cover the cost of an annual fact finding tour.
- c) Council may approve attendance at fact finding tours but shall apply the following guidelines.

- (i) The maximum attendance at any tour is to be two Councillors and two staff.
- (ii) Attendance at a tour shall only take place where there are appropriate funds provided for on the annual budget.
- (iii) A detailed report on each tour is to be submitted to Council.

POLICY NO.	A.7
POLICY SUBJECT	Complaints by a Member of the Public Against Another Member of the Public
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

This Policy is separate from Council's "complaints" Policy as it deals with complaints between external parties, not against a Shire employee or service.

This Policy is designed to eliminate frivolous complaints and complaints that are sometimes lodged because of ulterior motives.

Council's Policy is:

1. That any member of the public wishing to make a complaint against a third party is required to lodge the complaint in writing.
2. The complainant is to be advised that Council may only take action on the complaint when he/she agrees to his or her name being made known to the third party.

All parties to be notified in writing of the outcome of the complaint.

POLICY NO.	A.8
POLICY SUBJECT	Logo
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



2. No action is to be taken to register the logo under the Designs Act.
3. Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the Logo by local organisations seeking to identify geographically with the district.

POLICY NO.	A.9
POLICY SUBJECT	Release of Staff to Assist Emergency Services
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council supports and recognises the need of volunteers as members of the emergency services within the Shire and adopts as policy the following:

The CEO or his nominated officer may authorise release of staff, who are trained and registered volunteers to assist the emergency services of which they are a current member, in an emergency situation.

The emergency services are those defined under LEMC (Local Emergency Management Committee) and are:

- Bridgetown VFRS
- St John Ambulance
- Bush Fire Brigades
- State Emergency Services
- Australian Red Cross

POLICY NO.	A.10
POLICY SUBJECT	Private Telephones
ADOPTION DATE	24 February 2000
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective

To ensure appropriate officers can be contacted out of hours.

Policy

Upon presentation of documented evidence, telephone expenses incurred due to carrying out Shire business shall be reimbursed.

POLICY NO.	A.11
POLICY SUBJECT	Staff Housing
ADOPTION DATE	24 November 2011 (C.17/1111)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Council recognises it has a limited stock of housing available for subsidised rental by Shire employees. This stock consists of the two former police quarters in Hampton Street and the dwelling adjacent to the recreation centre in Gifford Road.

These dwellings may be offered to staff on a fixed term lease of duration and conditions to be determined by the CEO. Leases will take the form of a standard residential tenancy agreement including arrangements for utilities, bond, pets, etc.

Nothing in this Policy prevents an eligible employee's ability to direct remuneration benefits towards housing to capitalise on the discounted FBT applicable to remote area housing. The eligibility of an employee is to be determined by the CEO with eligibility predicated on whether the position occupied by the relevant employee is one that has specific technical skills, experience, etc that is not common to most employees and therefore is a position most likely to be filled by a person residing outside the district.

In addition to permitting eligible staff to salary sacrifice remuneration benefits towards housing the Shire can also take out lease agreements for dwellings and sub-lease to the employee. In these situations the Shire's only involvement will be to facilitate the lease in its name; all negotiations on occupancy conditions, rent, etc are to be between the employee and the property owners.

Eligible employees considering issues such as salary sacrificing and eligibility for remote area housing tax benefits are to seek their own professional advice. The contents of this policy are not to be construed by the employee as tax advice.

POLICY NO.	A.12
POLICY SUBJECT	Electoral Code of Conduct
ADOPTION DATE	27 November 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Introduction

This Code of Conduct contains the principles and standards Officers are to apply in performing Electoral Officer duties and must be read in conjunction with Part 4 (Elections & Other Polls) of the Local Government Act 1995 and the Local Government (Elections) Regulations 1997.

Elections are the very foundation of our democratic society and vigilance is required in preserving the integrity of the electoral process.

The charter for this Code of conduct is contained in Elections Regulation 8, which provides -

- “8.(1) This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.
- (2) The Returning Officer (RO) for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election which aims to ensure that all electoral officers act -
- lawfully;
 - professionally;
 - fairly and impartially;
 - with honesty and integrity; and
 - without any conflict of interest,
- in relation to the election.
- (3) The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.
- (4) An electoral officer is to observe and comply with the electoral code of conduct.”

It is noted this Electoral Code of Conduct pertains to elections, referendums or polls conducted “in-house”. A Returning Officer who is not the Shire of Bridgetown-Greenbushes’ CEO will provide his/her own Electoral Code of Conduct to Electoral Officers. If no Electoral Code of Conduct is provided, then the Shire of Bridgetown-Greenbushes Electoral Code of Conduct will become the Electoral Code of Conduct for the specific election, referendum or poll.

Appointment of Electoral Officers

Unless other arrangements are made by Council, the Returning Officer for local government elections, referendums and polls will be the Chief Executive Officer [s.4.20].

Deleted: Elections can also be an emotional experience for winning and losing candidates and a fertile area for disputation if cause exists. All candidates are entitled to expect that Officers from the Shire of Bridgetown-Greenbushes will conduct themselves as to ensure the election outcome is a true expression of the will of the electorate.¶

¶ An election is also an opportunity for personal contact with a big number of the Shire’s ratepayers and residents. Casting a vote will be one of the few direct contacts some will have with the Shire during the course of a year. The goal for the Shire of Bridgetown-Greenbushes Electoral Officers is to project an image of professionalism, impartiality and friendliness.¶

The Returning Officers functions will be those as set out in Clause 4.23 of the Local Government Act 1995 and Local Government (Electoral) Regulations 1997 which include –

- (a) appointing places for the casting of votes, places for the delivery of postal votes and places for the counting of votes for elections;
- (b) appointing Electoral Officers including a Deputy Returning Officer.

If the Returning Officer is absent or cannot perform his or her functions, the Deputy Returning Officer is to perform the RO's functions [s.4.22(3)].

Act Fairly and Impartially

Electoral Officers will -

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs : explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage and report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of Council.

Electoral Officers will not -

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate.

Act with Honesty and Integrity

Electoral Officers will -

- advise if a vote cannot be allowed, and explain the reason(s) why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved persons to exercise their rights of appeal or complaint
- explain processes and procedures.

Duty of Care

Electoral officers must exercise a duty of care in order to fulfil their obligations effectively and without causing harm. Such a duty of care includes:

- ensuring the efficient and effective use of those resources placed at Officers' disposal
- being accountable for the use of those resources; and
- setting an example by supporting and monitoring ethical behaviour.

Act With No Conflict of Interest

Electoral officers are to act without conflict of interest.

Generally, a conflict of interest exists if the relationship between a prospective Electoral Officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of “closely associated” relationships an Officer could have to a candidate where a conflict of interest might arise include:

- a spouse (includes defacto) of the candidate
- a parent of a candidate
- a close relative of a candidate
- a partner of a candidate
- an employee of a candidate
- a trustee, if a candidate is a beneficiary
- associated through his/her spouse who is living with the Officer and is -
 - (a) parent of a candidate living with them
 - (b) partner of a candidate
 - (c) an employee of a candidate or
 - (d) a trustee, if a candidate is a beneficiary.

If any Officer has such a “close association” or is the Director of a Company associated with a candidate they must disclose the relevant detail to the RO and accept that person’s judgement as to whether or not the ‘interest’ should preclude their engagement as an Electoral Officer.

Complaints & Grievance Procedure

A complaint or grievance made by a third party against an *Electoral Officer* should be directed to the Chief Executive Officer if he/she is the Returning Officer. If Council has appointed someone other than the CEO to be the Returning Officer then the complaint or grievance should be in accordance with the Electoral Code of Conduct provided by the Returning Officer. If no independent Electoral Code of Conduct has been provided by the Returning Officer then a complaint or grievance should be directed to the Electoral Commissioner for Western Australia.

A complaint or grievance made by a third party against the *Returning Officer* should be directed to the Shire President if the CEO is the Returning Officer. If Council has appointed someone other than the CEO to be the Returning Officer then the complaint or grievance should be in accordance with the Electoral Code of Conduct provided by the Returning Officer. If no independent Electoral Code of Conduct has been provided by the Returning Officer then a complaint or grievance should be directed to the Electoral Commissioner for Western Australia.

Where the CEO is the Returning Officer, a complaint or grievance against an Electoral Officer or the Returning Officer will be dealt with in accordance with Council’s Code of Conduct.

Disciplinary Action

Sanctions may be applied if this Code or any relevant law is breached. Depending on the nature of the breach, sanctions may include counselling, disciplinary action (including termination of Electoral Officer duties), the levying of a fine and/or the laying of criminal charges and the taking of civil action.

The Electoral Code of Conduct should be read in conjunction with Council's Code of Conduct and breaches dealt with accordingly.

POLICY NO.	A.13
POLICY SUBJECT	Information Communication Technology Use ▼
ADOPTION DATE	25 January 2001
LAST REVIEW DATE	26 November 2020 (C.05/1120)

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1. Overview

Effective security is a team effort involving the participation and support of every Shire employee who deals with information and/or information systems and devices.

The Shire of Bridgetown-Greenbushes' information and/or information systems and devices are a corporate resource and are to be used for corporate business as a vehicle for business to business and business to customer transactions. Personal usage should be kept to a minimum.

Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

2. Objectives of Policy

- 2.1 To ensure that the Shire's investment in information and/or information systems and devices is used in the most productive and appropriate manner to the greatest possible benefit of the Shire of Bridgetown-Greenbushes.
- 2.2 To ensure that all the organisation's digital information is preserved and available as corporate knowledge.
- 2.3 To uphold the reputation of the Shire in all digital and information based transactions.

3. Use of Information and/or Information Systems and Devices

3.1 Security and Proprietary Information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.

People must use caution when opening files received from unknown senders.

All corporate information which is owned (created or received) by the organisation are records under the State records Act and may have any or all of the following attributes:

- 3.1.1 Information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record.
- 3.1.2 Formal communication and/or a transaction between officers (for example – memorandum, report or submission) or between an officer and another party;
or
- 3.1.3 It may document the rationale behind agency policy, decisions or directives.

3.2 Personal Use of ICT Equipment

While the Shire's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to Shire cannot be guaranteed.

A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

- 3.2.1 Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- 3.2.2 Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- 3.2.3 Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
- 3.2.4 Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- 3.2.5 If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within the Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

3.3 System and Network Activities

The following activities are not permitted:

- 3.3.1 Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user.
- 3.3.2 Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.

- 3.3.3 Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The CEO or appropriate Executive Manager should be consulted prior to export of any material where status is unclear;
- 3.3.4 Introduction of malicious programs or code into the network or onto devices connected to the network;
- 3.3.5 Revealing an account password to others or allowing use of an employee's account by others.
- 3.3.6 The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager.
- 3.3.7 Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account.
- 3.3.8 Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- 3.3.9 Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- 3.3.10 Executing any form of network monitoring which will intercept data not intended for the user's host;
- 3.3.11 Attempting to avoid or bypass Shire's network security measures;
- 3.3.12 Interfering with any other user's account, by whatever means; and
- 3.3.13 Using the system in a way that could damage or affect the performance of the network in any way.

3.4 Email and Communication Activities

- 3.4.1 All corporate emails sent or received via the Shire's email are the property of the Shire of Bridgetown-Greenbushes and thus form part of the organisation's record keeping system.
- 3.4.2 All corporate emails (incoming and outgoing) are to be downloaded and registered through the Inward/Outward Mail registers including appropriate File Numbers allocated by the receiver/author.
- 3.4.3 ~~Attachments should not be opened or stored unless the employee is satisfied it is a legitimate business email. This is to ensure no virus is released into the Shire's network.~~

Deleted: Attachments should not be opened or stored unless the employee can positively identify the sender. This is to ensure no virus is released into the Shire's computer system.

The following activities are not permitted:

- 3.4.4 Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- 3.4.5 Any form of harassment via electronic/ICT means;
- 3.4.6 Unauthorised use, or forging, of email header information;
- 3.4.7 Send or distribute emails containing pornographic or derogatory content.
- 3.4.8 Any employee receiving questionable material (as outlined in 3.4.7) should immediately report the incident to their supervisor for appropriate action.

- 3.4.9 Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- 3.4.10 Use of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- 3.4.11 All staff and Elected Members are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on/from the Shire's computer system. This includes providing information about, or lists of the Shire's employees to parties outside the organization or to personal email addresses;
- 3.4.12 Communicate in a manner that could adversely affect the reputation or public image of the Shire; and
- 3.4.13 Communicate in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so.

3.5 Remote Access

Users with remote access should be reminded that, when they are connected to the Shire's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire's system:

- 3.5.1 Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests;
- 3.5.2 The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- 3.5.3 The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business; and
- 3.5.4 All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

3.6 Provision and Use of Mobile Phones and Information/ Communication Devices

Some employees will be supplied with a mobile phone and/or other mobile computing devices if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to operate the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

Consequences of Breaching this Policy

Any employee or elected member found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred. The CEO will determine breaches for staff the Council will determine breaches for the CEO and Elected Members.

POLICY NO.	A.14
POLICY SUBJECT	Light Fleet Vehicle Purchasing
ADOPTED	25 May 2017 (C.09/0517)
LAST VARIATION DATE	27 February 2020 (C.04/0220)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

The purpose of this policy is to provide details of the Council's requirements when providing vehicles for use by employees for both business and private use. The policy ensures that the Shire's fleet meets the highest standards practicable in relation to safety, the environment, cost and position requirements.

Vehicle Selection

Vehicle selection shall be based on 5 criteria:

No.	Criteria	Description
1	Fit for Purpose	The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required.
2	Service Support	The vehicle must have a minimum 5 year/120,000km standard or extended warranty and service support must be available within the South-West Region.
3	Safety	Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Safety is assessed by Australian New Car Assessment Program (ANCAP) ratings on a scale of 1-5. These ratings are a guide of the potential injury risk if involved in an accident. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.
4	Environment	<p>In Australia all new vehicles are required to comply with ADR 79/04 - Emission Control for Light Vehicles, which adopts the full requirements of the international standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 83/06), commonly known as Euro 5. Diesel vehicles are required to meet a particle number limit to comply with this standard.</p> <p>Under this Council Policy light fleet vehicles are also required to meet a specified emission target as recommended by the Western Australian Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO₂ per kilometre (g/km) and is based on the fuel consumption ratings that manufacturers are required to provide for</p>

		<p>their vehicles.</p> <p>The g/km measure is used because the g/km figure is applicable regardless of fuel type. The calculation takes account of the different emission characteristics of petrol, LPG and diesel.</p> <p>The National Greenhouse and Energy Reporting System's measurement technique of CO2 emissions from the Australian Greenhouse Office is used to calculate the g/km emissions. Vehicles beyond the specified targets may only be selected where there is a clear operational requirement.</p> <p>The CO2 threshold is <u>185g/km</u> for passenger vehicles and <u>195g/km</u> for SUV's.</p> <p>The CO2 measurements of each vehicle being considered for purchase are to be assessed as part of the weighted assessment process outlined elsewhere in this Policy.</p> <p>Light Commercial vehicles have no specific benchmark cap due to the many different categories of vehicles. However, when purchasing such vehicles consideration is to be given to an appropriately fuel-efficient vehicle subject to Fit for Purpose, Safety and Whole-Of-Life-Cost factors.</p>
5	Economic	<p>Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the fit for purpose requirements for the position.</p>

Purchasing Process

The purchasing process is to be guided by a weighted assessment of all quotes, taking into account safety, environment and economic criteria. The weightings are:

Criteria	Weighting (%)
Annual Whole of Life Costs (including fuel consumption and FBT)	70
Safety	15
Environment	15

Optimum Replacement/Changeover Timing

The optimum replacement timing for light fleet changeover is 5 years/120,000km whichever occurs first.

Vehicle Disposal

Options for disposal include:

- Trade-in to dealer supplying the new vehicle
- Disposal by public auction through a reputable auction facility; or
- Tender

The most cost effective method of disposal for each vehicle shall be based on the trade offer compared to the likely return at public auction or tender.

Specific Requirements for Vehicles and Maximum Capital Outlay

The vehicle requirements of staff are based on their work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.).

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions but doesn't include licensing and/or stamp duty.

The following table briefly summarises the requirements for specific positions or levels of position:

Vehicle/Position	General Requirements	Maximum Capital Outlay (Ex-GST)	Non Standard Inclusions
CEO	Luxury sedan or 4WD/AWD SUV suitable for accommodating minimum 5 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$56,000	Roo/Bull Bar with spotlights (\$3,000)
EMDI	Executive 4WD/AWD SUV suitable to access works sites. Vehicle to accommodate minimum 5 persons to attend meetings.	\$42,000	Roo/Bull Bar with spotlights (\$3,000)
EMCOR, EMCS	Executive 2WD/AWD sedan or SUV suitable for accommodating 5 persons.	\$36,000	
MP, MEH, PBS, MTS, MBAP	Standard 2WD sedan or SUV suitable for accommodating 5 persons.	\$26,000	Roof Rack for MBAP (\$500)
Works Supervisor	4WD utility suitable to access works sites. Crew Cab preferred to enable transport of other workers to job sites	\$38,000	Roo/Bull Bar with spotlights (\$3,000) External Toolboxes (\$2,000) Canvas

			Seat Covers (\$600)
			External Spotlight (\$225)
Parks Supervisor	4WD utility suitable to access works sites and/or reserves. Crew Cab preferred to enable transport of other workers	\$38,000	Canvas Seat Covers (\$600)
Other Parks	2WD utility (no space or crew cab)	\$26,000	Canvas Seat Covers (\$600)
Mechanic	2WD utility (no space or crew cab).	\$26,000	Canvas Seat Covers (\$600)
Rangers	4WD utility due to need to access fire grounds. Space cab preferred to allow for storage of administrative items	\$34,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) External Toolboxes (\$2,000) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000)
Depot Store	2WD utility (no space or crew cab).	\$26,000	Canvas Seat Covers (\$600)
Building Maintenance	2WD utility (no space or crew cab)	\$26,000	External Toolboxes (\$2,000) Roof Rack

			(\$2,500) Canvas Seat Covers (\$600)
Grader	2WD utility (no space or crew cab)	\$26,000	Canvas Seat Covers (\$600)
Fast Attack Fire Fighting	4WD utility (space cab preferred)	\$34,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000) Siren (\$1,000)
Bushfire Support	4WD/AWD SUV or Station Wagon suitable for transporting up to 7 persons on long journeys for fire attendance, crew changeover	\$38,000	Roo/Bull Bar with spotlights (\$3,000) Emergency Light Bar (\$1,300) Canvas Seat Covers (\$600) Emergency Striping and Logos (\$2,000) External

			Spotlight (\$225)
Bushfire Logistics	2WD utility (no space or crew cab)	\$26,000	Roo/Bull Bar with spotlights (\$3,000)
			Emergency Light Bar (\$1,300)
			Canvas Seat Covers (\$600)
			Emergency Striping and Logos (\$2,000)

Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff departs the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with electrical plug, logo decals for operational vehicles

Non-Standard Inclusions

Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored.

The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy. The amounts specified in the applicable column of the vehicle specification table are estimates only.

At the time of seeking quotes for changeover of a vehicle an assessment will be made on whether any of the non-standard inclusions can be removed and reinstalled on the new vehicle. This is particularly relevant for a roof rack, external toolboxes, canvas seat covers, light bars, spotlights and sirens. It is noted that it is unlikely to be cost efficient to remove and reinstall a roo/bull bar.

Novated Leases

Novated and Operating Leases – These modes of fleet management will only be considered when and if they offer proven financial advantage to the Shire.

Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

Value of Vehicle Private Use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.

POLICY NO.	A.15
POLICY SUBJECT	Library – Personal Use Computer
ADOPTION DATE	31 October 2002
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide conditions of use and equity of access for the Library's Public Use Computers.

Policy

1. The Shire of Bridgetown-Greenbushes Public Library provides in-house public use computers for the following purposes:
 - To search the library catalogue
 - To provide access to the Internet
 - Some word processing and other computer services
2. Users are required to "sign on" to use a computer at the Help Desk and to "sign off" at the end of the allocated session time.
3. A user may make an advanced booking for use of a computer at a predetermined time. If a user is more than 10 minutes late for a booking, the booking is forfeited and the remaining time may be allocated to another user.
4. Continuous access during the time booked cannot be guaranteed, due to the possibility of technical interruptions beyond the ~~Library's~~ control.
5. Users are not permitted to modify the installed hardware or software in any way, for example, removal of a tool bar or icon.
6. The Library will not be held responsible for the security or privacy of content left on the public use computers by users. It is the user's responsibility to remove any content at the completion of a booking session.
7. The following Disclaimer applies to the Library's Public Use Computer Facilities:
 - The Shire of Bridgetown-Greenbushes has no control over the information accessed through the Internet and cannot be held responsible for its content.
 - A person must not use a computer service to transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material (*WA Censorship Act 1996*, s.101). The Shire of Bridgetown-Greenbushes is not responsible for any access points reached.
 - A person must not use a computer service to transmit restricted material to a minor or make restricted material available to a minor (*WA Censorship*

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Act 1996, s.3). Supervision or restriction of a minor's access is the responsibility of the parent or guardian.

- The Shire of Bridgetown-Greenbushes does not guarantee or accept any liability for the information's accuracy, authoritativeness, timeliness, or usefulness for a particular purpose. The Shire of Bridgetown-Greenbushes shall have no liability for any direct or indirect or consequential damages related to the use of the information contained therein.

(A Notice including the above Disclaimer will be displayed beside the Public Use Computer Facilities).

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8. The written consent of the parent/guardian is required before a minor is permitted to make Internet facility bookings. A copy of the Consent Form is attached as Appendix A.
9. Library Membership is not a prerequisite for use of these facilities.
10. If insufficient space is available to enable groups to use the Library's Public Use Computers, a maximum of two (2) public users at any computer at one time is permissible. This policy may be varied at the discretion of the Library Officer on duty.
11. Clause 9 of this Policy notwithstanding, users are to respect the privacy of others using these facilities. Any user who disregards the privacy of another may be asked to leave the Library's Public Use Computer area without notice.
12. Any user who disregards this Policy may be prohibited from using the Library's Public Use Computer Facilities.

Attachment “A”

**PARENT / GUARDIAN'S PERMISSION FOR A CHILD TO USE THE LIBRARY'S PUBLIC
USE COMPUTER FACILITIES**

Public-use Internet facilities are available at the Library to enable members of the public to access electronic information sources. This service is free of charge.

It should be noted, however, that the Library has no control over information accessed through the Internet and cannot be held responsible for its content.

Supervision or restriction of a child's access to the Library's Public Use Computer Facilities is the responsibility of the parent or guardian.

Your child has asked to use this facility. Prior to arranging bookings, we require your written consent as indicated below. We also encourage you to accompany the child when they visit the Library to use the facility. Children under the age of 6 must be supervised by an adult.

For further information, please contact the Library on Tel. 97612503.

<u>Parent / guardian's consent</u> For a minor (a person under 18 years of age) to use <u>Shire of Bridgetown-Greenbushes Library's Public Use Computer Facilities</u>	
Child's Name:	
Date of Birth:	
Address:	
(Print) Name of parent/guardian signing this form:	
Contact Telephone No.	
I hereby give my consent as parent/guardian for my child to use Shire of Bridgetown-Greenbushes Public Library's Public Use Computer Facilities	
Signed:	Date:

POLICY NO.	A.16
POLICY SUBJECT	Records Management
ADOPTION DATE	28 November 2002
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Deleted: Policy

1. Purpose

The purpose of this policy is to define the principles of the Shire of Bridgetown-Greenbushes' records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law (s.5.41(h)).

Records are recognised as an important information resource in the Shire of Bridgetown-Greenbushes, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Shire of Bridgetown-Greenbushes is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy applies to all external and internal records, which are handled, received or generated by the Shire of Bridgetown-Greenbushes, regardless of their physical format or media type.

2. Policy Statement

The Shire's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Shire's records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.

- ◆ All records are to be managed according to whether they are *significant* or *ephemeral* records, *vital* or non-vital records, and in accordance with their security classification
- ◆ All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate aspect of the record keeping system
- ◆ Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders photographs, forms, vital records, files and contracts
- ◆ All contractual arrangements are to ensure the Shire's ownership of *significant* records
- ◆ Any records / files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible

- ◆ Only approved record formats are to be used in effecting the Shire's business
- ◆ All records within record keeping series maintained by the Shire of Bridgetown-Greenbushes are to be disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*
- ◆ Records are not to be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing approved business.

3. Roles and Responsibilities

- 3.1 Chief Executive Officer
The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.11(h) of the Local Government Act 1995.
- 3.2 Executive Officers
Executive Officers are to ensure their staff are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.
- 3.3 Staff
Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*.

4. Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing Shire records:

- ◆ *Evidence Act 1906*
- ◆ *Limitation Act 1935*
- ◆ *Freedom of Information 1992*
- ◆ *Local Government Act 1995*
- ◆ *Criminal Code 1913 (Section 85)*
- ◆ *Electronic Transactions Act 2000*
- ◆ *Privacy Act 1988*

Deleted: <#>Financial Administration & Audit Act 1985¶

5. Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Bridgetown-Greenbushes by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Bridgetown-Greenbushes. Officers or elected members who acquire or create any records in the course of business

shall not retain proprietary interest. Ownership of these records is vested in the Shire.

6. Definitions

A Record

A record as defined in the State Records Act 2000 means any record of information however recorded and includes:

- ◆ Anything on which there is writing or Braille,
- ◆ A map, plan, diagram or graph,
- ◆ A drawing, pictorial or graphic work or photograph,
- ◆ Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them,
- ◆ Anything from which images, sounds or writings can be reproduced with or without the aid of anything else, and
- ◆ Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with *General Disposal Schedule for Local Government Records*.

POLICY NO.	A.17
POLICY SUBJECT	Library Membership
ADOPTION DATE	30 November 2017 (C.19/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Introduction

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of resourcing sharing goals. The SWLC provides a One-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardised policies.

Policy

The majority of physical and electronic collections in SWLC libraries are considered to be State Government assets. Therefore (under the provisions of the Library Board Regulations 1985) any person who lives in Western Australia should be able to use those assets. If the person has the pre-requisite Proof of Identity and Address and is reasonably contactable via mail, telephone or email then there is no barrier to membership.

Residents of the Shire of Bridgetown-Greenbushes are entitled to enrol for membership of the Bridgetown-Greenbushes Library. In addition (under the provisions of the South West Library Consortia, members of other member libraries are entitled to use the Bridgetown-Greenbushes Library services. Users are to adhere to the Shire of Bridgetown-Greenbushes Member Code of Conduct and Borrowing Guidelines. The proof of identity, membership types, membership conditions and membership expiry are determined by the Participation Agreement and addressed in the Borrowing Guidelines (see Attachment 1).

*** ATTACHMENT 1**

BORROWING GUIDELINES

1) Proof of Identity

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver's License or Proof of Age Card
 - Passport
 - Birth certificate
 - A Pension or Concession Card
 - Other proof of identification
- In addition, proof of current address is required. If located on primary identification such as a Driver's License, this is sufficient. If address is not on the Proof of Identity then a current utilities bill or bank statement in the name of the applicant or similar can be used as proof of address.
 - People who have no fixed address may join the library at the discretion of the Library Services Coordinator, if they have adequate Proof of Identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.
 - People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.
 - Parents and guardians must provide Proof of Identity and Address as outlined for themselves and it is preferred that they provide some evidence of the identity of the underage applicant such as a Medicare Card with the name of the Parent/Guardian and the applicant or a birth certificate.
 - Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.
 - Library managers may exercise some discretion in special circumstances to either allow or disallow membership applications.

MEMBERSHIP

Membership options include:

Full User	Adult, Junior, Student, Young Adult
Now 18	Join Online, Now 18, Online
Outreach Membership	College Staff, Home Delivery, Outreach
Temporary Membership	Temporary Adult, Temporary Junior, Temporary Young Adult
Lite Membership	Lite Adult, Lite Junior, Lite Young Adult
Book Clubs Membership	

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD's)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD's)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 sighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Inter-Library Loans Limits: 4 items	Inter-Library Loans Limits: N/A	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits:

Membership Conditions

When adding a user membership to the system the following fields are mandatory:

- Basic Info - First Name
- Basic Info - Last Name
- Basic Info - Library (Where user has joined)
- Basic Info - Profile Name (E.g. Adult, Junior, YA)
- Privilege – PIN (system automatically generates alpha-numeric / up to 20 characters)
- Demographics – Notify (How user is to be notified)
- Demographics – Council (Where user resides)
- Demographics – Birth Date (determines age in the system, dictates user privileges and provides data for reporting purposes).
- Address Information: Postal address (required for postal notifications) as per Australia Post Guidelines.
- Address Information: Email address (required for email notifications)
- Address Information: Mobile number (required for SMS notifications)

User Status

User status carries into all libraries in the consortium. If the user status restricts use at one library, user is restricted at all libraries until the issues are resolved:

- OK: User in good standing, with no outstanding issues
- Overdue: User has overdue items. The user may still borrow subject to the renewal of overdue items
- Restricted: Restricted from using services until issues are resolved. May use online services
- Banned: Prohibited from using all services until issues are resolved

Membership Expiry

Membership records require review and updating every 12 months. This will ensure user's details remain current throughout the consortia.

The membership privilege will automatically expire 24 months after registration. The membership record is retained an additional 12 months past the privilege expiry date. Should the user present to use the library service during that 12 month period, their ID and address may be confirmed and the membership reinstated.

If the membership is not reinstated, and if it has no outstanding fees or memos, it will be purged from the system 36 months after the initial registration. If a user has outstanding fees, memos, or other obligations, the home library may decide to retain or discard the user record subject to local rules.

POLICY NO.	A.18
POLICY SUBJECT	Injury Management and Rehabilitation ▼
ADOPTION DATE	30 January 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Deleted: Policy

It is a policy of the employer:

- a) To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- b) To treat all workers with dignity and respect.
- c) To guarantee that all information is treated with sensitivity and confidentiality.
- d) To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the 'Key Principles of Injury Management', as identified by WorkCover, will be adopted. They are:

1. Recognition that employers and injured workers are the primary stakeholders within the workers compensation system.
2. Maintenance in or a safe return to work is the expected outcome.
3. Medical practitioners and employers play a central decision making role in the return to work of injured workers.
4. The focus of all services should be workplace based.

- ▼ 5. Early intervention and pro-active injury management is critical in achieving return to work goals.
6. When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

Deleted: <#>The injury management process should be transparent, cost efficient and effective.¶

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of workplace injury management coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated injury management professional to assist and guide this individual. Further to this, the Scheme's claim team leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

POLICY NO.	A.19
POLICY SUBJECT	Supplementary Superannuation Contributions for Employees
ADOPTION DATE	29 April 2004 (C.21/0404)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy objectives

- ♦ To encourage the interest of quality staff to be employed with the Shire, and offer incentives for staff to remain within the Shire workforce.
- ♦ Remain competitive within the Local Government industry in attracting the highest calibre of staff
- ♦ To ensure Shire employees receives similar benefits of the majority of Local Governments in Western Australia.

Policy

This policy offers permanent staff a superannuation benefit of 3% above their gross salary. Conditions required in being eligible for this benefit:

- ♦ Staff must be employed on a full-time basis, or a permanent part-time basis
- ♦ Staff must voluntarily surrender 5% of their gross salary
- ♦ Staff must state, in writing, their intention of voluntarily contributing 5% of their gross wage
- ♦ If intending to cease participating in the supplementary superannuation scheme a member of staff must give a minimum fourteen (14) days notice
- ♦ Staff can contribute more than the prescribed 5%, but can only receive a maximum of 3% council superannuation contribution.

This policy aims to “top up” the contribution to the employee’s superannuation fund by paying 3% of gross wages when the employee makes a voluntary contribution of 5% of their gross wage. This will result in Council contributing a total of ~~12.5~~ 13% superannuation.

Superannuation guarantee (statutory)	10%
Employee voluntary superannuation contribution	5%
Council supplementary superannuation contribution	3%

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This policy will be automatically updated when legislation changes the % of superannuation guarantees.

POLICY NO.	A.20
POLICY SUBJECT	Library Loans
ADOPTION DATE	30 November 2017 (C.19/1117)
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

As a member of the South West Library Consortia [SWLC], the Shire of Bridgetown-Greenbushes Public Library offers an array of resources and services for the education and enjoyment of its members. These resources, and those of other Consortia Libraries, are shared jointly between all Consortia member libraries. Whilst the exact membership of the Consortia may change with time, the founding members are:

Australind	Bunbury	Eaton	Pemberton
Balingup	Busselton	Greenbushes	Walpole
Binningup	Capel	Harvey	Waroona
Boyanup	Dalyellup	Manjimup	Withers
Boyup Brook	Dardanup	Nannup	Yarloop
Bridgetown	Donnybrook	Northcliffe	

Resources available are “owned” by the purchasing Library either through local stock budget or via State Library funding allocation.

- Most items in the collection will be available for loan by users
- Reference items and special collections deemed “not for loan” are to be used in the library only
- Age restrictions will apply to the borrowing of DVDs rated MA15+ and R Restricted
- Users may borrow items at any library within the consortium
- Users may return items to any participating library in the consortium

Library Loans

- The total number of items borrowed by users can be made up from a variety of formats.
- Lending and renewal limits (total number of items) are outlined in the table below.

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD's)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD's)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 sighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Inter-Library Loans Limits: 4 items	Inter-Library Loans Limits: N/A	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits:

- Users must present their library cards to borrow from any library within the consortium.

Renewals

- Renewal period begins from the original due date. Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.

Holds

- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be placed on hold by:
 - Accessing the online catalogue link
 - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of fourteen days.
If the item is not collected within the fourteen day period, it will be returned to general circulation

Overdue Items

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Notices will be sent from the lending library at intervals of 7 and 14 days.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the item/s as entered into the Library Management System by the purchasing Library to cover replacement cost. The invoice details are automatically entered into the user's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the user's records.
If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved.. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

Inter-Library Loans

Inter-library loans for items not held by SWLC libraries are sourced via the State Library of Western Australia's Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.

POLICY NO.	A.21
POLICY SUBJECT	Payments of Rates & Other Outstanding Debts by Employees
ADOPTION DATE	30 June 2005
LAST REVIEW DATE	26 November 2020 (C.05/1120)

All full time and permanent part-time employees employed by the Shire of Bridgetown-Greenbushes are able to make payments on their rates and any other outstanding Shire debts through fortnightly payroll deductions.

Staff wishing to pay rates and/or other outstanding monies owed to the Shire must complete and sign an Employee Deduction form. Employees are to ensure all outstanding debts are paid by the 30th June of the financial year in which the debt was raised.

In the case of payment of rates, payments must be in accordance with the following three payment types:

1. Payments in Advance – Rates payments in advance must not exceed an amount greater than the rates amount expected to be raised in the coming rates year.
2. Instalment Option – Payments are to be made in accordance with the instalment plan set down by Council. Sufficient fortnightly payments must be made to meet or exceed the instalment amount due at the instalment date. Rates assessments under this payment type will receive a charge for administration fees plus interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.
3. Payments in Arrears – A payment plan must be entered into with the CEO where an employee will make sufficient fortnightly payments to clear the outstanding rate debt by 30th June of the financial year the rates were raised. Rates assessments under this payment type will have penalty interest levied as set in the annual budget in accordance with section 6.13(6) of the Local Government Act.

POLICY NO.	A.22
POLICY SUBJECT	Accrual of Annual Leave
ADOPTION DATE	28 February 2008 (C.19/0208)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed to ensure that employees take their annual leave regularly each year to ensure their well being and that ~~the Shire's~~ annual leave liability is minimised.

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Maximum Accrual

- Employees shall accumulate annual leave in accordance with their relevant award or enterprise bargaining agreement's provision.
- Annual leave is to be taken at a time mutually convenient to the employer and employee within twelve months of the date of accrual. This means that the maximum annual leave accrual at any time is eight weeks.
- Annual leave is not to accrue beyond eight weeks at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.
- Where it is proposed that an employee's annual leave accrual will exceed this eight week limit, a written application for deferral will be submitted to the Chief Executive Officer for approval. This application must be submitted at least two months before the eight week maximum accrual is reached.
- If such approval is not granted, the employee will be required to commence taking their excess annual leave accrual within four weeks of this decision.

Directing Employees to Take Annual Leave

The Chief Executive may direct an employee to take a specified amount of annual leave at a prescribed time when:

- Work arrangements dictate;
- There is an annual close-down;
- The employee has accrued more than eight weeks annual leave.
- The Chief Executive Officer must give the employee a minimum of four weeks notice.

Transitory Arrangements

- The Council recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of eight weeks (including both entitled and pro-rata leave).
- Accordingly, for only those employees who have such excessive leave accruals, the relevant Manager, in consultation with the employee, will provide a plan to the Chief Executive Officer that outlines how the employee's leave accrual will be reduced below the eight week maximum.

POLICY NO.	A.23
POLICY SUBJECT	Banners
ADOPTION DATE	25 September 2008 (C.18/0908)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Intent

This policy sets out Council's position regarding the use of the banners, including the six banner poles situated adjacent to Nelson Street along the northern South West Highway entrance to town.

Introduction

Council is committed to the promotion of local events and celebrations and to provide a welcoming and vibrant atmosphere to its townsites.

To achieve this Council has developed a policy regarding the display of promotional banners.

Council has a responsibility to ensure that banners displayed in public areas do not cause offence.

Banner poles are to be utilised for festivals, special events and general promotion of Bridgetown and Greenbushes.

Exclusions

This policy specifically excludes any form of commercial advertising. Council reserves the right to exclude any events that are not legally, socially or politically in keeping with community values.

Definition of an Event

An event can range from a Council sponsored event such as Anzac Day or Australia Day through to a major national awareness campaign. An "event" is defined the following way:

- A cultural, sporting, recreational and/or charity event or festival that is community based.
- Major events that result in an influx of visitors.
- Conferences/conventions/meetings being hosted that warrant a community awareness campaign.
- Community minded messages or campaigns.

Procedure

Applicants submit written request to the Shire a minimum of 6 weeks prior to installation of banner(s). The application is to include a photograph or graphic design component that enables the design of the banner to be clearly ascertained.

Where the banners are for an annual event and remain unchanged from the previous year this requirement will be waived and only advance notification of dates for displaying of the banners is required

Banners are to be delivered to ~~the~~ **Shire Depot** a minimum of five working days prior to the proposed installation date and will be installed for a minimum of two weeks and a maximum of six weeks (due to the rapid deterioration of the banners from sun and wind conditions). Once removed, all banners must be collected from Council within 14 days.

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The installation and removal of the banners will be undertaken by Council's Works & Services staff.

Standard Banner Size

Banners are required to be of a sufficient size specification to enable the banner to fit the banner poles, with sufficient reinforcing for the purpose of anchoring the banner to its mounting.

POLICY NO.	A.24
POLICY SUBJECT	Social Media
ADOPTION DATE	26 September 2013 (C.25/0913)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Scope

This Policy outlines what is expected of officers, elected members and contractors in relation to using social media in order to protect the reputation and legitimate interests of Council.

The aim of this Policy is to outline what Council considers appropriate and productive use of social media, to minimise miscommunication and prevent misuse of social media tools that will undermine Council's brand and reputation.

2. Key Principles

- I. Social media will be used as a communication tool, to facilitate a direct link with local community. Social media will not be the driver for building a communications strategy, but rather, a tool used to facilitate community engagement.
- II. Information disseminated through social media will be accurate, authorised and aligned with Council strategies, policies and decisions.
- III. Use of social media will always follow clear identification of objectives and the right tools to meet those objectives.
- IV. Private information will be protected and copyright, privacy and other applicable laws will be taken into account when interacting with social media.
- V. Record keeping of information disseminated or collected via social media will adhere to Local Government Authority requirements.
- VI. In developing and posting and responding to content, officers will uphold the values of Council by acting with honesty, integrity, courtesy and professionalism and will not be discriminatory, defamatory, harassing or encourage law breaking.
- VII. Officers and elected members are responsible for being familiar with this policy.

3. Objectives

With the CEO's approval, selective use of social media sites will be employed to:

- Enhance Council's reputation.
- Develop stronger relationships with community members.
- Provide an informal and accessible way for communication between community and Council.
- Promote selected services, events, policies and activities.
- Expand community engagement opportunities.
- Provide essential updates to the community during a crisis or emergency.

- Protect the organisation's reputation by monitoring social media activity that relates to Council.
- Respond or clarify an issue in detail.

4. Links to Other Council Policies

- Code of Conduct.
- Community Consultation.
- Complaints.
- Provision of Information.
- Email/internet.
- Records Management /Archiving.
- Emergency Management Plan.

These policies have been reviewed to ensure alignment with this Social Media Policy.

5. Corporate Use of Social Media

5.1 Delegated Site Moderators

Delegated site moderators will be trained and authorised to write and post /moderate incoming content and respond to positive and negative comments. Delegated site monitors will be nominated by the CEO and will be the only officers to post/upload content on the official social media site.

All other officers wishing to post content on official social media sites can forward their information and/or responses to the delegated site monitors. The site monitors will then seek CEO approval if required (see 5.2).

5.2 Content

i. Content-promotional

Officers developing promotional content for use on official social media site/s for the purpose of promoting activities, programs, community consultation and events should ensure that content is appropriate and forward to the nominated departmental site monitor to review and upload onto the official social media site/s.

ii. Content-policy/response

Officers developing content regarding policy or official responses to public comment for use on the official social media site/s should forward to the nominated departmental site monitor for review and approval by the CEO. Site monitors will ensure the information posted is accurate and not misleading in any way.

When developing and posting content, officers WILL:

- Uphold the values of Council by acting with honesty, integrity, courtesy and professionalism.
- Ensure that all relevant legislation has been complied with and that there is adherence to Council codes, policies and procedures.
- Avoid political bias.

- Act in a timely manner.
- Take steps to avoid real or potential conflicts of interest.

When developing or posting content, officers must NOT:

- Use abusive, profane or sexually explicit language.
- Undertake commercial solicitations or transactions.
- Use copyright or ownership protected materials without appropriate approvals.
- Be discriminatory, defamatory, or encourage law breaking.
- Compromise Council, officer or system safety.
- Engage in personal campaigns.

When developing content officers will consider:

- Protection of privacy and the confidentiality of Council, officer and ratepayer information.
- Preventing disclosure of corporate information outside that which is authorised or publically available.
- Protection of Council's intellectual property and copyright
- Terms of service for nominated social media sites.
- Level of response for issues raised by people outside the municipality.

5.3 Content Removal

The CEO reserves the right to remove content such as illegal or offensive material. Material that is reasonably critical of Council or Shire operations will not be deleted, but, appropriate responses will be developed by delegated site moderators and uploaded once responses have been approved by the CEO.

Delegated site moderators will always state why a post or content was removed regardless of who posted the content.

5.4 Monitoring/Moderating/Responding

As a minimum requirement, delegated site monitors will monitor social media content and exchanges at least daily (Monday to Friday) and establish whether:

- Comments need a reply or removal.
- Current content is factual, accurate and up-to-date.
- Posts are relevant.
- New information needs uploading.

Delegated site monitors will make use of digital monitoring tools whenever available as part of their evaluation of social media activities and report to Council.

Delegated site monitors will respond to constructive feedback, however will not respond to remarks of a derogatory nature. All feedback will be authorised by the CEO.

5.5 Access

Delegated site monitors must post comments from the administrative profiles set up for the Shire of Bridgetown-Greenbushes. Those accounts are:

- Shire of Bridgetown-Greenbushes Facebook pages.
- Any other social media sites approved and implemented by the CEO.

5.6 Branding

The brand is the corporate identity of Council and can take many forms (name, sign, symbol, colour combination, slogan). A clear brand is an essential tool in online communications. The Shire logo will be attached to all corporate content.

5.7 Engagement

Social media tools may be used for community engagement as appropriate. When an officer requests to use social media for community engagement the officer will provide a project outline which briefly articulates the desired outcome of the consultation process, how the outcome will be achieved, the relevance of social media tools in the consultation process and how the process will be managed and evaluated.

5.8 Copyright

Material which is copyrighted (applications, audio, video, graphics, images, photographs, publications) will not be used unless prior written consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged. Delegated officers will be diligent in their consideration of brand, copyright, fair use and trademarks.

5.9 Website

Information provided on the Shire website can be replicated through official social media sites as determined by the CEO.

5.10 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by current delegated site monitors and CEO.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

5.11 Record Management

In developing content and using social media, officers will comply with the requirements of the *Archives Act 1983* with reference to the State Archivists Guidelines on digital record management. Consideration of recording keeping requirements will be made before each new planned use of social media.

5.12 Resourcing/Training

The CEO will ensure that social media activities are adequately resourced to allow for adequate content development, monitoring, interpreting and responding to volume and content of messages as required.

6. Misuse of Corporate Social Media

Officers, other than delegated site monitors should not comment directly on official Shire social media pages but may send comments to the relevant delegated site monitor after the content has been approved by CEO.

Officers wishing to upload content onto an official Shire social media site are required to adhere by this policy including content development and authorisation before forwarding information to authorised officers for up-loading.

Delegated site monitors must not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, and/or sexist or infringes copyright.

Whilst commenting or posting content onto Council's official social media sites, delegated site monitors must not bring Council's integrity into disrepute, or harm the operations or reputation of the Shire of Bridgetown-Greenbushes.

7. Legal Issues/Liabilities

7.1 Defamation/Offensive/Obscene

Social media can appear to blur private and public spheres but activities on social media websites should be considered public activities. Despite the availability of privacy functions on social media websites, the possibility exists for content to be shared beyond intended recipients. Additionally it should be noted that the terms and conditions of use for most social media sites state that all content becomes the property of the site on which it is posted.

Online content is essentially permanent and should NEVER be considered private. Use of offensive, obscene or defamatory content may breach a number of Federal and State Laws. For example:

- Defamation Act 2005
- Commonwealth Criminal Code Act 1995 – offences related to telecommunications for example Section 474.17 deals with using a carriage service to menace or harass or cause offence.

Officers and elected members must not post offensive, obscene or defamatory content onto any of Council's official social media sites.

7.2 Privacy/Confidentiality

In developing content to uploading onto an official Council social media site, officers and elected members will be cognisant of requirements under the *Personal Information Protection Act 2004*, the *Privacy Act 1988* and the *Local Government Act 1993*.

Personal and sensitive information cannot be published without permission from the person to which that information belongs, this includes photographs or quotes.

Delegated site monitors and elected members will not disclose confidential Council information, including but not limited to matters relating to closed meetings of Council.

7.3 Security Risks

Officers and elected members will be cognisant of security risks to Council through all use of social media.

Officers and elected members will also give consideration to security risks in relation to content development and uploading, recognising that while one small fact alone might not form a security risk, however, jointly all posted information can form part of a collective whole that can be used against the interests of Council and the operations of the Shire of Bridgetown-Greenbushes.

8. Personal Use of Social Media by Officers

Officers and elected members must not use Shire email addresses for personal social media logins. Officers and elected members must not establish fictitious names or identities deliberately intended to deceive, mislead or lie on Shire social media sites.

8.1 In Work Time

Incidental personal use of social media during work time is permissible provided the use of equipment and consumption of space on network is kept to a minimum and does not compromise, pre-empt or impact adversely upon Council business. Such use should not interfere with productivity, effectiveness and legitimate work activities and the time spent on personal use must be kept to minimum. Excessive use will not be tolerated.

The CEO will provide notice to staff if monitoring of social media usage is to be introduced.

8.2 Making Comments About Council

When using personal social media sites, officers and elected members must not purport to represent Council. It is permissible to mention where you work provided the website is appropriate for people of all ages – e.g. not a gambling or adult website, but you must make it clear you don't speak on behalf of Council.

When commenting on personal social media sites officers and elected members can post public information about Council – if the information can be found on the Official Council website.

In using personal social media accounts for personal communication, officers must not:

- Damage the reputation of Council.
- Use Council's intellectual property or copyrighted materials.
- Disclose sensitive or confidential information.
- Post offensive or defamatory comments – particularly about Council, officers or elected members.

Consideration should be given to the following:

- Could what you are doing harm the reputation of Council?
- Are you disclosing Shire material that you are not authorised to disclose?
- Have you made it clear to others when your contribution is as a private individual, not an employee of the Shire?
- Are you willing to defend your post to your Executive Manager or CEO?

- Are you behaving with integrity, respect and accountability?

9. Breach of Policy-Penalties

Officers and elected members must comply fully with the policy at all times.

If you are not sure if an activity complies, speak to your Executive Manager or CEO.

Noncompliance is a serious matter and appropriate action will be taken.

Nothing in this policy should be interpreted as diminishing or attempting to diminish an employee's right to engage in lawful activities.

An elected member breaching this policy may be subject to a Code of Conduct complaint (as per *the Local Government Act 1993* and the *Local Government (General) Regulations 2005*).

Officers breaching this policy may be subject to disciplinary action as per the Code of Conduct Policy (Officers and Elected Members).

10. Dispute Resolution

Disputes will be managed in accordance with dispute resolution policy.

Appendices

1. Social Media Platforms

Social media platforms vary in their level of engagement from 1:1 (eg Email, Personal Messages, Chat) to 1:Many (Blogs, photo sharing), Many:Many (Forums) and Few:Few (gated – follow me services).

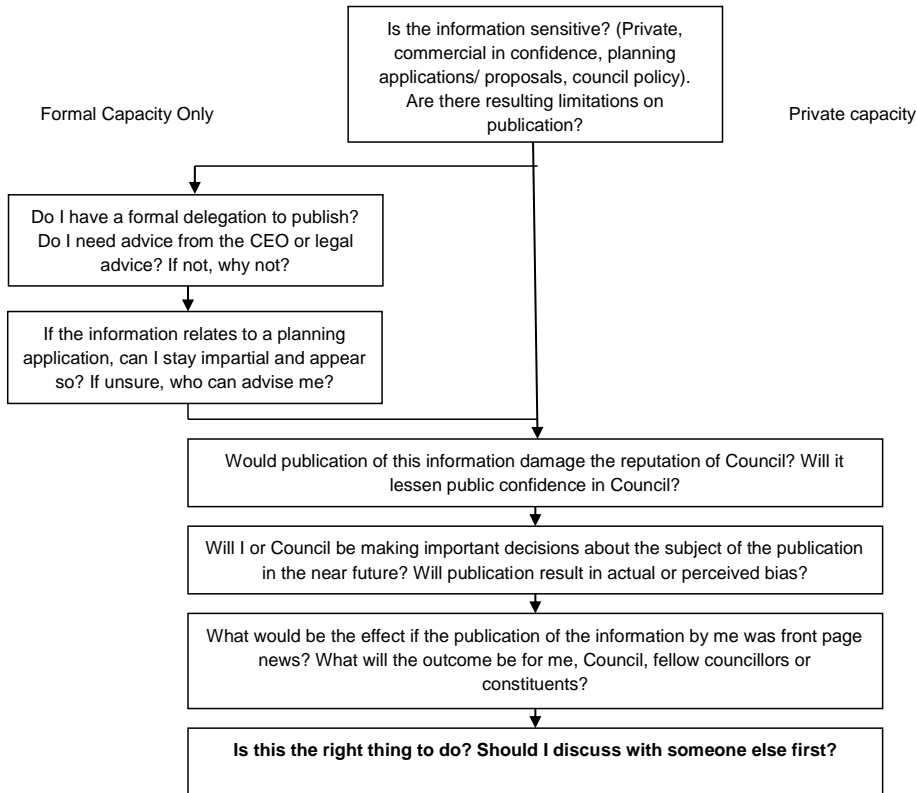
Wiki	Collaborative websites where users can create web pages and have others add, remove and maintain information on a topic or thread.
Social Networking Users can upload content that is used to connect, communicate and share with others, building online communities with shared interests.	Facebook Popular free site that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues. ¹
	Twitter Social networking and micro blogging site enabling users to send and read short messages called Tweets.
	Linked In This site is geared towards companies and industry professionals looking to make new business contacts or keep in touch with previous co-workers, affiliates and clients. ²
	Yammer is an enterprise social networking and collaboration service for employees within a business organisation ³ . Only users with a specific email address connect to each other.
Internet Forums	A forum or message board is an online discussion site.
Blogs	Online journals of opinion captured in brief paragraphs that a constantly updated.
Photo sharing sites Allows users to upload images and is useful for categorising and organising pictures. Allows other users to comment on them or re-use with permission.	Pinterest A virtual pinboard which allows organisation and sharing of internet based information and photos.
	Flickr Online photo management and sharing application.
	Instagram A photo sharing and social network program with distinctive visual features.
Video sharing Sites	YouTube A video sharing website which allows users to upload, share and view videos.
Podcasting	Sites supporting the posting of audio files that can be downloaded and used by others.

¹ <http://whatis.techtarget.com/definition/Facebook>

² <http://www.hudsonhorizons.com/Our-Company/Internet-Glossary/LinkedIn.htm>

³ <http://searchcio-midmarket.techtarget.com/definition/Yammer>

2. Questions for Consideration By Elected Members.



Howard A.E (2012), *Connecting with Communities: How Local Government is Using Social Media to Engage with Citizens*, ANZOG Institute for Governance at the University of Canberra and Australian Centre for Excellence in Local Government,

POLICY NO.	A.25
POLICY SUBJECT	Leisure Centre Discounted Membership for Employees
ADOPTION DATE	27 October 2016 (C.04/1016)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose

To offer a benefit to employees in the form of discounted leisure centre membership.

Policy

In order to promote physical activities which will contribute to productivity in the workplace and a healthy work/life balance all staff (full-time, part-time and casual) will be eligible for a discounted membership at the Bridgetown Leisure Centre.

The Bridgetown Leisure Centre offers a range of memberships, including:

- Pool Only
- Gym Only
- Gym and Pool

Taxation advice is that fringe benefit tax is exempted where recreational facility memberships are provided to employees of the owners of that recreational facility, in this case the Shire of Bridgetown-Greenbushes. However this exemption doesn't apply to classes and programs offered by the recreational facility. Therefore the discounted membership available to Shire employees is only for the following types of membership:

- Pool Only
- Gym Only
- Gym and Pool

Discounted membership will be in the form of a 50% discount on a single adult membership in the name of the employee.

Exclusions

- The discounted membership must be in the name of the employee and isn't transferrable to any family member or other person.
- The value of the discounted membership can't be transferred as a contribution towards another type of membership such as family membership. This is because fringe benefits tax would be triggered by the provision of any non-employee membership, including a subsidised family membership.
- In the event of an employee leaving the employ of the Shire of Bridgetown-Greenbushes the applicable membership can be retained up until its expiry date notwithstanding that the person is no longer an employee. After that expiry date the ex-employee is no longer eligible for a discounted employee membership.

Deleted: <#>Fitness Classes¶

Review

- In the event of taxation laws or rulings changing with respect to applicable fringe benefits tax Council will reserve the right to withdraw, without notice, the employee discounted membership benefit. Where employees have already paid for a discounted membership a determination will be made on whether a partial refund of paid membership will be made or a continuation of membership until the applicable expiry date will apply. This determination will be based on the implications of the changes to taxation laws or rulings.
- Like all Council policies, this policy is open to annual (or more regular if required) review and Council can determine to amend or revoke the policy via a formal resolution. In this situation where employees have already paid for a discounted membership the membership can continue until the applicable annual expiry date.

POLICY NO.	A.26
POLICY SUBJECT	Salary Packaging
ADOPTION DATE	30 March 2017 (C.09/0317)
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Purpose

The objective of this policy is to make various salary packaging options available to eligible Shire employees and to provide the guiding document for the provision of such benefits.

2. Scope

This policy applies to all full time, part time and fixed term employees (longer than 12 months duration), subject to meeting specific eligibility criteria relevant to the packaged benefit sought. Due to the variant hours of casual employees, they are able to access salary packaging of superannuation only, and are therefore not covered under this policy.

Superannuation is already offered as a salary packaging benefit by Council and will continue to be offered outside of this Policy.

3. Definitions

Allowable Benefits means the following range of salary packaging benefits:

- Work Related Items – i.e. laptops, mobile phones
- Novated Leasing of Vehicles
- Remote Area Housing Benefit - Rental
- Remote Area Housing Benefit Mortgage Interest
- Remote Area Domestic Energy

ATO means the Australian Taxation Office.

Base Cash Salary means remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.

Benefit means any non - cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of the employee.

Fringe Benefits Tax (FBT) means tax payable by the Shire of Bridgetown-Greenbushes to the Government on some categories of benefits provided to employees.

FBT Year means 1 April to 31 March each year.

Otherwise Deductible means a legitimate expense incurred in the course of earning assessable income which could otherwise be claimed by the employee at the time of submitting an income tax return.

PAYG means Pay As You Go taxation.

Remote Area means an area 'over 40 kms from a town with a population of 14,000 to less than 130,000, and over 100 kms from a town with a population of 130,000 or more'. Note all land within the boundaries of the Shire of Bridgetown-Greenbushes is classified as a remote area.

Salary Packaging means an arrangement between an employee and employer whereby the employee elects to exchange cash salary for benefits but for the purposes of this Policy does not include superannuation.

Salary Sacrifice means an allocation of amount of money to be deducted from gross earnings before PAYG tax deductions are calculated.

Total Remuneration means total package value (expressed as an annual sum) assigned to the permanently occupied position that the employee is entitled to receive under an appointment or contract of employment with the Shire.

4. Policy Content

Salary packaging will be made available to employees as a benefit in accordance with any operational practices and procedures implemented by the CEO and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of the Allowable Benefits as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed total remuneration) to account for variations in a salary packaging arrangement, including variations in Allowable Benefits, taxation, and scheme participation.

No employee may salary package more than 50% of their Total Remuneration.

Salary Packaging Arrangements will be administered at no financial cost to the Shire and where required by the CEO or when required the external salary package provider administering the package. As part of any salary packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee. Prior to approval by the CEO of any Salary Packaging Arrangements the participating employee is to be provided with a cost estimate for the Shire to administer the package in the form of an estimate of the number of hours per annum that Shire staff will expend on administering the employee's Salary Packaging Arrangements with an annual administration fee calculated based on the estimated hours times the salary and overheads of the relevant employee charged with administering the Shire's end of the arrangements. This administration fee will be charged against the employee as a payroll deduction and a written agreement is to be entered into prior to the Salary Packaging Arrangements commencing.

All employees entering into a salary packaging arrangement for the purposes of an allowable benefit must enter into an agreement as appropriate to the type of benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee and the employee must agree to this by signing a salary packaging agreement prior to entering into a salary packaging arrangement with the Shire.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to allowable benefits. The Shire strongly urges employees contemplating salary packaging to seek independent financial or other appropriate advice.

Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

In the event of tax rulings or laws changing the Shire of Bridgetown-Greenbushes takes no responsibility or liability for the rectification, amendment or ceasing of any existing Salary Packaging arrangement.

All salary packaging arrangements, with the exception of novated leasing, cease immediately when an employee leaves the employ of the Shire of Bridgetown-Greenbushes or is on Leave without Pay (LWOP) for a period exceeding 10 days. This includes employees on parental leave. Employees on LWOP must ensure that the reduced income and any payment consequences of that are notified and discussed with HR or the relevant external provider at least one (1) month prior to taking the leave.

Salary Packaging, with the exception of novated leasing, will be suspended during claims for Workers Compensation. As Workers Compensation is calculated on the taxable income, figures submitted to LGIS in relation to a claim will be based on the normal base wage applying to that employee (as would be the case without salary packaging).

The following benefit specific eligibility criteria apply:

Remote Area Housing – Rental

All employees, within the scope of this Policy, may be eligible for remote area housing benefits whereby they rent a property privately within a Remote Area.

Remote Area Housing – Mortgage Interest

All employees, within the scope of this Policy, may be eligible for remote area mortgage interest benefit whereby they own and live in a property located within a Remote Area.

Work Related Items

The following items (limit of one item per category per annum), where used for work purposes only and not provided by the Shire, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. Novated leases may not be entered into for Shire provided (fleet) vehicles.

In entering into a novated lease, the Shire and an employee will enter into an agreement with the financier whereby the Shire will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right to take the vehicle with them should they leave employment of the Shire.

On termination of the employee's employment, or on termination of the novated lease, the responsibility of the vehicle is passed on to the employee. This will also occur when the employee is on extended periods of LWOP and/or Workers Compensation.

Remote Area Housing

The Shire of Bridgetown-Greenbushes is considered a 'Remote Locality' under the ATO's definition of 'Remote Area'. Additionally an employee may live outside of the Shire area and also be within a 'Remote Locality'.

Where an employer subsidises certain costs that employees incur in acquiring accommodation in Remote Areas, housing assistance concessions may be applicable. Specifically, eligible employees may salary package the following items under this Policy:

Rent - Employer Provided Housing

The CEO, at his discretion may agree to provide eligible employees with a Council owned or leased rental property as part of their package, whereby the employee may enter into a salary sacrifice arrangement to salary package 100% of the rental value tax free.

Rent - Private Rentals

Employees renting privately (i.e. employees who have a rental agreement with a landlord or agency), within a Remote Area can apply to salary package 50% of their rental value tax free through being paid part of their total remuneration as a non-taxable remote housing reimbursement. Their Base Cash Salary will be reduced accordingly.

Rental value relates to the employee's portion of the rental payment only, i.e. if an employee rents with another non dependant person, then the rental value will be half of the total rental value paid.

The employee must provide to the CEO (or when required the external salary package provider administering the package) a copy of their rental lease and this must clearly specify the rent payable, the term of the lease, and show them as the lessee or co lessee of the rental property. The employee must also sign a declaration stating whether they rent the property alone or with others and whether those others are dependants or not.

Mortgage Interest

Subject to further qualifying criteria below, employees that have a mortgage on their home and which is in a Remote Area can apply to salary package their interest expenses on the mortgage. The home must be their usual place of residence.

The employee receives reimbursement of 100% of their interest expenses paid through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

To be eligible to access a Mortgage Interest benefit under this Policy, the mortgage that an employee holds must be in strict accordance with the following criteria:

- The sole purpose of the loan must have been for the purchase of the employees home;
- The employee must reside in this property as their primary place of residence;
- The loan can be fixed and/or variable;
- The loan may be a principal and interest type loan or an interest only loan. In the event that an interest only loan is converted to a principal and interest loan, consolidation of other debts into the loan will disqualify it from eligibility;
- The loan cannot have a redraw facility;
- The 'home' must be a house, unit, flat or apartment (a caravan or mobile home is not considered a 'home' for these purposes)

The employee must provide to the CEO (or when required the external salary package provider administering the package) any evidence required to demonstrate the above criteria is met. Typically this will be:

- Property settlement papers showing the purchase details for the house.
- Copy of bank letter showing the loan arrangement – whereby the loan must be in the employee's name or jointly with their spouse and for the purposes of the purchase of the house only.
- Mortgage statements clearly identifying the interest reimbursement sought.

Remote Area Domestic Energy

Employees who package remote area housing benefits can apply to salary package 100% of the value of the cost of their residential electricity and gas tax free through being paid part of their total remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

The employee is only able to package residential electricity and gas costs paid during the period of their employment with the Shire of Bridgetown-Greenbushes and for the period that they are claiming a remote housing benefit.

The employee must provide to the CEO (or when required the external salary package provider administering the package) tax invoices and any other required evidence of purchase and payment of the domestic energy and that the energy was used in the house being packaged. The invoices must be in the employee's name or jointly with their spouse or partner.

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PLANNING

POLICY NO.	P.1
POLICY SUBJECT	Directional Signs Policy
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

In defining the objectives of this Policy, it should be noted that directional signs are primarily used by tourist operators, commercial business and community services to attract visitors and passing travellers to their business.

1. Objectives of Directional Signs Policy

- i) To maintain a uniform appearance of directional signs to a high standard to ensure the relation of the amenity and appearance of the townsite and district.
- ii) To attempt to ensure that residents and tourists are encouraged to visit local tourist operations, attractions, businesses and community services by means of a suitable network of directional signs.
- iii) To provide an equitable allowance of directional signs per tourist, business or community service operator in order to avoid a proliferation of signs that may reduce the amenity and appearance of the district.
- iv) To recognise that in order to maintain road safety and avoid proliferation of signage that some strategic intersections or locations be restricted in signage.
- v) To acknowledge that directional signs should not replace the need for suitable tourist brochures containing guide maps and that local tourist operators to be encouraged to distribute such brochures in lieu of additional signage.

2. Road Sign Standards

All directional signs to be erected on road reserves must be manufactured and erected in accordance with Main Roads WA Standards, Policy and Codes, and applicable Australian Standard AS1742-5. These are standards for the whole of Western Australia and ensure continuity in road signage and tourist guidance.

3. Types of Signs Permitted

Signs at road intersections to be “fingerboard” signs only, unless otherwise approved by the Shire. No “private directional advanced warning” signs will be permitted, apart from those required for safety requirements, unless otherwise approved by the Shire.

4. Number of Signs allowed per Business

The maximum number of signs permitted to be erected on road reserves within the residential area of Bridgetown townsite is three per business. The number of signs outside Bridgetown townsite to be at the discretion of the Shire. All signs to be attached to existing street sign poles if possible.

5. Restricted Locations

Directional signs will be permitted to be located at the corner Hampton/Steere Streets intersection only if they are related to significant tourist attractions (note not accommodation outlets or subdivision estates).

A maximum of five directional signs are permitted on any post or corner of an intersection (unless a proper stack board exists). Where a pole or intersection has five or more existing directional signs, including road name or route signage, any applications for the erection of additional directional signs will be refused.

6. Costs of Signs

Applicants will be responsible for all costs associated with planning approval, ordering, manufacture, delivery and erection of directional signs. The fees and charges for planning assessment and the manufacture/installation are listed in the Shire's Schedule of Fees & Charges.

The planning application fee is to be paid by the Applicant at the time of application for the directional sign. Upon approval of the sign, the installation fee is to be paid by the Applicant prior to the sign being ordered, manufactured, delivered and erected by the Shire. Should an approved sign exceed the general size, additional fees may be required

7. Replacement or Maintenance of Signs

No responsibility will be taken for replacement or maintenance to missing or damaged signs by the Shire. This responsibility rests with the permit holder.

In the event of the standards or specifications (including change of colour scheme in future townscape, heritage or marketing policy) being changed, all existing directional signs will be removed. The costs of replacing these signs in the new specification, standard or colour scheme will be the responsibility of the permit holder.

Planning approval will not be required for the replacement of damaged or lost signs that were previously approved.

POLICY NO.	P.2
POLICY SUBJECT	Holiday Accommodation
ADOPTION DATE	30 September 1999
LAST VARIATION DATE	6 April 2020 (SpC.01/0420b)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Interpretation

In this policy, unless the context otherwise requires –

“Business” means the operation of Holiday Accommodation.

“Council” means the Council of the Shire of Bridgetown-Greenbushes.

“Holiday Accommodation” means accommodation which, by way of trade of business or for the purposes of any trade or business, is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor.

“Proprietor” means the owner or occupier of the land on which holiday accommodation/business is situated.

“Unit” means a cabin or chalet.

2. Policy Objective

Holiday Accommodation development needs to be compatible and integrated with surrounding land use and the natural and built environment. The challenge for the Shire, developers and holiday accommodation operators is to achieve (and maintain) a delicate balance between tourism, the environment, and protecting the amenity of surrounding residents and holiday accommodation occupants.

3. Site Requirements

Development for Holiday Accommodation shall conform to the following site requirements:

- (a) A site area of not less than 2 hectares;
- (b) The site shall in the opinion of the Shire contain tree cover adequate to provide visual screening and privacy and the Shire may require as a condition of Planning Approval additional planting in order to provide increased screening of the proposed development from surrounding properties;
- (c) Public road access shall in the opinion of the Shire be adequate for the use which may be reasonably anticipated. Unless otherwise determined by Council all public road access to Holiday Accommodation within the Bridgetown Townsite shall be constructed to a sealed standard;
- (d) Site conditions of topography and soil shall be such as to ensure in the opinion of the Shire adequate effluent disposal and site drainage as a result of the development, and that the site is not susceptible to erosion;

- (e) Sites shall be located to avoid potential conflict with normal farming operations on adjoining or nearby properties; and
- (f) Developments should not contribute to a concentration of similar land use activities that would alter the established character of the surrounding area.

4. Scale of Development

- (a) The Shire may permit up to five units per lot. Developments proposing greater than five units will require rezoning to the Special Use Zone under the relevant Town Planning Scheme.
- (b) It should not be anticipated that Planning Approval will automatically be granted to all applications to develop holiday accommodation.
- (c) Notwithstanding sub-clause 4(a), Council may refuse an application to develop up to five units of holiday accommodation and direct the applicant to initiate a rezoning to the relevant Town Planning Scheme. The basis of such a decision by the Council would be that the proposed development may raise significant environmental or social issues requiring specialist input from government agencies, greater community consultation, binding conditions of development under the Town Planning Scheme, and assessment with regard to the strategic planning of the locality.

5. Development Approval

Planning Approval under the relevant Town Planning Scheme will be required prior to any development of holiday accommodation being commenced. The Shire, in considering the granting of Planning Approval, may seek public comments from adjoining or nearby land owners/residents.

6. Development Requirements

- i) The minimum distance between the external walls of any building and another on the land shall be 10 metres for the purposes of privacy and amenity.
- ii) Suitable car parking facilities (minimum 2 bays per unit) shall be provided in close proximity to each unit.
- iii) Sufficient area for on-site manoeuvring of vehicles is to be provided to ensure all vehicles exit the property in forward gear.
- iv) Every habitable room intended for sleeping purposes contains not less than 14m³ of air space for every person to be accommodated within.
- v) Developers are encouraged to design and construct units having regard to disability access and mobility.
- vi) All development is to be designed and finished to blend into the landscape of the area.
- vii) All units must be provided with a source of potable water suitable for habitable purposes.

- viii) Where the proposed development accommodates more than six persons, annual registration as a lodging house will be required.

7. Classification of Units

A person shall not construct a unit of holiday accommodation unless it conforms to one of the following types:

- (a) A cabin – a unit constructed with cooking, toilet, ablution or laundry facilities provided as a communal facility and having a minimum floor area of 9.2m² and a maximum of 40m². [Amended 24.11.05]
 - i) the communal toilets, ablutionary, laundry and other facilities required for the abovementioned unit are to be to the number and nature prescribed by the Caravan Parks and Camping Grounds Act 1995.
- (b) A chalet – a detached self-contained unit including cooking, toilet and ablution facilities, with optional self contained laundry facilities, and having a minimum floor area of 40m² and a maximum of 120m². [Amended 24.11.05]
 - i) the abovementioned unit must be provided with –
 - 1. a kitchen sink and facilities for the preparation and cooking of food;
 - 2. a bath or shower;
 - 3. a closet pan and washbasin; and
 - 4. clothes washing facilities, comprising at least one washing machine and wash tub (if this facility is detached from the main building, it must be set aside for the shared use of the occupants of the units only).

8. Fire Safety

- (a) The proprietor shall provide not less than one dry chemical powder type fire extinguisher and one fire blanket in accordance with Australian Standard A2444, within each unit. In this regard a fire blanket is only required where cooking facilities are provided (excluding microwave oven).
- (b) The proprietor shall maintain in proper working order and condition, all fire extinguishers in accordance with the requirements of the Australian Standards AS1851 “Maintenance of fire protection equipment – Portable fire extinguishers and fire blankets”, and shall arrange with FESA, or any person approved by that agency for the periodical inspection and testing of all extinguishers.
- (c) Smoke alarms and emergency lighting activated by required smoke alarms must be located as marked in red on the approved plan, and installed in accordance with Building Codes of Australia (BCA) Part 3.7.2 and AS 3786 for Class 1b buildings, to the satisfaction of the Shire of Bridgetown-Greenbushes. Smoke alarms are required to be connected to the consumer mains power and installed by licensed electrical contractors. A sticker developed by FESA in conjunction with the National Electrical Communications association (NECA)) must be placed in the meter box or

switchboard servicing the dwelling by the licensed electrical contractor to record the date the mains powered smoke alarms were installed.

- (d) The proprietor shall at all times maintain the land free of debris and material that is a fire hazard, and shall not permit the lighting of outdoor fires other than in appropriate barbecues and in accordance with the Shire of Bridgetown-Greenbushes Firebreak Order and approved Fire Management Plan where applicable.

9. Water Supply

- (a) Where the reticulated water supply fronts a development site connection to all units will be required.
- (b) Where reticulated water supply is not available to the development site, rain water storage tanks may be used, with a minimum size of 45,000 Litres per unit, with the sharing of water tanks between units permitted subject to 45,000 Litres per unit being maintained.

Note: It is recommended that stored rain water be treated (eg. chlorination) in line with the “Guidelines for Drinking Water Quality (NHMRC) and tested annually to ensure a safe potable water supply.

10. Maximum Length of Occupancy

Except with the prior approval in writing of the local government:

- (a) A person shall not occupy a unit of holiday accommodation, or more than one unit in the same approved development; and
- (b) The proprietor shall not permit any one unit, or units of holiday accommodation to be occupied by the same person;

for an aggregate period of more than three months in any consecutive twelve months.

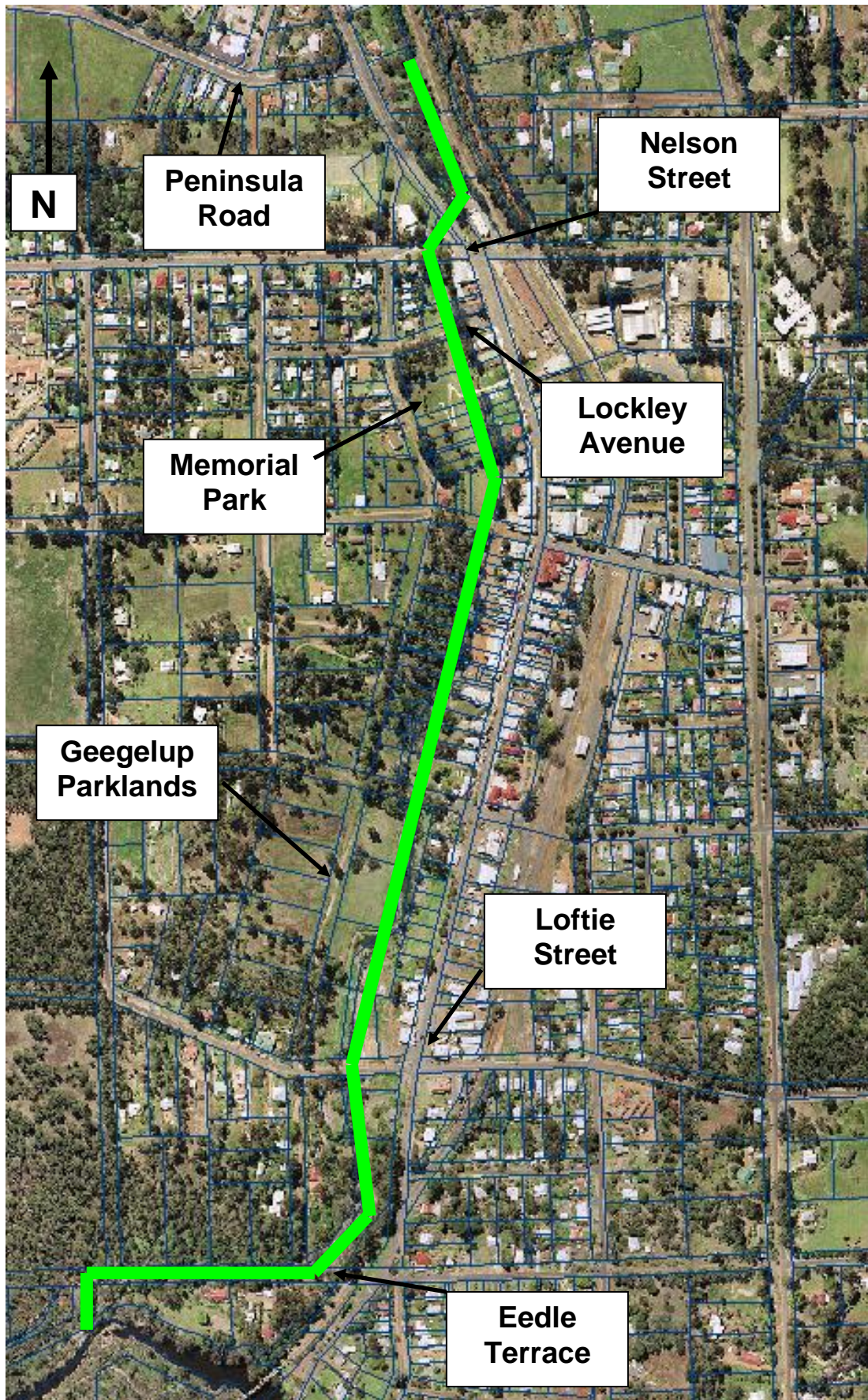
11. Short Term Rental of Residential Dwellings

The short term rental of residential dwellings to single parties shall not be classified as Holiday Accommodation. Council considers such a use as merely another form of landlord – tenant rental.

POLICY NO.	P.3
POLICY SUBJECT	Geegelup Brook Land Acquisition
ADOPTION DATE	20 December 2001
LAST REVIEW DATE	26 November 2020 (C.05/1120)

A number of properties along the Geegelup Brook are in private ownership and unless purchased by the Council, the development of a “green-belt” along Geegelup Brook would not be able to occur. The purchase of land for development of this “green belt” should be viewed as a long-term project, and should be done in cooperation with land owners rather than be seen as a form of resumption.

As funds generated from the sale of Council land are deposited in the Land and Buildings Reserve, the CEO acting under delegated authority, is authorised to negotiate with the owners of land along Geegelup Brook between the Blackwood River and Peninsula Road, for consideration by Council of its purchase.



Geegilup Brook Land Acquisition Policy Subject Area

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HEALTH

POLICY NO.	H.1
POLICY SUBJECT	Handling of Asbestos Cement (AC) Building Products
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Objective

To establish a safe protocol for dealing with asbestos cement material within the community.

History of Asbestos Cement Products

Asbestos was commonly used in building materials due to its durability, fire resistance and insulation properties and there are a great many developed centres like Bridgetown and Greenbushes that have a considerable volume of asbestos fibre, in the form of asbestos cement products, such as roof sheeting, wall cladding, ceiling material, fencing material, etc.

Asbestos cement products typically contain 10 – 15 percent asbestos fibre by weight, and were commonly manufactured in WA from 1921 to 1987.

The use of crocidolite (blue asbestos), ceased in 1966, use of amosite (brown asbestos) ceased in May 1984 and the use of chrysotile (white asbestos) was phased out between 1981 and 1987.

Manufacturing of all asbestos products ceased in 1987.

Health Effects Caused by Exposure to Asbestos Cement Products

While in its raw form, asbestos is well known to cause health effects in humans, the Department of Health maintain undisturbed asbestos cement products do not pose a health risk, as the fibres are bound together in a solid cement matrix.

The natural ageing, weathering and minor damaging or disturbance of asbestos cement roofs may release a very small number of fibres into the air over time, they are unlikely to pose a risk to health.

Asbestos cement buildings do not present a health hazard in most cases, where the materials are in good condition and are not disturbed, disturbing the material (eg. by removal) may create a health hazard where none previously existed.

Health (Asbestos) Regulations 1992

The *Health (Asbestos) Regulations 1992* controls the handling and use of materials containing asbestos, to protect the public from the uncontrolled release of fibres into the environment.

The regulations also make it an offence to sell, give away or supply second-hand asbestos material.

Recognising Asbestos Products?

Generally, a person cannot determine whether a material contains asbestos simply by looking at it. Careful visual examination and the use of a microscope is the only way to verify the presence of asbestos.

Note: If in doubt, treat suspect material as though it does contain asbestos.

POLICY

1. Demolition License for Removal of Asbestos Cement Products

All work to remove Asbestos Cement Products must comply with the requirements of the *Occupational Safety and Health Act 1984* and Regulations and the safety procedure established the WorkSafe Division of the Department of Consumer and Employment Protection.

Special precautions should be taken when renovating buildings containing asbestos cement products, to prevent fibres entering the atmosphere. As far as practicable, asbestos cement material must not be broken, abraded or otherwise disturbed.

Every reasonable measure must be taken to ensure asbestos fibres are not released into the air.

2. Disposal of Asbestos Cement Products to Landfill

Asbestos disposal within the Shire will be undertaken in accordance with the provision of the Department of Environment & Conservation's operation licencing conditions, and the ability to effectively manage the waste and disposal requirements.

Asbestos up to a maximum load of 0.2m³ will be received at the Bridgetown Waste Disposal Site subject to it being wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere. Any material not wrapped to the satisfaction of the site attendant will not be permitted to be unloaded from the vehicle. Asbestos received at the Bridgetown Waste Disposal Site will be stored on a pallet(s) until such time it is transferred to the Manjimup Waste Disposal Site for burying. Asbestos greater in size than 0.2m³ will not be accepted and persons will have to make arrangements to transport that product to the Manjimup Waste Disposal Site.

1. As a condition of the 'Demolition Licence' a person engaged in the removal of asbestos cement product will be instructed in the safe handling and transportation procedure.
2. Person or persons wishing to dispose of Asbestos Cement Product generated within the Shire are required to notify the appropriate Shire (Bridgetown-Greenbushes if size is less than 0.2m³ or Shire of Manjimup if greater than 0.2m³ load prior to delivery to or disposal at the waste disposal site.

3. Refuse site attendants will check if asbestos cement product has been wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere, prior to it being accepted.
4. Fees for the handling of AC products to be in accordance with Council's Annual Schedule of Fees & Charges.

NOTE PENALTIES:

A person who commits an offence under these regulations is liable to penalties under the Act.

POLICY NO.	H.2
POLICY SUBJECT	Blues Festival Trading
ADOPTION DATE	29 May 2014 (C.11/0514)
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Background and Purpose

The annual 'Blues at Bridgetown' Festival is held on the second weekend of November and is a significant event for Bridgetown. During the Saturday of the festival portions of Hampton Street and Steere Street are closed for a street party and many food stalls, mobile traders and merchandise stalls operate.

The purpose of this Policy is to regulate the operations of the food stalls, mobile traders, merchandise stalls and extensions of local businesses onto the footpath so that the patrons of the festival and general public have an enjoyable experience and sufficient stalls are in place to cater for the volume of patrons, particularly during the Saturday street party.

However there is also a need for the Shire to have input into the location of stalls and traders so as to avoid conflict between stalls and adjacent businesses selling the same or similar product. The Policy also seeks to protect local businesses from excessive or unreasonable competition from stalls and mobile traders outside of the Saturday street party period (being the peak trading period of the Festival) as the local businesses provided local employment opportunities and there is a significant local multiplier effect to the income received during the festival by local businesses.

Applicability

This Policy applies to all land (public or private) within the Shire of Bridgetown-Greenbushes.

Control of trading within public places such as a road reserve, park or reserve is governed by the Shire of Bridgetown-Greenbushes 'Activities on Thoroughfares & Trading in Thoroughfares & Public Places' Local Law. The same Local Law also governs trading on private property which the public are allowed to use. With respect to the Blues Festival this would include private land such as that used for the food court off Hampton Street and/or food stalls set up on private property adjacent to a road reserve or reserve.

Policy – Festival Permits

All stallholders or traders (including extensions of trading of existing business out onto the adjacent footpath unless an annual permit for such use has already been granted by the Shire) will require a permit from the Shire of Bridgetown-Greenbushes.

For the period of each annual Blues at Bridgetown Festival, the Shire will only approve applications for eating in streets, stallholders and trader's permits and liquor licensing permits (including Extended Trading Permits), for applicants that have been endorsed by the Blues at Bridgetown to operate in approved venues and/or public areas close to venues for that year. This will allow Blues at Bridgetown to charge a fee or fees in addition to the fees required to be paid to the Shire of Bridgetown-Greenbushes. Blues at Bridgetown is authorised to collect the Shire fee from traders or stallholders together

with their own fees but are required to forward the Shire fee component to the Shire within 4 weeks of the end of the Blues at Bridgetown Festival.

The Shire will not be bound to approve any activity endorsed by the Blues at Bridgetown Committee, and reserves the right to refuse any application if that is in the best interest of the public and if refusal is in accordance with all other requirements of the relevant legislation.

Food premises with an existing permit to conduct an alfresco dining eating area in a public place will be able to conduct that eating area during the Blues at Bridgetown Festival. Any application to extend that area however will require endorsement by the Shire and Blues at Bridgetown.

Businesses with existing approval to conduct trading within a public place adjacent to their business will be able to conduct that trading during the Blues at Bridgetown Festival. Any application to extend that area however will require endorsement by the Shire and Blues at Bridgetown.

Policy – Location of Stallholders and Mobile Traders

- The Shire is to have input and final approval for the location of stallholders and mobile traders within and adjacent to public places. This will require Blues at Bridgetown to present a plan to the Shire showing the proposed location of all stallholders and traders, including a description of the food or goods to be sold. The Shire, in considering final approval to the plan will seek to avoid conflict between stalls and adjacent businesses selling the same or similar product. The Shire can request relocation of stallholders or traders shown on the plan as a condition of issuing approval to that plan.
- The placement of stalls within the section of Memorial Park east of Geegelup Brook is to be limited to community groups only. Under no circumstances will commercial traders or mobile traders be permitted in this area.
- All stalls not on the road pavement must face the road.

Policy – Duration of Permits

- As a general principle the operation of “commercial” stallholders and mobile traders on public property or private property adjacent to public places will be restricted to the Saturday only (being the road closure period) of the Festival. However the Shire is cognisant of the need to provide a suitable quantity and variety of eating options for patrons of the festival over the whole of the festival period and therefore Blues at Bridgetown has discretion to approve a maximum of 6 separate food stallholders or mobile foot traders to operate for more than just the Saturday of the festival.
- The location of the ‘whole of festival duration’ (maximum of 6) stallholders or mobile traders will require the approval of the Shire and the Shire will ensure that these stalls/traders are reasonably separated from competing businesses. The establishment of a ‘food court’, being the grouping of 4 or more traders in a dedicated area is prohibited.

- “Community Group” stallholders or traders may be permitted to trade on private property adjacent to public places on the Friday and/or Sunday of the Festival subject to the location of the stalls/traders not impeding the flow of vehicular or pedestrian traffic. If these stalls are to trade on either or both of the Friday or Sunday of the Festival this must be noted on the plan submitted to and approved by the Shire by Blues at Bridgetown.
- “Commercial” stallholders and traders will be permitted within venue areas (i.e. Blues Owl Nest) for the whole of the duration of the Festival.

POLICY NO.	H.3
POLICY SUBJECT	Keeping of Poultry & Pigeons
ADOPTION DATE	29 April 2010 (C.24/0410)
LAST VARIATION DATE	29 November 2018 (C.04/1118)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide greater clarity to the community about the circumstances under which 'Poultry & Pigeons' can be kept and to Shire Officers administering the Health Local Law.

Background

Under the Health Local Laws, Division 4 – Keeping of Poultry & Pigeons, adopted by Council, an owner or occupier of premises within a townsite shall not keep a combined total of more than 12 poultry and pigeons, and shall not keep or permit to be kept on those premises, any more of the following fowl:

- (a) a rooster;
- (b) a goose or ganders;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) a gamebird (includes emus and ostriches);

than prescribed, without the prior written approval of Council.

Approval

For the purpose of the application of the Health Local Laws, Division 4 – Keeping of Poultry & Pigeons, the following conditions set the minimum limits and circumstances poultry, fowl and pigeons, above which written approval of the Shire will be required.

A person who keeps poultry, fowl or pigeons, must ensure they are kept in accordance with the Health Local Law, in particular, in a properly constructed and securely fastened structure, with or without an enclosed yard/run, that is maintained at all times in a clean condition.

Where in the opinion of the CEO or delegated officer the keeping of poultry or pigeons causes unacceptable nuisance to surrounding land owners or residents, the approval to keep the poultry or pigeons can be withdrawn subject to a suitable notice period being given to allow their removal.

(a) A combined total of more than 12 poultry and pigeons

The keeping of a combined total of more than 12 poultry and pigeons within a townsite, will only be considered where:

- i) the owner of the birds is a registered member of a breeders association and the birds are for the purpose of showing;
- ii) the birds are contained in poultry run/s or pigeon loft (or dove cote), that are well maintained; and
- iii) the circumstances under which the birds are kept is not considered a nuisance, or injurious, or offensive, or dangerous to health.

(b) A rooster

The keeping of a rooster within a townsite, will only be considered where;

- i) the applicant is to demonstrate in the application how he/she intends to limit any potential nuisance that the keeping of a rooster may cause;
- ii) the rooster/s is/are contained in poultry runs during the day, that are well maintained and 'night-boxes' at night to restrict crowing; and
- iii) the circumstances under which the rooster/s is/are kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

(c) A goose or gander

The keeping of a goose and/or gander within a townsite, will only be considered where;

- i) the number of geese and/or ganders does not exceed 6 and the combined total does not exceed 12 geese, poultry and pigeons;
- ii) the goose or gander is/are contained in a run with access to bathing water; and
- iii) the circumstances under which the goose or ganders is/are kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

(d) A turkey

The keeping of a turkey within a townsite, will only be considered where;

- i) the number of turkeys does not exceed 1;
- ii) the turkey is contained in a run; and
- iii) the circumstances under which a turkey is kept is not considered a nuisance, or injurious or offensive, or dangerous to health.

(e) A peacock or peahen

The keeping of a peacock and/or peahen is not permitted within a townsite.

(f) A gamebird (includes emus and ostriches)

The keeping of gamebirds are not permitted within a townsite.

Council reserves the right to revoke an approval if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.

POLICY NO.	H.4
POLICY SUBJECT	Temporary Accommodation Approvals
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	29 November 2018 (C.04/1118)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

OBJECTIVE

To assist with security on new housing developments on land within a Rural Zone, Special Rural Zone, Special Residential Zone or the Special Use Zones of Bridgetown Gardens Estate or Windy Hollow Estate, through the provision of 'Temporary Accommodation', in a caravan or shed.

POLICY STATEMENT

Council has delegated authority to the CEO to grant a 'Temporary Accommodation' approval to temporarily occupy a caravan or live in a shed on an eligible zoned lot while a house is being built to provide security.

GENERAL REQUIREMENTS

1. Applicants must own or have a legal right to occupy and build on the land.
2. An application for 'Temporary Accommodation' will only be considered where the applicant has first obtained development approval and a building permit for a house, on the land on which they are seeking approval to temporarily occupy.
3. Approval will be granted for a period of up to 12 months.
4. The Shire may consider an application to extend the approval period of up to a further 12 months but extensions will only be granted if substantial progress has been made on the construction of a house.

Note if the temporary accommodation is in a caravan the approval of the Minister for Local Government will also be required under Clause 11(2)(b) of the Caravan Parks and Camping Grounds Regulations 1997.

No further extensions for temporary accommodation in excess of this period (total two years) will be considered as two years is seen as being an ample time period to build a house.

5. An application for 'Temporary Accommodation' must be in writing (on the approved form) and directed to the Chief Executive Officer.
6. Approval for temporary accommodation, where granted, will be subject to the following conditions:
 - a) The provision of approved ablution facilities (ie; toilet, shower and hand basin) within the shed or in the case of a caravan within or in close proximity to the caravan, on the same block, with all wastewater services connected to an effluent disposal system approved by the Manager Environmental Health.

- b) The 'Temporary Accommodation' being serviced by a 'Reticulated Water Supply' or connected to a water tank with a minimum storage capacity of 90,000 litres of water.
 - c) Payment of the 'Temporary Accommodation' fee at time of application as prescribed in the 'Schedule of Fees & Charges'.
 - d) Provision of a signed Statutory Declaration.
7. Upon the completion of construction of the house on the same lot occupation of the temporary accommodation is to cease. Removal of ablutions, sinks, etc from the shed (if applicable) is not required however habitation of the shed by other parties will not be permitted.
8. Legal proceedings may be initiated where the 'Temporary Accommodation' exceeds the conditions imposed on the temporary accommodation approval or where occupancy of the shed or caravan exceeds the approved time period granted by the Shire.
9. In the event of the building permit for the construction of a house on the same lot being cancelled, the approval for temporary accommodation will also be cancelled.

POLICY NO.	H.5
POLICY SUBJECT	Exempt Charitable or Community Nature 'Food Business
ADOPTION DATE	25 August 2011 (C.12/0811)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To identify which fundraising charitable or community nature group, operating 'Food Businesses', while still subject to 'Notification' requirements, contained within Standard 3.2.2 of the Australian New Zealand Food Standards Code, should be exempt from the requirement to be registered as 'Food Businesses', as prescribed within the Food Regulations 2009.

Background

Under the *Food Act 2008* (the Act) and the *Food Regulations 2009* (the Regulations), which came into effect on the 23 October 2009, the proprietor of a 'Food Business' must not conduct the 'Food Business' at any premises without having first notifying the relative authority, they propose to operate as a 'Food Business', which includes 'Fundraising Charitable or Community Nature Groups' engaged in the sale of food, as determined by Council in the schedule.

The Food Act 2008 contains the following definitions that are relevant to this Policy:

'Food Business' is defined as: 'a business, enterprise or activity (other than primary food production), that involves the handling of food for sale, or the sale of food; regardless of whether, subject to Section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.'

'Sell' (i.e. sale of food) includes: 'barter, offer or attempt to sell; receive or have in possession for sale; display for sale; cause or permit to permit to sold or offered sale; send, forward or deliver for sale; dispose of by any method for valuable consideration; dispose of to an agent for sale on consignment; provide under a contract of service; supply food as a meal or part of a meal to an employee in accordance with a term of an award governing the employment of the employee or a term in the employee's contract of service, for consumption by the employee at the employees place of work; dispose of by way of raffle, lottery or other game of chance; offer as a prize or reward; give away for the purpose of advertisement or in furtherance of trade or business; supply food under a contract)whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment; supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions; and sell for the purpose or resale.'

'Premises' includes: 'land; the whole or part of any building, tent, stall or other structure (whether of a permanent or temporary nature); a pontoon; or a vehicle (other than a food transport vehicle while it is engaged in the transport of food).'

Charity and Community Fundraising Events are exempt from some of the requirements under the Act and Regulations provided that:

- all the money raised is for a community or charitable cause; and
- foods produced are not potentially hazardous (i.e. low risk cakes and slices), or are cooked thoroughly for immediate consumption (i.e. sausage sizzles).

The specific exemptions relate to:

- Fees associated with Notification. NOTE: Temporary Food Permit fees (for assessment and surveillance are only exempt when deemed so by the Shire).
- Skills and knowledge requirements of food handlers in Standard 3.2.2 of the Code. NOTE: volunteers are required to meet the health and hygiene requirements for food handlers, such as taking all practicable measures to ensure that they do not contaminate food when producing food, and observe basic hygiene requirements.
- Food labelling requirements. NOTE: information relating to food allergens must be provided to potential customers and the easiest way to provide this is on a label. If a product contains royal jelly, soy, gluten etc. this must be provided on a label.

Volunteers who donate food such as cakes, slices and preserves for fundraisers are only permitted to make these foods from home as long as the food they are producing is not 'potentially hazardous'. Premises used for the preparation of non-potentially-hazardous food by volunteers will not need to be registered.

Preparation of potentially hazardous foods must be undertaken in an approved food premises (i.e. commercial kitchen, approved school canteen facility). In this instance, Notification and Registration requirements apply to Charitable and Commercial Events. Waiving of fees is at the discretion of the Town (refer to 1.5 - Fees and Charges above). NOTE: 'Potentially hazardous' food products include examples such as: cream cakes, fried rice, curries, soups and casseroles.

The groups identified below are identified up-front as being a Charitable or Community Nature Group that on a regular basis undertakes food preparation for fundraising or other community support purposes:

Fundraising Charitable or Community Nature Group Schedule:

- Bridgetown Agricultural Society;
- Various sporting clubs other than those that operate with a permanent liquor license;
- Bridgetown Bush Fire Support Brigade and any other Bush Fire Brigade located in the Shire;
- Bridgetown Lions (Food Van), Rotary Club of Bridgetown, Apex Club of Bridgetown;
- Bridgetown Scouts and Guides;
- CWA Fundraisers;
- ~~Grow~~ Greenbushes community events or fundraisers;
- Bridgetown Family and Community Centre community events or fundraisers;
- School Canteens, where funds are directly benefit the school (i.e. not operated by an external contractor); and
- P & C School Groups.

Deleted: (Bridgetown)

Deleted: Residents and Ratepayers Association

Fundraising Charitable or Community Nature Groups not included in the schedule can apply the Shire's Chief Executive Officer, to be eligible for exemption from having a 'Registration of Food Business' requirement, and payment of surveillance fees.

Where a group not identifiable in the above Schedule wishes to conduct ad-hoc or random food preparation for a charitable or community purpose they are invited to apply to the CEO of the Shire of Bridgetown-Greenbushes providing particulars on the type of food to be prepared, the location of the food premises (even if temporary) and any other relevant information. No fees will be charged on such an application.

POLICY NO.	H.6
POLICY SUBJECT	Mobile and Itinerant Traders
ADOPTION DATE	26 May 2016 (C.15/0516)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Scope of the Policy

The main difference between an "Itinerant Trader" and a "Mobile Trader" is that a mobile Trader can solicit business from a parked location whereas an itinerant Trader has to be stopped by customers (an ice cream van is an Itinerant Trader whereas a vehicle parked selling fresh flowers or produce is a Mobile Trader).

This Policy doesn't bind the local government in respect of any application for approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

Note this Policy isn't applicable to the placement of tables and chairs (alfresco dining) on footpaths outside of eating establishments, the sale of retail merchandise from the footpath outside a retail premises or the trading of stalls and other commercial activities within a thoroughfare during a festival or event. In those situations Council's 'Commercial Activities on Thoroughfares' Policy is applicable.

The Policy is also not applicable to the use of the community stall in Hampton Street, Bridgetown, nor for the operation of community health mobile clinics and other government/community like uses.

This Policy is to be read in conjunction with the "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law".

2. Policy Objectives

- 2.1 To avoid the creation, of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
- 2.2 To regulate the level and intensity of trading activities on road reserves and other public places necessary to ensure that the site is retained primarily for its purpose (like community/traffic use and not commercial).
- 2.3 To accommodate appropriate trading activities in order to provide services that enhance the visitor/resident experience.
- 2.4 To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street.

3. Definitions

For the purposes of this Policy:

"Mobile" means working in one place for a period of time of no more than 4 hours in any one day and then moving on to operate in another place. Consideration under this Policy will not be given to any proposals for trading in excess of this limitation, including proposals for semi-trading arrangements.

"Itinerant" means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the Trader or come to the Trader while the vehicle is so parked.

"Public Place" includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

"Trader" means someone who promotes, exchanges or hires goods or services for money.

4. Application Requirements

Applications for mobile trading or itinerant trading are to be submitted providing the necessary information (including insurance requirements) as required under Part 6 (Trading in Thoroughfares and Public Places) of Council's "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law".

5. Requirements for Consideration of a Mobile Trading Location

5.1 A place will only be approved if it:

- a) Is readily and safely accessible to customers;
- b) Provides adequate parking for customers;
- c) Does not present a traffic hazard or danger to the public;
- d) Has adequate rubbish disposal facilities or the operator has made suitable arrangements for collection of rubbish from customers;
- e) Does not breach any regulatory or signposted car parking restrictions;
- f) Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
- g) Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

5.2 Other than itinerant traders, there is a general presumption against trading in road reserves unless the site has a formal parking area (such as rest areas).

5.3 Approvals will generally not be given on sites within the boundaries of the Bridgetown Townsite. Due to the lesser commercial presence in Greenbushes consideration will be given for sites within that townsite however in considering approval specific attention will be paid to the competition with nearby established commercial premises

5.4 Approval will not be granted where the local government considers the environment of an area is too fragile to accommodate the activities of mobile trading, or where mobile trading would detract from the predominant public purpose of an area.

6. Restrictions on Itinerant Traders

- 6.1 Itinerant Traders are generally not appropriate on roads with speed limits greater than 60km/hr.
- 6.2 No trading within the Commercial Zone is permitted.
- 6.3 The use of amplified music is to comply with the applicable environmental noise regulations.

7. Duration of Permit

In accordance with Council's "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law" permits will be valid for 1 year from the date on which it is issued unless it is otherwise stated on the permit or is subsequently cancelled.

In the interests of administrative efficiency the local government may set an initial expiry date of less than 1 year in order to standardise the expiry dates of all traders. Such a date is likely to be either 31 December or 30 June.

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BUILDING

POLICY NO.	B.1
POLICY SUBJECT	Building or Demolition Permit Extension
ADOPTION DATE	20 th December 2001
LAST VARIATION DATE	27 November 2014 (C.13/1114)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Any extension of time during which a permit has effect is to be limited to 12 months per extension.

No fee is to be less than the minimum fee set out under the Building Regulations.

POLICY NO.	B.2
POLICY SUBJECT	Building Permit Application Fee Exemptions
ADOPTION DATE	20 th December 2001
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

No exemptions will be granted to sporting, charitable or community groups for the payment of building licence permit application fees.



ROLLING ACTION SHEET

ROLLING ACTION SHEET

March 2022 (encompassing Council Resolutions up to Special Council Meeting held 14 April 2022)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynh	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of</p>	<p>April 2022 No progress since last report</p>	

			<p>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 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</p>		
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			<p>August.</p> <p>August 2020</p> <p>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</p> <p>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</p> <p>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</p> <p>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> <p>November 2021</p> <p>No progress since last update</p> <p>December 2021</p> <p>No progress since last update</p> <p>January 2022</p> <p>No progress since last update</p>		
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local	<p>That Council:</p> <ol style="list-style-type: none"> 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"> Noted. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, 	<p>April 2022</p> <p>No progress since last report</p>	

<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>		
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	<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>	
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	<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>		
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			<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>		
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			<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> <p>November 2021 Local Planning Strategy still being prepared.</p> <p>December 2021 No progress since last update</p> <p>January 2022 No progress since last update</p> <p>February 2022 Nothing further to report since last update</p>		
C.09/0321 Greenbushes CBD Parking & Safety Enhancement Project	<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 matching unbudgeted expenditure of \$80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be 	T Clynych	<p>April 2021 Work has been done in reformatting the final concept (layout) plan into a plan suitable for lodging with an application for subdivision to excise the land for the car park from existing lots. The subdivision application form is being prepared and is awaiting signing by the land owners prior to submittal to the Western Australian Planning Commission.</p> <p>May 2021 Awaiting endorsement of the subdivision application by land owners.</p> <p>August 2021 Surveyor appointed to lodge subdivision application</p> <p>September 2021</p>	<p>April 2022 No progress since last report</p>	

	<p>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>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>November 2021 Still awaiting approval of the subdivision application by Western Australian Planning Commission</p> <p>December 2021 Subdivision application is currently being referred by Western Australian Planning Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates.</p> <p>January 2022 This project was discussed at the January Concept Forum and a report has been included in the January Council agenda.</p> <p>February 2022 Approval for the subdivision to excise the land off the existing lots has been granted by the Western Australian Planning Commission. It is now intended to proceed with surveying and preparation of relevant documents for completion of the land transfer, including payments to the existing land owners.</p> <p>March 2022 Survey documents have been completed and lodged at Landgate.</p>		
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C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery. 2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC). 3. Direct the CEO to <ol style="list-style-type: none"> a. Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building. b. Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement. c. Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building d. Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building. 	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 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> <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</p>	<p>April 2022 Both workshops have been held. Funding of building renewal works to be considered in 5 Year Building Capital Works Plan</p>	
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			<p>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>December 2021 As there is a notice of motion in the December Council agenda relating to this matter no work has occurred to progress the matter since the last meeting.</p> <p>January 2022 Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p> <p>February 2022 Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p> <p>March 2022 The first workshop is scheduled for Thursday 24 March 2022.</p>		
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	<p>1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.</p> <p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	T Clynh	<p>June 2021 This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p>September 2021 Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p>October 2021 The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p>November 2021 The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building.</p> <p>December 2021</p>	<p>April 2022 No progress since last report</p>	

			<p>No progress since last report</p> <p>January 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building</p> <p>February 2022</p> <p>On hold pending further developments in possible redesign of visitor centre building</p>		
<p>C.11/0621</p> <p>Civic Centre Car Park, Steere Street and Stewart Street Precinct</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project. 	P St John	<p>August 2021</p> <p>Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p>October 2021</p> <p>Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p>November 2021</p> <p>The works will occur as part of the 2021/22 road construction program.</p> <p>December 2021</p> <p>No progress since last report</p> <p>January 2022</p> <p>No progress since last report</p>	<p>April 2022</p> <p>The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p>	
<p>C.15/0621b</p> <p>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 Clynh	<p>July 2021</p> <p>Contact made with DPLH to determine process to reactivate the land exchange</p> <p>August 2021</p> <p>New subdivision application being prepared.</p> <p>October 2021</p> <p>Awaiting endorsement of the subdivision application form by the affected land owner.</p> <p>December 2021</p> <p>No progress since last report</p> <p>January 2022</p> <p>Agreement of the land owner yet to be obtained.</p>	<p>April 2022</p> <p>No progress since last update</p>	
<p>C.02/0721 Review of Local Laws</p>	<ol style="list-style-type: none"> 1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws. 2. That in accordance with section 	T Clynh	<p>September 2021</p> <p>This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</p>	<p>April 2022</p> <p>Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p>	

	<p>3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> (i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law (ii) Cats Local Law (iii) Fencing Local Law (iv) Health Local Law (v) Standing Orders Local Law <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> (i) Bush Fire Brigades Local Law (ii) Cemeteries Local Law (iii) Dogs Local Law (iv) Parking & Parking Facilities Local Law <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p>December 2021 Pest Plants Repeal Local Law currently being advertised</p> <p>February 2022 Report on Pest Plants Repeal Local Law will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>March 2022 Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p>		
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C.06/0721 Rating Status of Lot 600 (185) Hampton Street, Bridgetown (Bridgetown Repertory Club)	<ol style="list-style-type: none"> 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. 2. In order to correctly apply Section 6.26 of the Local Government Act and according to best practice note that additional research is to be undertaken to clarify key definitions contained in Section 6.26(2) of the Local Government Act to inform the development of a policy to aid in future decision making. 3. Maintain the status quo for the 2021/22 rating year in relation to the rateable status of Lot 600 (185) Hampton Street, Bridgetown. 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. 	M Larkworthy	<p>December 2021 No progress of this has occurred</p> <p>January 2022 Preparation of a draft policy for presentation to a future meeting of Council is occurring</p> <p>February 2022 No progress since last update</p> <p>March 2022 Seeking advice on definition of 'public purpose' in order to inform development of policy.</p>	<p>April 2022 Legal advice is being sought in order to inform a report to Council.</p>	
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.	T Clynh	<p>September 2021 Offer and Acceptance being prepared</p> <p>November 2021 No progress since last update</p> <p>January 2022 Agreements have been received from land owners and appointment of settlement agent is pending</p> <p>March 2022 A new settlement agent is to be appointed. Agreement to be reached with land owners seeking consent to use same settlement agent.</p>	<p>April 2022 A settlement agent has been selected.</p>	

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; <ol 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 apply” and renumber this clause (b). 	L Guthridge	<p>October 2021 Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21.</p> <p>November 2021 Submission period has been extended to 29.11.21</p> <p>December 2021 Report will be presented to January 2022 Council meeting</p> <p>January 2022 With the commencement of the new Senior Planner this item will be progressed for inclusion in the February Council agenda.</p> <p>February 2022 Due to other priorities the report will be presented to the March Council meeting.</p> <p>March 2022 Due to other priorities the report will be presented to a future meeting of Council.</p>	<p>April 2022 No progress since last update</p>	
C.09/0921 Review and Reprint of Trails Booklets	That Council: <ol style="list-style-type: none"> 1. Endorse the recommendations from its Trails Development Advisory Committee to: <ol style="list-style-type: none"> 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. 	M Richards	<p>November 2021 Awaiting input from Bridgetown Historical Society for heritage trail booklet. Compiling content for art trail booklet.</p> <p>January 2022 Deadline for information from Historical Society is early March. Still working on art trail booklet</p> <p>February 2022 Historical Society has provided content and photographs. Final proof of booklet is being edited by printer.</p> <p>March 2022 Further changes to the proof have occurred and are being designed by printer.</p>	<p>April 2022 No progress since last update</p>	

	<ol style="list-style-type: none"> Note the estimated costs of implementing the projects identified in Part 1 are \$22,890, made up of \$12,085 (Bridgetown Heritage Walk Trail including additional signage), \$5,570 (Bridgetown Art Trail booklet), \$3,000 (Somme Creek Fitness Trail pamphlet) and \$2,235 (flora and fauna survey). 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.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 Law) with the exception of stall holders requiring access to electricity. 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. Note the existing exemption of stall holder 	E Denniss	<p>November 2021 Advertising of new fee occurred 17 November 2021.</p> <p>December 2021 The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.</p> <p>January 2022 No progress from last month</p> <p>February 2022 No progress since last update</p> <p>March 2022 LGIS (Shire's insurers) has commenced a risk assessment of the river markets and will provide a report within next 2 weeks.</p>	<p>April 2022 Awaiting report from LGIS.</p>	

	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.				
C.16/1121c Youth Services Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised.	T Clynych	December 2021 Workforce Plan preparation yet to commence January 2022 No progress since last report February 2022 No progress since last update March 2022 Review of the workforce plan has commenced.	April 2022 No progress since last update	
C.17/1121c Bridgetown- Greenbushes Cultural Inclusion Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Cultural Inclusion Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions.	T Clynych	December 2021 Workforce Plan preparation yet to commence January 2022 No progress since last report February 2022 No progress since last update March 2022 Review of the workforce plan has commenced.	April 2022 No progress since last update	
C.03/1221b Cease of Investigations into Proposal to Outsource Visitor Centre Management to the Bridgetown Community Resource Centre	That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown Greenbushes Business and Tourism Association, Bridgetown Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council	E Denniss	January 2022 Liaison with CRC and BGBTA is occurring on determining suitable date for first workshop February 2022 Discussion occurred at February Concept Forum with the outcome being that the CEO will prepare a brief for the 1 st workshop and circulate to councillors. March 2022 Workshop brief was endorsed by Council at February meeting. 1 st workshop to be held 24.3.22 with 2 nd workshop to be scheduled in early April.	April 2022 Workshops held therefore implementation of this resolution has been completed	√

	Meeting Agenda on page 7.				
C.04/1221 Suspension of Standing Orders Clause 9.1 at Future Council Meetings	<p>1. That at an appropriate period after the commencement of each ordinary and special council meetings Council is to consider suspending Clause 9.1 of its Standing Orders Local Law to allow Council Members to remain seated whilst addressing Council, either in speaking to a motion or the asking of a question.</p> <p>2. That this procedure be conducted as a trial to determine whether a permanent change in the Standing Orders should be sought.</p>	E Matthews	<p>January 2022 Council hasn't stipulated the length of the trial but is assumed to be between 3 and 6 months.</p> <p>The temporary suspension of Clause 9.1 of the Standing Orders will require a resolution at each Council meeting. It is intended to seek this resolution in the section of the agenda for "Announcements by the Presiding Member without Discussion".</p> <p>February 2022 Further consideration of the timing of the motion to "temporarily suspend" Clause 9.1 of the Standing Orders has occurred and it will be listed as a standalone item as the first item of business in the agenda.</p> <p>March 2022 The trial will continue for a few more months before a report is presented to Council on review of Standing Orders. DLGSC is currently preparing model Standing Orders and any review of our Standing Orders should await that.</p>	<p>April 2022 Trial continuing.</p>	
C.05/1221 Funding for Maintenance of Stanifer Street	That Council lobby the Minister for Transport to release to the Shire of Bridgetown-Greenbushes a portion of the overmass permit fees paid by Talison Lithium to Main Roads Western Australia so that the Shire can expend these funds on additional maintenance and improvements to Stanifer Street and Maranup Ford Road.	T Clynh	<p>January 2022 Correspondence is being prepared for signing by the Shire President</p> <p>February 2022 Input has been sought from WALGA to inform the letter to the Minister and this is expected to be received by the end of February</p> <p>March 2022 Information has been received from WALGA to inform a letter to the Minister.</p>	<p>April 2022 Letter has been sent to the Minister.</p>	✓
C.11/1221 Review of Plantation	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief	T Clynh	<p>January 2022 Actioning of this resolution has been deferred to late January due to the</p>	<p>April 2022 Submissions being assessed.</p>	

Applications Town Planning Scheme Policy	Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.		commencement of the new Senior Planner in mid-January February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022. March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.		
C.02/0122 Planning for Installation of Toilet Facility at Sunnyside Reserve	That in the upcoming review of councils 4 Year Building Capital Works Plan consideration be given to funding the installation of a suitable toilet facility at Sunnyside Reserve.		February 2022 The annual review of the 4 Year Building Capital Works Plan will be presented to councillors at a workshop scheduled for 7 April 2022. March 2022 No progress since last update	April 2022 A revised date of 2 May 2022 has been set for the workshop to discuss the Building Capital Works Plan.	
C.04/0122 Proposed Budget Amendment – Reallocation of Local Roads and Community Infrastructure Program Phase 2 and Nomination of Projects for Local Roads and Community Infrastructure Program Phase 3	That Council: 1. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following: a. Additional allocation to Bridgetown Civic Centre (Town Hall) Project to ensure that the works in the Lesser Hall, Kitchen and Toilets are funded - \$200,000 b. Additional allocation for the Bridgetown Youth Precinct Project to reinstate the elements removed when awarding the tender – new ablution block, parkour and drinking fountain - \$175,000 c. Reinstatement of 2 footpaths deferred from 2021/22 budget to fund Council's contribution to blackspot Winneup Road works, being Steere Street (\$38,614) and Allnutt Street (\$18,000) 2. Amend its 2021/22 Budget as follows: a. Decrease budget allocation for job CP05 –		February 2022 The grant variation request for LRCIP Phase 2 has been submitted. The nomination of projects for LRCIP Phase 3 has also been submitted. The process of the Australian Government for determination of the variation requests is expected to be short and therefore the timing of the proposed bulk mail postal flyer is proposed to follow that decision so that the information can be provided with certainty. March 2022 The grant variation request is still being considered by the Australian Government. Design of the flyer is complete and printing and distribution by Australia Post will be complete by end of March.	April 2022 This resolution is superseded by Resolution SpCa.02/0422 from the special meeting held on 14 April 2022.	√

	<p>Greenbushes CBD Parking & Safety Enhancement by \$431,614 (i.e. from \$499,854 to \$68,240)</p> <p>b. Increase budget allocation for Job 02BU – Bridgetown Civic Centre by \$200,000 (i.e. from \$679,338 to \$879,338)</p> <p>c. Increase budget allocation for Job 16IN – Bridgetown Youth Precinct by \$175,000 (i.e. from \$685,021 to \$860,021)</p> <p>d. Include new budget allocation of \$38,614 to Job FP30 – Steere Street Footpath</p> <p>e. Include new budget allocation of \$18,000 to Job FP38 – Allnutt Street Footpath</p> <p>3. Nominate for approval by the Australian Government of the following project expenditures under the Local Roads and Community Infrastructure Program Phase 3:</p> <ul style="list-style-type: none"> • Greenbushes Town Centre Project - \$541,042 • Greenbushes Youth Precinct - \$300,000 • Nelson Street Footpath Asphalt Resurfacing - \$80,000 <p>4. Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program.</p> <p>5. Note that the CEO will provide regular updates to the project partners of the Greenbushes Town Centre Project, being the owners of the land to be excised and Talison Lithium that is funding the land acquisition.</p>				
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<p>C.09/0122 Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum</p>	<p>That Council:</p> <p>1 .Pursuant to Clause 3.2.5 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Museum on Lot 7960, Reserve 24611 South Western Highway, Yornup is consistent with the objective of the Community Zone and Town Planning Scheme No. 4 and may be considered for development approval subject to public consultation and detailed assessment.</p> <p>2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.</p> <p>3. Authorises the CEO to, concurrent with the planning assessment of the development application for Lot 7960, Reserve 24611 South Western Highway, Yornup, submit an application to the Department of Planning Lands and Heritage (DPLH) for changing the purpose of the reserve to a use that allows development of a museum.</p> <p>4. Grants delegated authority to the Chief Executive Officer to determine the development application and reserve reclassification, where no objections are received, subject to appropriate conditions.</p>	<p>T Clynych</p>	<p>February 2022 Public consultation process to commence shortly.</p> <p>March 2022 Commencement of the public consultation and Government referral processes has been delayed due to workload but is expected to commence by 1st week of April.</p>	<p>April 2022 The process for reserve reclassification has commenced.</p>	
<p>C.10/0122c 24 Hour Free Caravan Parking Trial</p>	<p>1. Endorse a 24 hour free camping trial for two (2) self-contained motor homes and caravans in the dedicated caravan parking bays within the Bridgetown Railway Reserve car park for a 3 month period commencing 1 March 2022 and concluding 31 May 2022.</p> <p>2. Direct the CEO to install temporary signage at the location advising details of the trial period; inviting patrons to leave their local receipts and invoices from goods and services purchased and provide a depository for those receipts and invoices.</p> <p>3. Direct the CEO provide a report back to the June</p>	<p>E Denniss</p>	<p>February 2022 Signage and depository being ordered with trial to commence once installed.</p> <p>March 2022 Signage and depository installed.</p>	<p>April 2022 Trial continuing</p>	

	Council meeting advising of the impact of the trial period to assist in future decision making regarding permanent 24 hour free camping for caravans and motor homes in the Town Square.				
C.10/0222 Greenbushes Youth Precinct Community Consultation Report	That Council: 1. Notes and receives the Greenbushes Youth Precinct Community Consultation report, including the revised budget as per Attachment 10. 2. Determine to progress the Greenbushes Youth Precinct project to concept plan and cost estimates based on the outcomes outlined in the Greenbushes Youth Precinct Community Consultation Report using the capital program budget allocation for the Greenbushes Youth Precinct of \$15,000. 3. Amends its 2021/22 budget to transfer the sum of \$15,000 from Account 1349140-22IN to Account 1340260-PJ109.	M Richards	March 2021 Skate Sculpture has been engaged to prepare the concept design	April 2022 Concept design underway.	
C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking	That Council: 1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays. 2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022. 3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.	T Clynh		April 2022 Not commenced	
C.05/0322 Consideration of Recommendation	That Council seek the support of the Minister for Transport to review the decision by Main Roads Western Australia not to reduce the speed limit	P St John		April 2022 Letter sent to Minister	

from Annual General Meeting of Electors – Peninsula Road Speed Limit	along Peninsula Road from South Western Highway to Maslin Reserve.				
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	That Council: 1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes 2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.	T Clynych		April 2022 Not commenced	
C.08/0322 Realignment and Reconstruction of Portion of Strathmore Road, Winnejup	That in the upcoming review of Councils 10 Year Strategic Works Plan consideration be given to funding the construction of as realigned section of Strathmore Road where the road currently runs through State Forest.	T Clynych		April 2022 A revised date of 2 May 2022 has been set for the workshop to discuss the 10 Year Strategic Works Plan.	
C.10/0322a Fencing Local Law	That Council amends its Fencing Local Law to introduce a requirement for electrification of fencing along road reserves being inside of the fence line.	T Clynych		April 2022 Not commenced	
C.12/0322 Project Scope - Art Exhibition, Event and Artist in Residence Space at Bridgetown Railway Station	That Council: 1. Endorse the project scope for the business case for the Bridgetown Railway Station to be operated as an art exhibition, event, and artist in residence space. 2. Amend Account 1370060 – Job No. PJ100 'Bridgetown Arts Centre Business Plan by increasing the budget allocation by the sum of \$2,000, from \$20,000 to \$22,000.	T Clynych		April 2022 Not commenced	
C.19/0322 Recommendations from the Trails Development Advisory	That Council: 1. Endorse the appointment of Ben Ducker and Alexa Tunmer as community representatives on the Trails Development Advisory Committee.	M Richards		April 2022 Investigations into local tourism APP occurring.	

Committee	<ol style="list-style-type: none"> Note the resignation of Nick Maxwell from the Trails Development Advisory Committee. Direct the CEO to investigate the cost, application and impact of developing a local tourism App and report the findings to Council by the May 2022 Council meeting. 				
C.20/0322 Recommendations from the Cultural Awareness Advisory Committee	<p>That Council:</p> <ol style="list-style-type: none"> Endorse the change of name of this committee from the Cultural Awareness Committee to the Cultural Inclusion Committee. Endorse the appointment of Jaye Herring as a representative on the Cultural Awareness Advisory Committee to fill the position of a person that identifies as an Aboriginal and/or Torres Strait Islander. Endorse an annual budget allocation of \$10,000 to be used by the committee as seed funding for grants, projects, programs and events including Harmony Week and NAIDOC Week. Direct the CEO to investigate the process and cost associated with dual naming of the Blackwood River (Goorbilyup) and report the findings back to Council by the May Council Meeting. That the Shire provide a standard Acknowledgement of Country to be offered for use within the Shire by community groups, private and business functions in consultation with Local Aboriginal Elder Sandra Hill and report back to Council. 	M Richards		April 2022 Parts 4 and 5 of the resolution are being progressed.	
SpCa.02/0422 Proposed Budget Amendment –	<p>That Council:</p> <ol style="list-style-type: none"> Direct the CEO to withdraw the request to the Australian Government for a change of project 	T Clynh		April 2022 Request has been submitted. Revised flyer has been prepared and distribution	

<p>Reallocation of Local Roads and Community Infrastructure Program Phase 2 and Nomination of Projects for Local Roads and Community Infrastructure Program Phase 3</p>	<p>for Local Roads and Community Infrastructure Program Phase 2 as contained in Resolution C.04/0122 from its ordinary meeting held on 27 January 2022.</p> <p>2. Seek the approval of the Australian Government for a change of project for Local Roads and Community Infrastructure Program Phase 2. This would replace the Greenbushes Town Centre Project (\$431,614) with the following projects:</p> <ul style="list-style-type: none"> a. Gravel re-sheeting works on Polina Road, Kangaroo Gully for an approximate distance of 2.3km - \$150,000 b. Gravel re-sheeting works on Grange Road, Wandillup for an approximate distance of 2.3km - \$150,000 c. Gravel re-sheeting works on Hay Road, Greenbushes for an approximate distance of 1.6km - \$100,000 d. Bridgetown Hall Improvements - Installation of air conditioning in the Bridgetown Lesser Hall, renewal of floor coverings in kitchen and bar, replacement of light fittings in Lesser Hall - \$31,614 <p>3. Amend its 2021/22 Budget as follows:</p> <ul style="list-style-type: none"> a. Decrease budget allocation for Job 02BU – Bridgetown Civic Centre by \$168,386 (i.e. from \$879,338 to \$710,952) b. Decrease budget allocation for Job 16IN – Bridgetown Youth Precinct by \$175,000 (i.e. from \$860,021 to 			<p>date in the week commencing 9 May has been approved by Australia Post</p>	
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	<p>\$685,021)</p> <ul style="list-style-type: none"> c. Decrease budget allocation for Job FP30 – Steere Street Footpath by \$38,614 from \$38,614 to \$0. d. Decrease budget allocation for Job FP38 – Allnutt Street Footpath from \$18,000 to \$0. e. Increase budget allocation for Job RC56 - Polina Road Resheet by \$150,000 (i.e. from \$0 to \$150,000) f. Include new budget allocation of \$150,000 to new job – Grange Road Resheet g. Include new budget allocation of \$100,000 to new job – Hay Road Resheet <p>4. Direct the CEO to arrange delivery of a bulk mail postal flyer to all postal addresses within the Shire explaining the reasons for deferring delivery of the Greenbushes Town Centre Project, nomination of alternative projects under the Local Roads and Community Infrastructure Program Phase 2, and the nomination of projects under Phase 3 of the same program. The timeframe for submitting the flyer to Australia Post is to be 5 working days with Australia Post to be requested to distribute as soon as possible.</p>				
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SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Governance		1,169	678	1,059	381	56.19%
General Purpose Funding - Rates		4,987,868	4,970,840	5,007,920	37,080	0.75%
General Purpose Funding - Other		839,891	626,960	661,537	34,577	5.51%
Law, Order and Public Safety		1,175,827	386,165	383,347	(2,818)	(0.73%)
Health		14,100	13,272	9,894	(3,378)	(25.45%)
Education and Welfare		5,710	474	385	(89)	(18.73%)
Housing		34,580	26,280	11,318	(14,962)	(56.93%)
Community Amenities		1,111,418	1,068,050	1,141,109	73,059	6.84%
Recreation and Culture		2,763,258	1,597,750	1,174,383	(423,367)	(26.50%)
Transport		3,866,260	1,139,811	725,810	(414,001)	(36.32%)
Economic Services		249,429	94,191	95,829	1,638	1.74%
Other Property and Services		186,551	132,873	169,239	36,366	27.37%
Total Operating Revenue		15,236,061	10,057,344	9,381,830	(675,514)	
Operating Expenses						
Governance		(1,261,156)	(905,225)	(830,265)	74,960	8.28%
General Purpose Funding		(123,588)	(83,397)	(79,847)	3,550	4.26%
Law, Order and Public Safety		(1,165,888)	(840,118)	(755,556)	84,562	10.07%
Health		(158,989)	(104,841)	(106,758)	(1,917)	(1.83%)
Education and Welfare		(218,915)	(138,975)	(126,788)	12,187	8.77%
Housing		(34,580)	(40,181)	(57,113)	(16,932)	(42.14%)
Community Amenities		(1,939,807)	(1,334,824)	(1,281,378)	53,446	4.00%
Recreation and Culture		(3,322,951)	(2,534,508)	(1,835,963)	698,545	27.56%
Transport		(3,855,081)	(2,852,521)	(2,752,089)	100,432	3.52%
Economic Services		(734,826)	(563,700)	(491,468)	72,232	12.81%
Other Property and Services		(150,388)	(71,640)	(150,025)	(78,385)	(109.42%)
Total Operating Expenditure		(12,966,169)	(9,469,930)	(8,467,251)	1,002,679	
Funding Balance Adjustments						
Add back Depreciation		3,618,588	2,678,474	2,678,474	0	
Adjust (Profit)/Loss on Asset Disposal	8	6,400	1,900	67,446	65,546	
Less Grants Recognised in Prior Year		0	0	0	0	
Adjust Provisions and Accruals		0	0	319	319	
Net Cash from Operations		5,894,880	3,267,788	3,660,818	393,030	
Capital Revenues						
Proceeds from Disposal of Assets	8	114,300	19,100	8,047	(11,053)	
Total Capital Revenues		114,300	19,100	8,047	(11,053)	
Capital Expenses						
Land and Buildings		(3,334,058)	(1,679,432)	(509,839)	1,169,593	69.64%
Infrastructure - Roads		(3,163,057)	(1,909,740)	(556,907)	1,352,833	70.84%
Infrastructure - Footpaths		(61,614)	(5,000)	0	5,000	100.00%
Infrastructure - Drainage		(114,153)	(114,153)	(19,130)	95,023	83.24%
Infrastructure - Parks and Ovals		(1,452,574)	(1,255,068)	(877,646)	377,422	30.07%
Infrastructure - Bridges		(390,000)	(30,000)	(26,621)	3,379	11.26%
Infrastructure - Other		(133,800)	(40,560)	(4,871)	35,689	87.99%
Plant and Equipment		(709,659)	(158,856)	(63,925)	94,931	59.76%

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

	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)	(34,247)	(7,047)	27,200	79.42%
Total Capital Expenditure	9	(9,393,162)	(5,227,056)	(2,065,986)	3,161,070	
Net Cash from Capital Activities		(9,278,862)	(5,207,956)	(2,057,939)	3,150,017	
Financing						
Transfer from Reserves	7	1,339,568	324,136	324,136	0	
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0	
Principal of Lease payments	10	(44,595)	(31,429)	(31,429)	0	
Transfer to Reserves	7	(554,492)	(5,435)	(5,435)	0	
Net Cash from Financing Activities		559,079	197,265	197,265	0	
Net Operations, Capital and Financing		(2,824,903)	(1,742,902)	1,800,144	3,543,047	
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540	
Closing Funding Surplus(Deficit)	2	(145,246)	936,755	4,533,342	3,596,587	

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 March 2022

	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	4,896,899	5,631	0.12%
Operating Grants, Subsidies and Contributions		1,887,078	1,477,339	1,121,817	(355,522)	(24.07%)
Grants, Subsidies and Contributions for the Development of Assets		6,473,101	2,007,639	1,434,899	(572,740)	(28.53%)
Fees and Charges		1,681,860	1,516,041	1,654,593	138,552	9.14%
Interest Earnings		63,800	47,566	44,025	(3,541)	(7.44%)
Other Revenue		237,254	116,791	229,103	112,312	96.16%
Profit on Disposal of Assets	8	1,700	700	494	(206)	(29.42%)
Total Operating Revenue		15,236,061	10,057,344	9,381,830	(675,514)	
Operating Expenses						
Employee Costs		(5,128,734)	(3,625,081)	(3,490,565)	134,516	3.71%
Materials and Contracts		(3,227,364)	(2,358,955)	(1,521,522)	837,433	35.50%
Utility Charges		(299,580)	(226,167)	(196,155)	30,012	13.27%
Depreciation on Non-Current Assets		(3,618,588)	(2,713,741)	(2,678,474)	35,267	1.30%
Interest Expenses		(65,139)	(33,248)	(33,803)	(555)	(1.67%)
Insurance Expenses		(288,224)	(288,182)	(288,363)	(181)	(0.06%)
Other Expenditure		(330,440)	(221,956)	(190,429)	31,527	14.20%
Loss on Disposal of Assets	8	(8,100)	(2,600)	(67,940)	(65,340)	(2513.08%)
Total Operating Expenditure		(12,966,169)	(9,469,930)	(8,467,251)	1,002,679	
Funding Balance Adjustments						
Add back Depreciation		3,618,588	2,678,474	2,678,474	0	
Adjust (Profit)/Loss on Asset Disposal	8	6,400	1,900	67,446	65,546	
Less Grants Recognised in Prior Year		0	0	0	0	
Adjust Provisions and Accruals		0	0	319	319	
Net Cash from Operations		5,894,880	3,267,788	3,660,818	393,030	
Capital Revenues						
Proceeds from Disposal of Assets	8	114,300	19,100	8,047	(11,053)	
Total Capital Revenues		114,300	19,100	8,047	(11,053)	
Capital Expenses						
Land and Buildings		(3,334,058)	(1,679,432)	(509,839)	1,169,593	69.64%
Infrastructure - Roads		(3,163,057)	(1,909,740)	(556,907)	1,352,833	70.84%
Infrastructure - Footpaths		(61,614)	(5,000)	0	5,000	100.00%
Infrastructure - Drainage		(114,153)	(114,153)	(19,130)	95,023	83.24%
Infrastructure - Parks and Ovals		(1,452,574)	(1,255,068)	(877,646)	377,422	30.07%
Infrastructure - Bridges		(390,000)	(30,000)	(26,621)	3,379	11.26%
Infrastructure - Other		(133,800)	(40,560)	(4,871)	35,689	87.99%
Plant and Equipment		(709,659)	(158,856)	(63,925)	94,931	59.76%
Furniture and Equipment		(34,247)	(34,247)	(7,047)	27,200	79.42%
Total Capital Expenditure	9	(9,393,162)	(5,227,056)	(2,065,986)	3,161,070	
Net Cash from Capital Activities		(9,278,862)	(5,207,956)	(2,057,939)	3,150,017	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Transfer from Reserves	7	1,339,568	324,136	324,136	0	
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0	
Principal of Lease payments	10	(44,595)	(31,429)	(31,429)	0	
Transfer to Reserves	7	(554,492)	(5,435)	(5,435)	0	
Net Cash from Financing Activities		559,079	197,265	197,265	0	
Net Operations, Capital and Financing		(2,824,903)	(1,742,902)	1,800,144	3,543,047	
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540	
Closing Funding Surplus(Deficit)	2	(145,246)	936,755	4,533,342	3,596,587	

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 March 2022

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues						
Governance						
Members of Council	850	480	944	464	96.59%	
Other Governance	319	198	115	(83)	(41.75%)	
General Purpose Funding - Rates						
Rates	4,987,868	4,970,840	5,007,920	37,080	0.75%	
Other General Purpose Funding	839,891	626,960	661,537	34,577	5.51%	▲
Law, Order and Public Safety						
Fire Prevention	1,128,377	348,531	343,370	(5,161)	(1.48%)	
Animal Control	23,750	20,105	27,624	7,519	37.40%	▲
Other Law, Order and Public Safety	23,700	17,529	12,353	(5,176)	(29.53%)	▼
Health						
Prev Services - Inspection and Admin	14,100	13,272	9,894	(3,378)	(25.45%)	▼
Education and Welfare						
Other Education	710	474	385	(89)	(18.73%)	
Aged and Disabled - Other	5,000	0	0	0		
Housing						
Staff Housing	34,580	26,280	11,318	(14,962)	(56.93%)	▼
Community Amenities						
Sanitation - General Refuse	1,028,424	1,002,795	1,055,883	53,088	5.29%	▲
Sanitation - Other	100	100	460	360	360.00%	
Sewerage	15,080	11,304	11,133	(171)	(1.51%)	
Urban Stormwater Drainage	11,364	11,364	0	(11,364)	(100.00%)	▼
Town Planning and Regional Develop	34,700	26,188	52,238	26,050	99.47%	▲
Other Community Amenities	21,750	16,299	21,394	5,095	31.26%	▲
Recreation and Culture						
Public Halls and Civic Centres	439,657	4,134	7,174	3,040	73.54%	▲
Other Recreation and Sport	1,324,022	1,095,451	921,772	(173,679)	(15.85%)	▼
Libraries	15,150	13,632	17,124	3,492	25.61%	▲
Heritage	983,029	483,133	227,153	(255,980)	(52.98%)	▼
Other Culture	1,400	1,400	1,160	(240)	(17.13%)	
Transport						
Streets and Road Construction	3,179,264	961,267	511,971	(449,296)	(46.74%)	▼
Streets and Road Maintenance	190,992	178,408	213,839	35,431	19.86%	▲
Parking Facilities	495,904	36	0	(36)	(100.00%)	
Traffic Control	100	100	0	(100)	(100.00%)	
Economic Services						
Tourism and Area Promotion	168,673	30,801	23,882	(6,919)	(22.46%)	▼
Building Control	47,021	35,893	45,169	9,276	25.84%	▲
Economic Development	5,285	188	247	59	31.22%	
Other Economic Services	28,450	27,309	26,531	(778)	(2.85%)	
Other Property and Services						
Private Works	68,100	46,128	49,443	3,315	7.19%	▲
Plant Operation Costs	30,000	23,747	23,476	(271)	(1.14%)	
Salaries and Wages	20,000	15,000	18,166	3,166	21.11%	▲
Corporate Services Department	4,000	4,000	19,439	15,439	385.98%	▲
Admin and Finance Activity Units	250	180	845	665	369.41%	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues (Continued)							
Development Services Department		44,855	33,639	46,038	12,399	36.86%	▲
Unclassified		19,346	10,179	11,832	1,653	16.24%	▲
Total Operating Revenue		15,236,061	10,057,344	9,381,830	(675,514)		
Operating Expenses							
Governance							
Members of Council		(397,095)	(304,933)	(280,118)	24,815	8.14%	▲
Other Governance		(864,061)	(600,292)	(550,147)	50,145	8.35%	▲
General Purpose Funding							
Rates		(122,889)	(83,150)	(79,580)	3,570	4.29%	
Other General Purpose Funding		(699)	(247)	(267)	(20)	(8.27%)	
Law, Order and Public Safety							
Fire Prevention		(1,034,638)	(742,188)	(672,695)	69,493	9.36%	▲
Animal Control		(69,649)	(51,501)	(41,801)	9,700	18.84%	▲
Other Law, Order and Public Safety		(61,601)	(46,429)	(41,060)	5,369	11.56%	▲
Health							
Maternal and Infant Health		(3,500)	0	0	0		
Prev Services - Inspection and Admin		(144,627)	(96,538)	(98,392)	(1,854)	(1.92%)	
Preventative Services - Pest Control		0	0	0	0		
Preventative Services - Other		(10,862)	(8,303)	(8,366)	(63)	(0.76%)	
Education and Welfare							
Other Education		(29,269)	(22,341)	(18,521)	3,820	17.10%	▲
Care of Families and Children		(87,092)	(68,285)	(66,693)	1,592	2.33%	
Aged and Disabled - Other		(75,176)	(30,585)	(24,192)	6,393	20.90%	▲
Other Welfare		(27,378)	(17,764)	(17,382)	383	2.15%	
Housing							
Staff Housing		(34,580)	(40,181)	(57,113)	(16,932)	(42.14%)	▼
Community Amenities							
Sanitation - General Refuse		(964,331)	(713,723)	(688,345)	25,378	3.56%	
Sanitation - Other		(54,532)	(32,961)	(31,580)	1,381	4.19%	
Sewerage		(51,708)	(41,619)	(30,380)	11,239	27.00%	▲
Urban Stormwater Drainage		(233,322)	(127,092)	(135,360)	(8,268)	(6.51%)	▼
Protection of Environment		(69,969)	(33,813)	(37,207)	(3,394)	(10.04%)	▼
Town Planning and Regional Develop		(304,251)	(199,236)	(188,243)	10,993	5.52%	▲
Other Community Amenities		(261,694)	(186,380)	(170,261)	16,119	8.65%	▲
Recreation and Culture							
Public Halls and Civic Centres		(141,148)	(107,824)	(92,102)	15,722	14.58%	▲
Swimming Areas and Beaches		(16,484)	(11,375)	(10,810)	565	4.97%	
Other Recreation and Sport		(2,267,758)	(1,649,657)	(1,356,156)	293,501	17.79%	▲
Television and Radio Re-Broadcasting		(9,108)	(8,175)	(2,373)	5,802	70.97%	▲
Libraries		(443,720)	(336,568)	(314,296)	22,272	6.62%	▲
Heritage		(394,810)	(382,840)	(42,706)	340,134	88.84%	▲
Other Culture		(49,923)	(38,069)	(17,520)	20,549	53.98%	▲
Transport							
Streets and Road Maintenance		(3,827,897)	(2,828,918)	(2,738,322)	90,596	3.20%	

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Expenses (Continued)							
Parking Facilities		(21,409)	(18,728)	(10,086)	8,642	46.14%	▲
Traffic Control		(4,775)	(3,875)	(2,681)	1,194	30.81%	▲
Aerodromes		(1,000)	(1,000)	(1,000)	0	0.00%	
Economic Services							
Tourism and Area Promotion		(394,144)	(302,308)	(252,059)	50,249	16.62%	▲
Building Control		(186,359)	(135,743)	(131,123)	4,620	3.40%	
Economic Development		(124,843)	(98,354)	(87,340)	11,014	11.20%	▲
Other Economic Services		(29,480)	(27,295)	(20,946)	6,349	23.26%	▲
Other Property and Services							
Private Works		(66,684)	(50,746)	(49,820)	926	1.83%	
Develop & Infrastructure Management		0	(3,707)	(16,053)	(12,346)	(333.03%)	▼
Waste Activity Unit		0	4,832	8,340	3,508	72.59%	▲
Works Activity Unit		0	7,324	(17,222)	(24,546)	(335.14%)	▼
Fleet Activity Unit		0	512	(6,309)	(6,821)	(1332.14%)	▼
Plant Operation Costs		0	(16,477)	(37,794)	(21,317)	(129.38%)	▼
Salaries and Wages		(20,000)	5,789	2,016	(3,773)	(65.17%)	▼
Corporate Services Department		(4,000)	(1,725)	14,981	16,706	968.46%	▲
Chief Executive Office Department		0	17,070	29,345	12,275	71.91%	▲
Building Assets Department		0	4,465	5,811	1,346	30.14%	▲
Administration Activity Units		0	0	0	0		
Development Services Department		(42,719)	(35,320)	(12,735)	22,585	63.94%	▲
Community Services Department		0	6,316	(4,959)	(11,275)	(178.51%)	▼
Unclassified		(16,985)	(9,973)	(65,627)	(55,654)	(558.04%)	▼
Total Operating Expenditure		(12,966,169)	(9,469,930)	(8,467,251)	1,002,679		
Funding Balance Adjustments							
Add back Depreciation		3,618,588	2,678,474	2,678,474	0		
Adjust (Profit)/Loss on Asset Disposal	8	6,400	1,900	67,446	65,546		
Movement in Contract Liability		0	0	0	0		
Adjust Provisions and Accruals		0	0	319	319		
Net Cash from Operations		5,894,880	3,267,788	3,660,818	393,030		
Capital Revenues							
Proceeds from Disposal of Assets	8						
Law, Order & Public Safety							
Fire Prevention		6,200	0	0	0		
Community Amenities							
Sanitation - General Refuse		1,000	1,000	4,747	3,747	374.69%	▲
Town Planning		15,100	15,100	0	(15,100)	(100.00%)	▼
Recreation & Culture							
Plant Purchases		3,000	3,000	3,300	300	10.00%	
Transport							
Road Plant Purchases		89,000	0	0	0		
Total Capital Revenues		114,300	19,100	8,047	(11,053)		

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses							
Governance							
Other Governance		(218,351)	(158,797)	(55,866)	102,931	64.82%	▲
Law, Order and Public Safety							
Fire Prevention		(632,339)	(50,636)	(38,512)	12,124	23.94%	▲
Community Amenities							
Sanitation - General Refuse		(66,000)	(41,000)	(15,817)	25,183	61.42%	▲
Urban Stormwater Drainage		(114,153)	(114,153)	(19,130)	95,023	83.24%	▲
Town Planning & Regional Develop		(26,000)	(26,000)	0	26,000	100.00%	▲
Other Community Amenities		(10,000)	(10,000)	(8,655)	1,345	13.45%	▲
Recreation and Culture							
Public Halls and Civic Centres		(984,338)	(392,168)	(2,753)	389,415	99.30%	▲
Other Recreation and Sport		(1,909,570)	(1,630,634)	(1,031,044)	599,590	36.77%	▲
Library		(10,000)	(10,000)	0	10,000	100.00%	▲
Heritage		(972,000)	(721,998)	(271,354)	450,644	62.42%	▲
Transport							
Streets and Road Construction		(3,638,351)	(1,968,420)	(606,537)	1,361,883	69.19%	▲
Road Plant Purchases		(515,000)	(25,000)	0	25,000	100.00%	▲
Parking Facilities		(68,240)	0	(4,871)	(4,871)		▼
Economic Services							
Tourism and Area Promotion		(201,320)	(50,750)	(3,476)	47,274	93.15%	▲
Other Property and Services							
Unclassified		(27,500)	(27,500)	(7,973)	19,527	71.01%	▲
Total Capital Expenditure	9	(9,393,162)	(5,227,056)	(2,065,986)	3,161,070		
Net Cash from Capital Activities		(9,278,862)	(5,207,956)	(2,057,939)	3,150,017		
Proceeds from New Debentures	10	0	0	0	0		
Transfer from Reserves	7	1,339,568	324,136	324,136	0		
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0		
Principal of Lease payments	10	(44,595)	(31,429)	(31,429)	0		
Transfer to Reserves	7	(554,492)	(5,435)	(5,435)	0		
Net Cash from Financing Activities		559,079	197,265	197,265	0		
Net Operations, Capital and Financing		(2,824,903)	(1,742,902)	1,800,144	3,543,047		
Opening Funding Surplus(Deficit)	2	2,679,657	2,679,657	2,733,197	53,540		
Closing Funding Surplus(Deficit)	2	(145,246)	936,755	4,533,342	3,596,587		

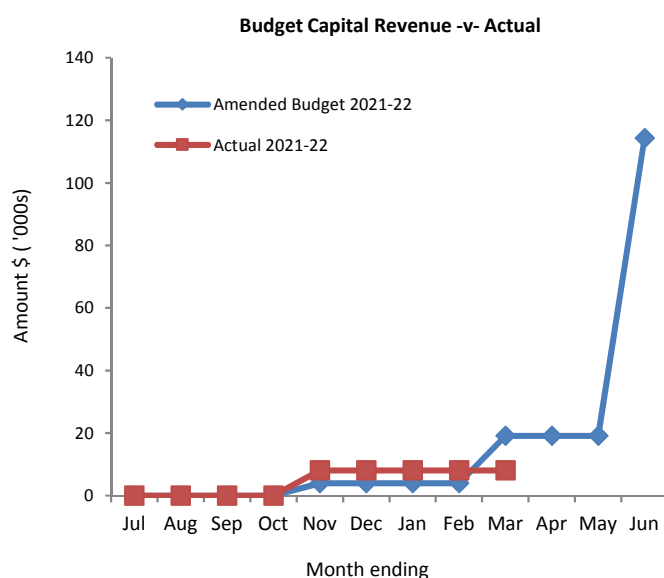
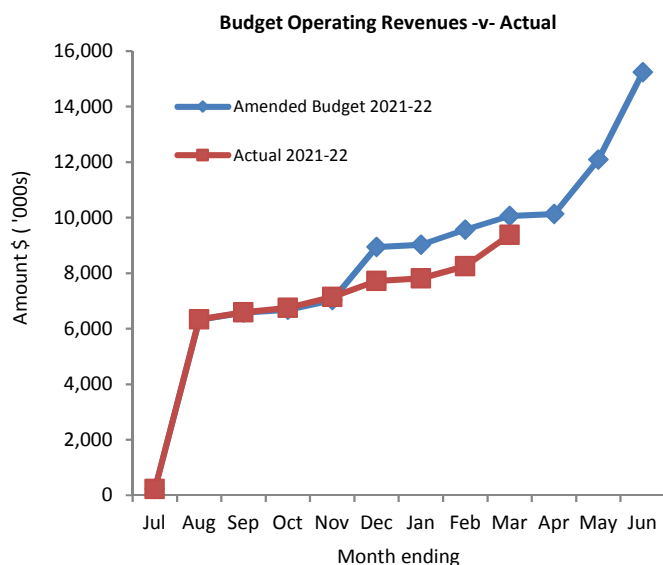
▼ Deficit ▲ Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted

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

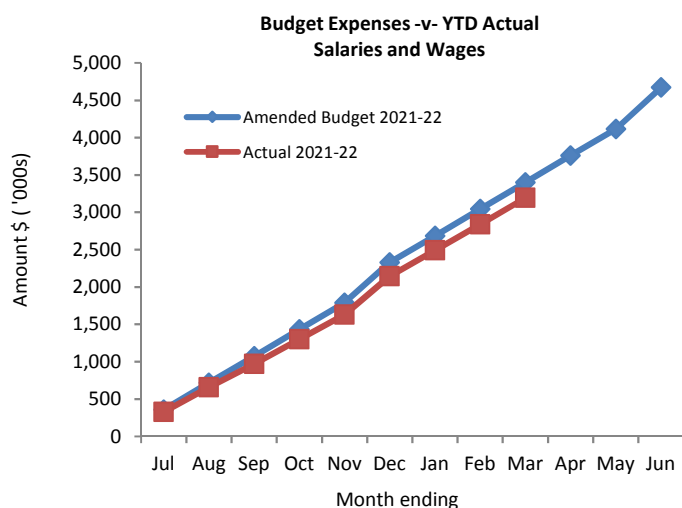
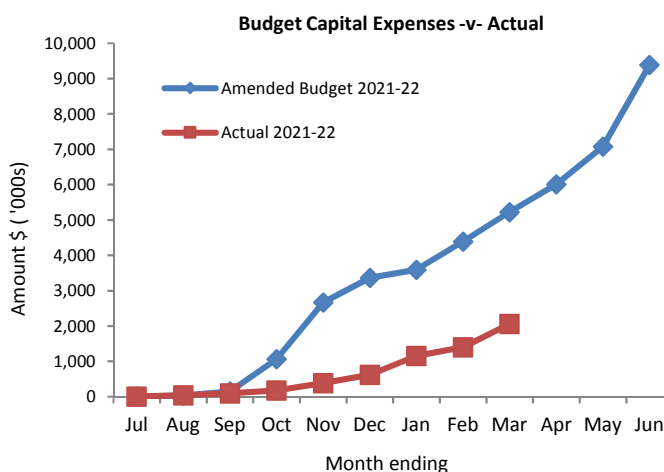
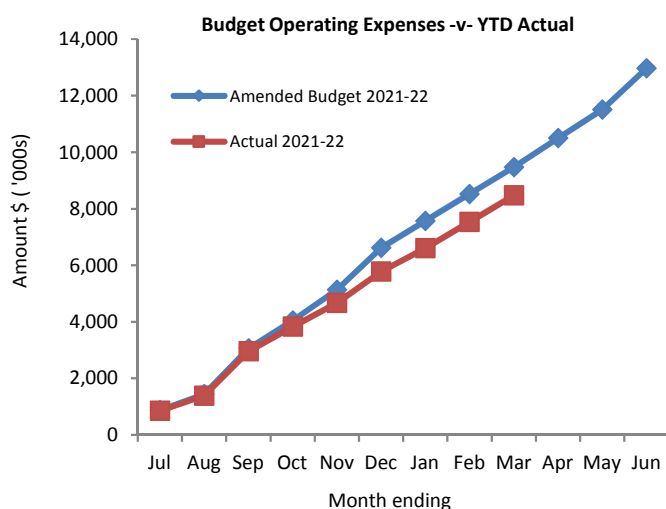
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2022

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

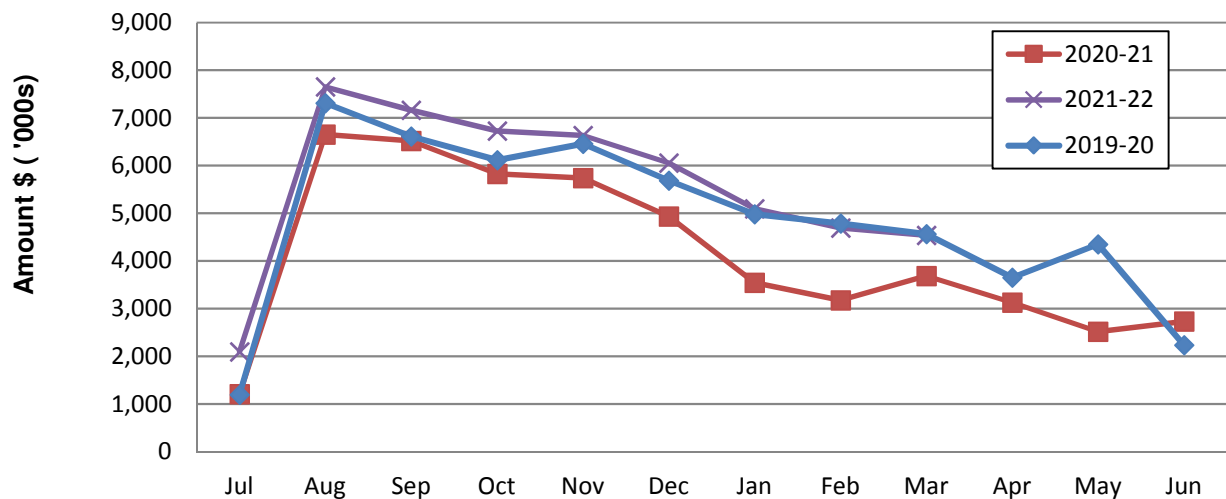


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2022

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2022	Last Period	Est Actual 30 June 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	6,271,667	7,182,718	5,495,738
Cash Restricted	5	3,251,146	3,251,146	3,569,848
Receivables - Rates	6	506,060	828,313	136,951
Receivables - Sundry Debtors	6	228,069	52,887	210,113
Receivables - Other		441,398	157,302	155,442
Inventories		42,767	62,503	37,765
		10,741,107	11,534,869	9,605,857
Less: Current Liabilities				
Payables		(2,504,707)	(3,140,709)	(2,947,973)
Provisions		(738,475)	(738,475)	(762,519)
		(3,243,182)	(3,879,184)	(3,710,492)
Less: Cash Reserves	7	(3,251,146)	(3,251,146)	(3,569,848)
Less: Loans - Clubs/Institutions		0	0	0
Add: Current Leave Provision Cash Backed		186,242	186,242	185,923
Add: Current Loan Liability		100,321	101,235	221,757
Net Current Funding Position		4,533,342	4,692,015	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 March 2022

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
General Purpose Funding - Rates					
Other General Purpose Funding	34,577	5.51%	▲	Permanent	Financial assistance grant greater than estimated. Adjustment included in budget review.
Law, Order and Public Safety					
Animal Control	7,519	37.40%	▲	Permanent	Dog, cat registrations and fines greater than estimated. Adjustments included in budget review.
Other Law, Order and Public Safety	(5,176)	(29.53%)	▼	Timing	DFES SES operating income not recognised at this time.
Health					
Prev Services - Inspection and Admin	(3,378)	(25.45%)	▼	Permanent	Health licence fees less than estimated. Adjustment included in budget
Housing					
Staff Housing	(14,962)	(56.93%)	▼	Permanent	Rental income received on staff housing less than estimated due to vacancies. Adjustment included in budget review.
Community Amenities					
Sanitation - General Refuse	53,088	5.29%	▲	Timing/ Permanent	Income from user pays rubbish disposal fees \$22,493, recycling subsidies \$4,980 and insurance reimbursement of forklift \$16,800 greater than estimated. Balance relates to other refuse collection charges. Some adjustments included in budget review.
Urban Stormwater Drainage	(11,364)	(100.00%)	▼	Timing	Four Season drainage contribution income not recognised at this time.
Town Planning and Regional Develop	26,050	99.47%	▲	Permanent	Income for planning applications greater than estimated. Adjustment included in budget review.
Other Community Amenities	5,095	31.26%	▲	Permanent	Income for Cemetery fees greater than estimated. Adjustment included in budget review.
Recreation and Culture					
Public Halls and Civic Centres	3,040	73.54%	▲	Permanent	Income for Greenbushes hall hire greater than estimated. Adjustment included in budget review.
Other Recreation and Sport	(173,679)	(15.85%)	▼	Timing/ Permanent	Income for Bridgetown Leisure Centre gym, pool and court hire \$41,151 greater than estimated. Some adjustments included in budget review. Balance relates to various Growth Strategy projects income not recognised at this time.
Libraries	3,492	25.61%	▲	Permanent/ Timing	Extra traineeship \$6,967 incentive received. Adjustment included in budget review. Balance relates to grant income not yet recognised.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Heritage	(255,980)	(52.98%)	▼	Timing	Bridgetown and Greenbushes Railway Stations projects income not recognised at this time.
Transport					
Streets and Road Construction	(449,296)	(46.74%)	▼	Timing	Blackspot funding, bridges and Regional Road Group grants income not recognised at this time.
Streets and Road Maintenance	35,431	19.86%	▲	Permanent	Insurance reimbursement of vehicle. Adjustment included in budget review.
Economic Services					
Tourism and Area Promotion	(6,919)	(22.46%)	▼	Permanent	Visitor Centre commissions, memberships and counter sales less than estimated. Adjustments included in budget review.
Building Control	9,276	25.84%	▲	Permanent	Income received for building licence approvals greater than estimated. Adjustments included in budget review.
Other Property and Services					
Private Works	3,315	7.19%	▲	Permanent	Police licencing commission greater than estimated. Adjustment included in budget review.
Salaries and Wages	3,166	21.11%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Corporate Services Department	15,439	385.98%	▲	Permanent	Extra traineeship incentive received. Adjustment included in budget review.
Development Services Department	12,399	36.86%	▲	Permanent	Long service leave reimbursement greater than estimated. Adjustment included in budget review.
Unclassified	1,653	16.24%	▲	Timing	Insurance claims greater than estimated offset by reduced expenditure.
Operating Expenses					
Governance					
Members of Council	24,815	8.14%	▲	Timing/ Permanent	Members training, travel and conference expenses \$22,757 less than estimated at this time. Balance relates to wages allocations due to staff vacancies. Some adjustments included in budget review.
Other Governance	50,145	8.35%	▲	Timing/ Permanent	Wage allocation to this program less than estimated due to staff vacancies and timing of leave \$18,274. Some adjustments included in budget review. Balance relates to purchase of office supplies \$3,117, non-recurrent projects \$22,872 and refreshments less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	69,493	9.36%	▲	Timing/ Permanent	Various DFES expenditure items \$79,091 less than estimated at this time. Balance relates to Mitigation programs. Bushfire recovery costs greater than estimated \$10,932. Adjustment included in budget review.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Animal Control	9,700	18.84%	▲	Timing/ Allocations	Animal control non-recurrent project \$1,651 less than estimated at this time. Balance relates to wage allocation to this program less than estimated.
Other Law, Order and Public Safety	5,369	11.56%	▲	Timing/ Permanent	Various SES expenditure \$5,308 less than estimated at this time. Disposal of CCTV \$3,162 greater than estimated, adjustment included in budget review.
Education and Welfare					
Other Education	3,820	17.10%	▲	Timing	Expenditure for Bridgetown CRC building maintenance less than estimated at this time.
Aged and Disabled - Other	6,393	20.90%	▲	Timing	Seniors program expenditure less than estimated at this time.
Housing					
Staff Housing	(16,932)	(42.14%)	▼	Timing/ Permanent	Expenditure on staff housing greater than estimated. Some adjustments included in budget review.
Community Amenities					
Sewerage	11,239	27.00%	▲	Timing	Non-recurrent project for rehabilitation of Greenbushes liquid waste site not yet commenced.
Urban Stormwater Drainage	(8,268)	(6.51%)	▼	Timing	Drainage maintenance works greater than estimated at this time.
Protection of Environment	(3,394)	(10.04%)	▼	Allocations	Wage allocations to this program greater than estimated due to timing of staff leave.
Town Planning and Regional Develop	10,993	5.52%	▲	Timing/ Permanent	Road rationalisation \$3,270 less than estimated at this time. Balance relates to wage allocations to this program less than estimated due to timing of staff vacancy and leave. Some adjustments included in budget review.
Other Community Amenities	16,119	8.65%	▲	Timing	Cemeteries expenditure \$8,917 less than estimated at this time. Balance relates to Community bus expenditure less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	15,722	14.58%	▲	Timing	Expenditure on public halls building operations, maintenance \$11,749 and non-recurrent projects less than estimated at this time.
Other Recreation and Sport	293,501	17.79%	▲	Timing/ Permanent	Parks & gardens grounds maintenance \$121,506, non-recurrent projects \$97,743 trails \$19,284 and various building operations and maintenance \$40,085 less than estimated at this time. Balance relates to other minor expenditure. Some adjustments included in budget review.
Television and Radio Re-Broadcasting	5,802	70.97%	▲	Timing	Expenditure on non-recurrent project \$4,100 less than estimated at this time. Balance relates to SBS tower building operating less than estimated.
Libraries	22,272	6.62%	▲	Timing	Non-recurrent projects \$8,033 and various expenditure at the Library less than estimated at this time.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Heritage	340,134	88.84%	▲	Timing	Greenbushes railway station project less than estimated at this time.
Other Culture	20,549	53.98%	▲	Timing	Non-recurrent projects less than estimated at this time.
Transport					
Parking Facilities	8,642	46.14%	▲	Timing	Non-recurrent project \$6,548 less than estimated at this time. Balance relates to other minor expenditure
Traffic Control	1,194	30.81%	▲	Timing	Costs for Road Wise committee less than estimated at this time.
Economic Services					
Tourism and Area Promotion	50,249	16.62%	▲	Timing	Non-recurrent projects \$15,158 and information bays \$7,346 expenditure less than estimated at this time. Balance relates to various Visitor Centre expenditure less than estimated.
Economic Development	11,014	11.20%	▲	Timing	Non-recurrent project \$13,250 less than estimated at this time. Balance relates to wage allocation greater than estimated due to timing of leave.
Other Economic Services	6,349	23.26%	▲	Timing	Water consumption and maintenance on stand pipes less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(12,346)	(333.03%)	▼	Allocations	Reduced overheads cost recovery due to staff vacancy. Some adjustments included in budget review.
Waste Activity Unit	3,508	72.59%	▲	Timing	Variance due to timing of leave being taken.
Works Activity Unit	(24,546)	(335.14%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy. Some adjustments included in budget review.
Fleet Activity Unit	(6,821)	(1332.14%)	▼	Timing	Overhead recovery greater than estimated. Some adjustments included in budget review.
Plant Operation Costs	(21,317)	(129.38%)	▼	Allocations	Plant costs allocated to works less than estimate.
Salaries and Wages	(3,773)	(65.17%)	▼	Timing	Workers compensation wages greater than estimated, offset by increased income.
Corporate Services Department	16,706	968.46%	▲	Timing	Variance due to timing of leave being taken and staff vacancy. Some adjustments included in budget review.
Chief Executive Office Department	12,275	71.91%	▲	Timing	Various expenditure items \$7,751 less than estimated. Balance relates to timing of leave being taken. Some adjustment included in budget review.
Building Assets Department	1,346	30.14%	▲	Timing	Variance due to timing of staff training and leave taken.
Development Services Department	22,585	63.94%	▲	Timing	Variance due to timing of staff training and leave paid out on resignation. Some adjustments included in budget review.
Community Services Department	(11,275)	(178.51%)	▼	Timing	Variance due to timing of staff training and leave taken.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Unclassified	(55,654)	(558.04%)	▼	Timing/ Permanent	General insurance claims \$59,900 greater than estimated, offset by increased income. CEO donation less than estimated at this time. Some adjustments included in budget review.
Capital Revenues					
Community Amenities					
Sanitation - General Refuse	3,747	374.69%	▲	Permanent	Sale of vehicle greater than estimated. Adjustment included in budget review.
Town Planning	(15,100)	(100.00%)	▼	Timing	Sale of Manager of Planning vehicle not yet commenced.
Capital Expenses					
Governance					
Other Governance	102,931	64.82%	▲	Timing	Shire administration building renewal works less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	12,124	23.94%	▲	Timing/ Permanent	Various bushfire building renewal works \$7,713 continuing and some savings made. Adjustments included in budget review.
Community Amenities					
Sanitation - General Refuse	25,183	61.42%	▲	Timing	Bridgetown Waste site evaporation pond not yet commenced.
Urban Stormwater Drainage	95,023	83.24%	▲	Timing/ Permanent	Various drainage jobs \$78,453 not yet commenced. Balance relates to various adjustment included in budget review. Refer note 9 for details
Other Community Amenities	1,345	13.45%	▲	Timing	Blackwood River Park toilets less than estimated at this time.
Recreation and Culture					
Public Halls and Civic Centres	389,415	99.30%	▲	Timing	Bridgetown Civic Centre hall and Greenbushes office projects not yet commenced.
Other Recreation and Sport	599,590	36.77%	▲	Timing	Various building renewal works less than estimated at this time. Please refer to note 9 for more details.
Heritage	450,644	62.42%	▲	Timing	Bridgetown Railway Station expenditure less than estimated at this time.
Transport					
Streets and Road Construction	1,361,883	69.19%	▲	Timing/ Permanent	Various road construction jobs \$1,357,833 less than estimated at this time, please refer to note 9 for more details. Balance relates to some savings in bridge works.
Road Plant Purchases	25,000	100.00%	▲	Timing	Various equipment items not yet purchased.
Parking Facilities	(4,871)		▼	Timing	Greenbushes CBD parking preliminary planning undertaken.
Economic Services					
Tourism and Area Promotion	47,274	93.15%	▲	Timing	Bridgetown Tourist Centre renewal works less than estimated at this time.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Other Property and Services Unclassified	19,527	71.01%	▲	Timing	Land purchases less estimated at this time.

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

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	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	Winnejump 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)
39BU	Greenbushes Golf Club	C.11/1121	Capital Expenses			(35,000)	(37,500)
20BU	Greenbushes hall	C.11/1121	Capital Expenses		400,000		362,500
19BU	Greenbushes Old Court house	C.11/1121	Capital Expenses		160,000		522,500
23BU	Bridgetown Trotting Club	C.11/1121	Capital Expenses			(58,000)	464,500
07BU	Shire Administration Building	C.11/1121	Capital Expenses			(26,000)	438,500
60BU	Bridgetown Library	C.11/1121	Capital Expenses			(10,000)	428,500
16BU	Bridgetown Leisure Centre	C.11/1121	Capital Expenses			(9,000)	419,500

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

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Permanent Changes (Continued)						
54BU	Greenbushes Cricket Club	C.11/1121	Capital Expenses			(7,000)	412,500
PJ59	BLC furniture & equipment	C.11/1121	Operating Expenses			(5,500)	407,000
PJ112	Bridgetown Visitor Centre - building condition assessment	C.11/1121	Operating Expenses			(2,500)	404,500
32433	Public Halls Federal grant	C.11/1121	Operating Revenue			(252,500)	152,000
35363	Heritage grants	C.11/1121	Operating Revenue			(80,000)	72,000
34423	Other Recreation & Sports grants	C.11/1121	Operating Revenue			(67,500)	4,500
Reserve 125	Building Maintenance Reserve	C.11/1121	Reserve Transfer			(4,500)	0
08IU	Memorial Park - playground equipment	C.15/1121	Capital Expenses			(44,400)	(44,400)
PJ113	Blackwood Youth Action	C.12/1221	Operating Expenses			(5,000)	(49,400)
PJ111	Library IPADS	C.13/1221	Operating Expenses			(5,000)	(54,400)
36007	Library Non-recurrent grants	C.13/1221	Operating Revenue		5,000		(49,400)
57BU	Bridgetown Railway Station	C.14/1221a	Capital Expenses			(240,000)	(289,400)
Reserve 103	Land and Building Reserve	C.14/1221a	Reserve Transfer		120,000		(169,400)
Reserve 125	Building Maintenance Reserve	C.14/1221a	Reserve Transfer		60,000		(109,400)
Reserve 110	Strategic projects Reserve	C.14/1221a	Reserve Transfer		60,000		(49,400)
CP05	Greenbushes CBD parking	C.04/0122	Capital Expenses		431,614		382,214
02BU	Bridgetown Civic Centre	C.04/0122	Capital Expenses			(200,000)	182,214
16IN	Bridgetown Youth Precinct	C.04/0122	Capital Expenses			(175,000)	7,214
FP30	Steere Street footpath	C.04/0122	Capital Expenses			(38,614)	(31,400)
FP38	Allnutt Street footpath	C.04/0122	Capital Expenses			(18,000)	(49,400)
BK05	Turner Road Blackspot	C.14/0122	Capital Expenses			(35,000)	(84,400)
Reserve 106	Subdivision Reserve	C.14/0122	Reserve Transfer		20,000		(64,400)
Reserve113	Drainage Reserve	C.14/0122	Reserve Transfer		10,000		(54,400)
75112	Audit Fees	C.07/0222	Operating Expenses			(25,200)	(79,600)
PJ109	Greenbushes Youth Precinct	C.10/0222	Operating Expenses			(15,000)	(94,600)
22IN	Greenbushes skate Park	C.10/0222	Capital Expenses		15,000		(79,600)

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

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Permanent Changes (Continued)						
PJ114	BlazeAid	C.11/0222	Operating Expenses			(5,000)	(84,600)
PJ58	Visitor Centre Workshop	C.12c/0222	Operating Expenses			(1,000)	(85,600)
PJ100	Bridgetown Arts Centre business case	C.12/0322	Operating Expenses			(2,000)	(87,600)
RS03	Brockman Highway	C.17/0322	Capital Expenses			(550,449)	(638,049)
RC55	Hester Cascades Road	C.17/0322	Capital Expenses		35,475		(602,574)
RC56	Polina Road	C.17/0322	Capital Expenses		108,328		(494,246)
38043	Region Road Group grant	C.17/0322	Operating Revenue		349,000		(145,246)
				0	2,347,821	(2,493,067)	

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

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	355,051				355,051	Westpac	At Call
Municipal Funds On Call	0.05%	450,406				450,406	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			12,505		12,505	Westpac	At Call
Cash On Hand	Nil	2,050				2,050	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	0.43%	500,333				500,333	NAB	06-Apr-22
Municipal Funds	0.43%	501,028				501,028	NAB	11-Apr-22
Municipal Funds	0.20%	500,765				500,765	NAB	29-Apr-22
Municipal Funds	0.20%	400,965				400,965	NAB	13-May-22
Municipal Funds	0.40%	402,031				402,031	NAB	16-May-22
Municipal Funds	0.40%	402,350				402,350	NAB	23-May-22
Municipal Funds	0.40%	500,577				500,577	NAB	30-May-22
Municipal Funds	0.40%	251,762				251,762	NAB	30-May-22
Municipal Funds	0.40%	500,432				500,432	NAB	30-May-22
Municipal Funds	0.45%	500,814				500,814	NAB	07-Jun-22
Municipal Funds	0.47%	502,574				502,574	NAB	14-Jun-22
Municipal Funds	0.47%	500,530				500,530	NAB	14-Jun-22
Reserve Funds	0.40%		3,251,146			3,251,146	NAB	30-May-22
Total		6,271,667	3,251,146	13,460	0	9,536,273		

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

Note 6: RECEIVABLES

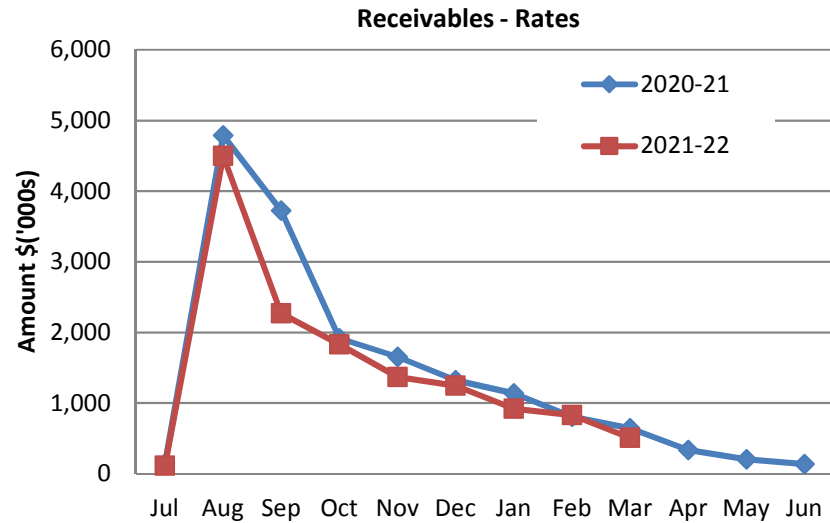
Receivables - Rates

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

Net Rates Collectable

% Collected

YTD 31 Mar 2022	30 June 2021
\$	\$
136,951	166,687
4,897,568	4,686,259
(4,528,460)	(4,715,991)
506,060	136,955
506,060	136,955
89.95%	97.18%



Receivables - Sundry Debtors

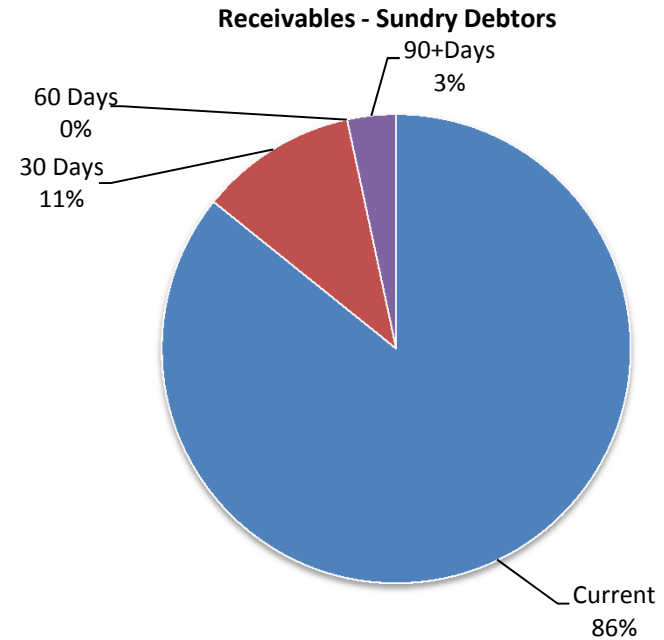
Receivables - Sundry Debtors

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
195,628	24,770	0	7,672

Total Sundry Debtor Receivables Outstanding

228,069

Amounts shown above include GST (where applicable)



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

Note 7: CASH BACKED RESERVE

2021-22										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	185,923	881	319	0		0		186,804	186,242
102	Plant Reserve	487,150	2,309	836	293,000		(441,000)		341,459	487,986
103	Land and Building Reserve	684,975	3,245	1,178	0		(122,000)		566,220	686,152
104	Bush Fire Reserve	28,367	134	49	10,000		0		38,501	28,416
105	Maranup Ford Road Maintenance Reserve	5,365	25	9	0		0		5,390	5,375
106	Subdivision Reserve	234,079	1,109	402	10,000		(29,351)		215,837	234,481
107	Sanitation Reserve	100,587	476	173	48,992		(53,306)		96,749	100,760
109	Recreation Centre Floor and Solar Reserve	214,317	1,015	368	10,000		0		225,332	214,685
112	Refuse Site Post Closure Reserve	233,491	1,106	401	5,000		(43,000)		196,597	233,891
113	Drainage Reserve	67,751	321	116	0		(10,000)		58,072	67,867
114	Community Bus Reserve	61,444	291	105	5,000		0		66,735	61,550
115	SBS Tower and Infrastructure Reserve	32,246	153	55	0		(4,350)		28,049	32,301
118	Playground Equipment Reserve	40,376	191	69	6,000		0		46,567	40,445
119	Swimming Pool Reserve	4,521	0	8	0		(4,521)		(0)	4,529
121	Car Park Reserve	968	5	2	0		0		973	969
125	Building Maintenance Reserve	219,599	1,040	377	4,500		(60,000)		165,139	219,976
126	Strategic Projects Reserve	146,432	694	251	10,000		(95,000)		62,126	146,683
127	Matched Grants Reserve	54,909	260	94	10,000		(4,978)		60,191	55,003
128	Aged Care Infrastructure Reserve	57,187	271	98	0		0		57,458	57,285
129	Equipment Reserve	6,135	29	11	0		0		6,164	6,145
130	Assets and GRV Valuation Reserve	75,205	356	129	22,000		0		97,561	75,334
131	Bridgetown Leisure Centre Reserve	41,000	194	63	0		(33,234)	(8,234)	7,960	32,830
132	Trails Reserve	31,751	150	55	5,000		(2,500)		34,401	31,805
133	Light Fleet Vehicle Reserve	127,029	602	215	90,000		(54,905)	(3,402)	162,726	123,843
135	Blackspot Reserve	30,286	143	52	10,000		(38,923)		1,506	30,338
201	Unspent Grants & Loans Reserve	398,756	0		0		(342,500)	(312,500)	56,256	86,256
		3,569,848	15,000	5,435	539,492	0	(1,339,568)	(324,136)	2,784,772	3,251,146

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

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			Plant and Equipment				
			P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0	0
4,253	4,747	494	P2180 1985 Yale Forklift (Landfill site)	6,500	1,000	(5,500)	5,994
15,567	0	(15,567)	P2181 2021 Heli 1.8t Forklift (Landfill site)*	0	0	0	(15,567)
14,676	0	(14,676)	P2240 2018 Mitsubishi Triton (Grader)*	0	0	0	(14,676)
23,736	0	(23,736)	P2280 2021 Ford ranger (General hand)*	0	0	0	(23,736)
			P3010 2018 Nissan Xtrail (MDS)	14,400	15,100	700	(700)
3,813	3,300	(513)	P2205 2011 Ferris ride on mower (P&G)	5,600	3,000	(2,600)	2,087
			P2006 2008 Caterpillar grader	80,000	80,000	0	0
			P2111 2013 Tennant footpath sweeper	8,000	9,000	1,000	(1,000)
3,261	0	(3,261)	Generator 11KVA Waste facility*	0	0	0	0
4,304		(4,304)	Orwak 9020 Four chamber baler*				
2,539	0	(2,539)	Hydraulic line marker*				
182	0	(182)	Services cable locator*				
			Furniture & Equipment				
1,581	0	(1,581)	CCTV Cameras- Shire building	0	0	0	0
1,581	0	(1,581)	CCTV Cameras - Memorial park	0	0	0	0
75,493	8,047	(67,446)		120,700	114,300	(6,400)	(47,598)

* Disposal due to total loss of assets during bushfire event. Replacement vehicle will be funded by insurance.

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	149,554	90,000	54,266	(35,734)	Works continuing
		149,554	90,000	54,266	(35,734)	
Fire Prevention						
Hester Brook Satellite Station	03BN	16,254	16,254	15,529	(725)	Works completed, some savings made
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Hester Brook Bushfire Station	11BN	3,805	3,805	0	(3,805)	Purchase order raised
Kangaroo Gully Bushfire Station	12BN	3,908	3,908	0	(3,908)	Purchase order raised
Hester Brook Bushfire Station	30BU	6,363	6,363	4,625	(1,738)	Works completed
		560,230	30,330	20,154	(10,176)	
Other Community Amenities						
Blackwood River park toilets	04BU	10,000	10,000	8,655	(1,345)	Works continuing
		10,000	10,000	8,655	(1,345)	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	879,338	339,668	2,753	(336,915)	Preliminary planning
Greenbushes Office (Old Road board Office)	21BU	105,000	52,500	0	(52,500)	Works not yet commenced
		984,338	392,168	2,753	(389,415)	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	84,948	84,948	79,450	(5,498)	Works continuing
Bridgetown Leisure Centre Renewals	16BU	46,830	46,830	20,294	(26,536)	Works continuing
Bridgetown Trotting Club facilities	23BU	58,000	58,000	1,428	(56,572)	Preliminary works
Greenbushes Golf Club	39BU	170,000	101,250	973	(100,277)	Preliminary works
Greenbushes Cricket Club	54BU	7,000	7,000	990	(6,010)	Works continuing
Bridgetown Sports Ground Horse Stalls	56BU	4,978	4,978	0	(4,978)	Works not yet commenced
Bridgetown Trotting Club Change Rooms	58BU	30,000	22,000	17,642	(4,358)	Works continuing
		401,756	325,006	120,777	(204,229)	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Libraries						
Bridgetown Library	60BU	10,000	10,000	0	(10,000)	Works not yet commenced
		10,000	10,000	0	(10,000)	
Heritage						
Bridgetown Railway Goods Shed	15BU	10,000	0	5,977	5,977	Works commenced sooner than estimated
Bridgetown Railway Station restoration	57BU	962,000	721,998	265,376	(456,622)	Works continuing
		972,000	721,998	271,354	(450,644)	
Tourism and Area Promotion						
Bridgetown Visitor Centre	59BU	195,000	48,750	900	(47,850)	Preliminary planning
		195,000	48,750	900	(47,850)	
Streets and Road Construction						
Shire Depot	08BU	23,680	23,680	23,009	(671)	Works completed, some savings made
		23,680	23,680	23,009	(671)	
Unclassified						
Geegelup Brook Land	1790040	27,500	27,500	7,973	(19,527)	Land purchases continuing
		27,500	27,500	7,973	(19,527)	
Land and Buildings Total		3,334,058	1,679,432	509,839	(1,169,593)	
Roads						
Streets and Road Construction						
Winneup Road Regional Road Group 21/22	RR24	382,500	382,496	34,381	(348,115)	Job continuing
Brockman Highway	RS03	1,718,931	649,319	400	(648,919)	Preliminary planning undertaken
Kerbing	KB01	4,000	4,000	1,146	(2,854)	Jobs to be done as and when they arise
Turner Road	BK05	444,650	273,100	663	(272,437)	Purchase orders raised
Winneup Road	BK06	511,000	511,000	514,345	3,345	Job continuing
Ethel Street	RC49	12,151	0	0	0	
Improvements Steere Street intersection	RC52	22,500	22,500	0	(22,500)	Job not yet commenced
Emergency works	RC53	30,000	30,000	5,972	(24,028)	Jobs to be done as and when they arise
Glentulloch Road reseal	RC54	22,325	22,325	0	(22,325)	Purchase order raised

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Roads (Continued)</i>						
Streets and Road Construction (Continued)						
Hester Cascades Road	RC55	0	0	0	0	
Polina Road resheet	RC56	0	0	0	0	
Visitor Centre on-street parking	RC57	15,000	15,000	0	(15,000)	Job not yet commenced
		3,163,057	1,909,740	556,907	(1,352,833)	
Roads Total		3,163,057	1,909,740	556,907	(1,352,833)	
<i>Footpaths</i>						
Streets and Road Construction						
Footpaths accessibility access	FP28	5,000	5,000	0	(5,000)	Job not yet commenced
		61,614	5,000	0	(5,000)	
Footpaths Total		61,614	5,000	0	(5,000)	
<i>Drainage</i>						
Urban Stormwater Drainage						
Nelson Street	DR16	22,171	22,171	5,478	(16,693)	Job continuing
Four Season Estate	DR24	11,364	11,364	0	(11,364)	Job not yet commenced
Lockley Avenue (Memorial Park Drainage)	DR25	10,301	10,301	5,288	(5,013)	Job completed, some savings made
Claret Ash Rise	DR31	11,558	11,558	0	(11,558)	Job removed at budget review
Dairy Lane	DR38	28,902	28,902	0	(28,902)	Job not yet commenced
Layman Street	DR39	29,857	29,857	8,364	(21,493)	Job continuing
		114,153	114,153	19,130	(95,023)	
Drainage Total		114,153	114,153	19,130	(95,023)	
<i>Parks and Ovals</i>						
Other Recreation and Sport						
Four Seasons Estate - POS Reserve	03IN	45,454	45,454	0	(45,454)	Job not yet commenced
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park	08IU	44,400	44,400	0	(44,400)	Job not yet commenced
Bridgetown Youth Precinct Growth Strategy	16IN	860,021	685,019	648,669	(36,350)	Job continuing
Blackwood River Park Foreshore Development	17IN	388,787	388,785	186,555	(202,230)	Job continuing

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Parks and Ovals (Continued)</i>						
Other Recreation and Sport (Continued)						
Lighting improvements to facility parking area	19IN	24,354	24,354	11,808	(12,546)	Job continuing
Bridgetown Tennis Club Growth Strategy	20IN	30,053	30,053	11,162	(18,891)	Job continuing
Bridgetown Sportsground stairway to toilets	21IN	25,000	25,000	0	(25,000)	Purchase order raised
Somme Park (Fitness Trail Equipment)	05IU	10,003	10,003	16,876	6,873	Job completed, adjustment in budget review
		1,446,254	1,253,068	875,070	(377,998)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	6,320	2,000	2,576	576	
		6,320	2,000	2,576	576	
Parks and Ovals Total		1,452,574	1,255,068	877,646	(377,422)	
<i>Bridges</i>						
Streets and Road Construction						
Fletchers Road Bridge 3329A	BR16	10,000	10,000	5,633	(4,367)	Job completed, some savings made
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
Catterick Road bridge 3703A	BR25	20,000	20,000	20,988	988	Job completed
Greenbushes-Boyup Brook Road Bridge 3701	BR27	141,000	0	0	0	
		390,000	30,000	26,621	(3,379)	
Bridges Total		390,000	30,000	26,621	(3,379)	
<i>Infrastructure Other</i>						
Sanitation - General Refuse						
Bridgetown Landfill - Evaporation pond	WA01	50,000	25,000	0	(25,000)	Job not yet commenced
		50,000	25,000	0	(25,000)	
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)	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continuing)						
Parking Facilities						
Greenbushes CBD Parking	CP05	68,240	0	4,871	4,871	Preliminary planning undertaken
		68,240	0	4,871	4,871	
Infrastructure Other Total		133,800	40,560	4,871	(35,689)	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	43,550	43,550	1,600	(41,950)	Preliminary planning undertaken
		43,550	43,550	1,600	(41,950)	
Fire Prevention						
Catterick Bushfire Brigade - solar power	09EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Maranup Bushfire Brigade - solar power	10EQ	8,452	8,452	7,478	(974)	Purchase complete, some savings made
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	50,205	3,402	3,402	(0)	
		72,109	20,306	18,358	(1,948)	
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	26,000	0	(26,000)	Vehicle not yet purchased
		26,000	26,000	0	(26,000)	
Other Recreation and Sport						
Air conditioning unit & PLC program	06EQ	9,000	0	0	0	
Ride on mower	PL17	28,000	28,000	28,150	150	Purchase complete
		37,000	28,000	28,150	150	
Road Plant Purchases						
Road grader	PL09	380,000	0	0	0	
Footpath sweeper	PL06	110,000	0	0	0	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Mar 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Plant and Equipment (Continuing)</i>						
Road Plant Purchases (Continuing)						
Sundry Equipment	1403740	25,000	25,000	0	(25,000)	Purchases not yet commenced
		515,000	25,000	0	(25,000)	
Plant and Equipment Total		709,659	158,856	63,925	(94,931)	
<i>Furniture and Equipment</i>						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	25,247	0	(25,247)	Purchases not yet commenced
		25,247	25,247	0	(25,247)	
Other Recreation and Sport						
Leisure Centre computer server	08FE	9,000	9,000	7,047	(1,953)	Purchase completed, some savings made
		9,000	9,000	7,047	(1,953)	
Furniture and Equipment Total		34,247	34,247	7,047	(27,200)	
Capital Expenditure Total		9,393,162	5,227,056	2,065,986	(3,161,070)	

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

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	25,665		12,701	25,665	12,964	0	530	798
Loan 114 Liquid & Inert Waste Sites	49,960		12,237	24,642	37,723	25,319	682	1,197
Loan 115 Landfill Cell Extension	60,959		9,957	19,994	51,002	40,965	491	901
Loan 116 Liquid Waste Facility	81,529		4,731	9,509	76,798	72,020	799	1,552
Recreation and Culture								
Loan 112 Bridgetown Swimming Pool	1,331,517		35,833	72,390	1,295,684	1,259,127	26,897	53,069
Loan 117 Youth Precinct Redevelopment	189,500		8,821	17,708	189,500	171,792	1,413	2,761
Loan 118 Bridgetown Civic Centre revitalisation	123,000		5,726	11,494	123,000	111,506	917	1,792
	1,862,131	0	90,007	181,402	1,786,671	1,680,729	31,729	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 March 2022

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Recreation and Culture								
003 Gym Equipment	70,950		18,987	25,045	51,963	45,905	1,541	1,946
Other Property and Services								
001 CESM Vehicle	764	5,725	4,305	5,529	2,184	960	24	45
002 Photocopies and printers	26,010		7,266	9,565	18,744	16,445	721	908
004 EHO Vehicle	0	15,754	870	4,456	14,883	11,690	10	70
	97,724	21,479	31,429	44,595	87,774	75,000	2,295	2,969

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Budget	Actual
		\$	\$
Other Property and Services			
001.1 CESM Vehicle	15 months	5,725	5725
004 EHO Vehicle	36 months	16,146	15,754
		21,871	21,479

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

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.090527	1,791	28,735,216	2,601,313	9,278	1,226	2,611,817	2,601,313	10,000	1,000	2,612,313
UV Shire Rural	0.006469	467	184,439,000	1,193,136	2,457		1,195,593	1,193,136			1,193,136
UV Bridgetown Urban Farmland	0.000000	0	0				0	0			0
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	13,104	1,226	3,885,070	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
UV Mining	517.00	15	33,990	7,755	(740)		7,015	7,755			7,755
Sub-Totals		974	39,011,488	1,010,320	2,179	0	1,012,499	1,010,320	0	0	1,010,320
Rates Paid in Advance							4,897,568				4,892,059
Amount from General Rates							0				0
Discounts/concessions							4,897,568				4,892,059
Totals							(670)				(791)
							4,896,899				4,891,268

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

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-21	Amount Received	Amount Paid	Closing Balance 31-Mar-22
	\$	\$	\$	\$
Accommodation - Visitor Centre	13,352	67,307	(68,684)	11,975
South West Coach Lines	0	676	(676)	0
Other Visitor Centre	159	571	(605)	125
TransWA	520	5,333	(5,448)	404
Frank Draper Cemetery Fees	703			703
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
	14,986	73,886	(75,412)	13,459.91

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
OPERATING SECTION						
GENERAL PURPOSE FUNDING	5,827,759	123,588	5,827,759	123,588	5,669,457	79,847
GOVERNANCE	1,169	1,235,956	1,169	1,261,156	1,059	830,265
LAW, ORDER & PUB. SAFETY	1,158,923	1,160,888	1,175,827	1,165,888	383,347	755,556
HEALTH	14,100	158,989	14,100	158,989	9,894	106,758
EDUCATION & WELFARE	5,710	213,915	5,710	218,915	385	126,788
HOUSING	34,580	34,580	34,580	34,580	11,318	57,113
COMMUNITY AMENITIES	1,111,418	1,937,307	1,111,448	1,939,807	1,141,109	1,281,378
RECREATION & CULTURE	3,152,258	3,286,951	2,763,258	3,322,951	1,174,383	1,835,963
TRANSPORT	3,176,593	3,855,081	3,866,260	3,855,081	725,810	2,752,089
ECONOMIC SERVICES	249,429	731,326	249,429	734,826	95,829	491,468
OTHER PROPERTY & SERVICES	186,551	150,388	186,551	150,388	169,239	150,025
SUB TOTAL - OPERATING	14,918,490	12,888,969	15,236,091	12,966,169	9,381,830	8,467,251
CAPITAL SECTION						
GOVERNANCE	0	192,351	0	218,351	0	55,866
LAW, ORDER & PUB. SAFETY	6,200	615,435	6,200	632,339	0	38,512
COMMUNITY AMENITIES	16,100	216,153	1,000	216,153	4,747	43,601
RECREATION & CULTURE	3,000	3,637,508	3,000	3,875,908	3,300	1,305,150
TRANSPORT	89,000	3,775,355	89,000	4,221,591	0	611,408
ECONOMIC SERVICES	0	201,320	0	201,320	0	3,476
OTHER PROPERTY & SERVICES	0	25,500	0	27,500	0	7,973
SUB TOTAL - CAPITAL	114,300	8,663,622	99,200	9,393,162	8,047	2,065,986
TOTAL	15,032,790	21,552,591	15,335,291	22,359,331	9,389,877	10,533,237

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>GENERAL PURPOSE FUNDING</u>						
RATES						
OPERATING INCOME						
1011910 General Rates	4,891,059		4,891,059		4,896,342	
1011810 Concessions	(791)		(791)		(670)	
1012010 Interest on Overdue Rates	17,200		17,200		16,155	
1012110 Back Rates Levied	1,000		1,000		1,226	
1012210 Reimbursements/Contributions	10,000		10,000		1,554	
1012310 Instalment Charges	23,800		23,800		20,059	
1012410 Instalment Plan Interest	9,000		9,000		8,029	
1012510 ESL Interest	900		900		829	
1012610 ESL Administration Fee	4,000		4,000		4,000	
1034010 Government Pension Interest	1,700		1,700		1,904	
1054830 Enquiry Fees	30,000		30,000		58,492	
OPERATING EXPENDITURE						
1011020 Administration & Finance Department		66,582		66,582		51,328
1011120 Administration & Finance Activity		8,807		8,807		6,699
1011420 Notice Printing & Distribution		8,000		8,000		6,619
1011520 Advertising & Promotion		1,300		1,300		600
1011620 Collection Costs		10,000		10,000		1,554
1012120 Written Off		100		100		0
1052220 Valuation Charges		16,000		16,000		2,526
1052420 Search Costs		100		100		0
1011220 BPOINT & BPAY Service		6,000		6,000		5,213
1011320 EFTPOS Service		6,000		6,000		5,040
OPERATING SUB TOTAL	4,987,868	122,889	4,987,868	122,889	5,007,920	79,580
TOTAL RATES	4,987,868	122,889	4,987,868	122,889	5,007,920	79,580

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>GENERAL PURPOSE FUNDING</u>						
OTHER GENERAL PURPOSE FUNDING						
OPERATING INCOME						
1023010 Grants Commission - General Purpose	501,934		501,934		389,212	
1023510 Grants Commission - Local Road Funding	302,957		302,957		255,217	
1036010 General Revenue Interest	20,000		20,000		11,673	
1037010 Reserves Interest Received	15,000		15,000		5,435	
OPERATING EXPENDITURE						
1021120 Administration & Finance Department		349		349		262
1021420 Consultants		250		250		0
1591420 Interest Paid		100		100		5
OPERATING SUB TOTAL	<u>839,891</u>	<u>699</u>	<u>839,891</u>	<u>699</u>	<u>661,537</u>	<u>267</u>
TOTAL OTHER GENERAL PURPOSE FUNDING	<u>839,891</u>	<u>699</u>	<u>839,891</u>	<u>699</u>	<u>661,537</u>	<u>267</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>GOVERNANCE</u>						
MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
1040020 Depreciation Furniture & Equipment		1,712		1,712		1,285
1040120 Development Services Department		5,781		5,781		4,399
1040220 Travel		8,172		8,172		1,449
1040320 Conference & Seminar Expenses		12,750		12,750		5,348
1040420 Election Expenses		30,451		30,451		26,134
1040620 Allowances		109,268		109,268		81,520
1040720 Legal Expenses		3,000		3,000		0
1041220 Citizenships & Public Relations		250		250		65
1041520 Insurance		8,518		8,518		8,519
1041620 Subscriptions		11,011		11,011		11,003
1042820 Other Related Costs		9,750		9,750		1,083
1042920 Administration & Finance Activity		67,289		67,289		52,595
1043020 Corporate Services Department		5,219		5,219		4,032
1043120 D & I Management Department		12,871		12,871		4,582
1043220 Community Services Department		32,785		32,785		22,426
1043320 Publications & Legislation		1,196		1,196		1,196
1043420 Training Programs		10,250		10,250		1,591
1043620 Chief Executive Office Department		60,172		60,172		48,353
1046720 Council Nomination Fees Refunded		800		800		480
1040920 Consultants		5,850		5,850		4,059
OPERATING INCOME						
1043930 Reimbursements	50		50		464	
1044030 Council Nomination Fees	800		800		480	
OPERATING SUB TOTAL	850	397,095	850	397,095	944	280,118
TOTAL MEMBERS OF COUNCIL	850	397,095	850	397,095	944	280,118

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>GOVERNANCE</u>						
OTHER GOVERNANCE						
OPERATING EXPENDITURE						
1050020 Strategic Planning		85,655		85,655		56,748
1050120 Development Services Department		22,025		22,025		16,658
1055020 Corporate Services Department		178,899		178,899		114,263
1055320 Community Services Department		8,901		8,901		5,980
1055120 D & I Management Department		20,682		20,682		11,790
1055420 Insight Newsletter		120,912		120,912		80,047
1055520 Refreshments (GST Claimable)		16,188		16,188		11,523
1055920 Shire Website		13,977		13,977		11,444
1056120 Chief Executive Office Department		274,890		274,890		214,338
1056520 Refreshments (GST Not Claimable)		6,150		6,150		2,514
1056620 Minor Furniture & Equipment		10,500		10,500		2,133
1056820 Civic Receptions & Events		14,018		14,018		8,639
1057820 Administration & Finance Activity		3,259		3,259		1,934
1056320 Australia Day Donation		1,000		1,000		0
1050060 Non-recurrent Projects		61,805		87,005		12,135
OPERATING INCOME						
1055030 Photocopying	200		200		16	
1055230 Minor Income	59		59		9	
1055730 Freedom of Information Income	60		60		90	
OPERATING SUB TOTAL	319	838,861	319	864,061	115	550,147
CAPITAL EXPENDITURE						
1055140 IT, Comms Equipment & Software		25,247		25,247		0
1055740 Building Renewals		123,554		149,554		54,266
1055840 Equipment Purchases		43,550		43,550		1,600
CAPITAL SUB TOTAL	0	192,351	0	218,351	0	55,866
TOTAL OTHER GOVERNANCE	319	1,031,212	319	1,082,412	115	606,013

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>LAW, ORDER & PUBLIC SAFETY</u>						
<u>FIRE PREVENTION</u>						
OPERATING EXPENDITURE						
1060020 Depreciation		173,650		173,650		130,960
1060060 DFES Non Recurrent Projects		10,545		10,545		6,115
1060160 Fire Prevention Non Recurrent Projects		228,290		233,290		143,396
1060320 Community Services Department		49,641		49,641		32,127
1060420 Plant Operation Cost Council		21,458		21,458		17,414
1060520 DFES Insurance		31,596		31,596		31,596
1060620 Bushfire Administration & Emergency		26,435		26,435		22,179
1060720 DFES Plant & Equipment Maintenance		20,000		20,000		1,199
1060820 DFES Other Goods & Services		24,691		24,691		6,892
1061020 Bushfire Incidental Costs		0		0		10,933
1061120 Advertising & Printing		2,350		2,350		723
1061320 Shire Funded Fire Equipment		4,000		4,000		3,309
1061420 DFES Maintenance of Vehicles		99,180		99,180		30,453
1061520 Bush Fire Management Committee		800		800		206
1061620 DFES Minor Plant & Equipment		10,000		10,000		3,168
1061720 Fire Fighting Expenses		17,500		17,500		9,900
1062020 Hazard Reduction Works		48,605		48,605		34,811
1062520 Fire Brigades General Assistance		3,246		3,246		1,531
1063520 Community Emergency Services Manager		123,380		123,380		90,268
1063620 Other Brigade Expenditure		2,000		2,000		0
1064120 DFES Bushfire Brigades Building Op.		14,366		14,366		9,776
1064220 DFES Bushfire Brigades Building Maint.		12,650		12,650		9,152
1064320 DFES Protective Clothing		25,000		25,000		16,961
1064720 Emergency Services Coordinator		17,734		17,734		11,024
1064820 Administration & Finance Activity		38,895		38,895		30,524
1064920 Bridgetown Bushfire HQ Build Maint.		3,630		3,630		2,252
1065020 Bridgetown Bushfire HQ Build Op.		19,129		19,129		15,566
1065120 Council Bushfire Brigades Building Maint.		780		780		172
1065220 Council Bushfire Brigades Building Op.		87		87		87
OPERATING INCOME						
1063730 Other Grants & Contributions	89,028		89,028		58,207	
1063930 Hazard Reduction Fees & Charges	4,000		4,000		1,193	
1064030 Fines & Penalties	5,500		5,500		4,790	
1064430 Profit on Sale of Asset	0		0		0	
1064530 Brigade Reimbursements/Grants	7,000		7,000		0	
1064730 DFES Levy Grant	237,483		237,483		112,950	
1060070 DFES Levy Grants Non-recurrent	530,608		530,608		10,740	
1060170 Fire Prevention Grants Non-recurrent	237,854		254,758		155,490	
OPERATING SUB TOTAL	1,111,473	1,029,638	1,128,377	1,034,638	343,370	672,695

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>LAW, ORDER & PUBLIC SAFETY</u>						
<u>FIRE PREVENTION</u>						
CAPITAL EXPENDITURE						
1065540 Fire Equipment - Brigades		5,000		5,000		0
1065840 Bushfire Buildings - Renewals		6,363		6,363		4,625
1065940 Purchase of Plant & Vehicles		50,205		50,205		3,402
1066140 Buildings New/Upgrades		553,867		553,867		15,529
1065340 DFES _ Equipment		0		16,904		14,956
CAPITAL INCOME						
1067950 Sale of Plant & Vehicles	6,200		6,200		0	
CAPITAL SUB TOTAL	6,200	615,435	6,200	632,339	0	38,512
TOTAL FIRE PREVENTION	1,117,673	1,645,073	1,134,577	1,666,977	343,370	711,207

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>LAW, ORDER & PUBLIC SAFETY</u>						
ANIMAL CONTROL						
OPERATING EXPENDITURE						
1070220 Community Services Department		57,634		57,634		35,055
1070420 Animal Control Administration		4,318		4,318		3,054
1070720 Impounding Costs		3,000		3,000		1,365
1070820 Animal License Tags/Renewals		1,000		1,000		677
1072820 Other Expenses		2,000		2,000		1,604
1070060 Non-recurrent Projects		1,697		1,697		46
OPERATING INCOME						
1074030 Fines & Penalties	5,000		5,000		6,591	
1074230 Dog Registration Fees	16,000		16,000		18,273	
1074330 Other Fees & Charges	200		200		191	
1074430 Impounded Stock	50		50		0	
1074630 Cat Registration Fees	2,500		2,500		2,569	
OPERATING SUB TOTAL	<u>23,750</u>	<u>69,649</u>	<u>23,750</u>	<u>69,649</u>	<u>27,624</u>	<u>41,801</u>
TOTAL ANIMAL CONTROL	<u>23,750</u>	<u>69,649</u>	<u>23,750</u>	<u>69,649</u>	<u>27,624</u>	<u>41,801</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>LAW, ORDER & PUBLIC SAFETY</u>						
<u>OTHER LAW, ORDER & PUBLIC SAFETY</u>						
OPERATING EXPENDITURE						
1080020 Depreciation		12,158		12,158		8,789
1080120 Community Safety & Crime Prevention		1,116		1,116		1,187
1080220 Communiyt Services Department		25,377		25,377		16,034
1080420 Loss on sale of asset		0		0		3,162
1080820 Bridgetown SES Assistance		13,957		13,957		4,605
1080920 Bridgetown SES Building Maintenance		1,140		1,140		1,100
1081020 Bridgetown SES Building Operation		5,803		5,803		5,066
1081420 Impounding Vehicles		500		500		640
1081620 Fines & Enforcement Registry Fees		1,550		1,550		477
OPERATING INCOME						
1080030 Profit on Sale of Asset	0		0		0	
1080530 Charges for Impounded Vehicles	750		750		931	
1080730 SES Operating Grant	20,900		20,900		10,770	
1080930 Fees & Charges	50		50		0	
1081030 Fines & Enforcement Reimbursement	2,000		2,000		652	
OPERATING SUB TOTAL	23,700	61,601	23,700	61,601	12,353	41,060
CAPITAL EXPENDITURE						
1080040 SES Furniture & Equipment		0		0		0
1080140 SES Building		0		0		0
1080340 SES Equipment		0		0		0
1080240 Plant Purchases		0		0		0
CAPITAL INCOME						
1080150 Sale of Plant	0		0		0	0
CAPITAL SUB TOTAL	0	0	0	0	0	0
TOTAL OTHER LAW, ORDER & PUBLIC SAFETY	23,700	61,601	23,700	61,601	12,353	41,060

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>HEALTH</u>	\$	\$	\$	\$	\$	\$
<u>MATERNAL & INFANT HEALTH</u>						
OPERATING EXPENDITURE						
1110220 Maternal & Infant Health Service Agree.		3,500		3,500		0
OPERATING SUB TOTAL	0	3,500	0	3,500	0	0
TOTAL MATERNAL & INFANT HEALTH	0	3,500	0	3,500	0	0

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>HEALTH</u>						
<i>PREVENTATIVE SERVICES - INSPECT/ADMIN</i>						
OPERATING EXPENDITURE						
1140120 Development Services Department		126,538		126,538		97,115
1140320 Executive Support - D & I Management		6,089		6,089		1,277
1140620 Other Minor Costs		2,000		2,000		0
1140060 Non-recurrent Projects		10,000		10,000		0
OPERATING INCOME						
1144830 Health Act Licenses (GST Free)	14,000		14,000		9,894	
1144130 Health Act Charges (Inc GST)	100		100		0	
OPERATING SUB TOTAL	14,100	144,627	14,100	144,627	9,894	98,392
<i>TOTAL PREV. SERVICES - INSPECTION/ADMIN</i>	14,100	144,627	14,100	144,627	9,894	98,392

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>HEALTH</u>	\$	\$	\$	\$	\$	\$
<i>PREVENTATIVE SERVICES - OTHER</i>						
OPERATING EXPENDITURE						
1160220 Development Services Department		9,362		9,362		7,171
1160520 Analytical Expenses		1,500		1,500		1,195
OPERATING SUB TOTAL	0	10,862	0	10,862	0	8,366
<i>TOTAL PREVENTATIVE SERVICES - OTHER</i>	0	10,862	0	10,862	0	8,366

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>EDUCATION & WELFARE</u>	\$	\$	\$	\$	\$	\$
<i>OTHER EDUCATION</i>						
OPERATING EXPENDITURE						
1057420 Bridgetown CRC - Building Maintenance		8,689		8,689		3,095
1057520 Bridgetown CRC - Building Operation		19,895		19,895		15,136
1100720 School Awards & Certificates		365		365		100
1101320 Administration & Finance Activity		320		320		190
OPERATING INCOME						
1100030 Fees & Charges/Reimbursements	710		710		385	
OPERATING SUB TOTAL	710	29,269	710	29,269	385	18,521
<i>TOTAL OTHER EDUCATION</i>	710	29,269	710	29,269	385	18,521

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>EDUCATION & WELFARE</u>	\$	\$	\$	\$	\$	\$
<i>CARE OF FAMILIES & CHILDREN</i>						
OPERATING EXPENDITURE						
1180220 Bridgetown Family & Community Centre		8,000		8,000		8,000
1180520 Community Planning Develop Projects		69,092		69,092		48,693
1180820 Service Agreements		10,000		10,000		10,000
OPERATING SUB TOTAL	0	87,092	0	87,092	0	66,693
<i>TOTAL CARE OF FAMILIES & CHILDREN</i>	0	87,092	0	87,092	0	66,693

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>EDUCATION & WELFARE</u>	\$	\$	\$	\$	\$	\$
<i>AGED & DISABLED - OTHER</i>						
OPERATING EXPENDITURE						
1190020 Service Agreements & Community Grants		30,000		30,000		0
1190420 Disability Services		17,546		17,546		11,791
1190620 Seniors Programmes		27,630		27,630		12,402
OPERATING INCOME						
1194330 Other Recurrent Grants	5,000		5,000		0	
OPERATING SUB TOTAL	5,000	75,176	5,000	75,176	0	24,192
<i>TOTAL AGED & DISABLED OTHER</i>	5,000	75,176	5,000	75,176	0	24,192

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>EDUCATION & WELFARE</u>						
<i>OTHER WELFARE</i>						
OPERATING EXPENDITURE						
1220060 Youth Non-recurrent Projects		0		5,000		5,000
1220120 Community Services Department		7,248		7,248		4,882
1221220 Community Grants & Service Agreements		15,130		15,130		7,500
OPERATING SUB TOTAL	0	22,378	0	27,378	0	17,382
<i>TOTAL OTHER WELFARE</i>	0	22,378	0	27,378	0	17,382

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>HOUSING</u>						
OTHER HOUSING						
OPERATING EXPENDITURE						
1240060 Non Recurrent Projects		2,500		2,500		0
1240220 Building Maintenance		23,149		23,149		35,975
1240120 Building Operation		26,503		26,503		20,871
1241220 Administration & Finance Activity		451		451		268
1242020 Less Staff Housing Costs Recovered		(18,023)		(18,023)		0
OPERATING INCOME						
1240530 Rent - 144 Hampton Street	15,080		15,080		2,030	
1240630 Rent - 146 Hampton Street	6,240		6,240		3,825	
1240830 Rent - 31 Gifford Road	12,480		12,480		4,869	
1244030 Staff Housing Reimbursements	780		780		595	
OPERATING SUB TOTAL	34,580	34,580	34,580	34,580	11,318	57,113
CAPITAL EXPENDITURE						
1240140 Staff Housing Building Upgrades		0		0		0
CAPITAL SUB TOTAL		0		0		0
TOTAL OTHER HOUSING	34,580	34,580	34,580	34,580	11,318	57,113

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
<u>SANITATION - GENERAL REFUSE</u>						
OPERATING EXPENDITURE						
1250020 Depreciation		51,952		51,952		38,965
1250120 Non Recurrent Projects		5,500		5,500		23,131
1250220 Refuse Collection		206,933		206,933		152,639
1250320 Bridgetown Refuse Site Management		349,280		349,280		275,923
1250720 Bridgetown Refuse Building Maintenance		1,965		1,965		1,005
1250820 Bridgetown Refuse Building Operation		5,907		5,907		3,103
1250620 G'bushes Transfer Station Management		23,489		23,489		11,838
1250420 Refuse Recycling		116,050		116,050		75,814
1250920 Recycling Collection		135,385		135,385		98,161
1251020 South West Regional Waste Strategy		3,306		3,306		1,653
1251320 Bridgetown Landfill Site Loans		5,935		5,935		3,261
1251420 Purchase of Recycle Bins		5,000		5,000		2,850
1251720 Staff Housing Costs		3,629		3,629		0
1250060 Non-recurrent Projects		50,000		50,000		0
OPERATING INCOME						
1254130 Refuse Collection Charges	146,640		146,640		148,038	
1254230 Multiple Services Collection Charges	59,920		59,920		60,232	
1255030 User Pay Charges	25,600		25,600		41,691	
1254330 Landfill Site Maintenance Rate	607,376		607,376		608,828	
1254530 Landfill Site Maintenance Concessions	(14,960)		(14,960)		(11,220)	
1255130 Recycling Subsidies & Royalties	58,500		58,500		45,930	
1254930 Kerbside Recycling Charges	140,328		140,328		141,527	
1255330 Site Facility Rental	5,020		5,050		3,564	
1255230 Profit on Sale of Asset	0		0		494	
1255530 Insurance Reimbursemnt & Recoveries	0		0		16,800	
OPERATING SUB TOTAL	1,028,424	964,331	1,028,454	964,331	1,055,883	688,345
CAPITAL EXPENDITURE						
1255040 Waste Facilities Infrastructure		50,000		50,000		0
1255340 Sanitation Plant Purchases		16,000		16,000		15,817
CAPITAL INCOME						
1255050 Sale of Plant and Vehicles	1,000		1,000		4,747	
CAPITAL SUB TOTAL	1,000	66,000	1,000	66,000	4,747	15,817
TOTAL SANITATION - GENERAL REFUSE	1,029,424	1,030,331	1,029,454	1,030,331	1,060,630	704,162

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>COMMUNITY AMENITIES</u>	\$	\$	\$	\$	\$	\$
<i>SANITATION - OTHER</i>						
OPERATING EXPENDITURE						
1260320 Refuse Collection From Streets		52,184		52,184		30,186
1260620 Litter Control		2,348		2,348		1,395
OPERATING INCOME						
1264030 Litter Fines	100		100		460	
OPERATING SUB TOTAL	100	54,532	100	54,532	460	31,580
<i>TOTAL SANITATION - OTHER</i>	100	54,532	100	54,532	460	31,580

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
SEWERAGE						
OPERATING EXPENDITURE						
1270020 Liquid Waste Pit Depreciation		15,121		15,121		11,341
1270220 Septic Tank Inspections		17,663		17,663		13,623
1260820 Waste Facilities		5,924		5,924		5,416
1270060 Non-recurrent Projects		13,000		13,000		0
OPERATING INCOME						
1274230 Septic Tank Inspection Fees	4,800		4,800		4,398	
1274430 Septic Tank Application Fees	5,280		5,280		4,838	
1274330 Waste Disposal Fees	5,000		5,000		1,897	
OPERATING SUB TOTAL	15,080	51,708	15,080	51,708	11,133	30,380
TOTAL SEWERAGE	15,080	51,708	15,080	51,708	11,133	30,380

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
URBAN STORM WATER DRAINAGE						
OPERATING EXPENDITURE						
1390420 Drainage Maintenance		136,813		136,813		63,694
1390820 Drainage Depreciation		93,031		93,031		69,603
1391820 Administration & Finance Activity		3,478		3,478		2,064
OPERATING INCOME						
1280030 Drainage Grants & Contributions	11,364		11,364		0	
OPERATING SUB TOTAL	11,364	233,322	11,364	233,322	0	135,360
CAPITAL EXPENDITURE						
1280040 Drainage Construction		114,153		114,153		19,130
CAPITAL SUB TOTAL	0	114,153	0	114,153	0	19,130
TOTAL URBAN STORM WATER DRAINAGE	11,364	347,475	11,364	347,475	0	154,490

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
<u>PROTECTION OF ENVIRONMENT</u>						
OPERATING EXPENDITURE						
1290520 Blackwood NRM Project		43,054		43,054		21,527
1290620 Development Services Department		13,557		13,557		12,541
1290720 Other Costs		0		0		0
1290820 Chief Executive Office Department		3,358		3,358		3,139
1290060 Non-recurrent Projects		10,000		10,000		0
OPERATING INCOME						
1290830 Other Revenue	0		0		0	
OPERATING SUB TOTAL	0	69,969	0	69,969	0	37,207
TOTAL PROTECTION OF ENVIRONMENT	0	69,969	0	69,969	0	37,207

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
<u>TOWN PLANNING/REGIONAL DEVELOPMENT</u>						
OPERATING EXPENDITURE						
1300120 Development Services Department		194,172		194,172		133,823
1300520 Executive Support - D & I Management		6,089		6,089		1,277
1300820 Other Costs		2,250		2,250		1,985
1300920 Chief Executive Office Department		4,655		4,655		4,333
1301020 LPS 6 - P & E Department		29,313		29,313		21,594
1301620 Staff Housing Costs		2,462		2,462		0
1301920 LPS 6 - CEO Department		2,799		2,799		2,608
1301220 LPS 6 - Advertising & Consultants		32,496		32,496		4,990
1300420 Rural Street Numbering		3,969		3,969		2,597
1300720 Urban Street Numbering		3,769		3,769		2,598
1302320 Planning Application Assessment		12,572		12,572		10,855
1303020 Road Rationalisation & Land Transfer		9,705		9,705		1,583
OPERATING INCOME						
1304330 Town Planning Application Fees	33,000		33,000		52,065	
1304530 Sub Division Clearance Charges	500		500		73	
1304630 Profit on Sale of Asset	700		700		0	
1304830 Other Planning Fees & Charges	500		500		101	
OPERATING SUB TOTAL	34,700	304,251	34,700	304,251	52,238	188,243
CAPITAL EXPENDITURE						
1305640 Plant Purchases		26,000		26,000		0
CAPITAL INCOME						
1306650 Sale of Asset	15,100		15,100		0	
CAPITAL SUB TOTAL	15,100	26,000	15,100	26,000	0	0
TOTAL TOWN PLANNING/REGIONAL DEVELOP	49,800	330,251	49,800	330,251	52,238	188,243

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>COMMUNITY AMENITIES</u>						
OTHER COMMUNITY AMENITIES						
OPERATING EXPENDITURE						
1310020 Cemeteries - P&G Grounds Maint.		37,381		37,381		19,680
1310120 Cemeteries - CEO Department		11,121		11,121		6,211
1310220 Cemeteries - Grave Digging		4,500		4,500		4,910
1310420 Cemeteries - Building Maint.		1,170		1,170		48
1310520 Public Conveniences - Building Maint.		22,377		22,377		7,875
1310920 Cemetery & Memorial Plaques		4,750		4,750		1,964
1311020 Cemeteries - Building Ops		7,306		7,306		4,679
1311220 Public Conveniences - Building Ops		130,583		130,583		101,142
1312120 Building Operations		346		346		612
1312320 Administration & Finance Activity		1,179		1,179		699
1312920 Community Bus		33,750		36,250		19,645
1313120 Other Building Maint.		4,731		4,731		2,797
OPERATING INCOME						
1310930 Cemetery & Memorial Plaques	4,750		4,750		1,732	
1314030 Cemetery Fees & Charges (GST Free)	1,000		1,000		1,642	
1314130 Cemetery Fees & Charges (Inc GST)	10,000		10,000		13,660	
1314530 Community Bus Fees & Charges	6,000		6,000		4,360	
OPERATING SUB TOTAL	<u>21,750</u>	<u>259,194</u>	<u>21,750</u>	<u>261,694</u>	<u>21,394</u>	<u>170,261</u>
CAPITAL EXPENDITURE						
1310340 Blackwood River Park Toilets		10,000		10,000		8,655
CAPITAL SUB TOTAL	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>8,655</u>
TOTAL OTHER COMMUNITY AMENITIES	<u>21,750</u>	<u>269,194</u>	<u>21,750</u>	<u>271,694</u>	<u>21,394</u>	<u>178,916</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>PUBLIC HALLS - CIVIC CENTRES</u>						
OPERATING EXPENDITURE						
1320020 Depreciation		337		337		253
1320060 Non Recurrent Projects		4,000		4,000		0
1320120 Building Maintenance		23,349		23,349		8,964
1320220 Building Operations		110,829		110,829		81,543
1320720 Loan Repayments		2,633		2,633		1,341
OPERATING INCOME						
1324130 Civic Centre Hire Charges	3,000		3,000		3,374	
1324230 Greenbushes Hall Hire Charges	1,500		1,500		3,791	
1324730 Yornup Hall Fees & Charges	9		9		9	
1324330 Civic Centre Grants/Contributions	687,648		435,148		0	
OPERATING SUB TOTAL	<u>692,157</u>	<u>141,148</u>	<u>439,657</u>	<u>141,148</u>	<u>7,174</u>	<u>92,102</u>
CAPITAL EXPENDITURE						
1322040 Building Renewals		1,184,338		984,338		2,753
CAPITAL SUB TOTAL		<u>1,184,338</u>		<u>984,338</u>		<u>2,753</u>
TOTAL PUBLIC HALLS - CIVIC CENTRES	<u>692,157</u>	<u>1,325,486</u>	<u>439,657</u>	<u>1,125,486</u>	<u>7,174</u>	<u>94,854</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>SWIMMING AREAS & BEACHES</u>						
OPERATING EXPENDITURE						
1331120 Greenbushes Pool Building Maintenance		6,393		6,393		2,586
1331220 Greenbushes Pool Building Operation		10,091		10,091		8,224
OPERATING SUB TOTAL	0	16,484	0	16,484	0	10,810
CAPITAL EXPENDITURE						
1335340 Public Conveniences Building Renewals		0		0		0
CAPITAL SUB TOTAL	0	0	0	0	0	0
<u>TOTAL SWIMMING AREAS & BEACHES</u>	0	16,484	0	16,484	0	10,810

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>OTHER RECREATION & SPORT</u>						
OPERATING EXPENDITURE						
1340020 Pool Infrastructure Depreciation		59,555		59,555		44,666
1340220 Strategic Plan		4,694		4,694		3,133
1340320 Administration Salaries & Costs		76,460		76,460		56,273
1340420 Bridgetown Facilities Building Operations		59,939		59,939		43,821
1340520 Leisure Centre Building Maintenance		44,144		44,144		25,757
1340620 Greenbushes Facilities Building Maint.		15,018		15,018		3,634
1340720 Greenbushes Facilities Build. Operations		34,565		34,565		24,527
1340820 Leisure Centre Grounds Maintenance		35,686		35,686		24,563
1340920 Other Recreation & Sport Loans		4,057		4,057		2,066
1341020 Parks & Gardens Grounds Maintenance		545,021		545,021		288,178
1341620 Walk Trails, Trails & Paths		26,914		35,414		12,812
1342020 Leisure Centre Building Operation		359,349		359,349		265,229
1342420 Bridgetown Facilities Build. Maintenance		18,406		18,406		12,776
1343120 Gym Equipment Lease		27,225		27,225		20,518
1343920 Loss on sale of assets		2,600		2,600		513
1344820 Depreciation - Parks & Ovals		150,864		150,864		112,652
1345520 Leisure Centre - Programs		2,815		2,815		2,837
1345720 Leisure Centre - Vending & Kiosk		22,500		22,500		16,634
1345820 Leisure Centre - Admin & Finance Activity		56,441		56,441		45,534
1346020 Leisure Centre - Other Costs		2,850		2,850		3,089
1346120 Leisure Centre - Minor Equipment		29,584		29,584		21,520
1347120 P&G Minor Building & Structures Maint.		31,451		31,451		7,208
1348320 Leisure Centre Mgt.- Community Services		50,574		50,574		37,566
1346620 Community Grants		2,750		2,750		750
1344520 Regional Bridle Trail		700		700		700
1349220 Community Gardens Building Operation		6,858		6,858		4,403
1349320 Community Gardens Building Maint.		2,285		2,285		522
1348920 Service Agreements		7,290		7,290		6,950
1349120 Recreation Officers		40,228		40,228		35,191
1349520 Administration & Finance Activity		16,763		16,763		9,946
1349720 Swimming Pool Chemicals		11,000		11,000		8,026
1342920 Aquatic Co-ordinators & Lifeguards		104,121		104,121		96,432
1349820 Health & Fitness Program Staff		69,033		69,033		33,094
1349920 Leisure Centre Loans		62,264		62,264		31,448
1340060 Leisure Centre Non-recurrent Projects		18,812		24,312		7,047
1340160 P&G Non-recurrent Projects		97,076		97,076		4,436
1340260 Rec Facilities Non-recurrent Projects		138,866		153,866		41,704
OPERATING INCOME						
1343830 Utilities Reimbursements	8,800		8,800		6,367	
1344130 Bridgetown Sporting Clubs Rental Charge	4,275		4,275		3,051	
1344630 Property & Reserves Hire Fees	3,260		3,260		2,200	
1345730 Leisure Centre - Gymnasium Income	60,000		60,000		51,704	
1345930 Leisure Centre - Rental Of Rooms	50,000		50,000		50,393	
1344830 Leisure Centre - Vending (GST Free)	2,000		2,000		2,412	

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>OTHER RECREATION & SPORT</u>						
OPERATING INCOME (CONTINUED)						
1346030 Leisure Centre - Vending	27,250		27,250		20,702	
1340130 Rose Street Lease	3,850		3,850		2,887	
1343530 Leisure Centre - Pool Entrance	70,000		70,000		82,299	
1343630 Leisure Centre - Learn to Swim Programs	2,000		2,000		0	
1344030 Leisure Centre - Term Programs	15,000		15,000		10,202	
1344230 Grants	930,673		869,173		658,617	
1344530 Contributions & Reimbursements	175,534		175,534		18,243	
1346330 Sale of 24hr Gym Fobs	3,750		3,750		3,273	
1346630 Leisure Centre - Grants & Contributions	23,130		23,130		5,177	
1346830 Donations (GST Free)	6,000		6,000		4,245	
1344430 Profit on Sale of Asset	0		0		0	
OPERATING SUB TOTAL	1,385,522	2,238,758	1,324,022	2,267,758	921,772	1,356,156
CAPITAL EXPENDITURE						
1345140 Building Renewals		292,756		401,756		120,777
1345240 Other Rec & Sport Plant Purchases		28,000		28,000		28,150
1345440 P & G Infrastructure Renewals		10,003		54,403		16,876
1346340 Furniture & Equipment		9,000		9,000		7,047
1346640 New Equipment		9,000		9,000		0
1349140 Infrastructure/Other/New		1,212,411		1,407,411		858,194
CAPITAL INCOME						
1346750 Sale of Plant & Equipment	3,000		3,000		3,300	
CAPITAL SUB TOTAL	3,000	1,561,170	3,000	1,909,570	3,300	1,031,044
TOTAL OTHER RECREATION AND SPORT	1,388,522	3,799,928	1,327,022	4,177,328	925,072	2,387,200

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
TELEVISION & RADIO RE-BROADCASTS						
OPERATING EXPENDITURE						
1120060 Non Recurrent Projects		4,350		4,350		250
1120320 SBS TV Tower Building Operation		4,297		4,297		1,973
1120220 SBS TV Tower Building Maintenance		461		461		150
OPERATING SUB TOTAL	<u>0</u>	<u>9,108</u>	<u>0</u>	<u>9,108</u>	<u>0</u>	<u>2,373</u>
TOTAL TELEVISION & RADIO BROADCASTS	<u>0</u>	<u>9,108</u>	<u>0</u>	<u>9,108</u>	<u>0</u>	<u>2,373</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>LIBRARIES</u>						
OPERATING EXPENDITURE						
1360060 Library Non-recurrent projects		21,204		26,204		18,172
1360120 Management & Services		37,019		37,019		28,383
1360220 Administration & Finance Activity		45,931		45,931		37,812
1360320 Salaries & Staff Costs		141,687		141,687		101,935
1360420 Minor Items & Supplies		3,000		3,000		1,819
1360620 Subscriptions		2,000		2,000		1,556
1360720 Book Acquisitions		500		500		16
1360820 Furniture & Equipment Depreciation		7,562		7,562		5,676
1361020 Book Exchange Expenses		1,860		1,860		1,961
1361120 Insurance		2,627		2,627		2,479
1361320 Lost & Damaged Books		350		350		0
1361720 Library Consortia Admin Support		1,500		1,500		0
1361920 Building Operation		120,568		120,568		86,774
1362020 Building Maintenance		23,312		23,312		10,052
1362220 Grounds Maintenance		21,352		21,352		10,527
1362320 Vending Costs		2,198		2,198		1,754
1362420 Library Programs & Activities		800		800		622
1362520 Computer Licences		5,250		5,250		4,757
OPERATING INCOME						
1054430 Photocopying Charges	1,500		1,500		1,989	
1363330 Coffee Machine Sales	2,500		2,500		1,762	
1363430 Book Sales	1,000		1,000		962	
1363730 Book Club Income	400		400		92	
1363830 Other Minor Revenue	4,500		4,500		11,378	
1364130 Lost & Damaged Books Reimbursements	250		250		140	
1360070 Library Non-recurrent Grants	0		5,000		799	
OPERATING SUB TOTAL	10,150	438,720	15,150	443,720	17,124	314,296
CAPITAL EXPENDITURE						
1365540 Library Renewals		0		10,000		0
CAPITAL SUB TOTAL	0	0	0	10,000	0	0
TOTAL LIBRARIES	10,150	438,720	15,150	453,720	17,124	314,296

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
HERITAGE						
OPERATING EXPENDITURE						
1350420 Building Maintenance		13,987		13,987		11,322
1350520 Building Operations		28,054		28,054		21,707
1351820 Community Grants & Service Agreements		3,000		3,000		3,000
1352820 Municipal Heritage Precinct & Inventory		7,769		7,769		5,413
1350060 Heritage Non-recurrent Projects		342,000		342,000		1,265
OPERATING INCOME						
1353430 Yornup School Fees & Charges/Reimb.	949		949		638	
1353730 Greenbushes Court House Hire Charges	580		580		0	
1353630 Heritage Building Grants	1,061,500		981,500		226,515	
OPERATING SUB TOTAL	1,063,029	394,810	983,029	394,810	227,153	42,706
CAPITAL EXPENDITURE						
1350040 Heritage Building Renewals		892,000		972,000		271,354
CAPITAL SUB TOTAL	0	892,000	0	972,000	0	271,354
TOTAL HERITAGE	1,063,029	1,286,810	983,029	1,366,810	227,153	314,060

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>RECREATION & CULTURE</u>						
<u>OTHER CULTURE</u>						
OPERATING EXPENDITURE						
1370820 Arts & Culture - Community Service Dept.		9,341		9,341		6,413
1371020 Arts & Culture Programs		2,100		2,100		0
1371120 Art Acquisitions		1,000		1,000		123
1372120 Community Grants		1,880		1,880		1,000
1372320 Summer Evening Films Festival		11,602		11,602		9,984
1370060 Non-recurrent Projects		22,000		24,000		0
OPERATING INCOME						
1373930 Fees & Charges	1,400		1,400		1,160	
OPERATING SUB TOTAL	1,400	47,923	1,400	49,923	1,160	17,520
<u>TOTAL OTHER CULTURE</u>	1,400	47,923	1,400	49,923	1,160	17,520

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>TRANSPORT</u>						
STREETS ROAD CONSTRUCTION						
CAPITAL EXPENDITURE						
1380140 Winneup Rd - Regional Road Group		382,500		382,500		34,381
1380540 Blackspot Funded Projects		409,650		955,650		515,008
1380840 Kerbing		8,000		4,000		1,146
1381440 Depot Buildings Renewals		23,680		23,680		23,009
1385040 Regional Road Safety Program		1,168,482		1,718,931		400
1386040 Footpath Construction		132,410		61,614		0
1386940 Road Construction/Recon Council Funded		245,779		101,976		5,972
1387740 Bridge Construction Works		390,000		390,000		26,621
CAPITAL INCOME						
1380430 Regional Road Safety Grant	1,035,000		1,384,000		0	
1381530 Blackspot Funding Grant	409,650		750,317		297,590	
1381630 Roads to Recovery Grant	429,947		429,947		0	
1395430 Bridge Grants	360,000		360,000		180,000	
1395530 RRG & Main Roads Grants	255,000		255,000		34,381	
CAPITAL SUB TOTAL	<u>2,489,597</u>	<u>2,760,501</u>	<u>3,179,264</u>	<u>3,638,351</u>	<u>511,971</u>	<u>606,537</u>
TOTAL STREETS ROAD CONSTRUCTION	<u>2,489,597</u>	<u>2,760,501</u>	<u>3,179,264</u>	<u>3,638,351</u>	<u>511,971</u>	<u>606,537</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>TRANSPORT</u>						
<u>STREETS ROAD MAINTENANCE</u>						
OPERATING EXPENDITURE						
1390020 Depreciation - Roads		1,966,366		1,966,366		1,463,773
1391020 Depreciation - Bridges		195,697		195,697		139,409
1391120 Depreciation - Footpaths		63,570		63,570		47,678
1391220 Depreciation - Other Infrastructure		25,597		25,597		20,068
1391720 Staff Housing Costs		11,932		11,932		0
1391920 Administration & Finance Activity		116,526		116,526		69,141
1392020 Gravel Pits		22,859		22,859		0
1390520 Crossover Contributions		12,536		12,536		7,214
1390320 Bridgetown Depot Building Maintenance		6,324		6,324		4,826
1393020 Bridgetown Depot Building Operation		29,444		29,444		20,370
1390120 Road Maintenance		812,971		812,971		595,726
1390220 Verge Maintenance		388,338		388,338		221,450
1392220 Loss on Sale of Assets		0		0		41,133
1390720 General Bridge Maintenance		112,859		112,859		64,762
1394420 Signs - Private Directional		500		500		0
1394020 Design & Preliminary Planning		56,622		56,622		37,852
1395020 School Bus Route Inspections		4,536		4,536		3,709
1393820 Two Way Radio Tower		1,220		1,220		1,211
OPERATING INCOME						
1394330 Fees & Charges/Private Signs	750		750		0	
1395230 Regional Road Direct Grant	174,442		174,442		174,442	
1394530 Profit on Sale of Assets	1,000		1,000		0	
1394830 Temporary Heavy Haulage Permit Fees	3,500		3,500		3,760	
1394230 Insurance Reimbursement & Recoveries	0		0		1,477	
1395930 Road Closure Plan Approval Fees	1,300		1,300		31,960	
1398430 Engineering Supervision Fees	0		0		2,200	
1398230 Contributions to Road Upgrades	10,000		10,000		0	
OPERATING SUB TOTAL	<u>190,992</u>	<u>3,827,897</u>	<u>190,992</u>	<u>3,827,897</u>	<u>213,839</u>	<u>2,738,322</u>
<u>TOTAL STREETS ROAD MAINTENANCE</u>	<u>190,992</u>	<u>3,827,897</u>	<u>190,992</u>	<u>3,827,897</u>	<u>213,839</u>	<u>2,738,322</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>TRANSPORT</u>						
ROAD PLANT PURCHASES						
CAPITAL EXPENDITURE						
1400040 Road Plant Purchases		490,000		490,000		0
1403740 Sundry Equipment Items		25,000		25,000		0
CAPITAL INCOME						
1400450 Sale of Road Plant	89,000		89,000		0	
CAPITAL SUB TOTAL	89,000	515,000	89,000	515,000	0	0
TOTAL ROAD PLANT PURCHASES	89,000	515,000	89,000	515,000	0	0

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>TRANSPORT</u>						
<u>PARKING FACILITIES</u>						
OPERATING EXPENDITURE						
1410520 Parking Control - Community Serv. Dept		7,159		7,159		4,248
1410720 Car Park Lighting		5,000		5,000		4,448
1411520 Parking Signs & Marking Bays		2,702		2,702		1,391
1410060 Non-recurrent Projects		6,548		6,548		0
OPERATING INCOME						
1414030 Fines & Penalties	50		50		0	
1414130 Car Park Contributions	495,854		495,854		0	
OPERATING SUB TOTAL	495,904	21,409	495,904	21,409	0	10,086
CAPITAL EXPENDITURE						
1410040 Car Parks Infrastructure		499,854		68,240		4,871
CAPITAL SUB TOTAL	0	499,854	0	68,240	0	14,957
TOTAL PARKING FACILITIES	495,904	21,409	495,904	21,409	0	10,086

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>TRANSPORT</u>	\$	\$	\$	\$	\$	\$
TRAFFIC CONTROL						
OPERATING EXPENDITURE						
1395820 Road Wise Committee		4,775		4,775		2,681
OPERATING INCOME						
1424530 Road Wise Grants/Contributions	100		100		0	
OPERATING SUB TOTAL	100	4,775	100	4,775	0	2,681
TOTAL TRAFFIC CONTROL	100	4,775	100	4,775	0	2,681

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>TRANSPORT</u>	\$	\$	\$	\$	\$	\$
AERODROMES						
OPERATING EXPENDITURE						
1430120 Aerodromes Manjimup Airfield		1,000		1,000		1,000
OPERATING SUB TOTAL	0	1,000	0	1,000	0	1,000
TOTAL AERODROMES	0	1,000	0	1,000	0	1,000

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>ECONOMIC SERVICES</u>						
TOURISM & AREA PROMOTION						
OPERATING EXPENDITURE						
1460060 Non-recurrent Projects		62,852		66,352		41,195
1460120 Community Services Department		9,038		9,038		6,120
1460520 Information Bays Grounds Maintenance		28,781		28,781		14,214
1460820 Visitor Centre Building Maintenance		10,712		10,712		540
1460920 Service Agreements & Community Grants		20,146		20,146		10,259
1461220 Events & Festivals		3,833		3,833		3,108
1461420 Visitor Centre Building Operation		65,278		65,278		48,375
1461520 Bridgetown Septage Dump Point		2,505		2,505		1,290
1462120 Christmas Street Party		1,500		1,500		1,632
1462220 Btwn. Rotary Club - Blackwood Marathon		5,000		5,000		5,000
1462320 VC Administration & Finance Activity		20,245		20,245		16,149
1462420 Visitor Centre Salaries & Staff Costs		87,893		87,893		53,567
1462520 Visitor Centre Stock		5,000		5,000		255
1462620 Visitor Centre Marketing		1,000		1,000		0
1463220 Visitor Centre Minor Furniture & Equip.		150		150		0
1463420 Community Services Department		66,129		66,129		49,033
1463620 Administration & Finance Activity		582		582		1,323
OPERATING INCOME						
1460030 Visitor Centre Counter Sales	6,000		6,000		3,141	
1460130 Visitor Centre Counter Sales (GST Free)	250		250		8	
1460330 Visitor Centre Accom. Commissions	12,500		12,500		7,066	
1460530 Visitor Centre Bus Tickets Commissions	1,200		1,200		852	
1460630 Visitor Centre Various Other Commission	500		500		101	
1460730 Visitor Centre Display Fees	0		0		70	
1460930 Visitor Centre Jigsaw Gallery	4,000		4,000		4,079	
1461030 Visitor Centre Memberships	10,750		10,750		6,828	
1460830 Visitor Centre Room Rental	3,473		3,473		1,736	
1461330 Grants & Contributions to Capital Works	130,000		130,000		0	
OPERATING SUB TOTAL	168,673	390,644	168,673	394,144	23,882	252,059
CAPITAL EXPENDITURE						
1460340 Building renewals		195,000		195,000		900
1460540 Tourism Infrastructure Other Upgrades		6,320		6,320		2,576
CAPITAL SUB TOTAL	0	201,320	0	201,320	0	3,476
TOTAL TOURISM & AREA PROMOTION	168,673	591,964	168,673	595,464	23,882	255,535

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>ECONOMIC SERVICES</u>						
<u>BUILDING CONTROL</u>						
OPERATING EXPENDITURE						
1470120 Management Costs		175,593		175,593		129,299
1470620 Contractors & Professional Services		3,000		3,000		0
1472920 Other Costs		1,000		1,000		0
1470220 Executive Support - D & I Management		6,766		6,766		1,823
1472820 Loss on Sale of Asset		0		0		0
OPERATING INCOME						
1474130 Building Licences	42,000		42,000		39,624	
1474330 BRB & BCITF Commissions	1,000		1,000		897	
1474230 Fees & Charges (Inc GST)	1,500		1,500		2,127	
1474530 Fees & Charges (GST Free)	2,521		2,521		2,521	
OPERATING SUB TOTAL	<u>47,021</u>	<u>186,359</u>	<u>47,021</u>	<u>186,359</u>	<u>45,169</u>	<u>131,123</u>
TOTAL BUILDING CONTROL	<u>47,021</u>	<u>186,359</u>	<u>47,021</u>	<u>186,359</u>	<u>45,169</u>	<u>131,123</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>ECONOMIC SERVICES</u>						
<u>ECONOMIC DEVELOPMENT</u>						
OPERATING EXPENDITURE						
1480020 Community Services Department		17,901		17,901		11,947
1480120 CEO Department Costs		17,883		17,883		16,651
1481120 WBEA Project Funds		13,676		13,676		14,088
1481220 Electric Vehicle Charging Station		1,283		1,283		203
1480060 Non-recurrent Projects		74,100		74,100		44,450
OPERATING INCOME						
1480030 Various Reimbursements	285		285		247	
1480070 Non-recurrent Projects/Grants	5,000		5,000		0	
OPERATING SUB TOTAL	5,285	124,843	5,285	124,843	247	87,340
TOTAL ECONOMIC DEVELOPMENT	5,285	124,843	5,285	124,843	247	87,340

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>ECONOMIC SERVICES</u>	\$	\$	\$	\$	\$	\$
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
1500420 Water Supply Stand Pipes		29,480		29,480		20,946
OPERATING INCOME						
1500130 Sale of Water from Stand Pipes	28,450		28,450		26,531	
OPERATING SUB-TOTAL	28,450	29,480	28,450	29,480	26,531	20,946
TOTAL OTHER ECONOMIC SERVICES	28,450	29,480	28,450	29,480	26,531	20,946

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<u>OTHER PROPERTY & SERVICES</u>	\$	\$	\$	\$	\$	\$
PRIVATE WORKS						
OPERATING EXPENDITURE						
1510320 Expenses		1,000		1,000		1,083
1510420 In-house Costs		65,684		65,684		48,737
OPERATING INCOME						
1513030 Fees & Charges	1,300		1,300		1,408	
1513130 Motor Vehicle Licensing Commission	66,500		66,500		47,727	
1054630 Sale of License Plates	300		300		308	
OPERATING SUB TOTAL	<u>68,100</u>	<u>66,684</u>	<u>68,100</u>	<u>66,684</u>	<u>49,443</u>	<u>49,820</u>
TOTAL PRIVATE WORKS	<u>68,100</u>	<u>66,684</u>	<u>68,100</u>	<u>66,684</u>	<u>49,443</u>	<u>49,820</u>

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>DEVELOPMENT & INFRASTRUCTURE</u>						
OPERATING EXPENDITURE						
1600220 Other Employee Costs		25,541		25,541		20,132
1600320 Superannuation		43,201		43,201		23,910
1600420 Customer Services Officer		0		0		0
1600520 Materials & Contracts		7,192		7,192		5,624
1600620 Utility Charges		1,146		1,146		860
1600720 Vehicle Costs		17,628		17,628		13,166
1601020 In-house Services		93,240		93,240		68,967
1601320 Spervision		0		0		0
1601520 Consultancy Services		0		0		0
1601620 Conferences		9,493		9,493		6,256
1601720 Training		7,408		7,408		669
1602420 Toolbox Meetings		3,714		3,714		1,459
1602620 Annual Leave		33,778		33,778		18,974
1600920 Public Holidays		18,085		18,085		7,311
1601420 Sick Leave		7,536		7,536		11,453
1601820 Long Service Leave		9,797		9,797		5,641
1601920 Staff Meetings		22,089		22,089		8,774
1602220 Assist State Government Departments		3,042		3,042		2,104
1602020 D & I Management Less Recovered		(302,890)		(302,890)		(179,249)
OPERATING INCOME						
1600930 Reimbursements	0		0		0	
OPERATING SUB TOTAL	0	0	0	0	0	16,053
<u>TOTAL WORKS & SERVICES MANAGEMENT</u>	0	0	0	0	0	16,053

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
WASTE ACTIVITY UNIT						
OPERATING EXPENDITURE						
1610220 Other Employee Costs		5,266		5,266		4,463
1610320 Superannuation		17,414		17,414		11,742
1610520 Materials & Contracts		1,569		1,569		1,318
1610620 Utility Charges		382		382		288
1611020 In-house Services		22,473		22,473		16,254
1611520 Annual Leave		15,145		15,145		7,906
1611620 Public Holidays		2,266		2,266		2,067
1611720 Sick Leave		2,456		2,456		550
1612220 Long Service Leave		3,193		3,193		0
1611820 Training & Conferences		1,905		1,905		268
1610920 Supervision & Administration		89,315		89,315		61,177
1612020 Waste Activity Less Recovered		(161,384)		(161,384)		(114,373)
OPERATING SUB TOTAL	0	0	0	0	0	(8,340)
TOTAL WASTE ACTIVITY UNIT	0	0	0	0	0	(8,340)

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>WORKS ACTIVITY UNIT</u>						
OPERATING EXPENDITURE						
1630020 D & I Management Staff Meetings		1,563		1,563		0
1630120 Supervision Costs		81,066		81,066		54,340
1630220 Other Employee Costs		39,440		39,440		37,599
1630320 Superannuation		126,900		126,900		84,970
1630420 On-call Allowance		8,320		8,320		6,080
1630520 Materials & Contracts		15,196		15,196		14,020
1630620 Utility Charges		2,983		2,983		2,232
1630720 Light Fleet Vehicle Costs		44,669		44,669		38,297
1631020 In-house Services		161,770		161,770		114,863
1631120 Annual Leave		90,633		90,633		55,225
1631220 Public Holidays		59,351		59,351		31,090
1631320 Sick Leave		22,136		22,136		39,973
1631520 Training & Conferences		19,134		19,134		8,526
1631620 General Duties		25,020		25,020		37,741
1631920 Toolbox Meetings		6,951		6,951		4,398
1631420 Long Service Leave		28,789		28,789		24,304
1630920 Supervision & Administration		267,103		267,103		125,323
1632120 Depot Maintenance		6,037		6,037		7,245
1632020 Works Activity Less Recovered		(1,007,061)		(1,007,061)		(669,004)
OPERATING INCOME						
1630030 Reimbursements	0		0		0	
OPERATING SUB TOTAL	0	0	0	0	0	17,222
TOTAL WORKS ACTIVITY UNIT	0	0	0	0	0	17,222

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>FLEET ACTIVITY UNIT</u>						
OPERATING EXPENDITURE						
1640220 Other Employee Costs		2,652		2,652		2,289
1640320 Superannuation		7,081		7,081		5,044
1640520 Materials & Contracts		5,749		5,749		5,317
1640620 Utility Charges		554		554		421
1640720 Vehicle Costs		7,271		7,271		6,482
1641020 In-house Services		18,088		18,088		14,118
1641320 Annual Leave		6,316		6,316		4,343
1641420 Public Holidays		3,607		3,607		1,790
1641520 Sick Leave		1,344		1,344		301
1641620 Long Service Leave		1,747		1,747		9,494
1641720 Training & Conferences		850		850		134
1641820 General Duties		7,072		7,072		9,401
1641920 Toolbox Meetings		424		424		384
1640920 Supervision & Administration		11,880		11,880		5,678
1642120 Workshop Maintenance		4,597		4,597		1,105
1642020 Fleet Less Recovered		(79,232)		(79,232)		(59,991)
OPERATING SUB TOTAL	0	0	0	0	0	6,309
TOTAL FLEET ACTIVITY UNIT	0	0	0	0	0	6,309

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>PLANT OPERATION COSTS</u>						
OPERATING EXPENDITURE						
1540020 Depreciation - Plant & Equipment		230,057		230,057		157,988
1540120 Fuel & Oil		165,600		165,600		139,485
1540220 Tyres & Batteries		35,000		35,000		19,660
1540320 Parts & External Repairs		164,250		164,250		65,154
1540520 Insurance		54,860		54,860		53,812
1540720 Wear Parts		7,400		7,400		4,292
1541020 Vehicle Registration		15,650		15,650		14,722
1541220 Operator Repairs		11,080		11,080		6,134
1541320 Fleet Maintenance		126,402		126,402		93,006
1541420 Minor Equipment & Tools		9,000		9,000		9,568
1541520 Vehicle Lease		9,493		9,493		5,183
1542920 Plant Operations Costs Recovered		(828,792)		(828,792)		(531,211)
OPERATING INCOME						
1544030 Reimbursements	30,000		30,000		23,476	
OPERATING SUB TOTAL	30,000	0	30,000	0	23,476	37,794
TOTAL PLANT ACTIVITY UNIT	30,000	0	30,000	0	23,476	37,794

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>MATERIALS</u>						
OPERATING EXPENDITURE						
1555200 Materials Purchased		50,000		50,000		24,488
1555500 Less Materials Allocated		(50,000)		(50,000)		(22,396)
1562520 Fuel & Oil Purchased		165,600		165,600		103,611
1562620 Less Fuel & Oil Allocated		(165,600)		(165,600)		(100,701)
OPERATING SUB TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,001</u>
TOTAL MATERIALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,001</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
SALARIES & WAGES						
OPERATING EXPENDITURE						
1560120 Gross Wages & Salaries		4,673,018		4,673,018		3,192,945
1563020 Workers Compensation		20,000		20,000		18,767
1562020 Less Wage & Salaries Allocated		(4,673,018)		(4,673,018)		(3,213,728)
1563220 Default Wages Account		0		0		0
OPERATING INCOME						
1563930 Reimbursements - Workers Compensation	20,000		20,000		18,166	
OPERATING SUB TOTAL	20,000	20,000	20,000	20,000	18,166	(2,016)
TOTAL SALARIES & WAGES	20,000	20,000	20,000	20,000	18,166	(2,016)

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>COIRPORATE SERVICES DEPARTMENT</u>						
OPERATING EXPENDITURE						
1050220 Consultants		1,000		1,000		0
1050320 Superannuation		83,020		83,020		52,920
1051520 Workers Compensation Insurance		17,368		17,368		16,986
1051720 Motor Vehicle Costs		14,236		14,236		10,748
1051820 Conference Expenses		7,018		7,018		3,956
1052120 Other Employee Costs		3,995		3,995		2,124
1052720 Staff Training		17,187		17,187		4,490
1054120 Insurance		7,914		7,914		7,916
1054720 Annual Leave		60,310		60,310		32,281
1057220 Public Holidays		31,628		31,628		19,240
1050420 Sick Leave		14,128		14,128		11,974
1050820 Long Service Leave		16,547		16,547		10,241
1051620 In-house Costs		90,599		90,599		63,447
1056020 Corporate Services Less Recovered		(360,950)		(360,950)		(251,304)
OPERATING INCOME						
1050130 Reimbursements	4,000		4,000		19,439	
OPERATING SUB TOTAL	4,000	4,000	4,000	4,000	19,439	(14,981)
<u>TOTAL ADMIN & FINANCE DEPARTMENT</u>	4,000	4,000	4,000	4,000	19,439	(14,981)

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>BUILDING ASSETS DEPARTMENT</u>						
OPERATING EXPENDITURE						
1740020 Annual Leave		26,801		26,801		8,606
1740120 Public Holidays		16,239		16,239		9,202
1740220 Sick Leave		14,323		14,323		8,242
1740320 Long Service Leave		8,207		8,207		4,217
1740420 Superannuation		38,946		38,946		23,385
1740520 Workers Compensation Insurance		8,956		8,956		8,742
1740620 Motor Vehicle Costs		15,915		15,915		11,898
1740720 Other Employee Costs		3,789		3,789		3,170
1740820 Staff training		4,443		4,443		941
1740920 Supervision & Admin Building Maint.		82,068		82,068		65,137
1741020 Supervision & Admin Building Operations		40,252		40,252		28,814
1741120 Materials & Contracts		3,000		3,000		3,419
1741220 Insurance		4,142		4,142		4,138
1741320 In-house Costs		86,840		86,840		64,289
1741520 Building Asset Dept. Less Recovered		(353,921)		(353,921)		(250,010)
OPERATING SUB TOTAL	0	0	0	0	0	(5,811)
<u>TOTAL BUILDING ASSETS DEPARTMENT</u>	0	0	0	0	0	(5,811)

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
CHIEF EXECUTIVE OFFICE						
OPERATING EXPENDITURE						
1750020 Annual Leave		24,935		24,935		14,395
1751620 Public Holidays		12,166		12,166		7,992
1751720 Sick Leave		5,069		5,069		2,273
1751020 Long Service Leave		6,590		6,590		0
1750120 Superannuation		32,235		32,235		24,227
1750220 Workers Compensation Insurance		6,647		6,647		6,488
1750320 Motor Vehicle Costs		22,569		22,569		17,530
1750420 Other Employee Costs		1,150		1,150		1,841
1750620 Staff Training		4,219		4,219		268
1750720 Development Salary Sacrifice		10,154		10,154		0
1750820 Conference Expenses		12,486		12,486		6,456
1750920 Consultants		7,000		7,000		600
1751120 Audit Fees		29,600		29,600		27,500
1751220 Advertising		13,000		13,000		7,098
1751320 Legal Expenses		18,000		18,000		7,025
1751420 Other Expenses		1,500		1,500		438
1753420 Insurance		2,097		2,097		2,097
1752120 In-house Costs		95,597		95,597		67,322
1752020 CEO Department Less Recovered		(305,014)		(305,014)		(222,896)
OPERATING INCOME						
1750030 Reimbursements	0		0		0	
OPERATING SUB TOTAL	0	0	0	0	0	(29,345)
TOTAL CHIEF EXECUTIVE OFFICER	0	0	0	0	0	(29,345)

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
ADMINISTRATION & FINANCE ACTIVITY						
OPERATING EXPENDITURE						
1760120 Payroll		43,905		43,905		34,567
1760220 Creditors		76,168		76,168		64,608
1760320 Information Technology Support & Costs		190,193		190,193		164,928
1760420 Accounting		216,409		216,409		160,321
1760520 Bridgetown Admin Office Building Maint.		26,817		26,817		16,512
1760620 Bridgetown Admin Office Building Op.		169,899		169,899		139,051
1760720 Telephone, Mail & Reception		89,827		89,827		58,477
1760820 Office Supplies & Equipment		30,232		30,232		22,558
1760920 Occupational Health & Safety Committee		61,198		61,198		32,444
1761020 Records Management Costs		104,285		104,285		62,931
1761120 Motor Vehicle Licensing		65,684		65,684		48,737
1761320 Assets Management & Fair Value		145,512		145,512		86,340
1761620 Human Resources		82,220		82,220		53,120
1761720 Records Storage Facility Building Op.		3,030		3,030		1,362
1761820 Records Storage Facility Building Maint.		596		596		144
1762020 Recovered from Programs		(1,305,975)		(1,305,975)		(946,099)
OPERATING INCOME						
1760030 Reimbursements & Charges	250		250		845	
OPERATING SUB TOTAL	250	0	250	0	845	0
TOTAL ADMINISTRATION & FINANCE ACTIVITY	250	0	250	0	845	0

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>DEVELOPMENT SERVICES DEPARTMENT</u>						
OPERATING EXPENDITURE						
1770020 Annual Leave		34,725		34,725		16,276
1770120 Superannuation		46,515		46,515		31,206
1770220 Workers Compensation Insurance		10,270		10,270		10,025
1770320 Motor Vehicle Costs		30,289		30,289		22,044
1770420 Other Staff Costs		2,796		2,796		2,024
1770520 Customer Services Officer		0		0		0
1770620 Staff Training		5,915		5,915		0
1770720 Supervision		11,048		11,048		6,884
1770820 Conference Expenses		8,853		8,853		1,902
1771020 Public Holidays		17,732		17,732		8,896
1771120 Sick Leave		7,387		7,387		6,702
1771220 Long Service Leave		9,604		9,604		16,104
1771520 Shared Environmental Health Officer		42,719		42,719		40,172
1772120 In-house Costs		112,664		112,664		81,146
1772920 Insurance		5,917		5,917		5,919
1772020 DS Department Less Recovered		(303,715)		(303,715)		(236,564)
OPERATING INCOME						
1770030 Reimbursements	44,855		44,855		46,038	
OPERATING SUB TOTAL	44,855	42,719	44,855	42,719	46,038	12,735
TOTAL PLANNING & ENVIRONM'T DEPARTMEN	44,855	42,719	44,855	42,719	46,038	12,735

SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
<u>COMMUNITY SERVICES DEPARTMENT</u>						
OPERATING EXPENDITURE						
1780020 Annual Leave		36,660		36,660		20,604
1780420 Public Holidays		19,577		19,577		12,669
1780620 Sick Leave		13,387		13,387		11,703
1780720 Long Service Leave		10,604		10,604		0
1780120 Superannuation		46,609		46,609		36,894
1780220 Workers Compensation Insurance		11,144		11,144		10,878
1780320 Motor Vehicle Costs		27,241		27,241		18,969
1780920 Other Staff Costs		4,156		4,156		3,116
1780520 Staff Training		8,716		8,716		10,358
1780820 Conference Expenses		10,975		10,975		6,960
1783020 Insurance		5,910		5,910		5,909
1782120 In-house Costs		87,518		87,518		64,329
1782020 Less Recovered from Programs		(282,497)		(282,497)		(197,431)
OPERATING INCOME						
1780030 Reimbursements	0		0		0	
OPERATING SUB TOTAL	0	0	0	0	0	4,959
TOTAL COMMUNITY SERVICES DEPARTMENT	0	0	0	0	0	4,959

**SHIRE OF BRIDGETOWN-GREENBUSHES
PROGRAM SUMMARY**

	2021-22 BUDGET		2021-22 AMENDED BUDGET		ACTUAL TO 31 March 2022	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<u>OTHER PROPERTY & SERVICES</u>						
UNCLASSIFIED						
OPERATING EXPENDITURE						
1790320 Donations - Hire Charges & Fees		3,500		3,500		498
1790420 Donations - Approved by CEO		2,385		2,385		227
1790820 Sale of Land General Expenses		1,000		1,000		0
1052820 Sundry Expenses		100		100		2
1790220 General Insurance Claims		10,000		10,000		64,900
OPERATING INCOME						
1790130 Insurance Claims Reimbursed	10,000		10,000		2,486	
1790330 Other Reimbursements	9,346		9,346		9,346	
OPERATING SUB TOTAL	19,346	16,985	19,346	16,985	11,832	65,627
CAPITAL EXPENDITURE						
1790040 Purchase of Land		25,500		27,500		7,973
CAPITAL SUB TOTAL	0	25,500	0	27,500	0	7,973
TOTAL UNCLASSIFIED	19,346	42,485	19,346	44,485	11,832	73,600

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

Attachment 13

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
<u>DIRECT DEBITS</u>				
1032022	01/03/2022	CLARIDEN GLOBAL INTERNATIONAL LTD	EXECUTIVE PROGRAM REGISTRATION	1,895.00
DD15972.1	02/03/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE FOR MARCH	75.90
DD15972.2	02/03/2022	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS FOR MARCH	143.59
DD15973.1	02/03/2022	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	79.50
DD15973.3	07/03/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF FEBRUARY	10,148.13
DD15946.1	09/03/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,963.91
DD15946.2	09/03/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	134.17
DD15946.3	09/03/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	220.16
DD15946.4	09/03/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	77.54
DD15946.5	09/03/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15946.6	09/03/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	430.96
DD15946.7	09/03/2022	UNISUPER	PAYROLL DEDUCTIONS	666.24
DD15946.8	09/03/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	147.74
DD15946.9	09/03/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
DD15946.10	09/03/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD15946.11	09/03/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15946.12	09/03/2022	GUILD SUPER	PAYROLL DEDUCTIONS	477.66
DD15946.13	09/03/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	268.74
DD15946.14	09/03/2022	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	460.49
DD15946.15	09/03/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	251.95
DD15946.16	09/03/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15946.17	09/03/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD15946.18	09/03/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	278.34
DD15946.19	09/03/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1,940.69
DD15946.20	09/03/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	126.06
DD15946.21	09/03/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15946.22	09/03/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	467.96
DD15946.23	09/03/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	91.31
DD15973.2	09/03/2022	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	159.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
210322	21/03/2022	SG FLEET AUSTRALIA PTY LTD	LEASE OF VEHICLE FOR 21/02/2022 - 20/03/2022	968.44
DD15967.1	23/03/2022	AWARE SUPER	PAYROLL DEDUCTIONS	14,900.81
DD15967.2	23/03/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	115.74
DD15967.3	23/03/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	503.05
DD15967.4	23/03/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	78.19
DD15967.5	23/03/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD15967.6	23/03/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD15967.7	23/03/2022	UNISUPER	PAYROLL DEDUCTIONS	667.37
DD15967.8	23/03/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	150.27
DD15967.9	23/03/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
DD15967.10	23/03/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD15967.11	23/03/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD15967.12	23/03/2022	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	1,996.19
DD15967.13	23/03/2022	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	268.74
DD15967.14	23/03/2022	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	431.69
DD15967.15	23/03/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	251.95
DD15967.16	23/03/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15967.17	23/03/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	477.66
DD15967.18	23/03/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD15967.19	23/03/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	274.27
DD15967.20	23/03/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	117.22
DD15967.21	23/03/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD15967.22	23/03/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	483.96
DD15967.23	23/03/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	94.29
B/S	01/03/2022	WESTPAC BANK	MERCHANT FEES	759.94
B/S	01/03/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	284.17
B/S	09/03/2022	WESTPAC BANK	TOTAL WAGES FOR 24.02.2022 - 09.03.2022	130,938.98
B/S	23/03/2022	WESTPAC BANK	TOTAL WAGES FOR 10.03.2022 - 23.03.2022	130,385.04
B/S	03/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	STAFF FAREWELL LUNCH	69.00
B/S	06/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	MEALS - FIRE ASSISTANCE	86.70

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	06/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR INCIDENT SUPPORT GROUP MEETINGS	25.03
B/S	08/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	2000 SMS CREDITS	242.00
B/S	08/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	4 X DROPBOX LICENCES	951.72
B/S	09/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	BREAKFAST FOR STAFF VOLUNTEERS DURING BUSHFIRE RESPONSE	33.00
B/S	22/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	SOUTH WEST DEVELOPMENT COMMISSION LUNCH MEETING	48.00
B/S	22/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	BUSHFIRE RESPONSE STAFF DEBRIEF	15.10
B/S	23/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	NATIONAL POLICE CHECK PAYMENT TOKEN FOR CSO AT BLC	37.50
B/S	25/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR WARREN BLACKWOOD ALLIANCE OF COUNCIL MEETING	16.04
B/S	25/02/2022	WESTPAC CORPORATE CREDIT CARD CEO	3 X NIGHTS ACCOMMODATION FOR EHO FOR CONFERENCE	533.00
B/S	01/03/2022	WESTPAC CORPORATE CREDIT CARD CEO	BINDERS FOR INFORMATION FOR HESTER RESIDENTS FOLLOWING BUSHFIRE	59.30
B/S	02/03/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	08/02/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	NEW KEY FOR HAMM ROAD ROLLER LOST IN BUSHFIRE	38.15
B/S	17/02/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	2000 SMS CREDITS	242.00
B/S	02/03/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	MONTHLY CARD FEE	10.00
BPAY				
40320221	04/03/2022	MAGSHOP	ANNUAL SUBSCRIPTION TO AUSTRALIAN HOUSE & GARDEN MAGAZINE	74.99
40320222	04/03/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	1,171.31
160320221	16/03/2022	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF 4 X SPOT TRACKERS FOR FEBRUARY	155.00
160320222	16/03/2022	SHIRE OF DARDANUP	50% OF 2022 CONTRIBUTION TO SW DESIGNATED AREA MIGRATION	1,375.00
160320223	16/03/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	2,816.65
ELECTRONIC PAYMENTS				
EFT34271	03/03/2022	2R ELECTRICAL	REPLACE BUSHFIRE DAMAGED GENERATOR CABLE AT WASTE FACILITY	440.00
EFT34272	03/03/2022	ABCO PRODUCTS PTY LTD	5 PACKS OF 50 X LEVEL 2 SURGICAL MASKS	255.98
EFT34273	03/03/2022	AEGIS PTY LTD	600 X BLACK TEST & TAG PASS LABELS	245.30
EFT34274	03/03/2022	AJ & DS PAINTING	PAINTING TO REMOVE GRAFFITI AT HAMPTON ST PUBLIC TOILETS	220.00
EFT34275	03/03/2022	A & L PRINTERS	5 PACKS OF 500 X BUSINESS CARDS FOR COUNCILLORS	453.20
EFT34276	03/03/2022	AMITY SIGNS	STENCIL FOR KERBSIDE WASTE BINS	159.50
EFT34277	03/03/2022	BALINGUP DOCTORS SURGERY	PRE-PLACEMENT MEDICAL	245.00
EFT34278	03/03/2022	BKS REFRIGERATION & AIRCONDITIONING	REPLACING 2 X AIRCONDITIONING UNITS IN BLC GYM	5,776.00
EFT34279	03/03/2022	BLACKWOODS	VARIOUS PPE & EQUIPMENT	438.34
EFT34280	03/03/2022	BLACKWOOD PROPERTY MAINTENANCE	REPAIRS TO BTN RAILWAY STATION SHED SLIDING DOOR	225.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT34281	03/03/2022	BLISS FOR DESIGN	SERVICING OF WATER TRANSFER PUMP & VARIOUS MINOR EQUIPMENT	339.56
EFT34282	03/03/2022	BOC LIMITED	6 MONTH RENTAL FEE & REFILL FOR NEW OXYGEN CYLINDER	77.26
EFT34283	03/03/2022	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL	135.00
EFT34284	03/03/2022	BRIDGETOWN MEAT SUPPLY	MEAT SUPPLY FOR AUSTRALIA DAY BREAKFAST	1,132.00
EFT34285	03/03/2022	BRIDGETOWN REPERTORY CLUB	HIRE OF 3 X COSTUMES FOR 2021 COMMUNITY CHRISTMAS PARTY	30.00
EFT34286	03/03/2022	BRIDGETOWN CRC	PRINTING 300 X A3 COLOUR COPIES OF BUSHFIRE RECOVERY NEWSLETTER	156.20
EFT34287	03/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	2 X GAS BOTTLES & REPLACEMENT OF VARIOUS EQUIPMENT LOST IN BUSHFIRE	611.50
EFT34288	03/03/2022	BRIDGETOWN PAINT SALES	MINOR ITEMS FOR BUILDING MAINTENANCE	90.70
EFT34289	03/03/2022	BRIDGETOWN CLEANING SERVICE	CARPET CLEANING AT INCIDENT CONTROL CENTRE	264.00
EFT34290	03/03/2022	BTOWN LIONS - BUSHFIRE DONATIONS	DONATION FOR COMMUNITY DISASTER RELIEF FUND	5,443.93
EFT34291	03/03/2022	BUNBURY MACHINERY	2 X DOOR KEYS FOR JCB SKID STEER LOADER	34.98
EFT34292	03/03/2022	DENNIS CAMPBELL	REFUND OF DEVELOPMENT APPLICATION FEES FOR WITHDRAWN APPLICATION	509.10
EFT34293	03/03/2022	GLORIA DAWN CARTMEL	RATES REFUND	644.20
EFT34294	03/03/2022	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS AND ALL SIGNAGE FOR WINNEJUP RD WORKS	10,972.50
EFT34295	03/03/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT34296	03/03/2022	CLOVERS GENERAL STORE	GROCERIES FOR AUSTRALIA DAY BREAKFAST, BLC & LIBRARY	59.45
EFT34297	03/03/2022	DAVMECH	DAMAGED DOOR OF HIRED JCB 300T LOADER	411.06
EFT34298	03/03/2022	DOMESTIC MAINTENANCE SW	MAINTENANCE WORKS AT GREENBUSHES POOL TOILETS & 144 HAMPTON ST	3,270.00
EFT34299	03/03/2022	DORMAKABA AUSTRALIA PTY LTD	SERVICING OF AUTOMATIC DOORS AT BLC & LIBRARY	473.00
EFT34300	03/03/2022	EUROFINS ARL PTY LTD	POST BUSHFIRE DRINKING WATER ANALYSIS	399.30
EFT34301	03/03/2022	LGRCEU	PAYROLL DEDUCTIONS	205.00
EFT34302	03/03/2022	G.C. SALES (W.A.)	10 X 140LT WASTE BINS AND 10 X 240LT RECYCLING BINS	1,047.31
EFT34303	03/03/2022	GROW GREENBUSHES INCORPORATED	REFUND OF HALL HIRE BOND	200.00
EFT34304	03/03/2022	HARMONIC ENTERPRISES PTY LTD	ANNUAL FORTIGATE PROTECT FOR LIBRARY & MANAGED IT SERVICES FOR FEB	2,918.30
EFT34305	03/03/2022	H C JONES & CO	1 X VANDAL-PROOF TAP KEY	50.00
EFT34306	03/03/2022	HENRI NOUWEN HOUSE	2021/22 SERVICE AGREEMENT	11,000.00
EFT34307	03/03/2022	IEQUIP	HIRE OF POSI TRACK LOADER WITH ATTACHMENTS FOR MITIGATION PROJECT	3,574.98
EFT34308	03/03/2022	INTERFIRE AGENCIES PTY LTD	LIFE SUPPORT EMERGENCY BAG & 3 X HELMETS WITH FACE SHIELDS	921.01
EFT34309	03/03/2022	ITR PACIFIC PTY LTD	VARIOUS PARTS FOR SERVICING OF CATERPILLAR ROAD GRADER	689.54
EFT34310	03/03/2022	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR BLC CAFÉ	667.82
EFT34311	03/03/2022	IRMA LACHMUND	MUSICAL PERFORMANCE FOR SUMMER FILM FESTIVAL	200.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT34312	03/03/2022	MANJIMUP TOYOTA & MITSUBISHI	INSURANCE POLICY EXCESS FOR FUEL CAP & KEY FOR RANGER UTE	431.98
EFT34313	03/03/2022	MARKETFORCE	ADVERTISING FOR EMDI & VARIOUS PUBLIC NOTICES FOR NOVEMBER	3,605.45
EFT34314	03/03/2022	METAL ARTWORK CREATIONS	5 X STAFF NAME BADGES	141.08
EFT34315	03/03/2022	MOMA PRODUCTS PTY LTD	3 X SOLAR STREET LIGHTPOLES FOR TOWN SQUARE & LIBRARY CARPARKS	4,058.42
EFT34316	03/03/2022	MONITOR INDUSTRIES PTY LTD	REPLACEMENT KEY FOR 2020 ATN JACK BOOM	74.75
EFT34317	03/03/2022	NEXT PRACTICE	REFUND OF BUILDING PERMIT RESIDENTIAL CERTIFIED FEE	110.00
EFT34318	03/03/2022	PERTH BUILDING CERTIFIERS PTY LTD	BUILDING PLAN CERTIFICATION FOR BTN RAILWAY STATION	1,750.00
EFT34319	03/03/2022	PROCARE LOCKSMITHS	RECODE LOCK & SUPPLY NEW KEYS FOR FORD RANGER FOLLOWING BUSHFIRE	1,480.00
EFT34320	03/03/2022	RICHFEEDS AND RURAL SUPPLIERS	VARIOUS MATERIALS FOR WINNEJUP RD WORKS & HAZARD REDUCTION	2,426.65
EFT34321	03/03/2022	SEEK LIMITED	RECRUITMENT ADVERTISING FOR LEISURE CENTRE OFFICER	379.50
EFT34322	03/03/2022	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR FEBRUARY	224.00
EFT34323	03/03/2022	SIGMA POOL & SPA SUPPLIES	CHEMICALS FOR SWIMMING POOL MAINTENANCE	320.65
EFT34324	03/03/2022	SOUTHERN LOCK & SECURITY	ALARM SERVICING FOR SHIRE BUILDINGS & KEYS CUT TO SHIRE SYSTEM	1,023.20
EFT34325	03/03/2022	SOUTH WEST OIL SUPPLIES	20KG XHP 222 GREASE & 24 X GREASE CARTRIDGES	383.02
EFT34326	03/03/2022	SOUWEST GLASS SERVICE	REPAIR BROKEN WINDOW AT 146 HAMPTON ST	621.50
EFT34327	03/03/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	4 X ROLLS OF 1200 X GYM MAXX PACK WIPES	196.90
EFT34328	03/03/2022	SYNERGY	ELECTRICITY	8,533.95
EFT34329	03/03/2022	THE STABLES IGA	GROCERIES, HAND SANITISER & EFLARE BATTERIES FOR ICC	1,366.49
EFT34330	03/03/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	48.96
EFT34331	03/03/2022	TOURISM COUNCIL WESTERN AUSTRALIA	2022 MEMBERSHIP RENEWAL - GOLDEN i VISITOR CENTRE	1,320.00
EFT34332	03/03/2022	TRAFFIC FORCE	ANNUAL REVIEW & UPDATE OF SHIRE GENERIC TRAFFIC MANAGEMENT PLAN	331.10
EFT34333	03/03/2022	WESTRAC PTY LTD	REPLACEMENT KEYS FOR VARIOUS PLANT EQUIPMENT	115.90
EFT34334	03/03/2022	WINC AUSTRALIA PTY LTD	3 X MEETING TABLES FOR BLC, VARIOUS CLEANING SUPPLIES & STATIONARY	1,635.08
EFT34335	10/03/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34336	10/03/2022	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT34337	16/03/2022	2R ELECTRICAL	REPLACE EXISTING FLUORESCENT LIGHTS AT BTN FOOTBALL CLUBHOUSE	2,464.00
EFT34338	16/03/2022	AJ & DS PAINTING	PATCH & PAINT WALLS IN TENNIS CLUB TOILETS AFTER RESTORATION WORKS	770.00
EFT34339	16/03/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	1,629.50
EFT34340	16/03/2022	ASHDAN WA PTY LTD	SUPPLY GRAVEL FOR WINNEJUP RD RECONSTRUCTION WORKS	19,560.21
EFT34341	16/03/2022	AUSTRALIA POST	MONTHLY POSTAGE CHARGES FOR FEBRUARY & ANNUAL PO BOX RENEWALS	2,048.27
EFT34342	16/03/2022	AUSMIC PEST CONTROL	TERMITE INSPECTION & TREATMENT AT BRIDGETOWN CRC	1,650.00

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT34343	16/03/2022	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR FEBRUARY	1,787.50
EFT34344	16/03/2022	A BERGHUIS	BUSHFIRE VOLUNTEER INSURANCE CLAIM FOR DAMAGED MOBILE PHONE	309.00
EFT34345	16/03/2022	BLACKWOOD RURAL SERVICES	2 X CHAINSAWS & VARIOUS MINOR EQUIPMENT	3,584.90
EFT34346	16/03/2022	BLACKWOODS	REPLACEMENT OF VARIOUS PPE & MINOR EQUIPMENT LOST IN BUSHFIRE	775.02
EFT34347	16/03/2022	BLACKWOOD FRESH	GROCERIES FOR COUNCIL MEETING	78.79
EFT34348	16/03/2022	BLACKWOOD HEAVY TILT	TOWING OF MAF MACHINERY AROUND BRIDGETOWN	1,452.00
EFT34349	16/03/2022	BLACKWOOD PROPERTY MAINTENANCE	PROGRESSIVE CLEAN UP AND DISPOSAL OF ITEMS INSIDE BTN RAILWAY SHED	2,737.50
EFT34350	16/03/2022	BLACKWOOD PLUMBING AND GAS	PLUMBING WORKS AT SHIRE DEPOT, TROTTER CLUB & BTN FOOTBALL CLUB	1,765.50
EFT34351	16/03/2022	BLISS FOR DESIGN	RETIC REPAIRS FOR LIBRARY GROUNDS & VARIOUS MINOR EQUIPMENT	691.35
EFT34352	16/03/2022	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL	135.00
EFT34353	16/03/2022	BRIDGETOWN MEAT SUPPLY	SUPPLY MEAT FOR EMERGENCY SERVICES MEALS DURING BUSHFIRE	490.00
EFT34354	16/03/2022	BRIDGETOWN TIMBER SALES	MINOR MATERIALS FOR BTN TENNIS CLUB RESTORATION WORKS	95.25
EFT34355	16/03/2022	BRIDGETOWN CRC	PRINTING OF SHIRE CONNECT & BUSHFIRE RECOVERY NEWSLETTERS	468.60
EFT34356	16/03/2022	BTOWN VOLUNTEER BUSH FIRE BRIGADE	CATERING FOR PREMIER'S LUNCH, SNACK PACK SUPPLIES & GENERATOR FUEL	2,734.88
EFT34357	16/03/2022	BRIDGETOWN COMPUTERS	BIZVID WEB CONFERENCE SYSTEM	1,842.00
EFT34358	16/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	MAKITA GREASE GUN & 18V BATTERY, PRESSURE CLEANER & MINOR ITEMS	1,682.77
EFT34359	16/03/2022	BRIDGETOWN PAINT SALES	1 X RESPIRATOR KIT, DUST CARTRIDGES & ITEMS FOR BUILDING MAINTENANCE	316.65
EFT34360	16/03/2022	BRIDGETOWN NEWSAGENCY	10 X BOXES A4 PAPER, 1 X BOX A3 PAPER & MONTHLY NEWSPAPER CHARGES	396.80
EFT34361	16/03/2022	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR ORDINARY COUNCIL MEETINGS - NOVEMBER & JANUARY	340.00
EFT34362	16/03/2022	BRIDGETOWN TYRES	BATTERY FOR DEPOT WATER TANK	135.00
EFT34363	16/03/2022	BUNBURY TRUCKS SALES & SERVICE CENTRE	REPLACE KEYS & REPROGRAM SYSTEM FOR FUSO TIPTRUCK LOST IN BUSHFIRE	2,167.57
EFT34364	16/03/2022	CAKES BY TASTY EDIBLES	CATERING FOR ORDINARY COUNCIL MEETING - DECEMBER	277.50
EFT34365	16/03/2022	CANNINGS PURPLE	2021/22 GOVERNMENT RELATIONS ADVISORY SERVICE - FEBRUARY	5,280.00
EFT34366	16/03/2022	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS AND ALL SIGNAGE FOR WINNEJUP RD WORKS	17,633.00
EFT34367	16/03/2022	CDMI GROUP PTY LTD	17 X REPLACEMENT REMOTE CONTROLLER FOBS FOR DEPOT GATE ACCESS	1,097.00
EFT34368	16/03/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT34369	16/03/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT & MEALS FOR BUSHFIRE COMMITTEE	11,802.03
EFT34370	16/03/2022	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR FEBRUARY	28,022.62
EFT34371	16/03/2022	CLOVERS GENERAL STORE	DRINKS & ICE FOR BRIDGETOWN BUSHFIRE DEBRIEF	254.85
EFT34372	16/03/2022	ENVIRONMENTAL INDUSTRIES PTY LTD	BTN YOUTH PRECINCT RENEWAL PROJECT - CLAIM 3	62,866.76
EFT34373	16/03/2022	EUROFINS ARL PTY LTD	QUARTERLY BORE WATER MONITORING & POST-BUSHFIRE WATER TESTING	1,618.10

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EFT34374	16/03/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR FEBRUARY	180.90
EFT34375	16/03/2022	DEPT FIRE AND EMERGENCY SERVICES WA	2021/2022 3RD QUARTER ESL CONTRIBUTION	89,029.25
EFT34376	16/03/2022	FULTON HOGAN INDUSTRIES PTY LTD	LEVEL 2 INSPECTION OF RIVER PARK FOOTBRIDGE	1,048.66
EFT34377	16/03/2022	GJ FREIGHT	FREIGHT CHARGES	93.64
EFT34378	16/03/2022	GROW GREENBUSHES INCORPORATED	REFUND OF HALL HIRE BOND	200.00
EFT34379	16/03/2022	HAMPTON PARTNERS	ACCOUNTANTS DECLARATION FOR THE BUILDING BETTER REGIONS FUND	328.00
EFT34380	16/03/2022	H C JONES & CO	SUPPLY, INSTALL & TEST BACKFLOW DEVICES FOR VARIOUS WATER METRES	1,875.00
EFT34381	16/03/2022	HILLVIEW ELECTRICAL SERVICE	ELECTRICAL WORKS AT HAMPTON ST TOILETS & BTN RAILWAY STATION	572.00
EFT34382	16/03/2022	GRAHAM RODGER INCE	BUSHFIRE VOLUNTEER INSURANCE CLAIM FOR DAMAGED IPOD	299.00
EFT34383	16/03/2022	INTERFIRE AGENCIES PTY LTD	20 X NIGHTSTICK X-SERIES SAFETY RATED LED TORCHES WITH HOLDERS	1,204.50
EFT34384	16/03/2022	ADAM JENKINS TREE SERVICES	REMOVAL OF VARIOUS HAZARDOUS TREES IN HESTER AFTER BUSHFIRE	4,730.00
EFT34385	16/03/2022	JOHNSON'S FOOD SERVICES	FROZEN FOODS AND SNACKS FOR THE BLC CAFÉ	1,112.15
EFT34386	16/03/2022	LOCAL GOV PROFESSIONALS AUSTRALIA WA	FINANCE PROFESSIONAL CONFERENCE REGISTRATION FOR 2 X STAFF MEMBERS	2,800.00
EFT34387	16/03/2022	MARKETFORCE	ADVERTISING FOR AGM OF ELECTORS & 2021/21 ANNUAL REPORT	796.63
EFT34388	16/03/2022	LEISA MCDONALD-HOLLEMANS	REFUND OF HALL HIRE BOND	200.00
EFT34389	16/03/2022	MOORE AUSTRALIA AUDIT (WA)	AUDIT CERTIFICATION OF DEFERRED PENSIONER RATES FOR 2020/21 FY	660.00
EFT34390	16/03/2022	MUIRS MANJIMUP	15,000KM SERVICE FOR FORD RANGER CREW CAB 4X4	342.68
EFT34391	16/03/2022	NJ MECHANICAL	110,000KM SERVICE FOR TOYOTA LANDCRUISER & REPAIRS TO BFB VEHICLES	2,137.01
EFT34392	16/03/2022	OFFICEWORKS LTD	5 X iPHONE SCREEN PROTECTORS	150.95
EFT34393	16/03/2022	RICHFEEDS AND RURAL SUPPLIERS	9000L TANK, PUMP & GENERATOR, STAFF UNIFORMS & MINOR ITEMS	4,487.80
EFT34394	16/03/2022	SAI GLOBAL AUSTRALIA PTY LTD	INTERNET DOWLOAD FOR AS 2890.5:2020	228.78
EFT34395	16/03/2022	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFÉ	682.94
EFT34396	16/03/2022	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR NISSAN X-TRAIL REPAIRS	300.00
EFT34397	16/03/2022	SHIRE OF MANJIMUP	2021/22 ANNUAL CONTRIBUTION FOR MANJIMUP AIRFIELD MAINTENANCE	1,100.00
EFT34398	16/03/2022	SYNERGY	ELECTRICITY	7,707.83
EFT34399	16/03/2022	THE STABLES IGA	GROCERIES FOR ADMIN OFFICE	123.00
EFT34400	16/03/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	54.11
EFT34401	16/03/2022	VERMEER EQUIPMENT OF WA & NT	4 X KNIFE CUTTER PARTS, 32 X SCREWS & KEY IGNITION FOR WOODCHIPPER	678.66
EFT34402	16/03/2022	WARREN BKWOOD ALLIANCE OF COUNCILS	2021/22 CONTRIBUTION - SOUTHERN FORESTS & VALLEYS TOURISM	43,837.20
EFT34403	16/03/2022	WARREN PEST CONTROL	TERMITE INSPECTION & INITIAL TREATMENT OF 3 X SHIRE BRIDGES	3,300.00
EFT34404	16/03/2022	WATTLEBROOK CONTRACTING PTY LTD	HIRE OF EXCAVATOR FOR WINNEJUP RD WORKS	9,900.00

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EFT34405	16/03/2022	WEST COAST COMMERCIAL INDUSTRIES	6 X TOILET DOORS FOR BTN TENNIS CLUB	1,993.20
EFT34406	16/03/2022	WINC AUSTRALIA PTY LTD	CLEANING SUPPLIES	98.19
EFT34407	21/03/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR FEBRUARY 2022	30,143.00
EFT34408	24/03/2022	BRC BUILDING SOLUTIONS PTY LTD	BTN RAILWAY STATION CONSERVATION AND RENEWAL PROJECT - CLAIM 1	171,913.50
EFT34409	24/03/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34410	24/03/2022	SALARY PACKAGING AUSTRALIA PTY LTD	EMPLOYEE SALARY PACKAGING	620.85
EFT34414	31/03/2022	2R ELECTRICAL	INSTALL ROTARY RESET SWITCH FOR HEATING PUMP AT AQUATIC FACILITY	436.00
EFT34415	31/03/2022	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	259.38
EFT34416	31/03/2022	ACORN PROJECTS PTY LTD	INSTALL VANITY UNITS TO MALE & FEMALE TOILETS AT BTN TENNIS CLUB	4,389.00
EFT34417	31/03/2022	ANIMAL CARE EQUIPMENT & SERVICES	1 X SAFE GUARD CAT CARRIER/TRAP & MINOR RANGER ITEMS	322.04
EFT34418	31/03/2022	ARCHER AND SONS FUNERAL DIRECTORS	REFUND OF HALL HIRE BOND	200.00
EFT34419	31/03/2022	ARROW BRONZE	CORRECTION TO NAME ON MEMORIAL PARK GATEHOUSE WWII PLAQUE	408.10
EFT34420	31/03/2022	INGRID BARKER	REFUND OF HALL HIRE BOND	200.00
EFT34421	31/03/2022	BKS REFRIGERATION & AIRCONDITIONING	DEGASSING FRIDGES AND AIRCONDITIONERS AT WASTE FACILITY	1,089.00
EFT34422	31/03/2022	BLACKWOOD RURAL SERVICES	TOOL SET & OTHER MINOR EQUIPMENT	820.87
EFT34423	31/03/2022	BLACKWOOD ENVIRONMENT SOCIETY	COMMUNITY LANDCARE SERVICE FOR 01/07/2021 - 31/12/2021	23,679.70
EFT34424	31/03/2022	BLACKWOODS	MINOR PPE	36.03
EFT34425	31/03/2022	BLACKWOOD PROPERTY MAINTENANCE	MAINTENANCE WORK AT BTN RAILWAY SHED & CLEANING OF PUBLIC TOILETS	2,610.53
EFT34426	31/03/2022	BLACKWOOD PLUMBING AND GAS	VARIOUS PLUMBING REPAIRS AT BLC, WASTE FACILITY & TROTTER CLUB	2,035.00
EFT34427	31/03/2022	BLISS FOR DESIGN	INSTALL BTN YOUTH PRECINCT IRRIGATION, PRESSURE WASHER & EQUIPMENT	10,995.80
EFT34428	31/03/2022	BOOEASY AUSTRALIA PTY LTD	2021-22 MONTHLY BOOEASY COMMISSIONS FOR FEBRUARY	220.00
EFT34429	31/03/2022	JOHN CARTER BOOKLESS	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT34430	31/03/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34431	31/03/2022	BRC BUILDING SOLUTIONS PTY LTD	BTN RAILWAY STATION CONSERVATION AND RENEWAL PROJECT - CLAIM 2	51,084.00
EFT34432	31/03/2022	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR 31/12/2021 - 01/03/2022	380.55
EFT34433	31/03/2022	BRIDGETOWN HISTORICAL SOCIETY INC.	RESEARCH & PHOTOS FOR HERITAGE WALK BROCHURE & BIN ENCLOSURES	2,020.00
EFT34434	31/03/2022	BRIDGETOWN COMPUTERS	2 X HDMI CABLES AND 1 X ADAPTOR	70.00
EFT34435	31/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT APPLIANCES FOR DEPOT, CLEANING SUPPLIES & MINOR ITEMS	2,346.07
EFT34436	31/03/2022	BRIDGETOWN PAINT SALES	12 X CANS OF WHITE SPOT MARKING PAINT FOR WINNEJUP RD WORKS	144.00
EFT34437	31/03/2022	BRIDGETOWN TYRES	TYRE REPAIRS FOR BACKHOE LOADER	155.00
EFT34438	31/03/2022	BUILDING & CONSTR TRAINING FUND	BCITF LEVIES COLLECTED FOR FEBRUARY	2,339.94

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EFT34439	31/03/2022	CDM AUSTRALIA	4 X LAPTOPS	6,300.80
EFT34440	31/03/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT34441	31/03/2022	CJD EQUIPMENT PTY LTD	3 X KEYS FOR ROAD GRADER AND 1 X LOCK CYLINDER SET FOR WHEEL LOADER	277.75
EFT34442	31/03/2022	CLEANAWAY PTY LTD	ADDITIONAL 3 X DAYS WASTE COLLECTION IN HESTER FOLLOWING BUSHFIRE	1,608.75
EFT34443	31/03/2022	CLOVERS GENERAL STORE	GROCERIES FOR EMERGENCY SERVICES	70.21
EFT34444	31/03/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF MARCH	529.03
EFT34445	31/03/2022	DAVMECH	TRANSPORT OF ISUZU CREW CAB TRUCK TO BUNBURY FOR REPAIRS	726.00
EFT34446	31/03/2022	ELIZABETH DENNISS	REIMBURSEMENT FOR ELT BREAKFAST MEETING REFRESHMENTS	28.50
EFT34447	31/03/2022	DEPT OF WATER & ENVIRO REGULATION	ANNUAL LICENCE FEE FOR BRIDGETOWN LANDFILL SITE W-L6818/1997/11	1,624.00
EFT34448	31/03/2022	DEPT MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR FEBRUARY	2,738.40
EFT34449	31/03/2022	ENVIRONMENTAL INDUSTRIES PTY LTD	BTN YOUTH PRECINCT RENEWAL PROJECT - CLAIM 4	152,529.95
EFT34450	31/03/2022	ESPLANADE HOTEL FREMANTLE	ACCOMMODATION FOR 2 X STAFF ATTENDING IPWEA CONFERENCE	1,050.00
EFT34451	31/03/2022	LGRCEU	PAYROLL DEDUCTIONS	220.00
EFT34452	31/03/2022	FE TECHNOLOGIES PTY LTD	1000 X RFID TAGS FOR LIBRARY	297.00
EFT34453	31/03/2022	FONTY'S HIRE	HIRE OF PORTABLE TOILET FOR BTN TENNIS CLUB FROM 16/11/21 - 16/02/22	1,420.00
EFT34454	31/03/2022	CHRISTOPHER ROWELL GODLEMAN	SHIRE CONTRIBUTION TOWARDS CROSSOVER CONSTRUCTION	765.00
EFT34455	31/03/2022	HANSEN'S HOT BREAD SHOP	120 X ROLLS FOR EMERGENCY SERVICES	84.00
EFT34456	31/03/2022	HARMONIC ENTERPRISES PTY LTD	1 YEAR FORTIGATE UNIFIED THREAT PROTECTION	1,423.40
EFT34457	31/03/2022	SARA LOUISE HART	REIMBURSEMENT FOR MEALS WHILE ATTENDING LICENSING TRAINING	89.33
EFT34458	31/03/2022	HAWKERS WA PTY LTD	SOLAR LIGHT MAINTENANCE FOR GREENBUSHES, DEPOT & STANDPIPE	3,854.00
EFT34459	31/03/2022	H C JONES & CO	PLUMBING WORKS FOR BTN TENNIS CLUB REFURB & BFS WATER SUPPLY PUMP	11,837.00
EFT34460	31/03/2022	HILLVIEW ELECTRICAL SERVICE	EMERGENCY EXIT LIGHT TESTING FOR SHIRE FACILITIES & MINOR WORKS	3,025.00
EFT34461	31/03/2022	HYWOOD SIGNS	MATERIALS & LABOUR TO RE-POINT BRICKWORK ON SHIRE ADMIN BUILDING	3,330.00
EFT34462	31/03/2022	IEQUIP	HIRE OF POSI TRACK LOADER WITH ATTACHMENTS FOR MITIGATION PROJECT	7,274.93
EFT34463	31/03/2022	IPWEA - WA	IPWEA STATE CONFERENCE REGISTRATION FOR 2 X STAFF MEMBERS	3,440.00
EFT34464	31/03/2022	INSTANT RACKING	1 X 2 DOOR UTILITY CUPBOARD FOR GREENBUSHES HALL	414.00
EFT34465	31/03/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE - MARCH	130.90
EFT34466	31/03/2022	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FEE FOR 920KG CHLORINE GAS CYLINDER FOR FEBRUARY	157.39
EFT34467	31/03/2022	JAFFA ROOM	2 X COPYRIGHTS FOR 21/22 SUMMER FILMS FESTIVAL SCREENINGS	1,925.00
EFT34468	31/03/2022	WILLIAM KENNETH JAMES	VISUAL IMPACT ASSESSMENT FOR LITHIUM PTY LTD POWER UPGRADE	900.00
EFT34469	31/03/2022	BARBARA JEAN JOHNSON	MONTHLY COUNCILLOR ALLOWANCE	891.50

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EFT34470	31/03/2022	JOHNSON'S FOOD SERVICES	ICE-CREAMS AND SNACKS FOR THE BLC CAFÉ	591.88
EFT34471	31/03/2022	DEREK & ERICA KNIGHT	SHIRE CONTRIBUTION TOWARDS CROSSOVER CONSTRUCTION	519.75
EFT34472	31/03/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34473	31/03/2022	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIMS 6 & 7	174,232.90
EFT34474	31/03/2022	LIFESPORTS BRIDGETOWN	MINOR SPORT EQUIPMENT	15.98
EFT34475	31/03/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT34476	31/03/2022	PETA MCGHIE	REFUND OF HALL HIRE BOND	200.00
EFT34477	31/03/2022	MINESCOPE CONSTRUCTIONS	TRANSPORT OF JCB SKID STEER LOADER FOR MITIGATION PURPOSES	200.00
EFT34478	31/03/2022	MJB INDUSTRIES	33 X CONCRETE PIPES	4,918.25
EFT34479	31/03/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34480	31/03/2022	OFFICEWORKS LTD	4 X ERGONOMIC HEAVY DUTY CHAIRS & D-LINK WIFI ADAPTORS FOR DEPOT	1,603.70
EFT34481	31/03/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34482	31/03/2022	Q1 FRANCHISE MANAGEMENT PTY LTD	5 NIGHTS ACCOMMODATION FOR STAFF MEMBER AT LICENSING TRAINING	1,017.13
EFT34483	31/03/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34484	31/03/2022	RAECO	SPINE PROTECTORS, BARCODE PROTECTORS & SPINE LABELS FOR LIBRARY	189.20
EFT34485	31/03/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34486	31/03/2022	SCHWEPPE AUSTRALIA PTY LTD	VARIOUS DRINKS FOR THE BLC CAFÉ	1,043.55
EFT34487	31/03/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR FEBRUARY	1,083.22
EFT34488	31/03/2022	SETON AUSTRALIA PTY LTD	IN USE/VACANT SIGN FOR CONFERENCE ROOM	82.83
EFT34489	31/03/2022	SHIRE OF MANJIMUP	EMERGENCY KERBSIDE WASTE COLLECTION & DISPOSAL FOR BRIDGETOWN	2,080.88
EFT34490	31/03/2022	SOUTHERN LOCK & SECURITY	LOCK & BOLTS FOR BTN CIVIC CENTRE & VARIOUS KEYS CUT TO SHIRE SYSTEM	435.98
EFT34491	31/03/2022	SOUTH WEST ISUZU	REPLACE VARIOUS VEHICLE KEYS & REPROGRAM SYSTEMS AFTER BUSHFIRE	3,075.77
EFT34492	31/03/2022	SOUWEST GLASS SERVICE	SUPPLY AND INSTALL FRAMED MIRROR IN MALE TOILETS AT BTN TENNIS CLUB	764.50
EFT34493	31/03/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	4 X ROLLS OF 1200 X GYM MAXX-PACK WIPES	196.90
EFT34494	31/03/2022	STEVE WOOD CARPENTRY	BRICK RE-POINTING TO ADMIN BUILDING & OTHER MAINTENANCE WORKS	3,665.89
EFT34495	31/03/2022	SYNERGY	ELECTRICITY	15,613.97
EFT34496	31/03/2022	THE STABLES IGA	GROCERIES FOR AUSTRALIA DAY, EMERGENCY SERVICES & VISITORS CENTRE	1,064.29
EFT34497	31/03/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	218.08
EFT34498	31/03/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY FOR MARCH	159.50
EFT34499	31/03/2022	T-QUIP	BELT-V DECK FOR MOWER REPAIRS	204.95
EFT34500	31/03/2022	VESTONE CAPITAL PTY LIMITED	LEASE FOR BLC GYM EQUIPMENT FOR APRIL 2022 - JUNE 2022	7,422.49

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EFT34501	31/03/2022	WA COUNTRY BUILDERS PTY LTD	REFUND OF BUILDING APPLICATION PAID TWICE	1,540.29
EFT34502	31/03/2022	WESTRAC PTY LTD	VARIOUS PARTS FOR SERVICING & REPAIRS OF SHIRE VEHICLES	3,199.29
EFT34503	31/03/2022	WINC AUSTRALIA PTY LTD	4 X DESKS, PEDESTALS AND BOOKSHELVES FOR DEPOT & CLEANING SUPPLIES	4,376.44
EFT34504	31/03/2022	WORKWEAR GROUP	UNIFORM ORDERS	2,064.97
DIRECT DEBITS - LICENSING				
27369	01/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/03/2022	1,818.75
27370	02/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/03/2022	4,914.70
27371	03/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/03/2022	1,987.30
27372	04/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/03/2022	6,492.10
27373	08/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/03/2022	6,543.80
27374	09/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/03/2022	2,127.65
27375	10/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/03/2022	4,370.85
27376	11/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/03/2022	5,885.95
27377	14/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/03/2022	6,708.25
27378	15/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/03/2022	1,876.35
27379	16/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/03/2022	6,860.90
27380	17/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/03/2022	7,958.75
27381	18/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/03/2022	5,646.20
27382	21/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/03/2022	5,247.70
27383	22/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/03/2022	3,332.60
27384	23/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/03/2022	3,372.70
27385	24/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/03/2022	4,961.95
27386	25/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/03/2022	3,110.70
27387	28/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/03/2022	9,511.25
27388	29/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/03/2022	6,227.50
27389	30/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/03/2022	1,880.85
27390	31/03/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/03/2022	4,683.20
CHEQUES				
300173	03/03/2022	BUNNINGS BUILDING SUPPLIES	MAKITA CORDLESS IMPACT WRENCH	742.36
300174	03/03/2022	DEPT OF MINES, INDUSTRY REGS & SAFETY	LODGEMENT OF SECURITY BOND PAID BY TENANT FOR 146 HAMPTON ST	1,420.00
300175	03/03/2022	SUSAN JEAN HOGAN	RATES REFUND	632.43

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
300176	03/03/2022	LANDSCOPE MAGAZINE	2021/22 ANNUAL SUBSCRIPTION TO LANDSCOPE MAGAZINE	33.00
300177	03/03/2022	NATIONAL GEOGRAPHIC SOCIETY	2021/22 ANNUAL SUBSCRIPTION TO NATIONAL GEOGRAPHIC MAGAZINE	69.00
300178	03/03/2022	NEW SCIENTIST MAGAZINE	2021/22 ANNUAL SUBSCRIPTION TO NEW SCIENTIST MAGAZINE	320.00
300179	03/03/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	MONTHLY STAFF DEBTOR DEDUCTIONS FOR FEBRUARY	1,106.64
300180	03/03/2022	WATER CORPORATION	WATER USAGE	3,100.41
300181	11/03/2022	ROBERT WILLIAM GREEN	PAYROLL CHEQUES	7,433.97
300182	16/03/2022	BUNNINGS BUILDING SUPPLIES	HEAVY DUTY TARPAULIN FOR WASTE FACILITY	53.09
300183	31/03/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S COLLECTED FOR FEBRUARY	113.00
				<u>1,660,354.13</u>
CHEQUES - VISITOR CENTRE TRUST				
200030	30/03/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON ACCOMMODATION BOOKINGS FOR FEBRUARY 2022	187.33
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT34411	30/03/2022	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SALES FOR FEBRUARY 2022	26.25
EFT34412	30/03/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR MONTH OF FEBRUARY	126.48
EFT34413	30/03/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR FEBRUARY 2022	21.59
V300210	14/03/2022	WESTPAC BANK	TOTAL ACCOMMODATION FOR THE MONTH OF FEBRUARY 2022	1,072.15
				<u>1,433.80</u>

This schedule of accounts paid for the Municipal Fund totalling \$1,648,227.02 and for the Trust Fund totalling \$1,433.80 which was submitted to each member of the Council on 28th April 2022 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/03/2022 is \$293,392.92



CHIEF EXECUTIVE OFFICER

28 April 2022

SHIRE OF BRIDGETOWN-GREENBUSHES

Attachment 14

LIST OF EXPENDITURE AUTHORISED IN ADVANCE BY THE SHIRE PRESIDENT IN AN EMERGENCY TO 31 MARCH 2022 BRIDGETOWN/HESTER FIRE THAT COMMENCED 5 FEBRUARY 2022

Date	Supplier	Description	Invoiced Amount (Inc GST) \$	Committed Amount (Inc GST) \$	Applicable Insurance Policy
13/02/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - WESTRAC KEYS	11.01		MOTOR VEHICLE
13/02/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - CJD EQUIPMENT KEYS	11.01		MOTOR VEHICLE
27/02/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - WOOD CHIPPER KEYS & PARTS	15.03		MOTOR VEHICLE
01/03/2022	OFFICEWORKS LTD	4 X REPLACEMENT BLACK ERGONOMIC HEAVY DUTY CHAIRS FOR DEPOT STAFF DUE TO BUSHFIRE	1,196.00		PROPERTY - CONTENTS
01/03/2022	OFFICEWORKS	OFFICEWORKS LTD FREIGHT CHARGE	49.95		PROPERTY - CONTENTS
01/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT WESTINGHOUSE 503L 2 DOOR FRIDGE FOR DEPOT	1,248.01		PROPERTY - CONTENTS
01/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT 8L RUSSELL HOBBS HOT WATER URN FOR DEPOT	108.00		PROPERTY - CONTENTS
01/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT WESTINGHOUSE STAINLESS STEEL 4 SLICE SANDWICH PRESS FOR DEPOT	78.00		PROPERTY - CONTENTS
01/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT PANASONIC 32L WHITE INVERTER MICROWAVE FOR DEPOT	278.00		PROPERTY - CONTENTS
02/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X 60L WHEELIE BIN AND VARIOUS CLEANING SUPPLIES	115.58		PROPERTY - CONTENTS
02/03/2022	WESTPAC	NEW KEY FOR HAMM ROAD ROLLER LOST IN BUSHFIRE	38.15		MOTOR VEHICLE
03/03/2022	OFFICEWORKS LTD	4 X REPLACEMENT D-LINK WIFI ADAPTERS FOR DEPOT	351.80		PROPERTY - CONTENTS
03/03/2022	OFFICEWORKS LTD	FREIGHT CHARGES	5.95		PROPERTY - CONTENTS
03/03/2022	DAVMECH	TRANSPORT OF ISUZU CREW CAB TRUCK (B0102) FROM DEPOT TO BUNBURY FOR REPAIRS	726.00		MOTOR VEHICLE
03/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT HOSE CLAMP AND PACK OF 2 X GRIP WIRE ROPE	6.99		PROPERTY
04/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT 20M EXTENSION CORD FOR DEPOT	35.99		PROPERTY - CONTENTS
04/03/2022	BLACKWOOD RURAL SERVICES	REPLACE 1 X AIR BLOW GUN LOST IN BUSHFIRE	21.20		PROPERTY
04/03/2022	BLACKWOOD RURAL SERVICES	REPLACE 1 X DIAL GUAGE TYRE INFLATOR LOST IN BUSHFIRE	132.00		PROPERTY
04/03/2022	BLACKWOOD RURAL SERVICES	REPLACE 1 X 5 PIECE SET QUICK COUPLER (AIR FITTINGS) LOST IN BUSHFIRE	29.90		PROPERTY
04/03/2022	BLACKWOOD RURAL SERVICES	REPLACEMENT 1 X THREAD TAPE ROLL LOST IN BUSHFIRE	2.50		PROPERTY
08/03/2022	GRAHAM RODGER INCE	PAYMENT OF BUSHFIRE VOLUNTEER INSURANCE CLAIM FOR DAMAGED IPOD DURING HESTER FIRE	328.90		BUSHFIRE VOLUNTEERS
08/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X 2000W VACUUM CLEANER FOR DEPOT	160.00		PROPERTY - CONTENTS
08/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X MEDIUM DUTY INDOOR BROOM FOR DEPOT	13.00		PROPERTY
08/03/2022	SOUTHERN LOCK & SECURITY	REPLACEMENT OF 6 X RESTRICTED KEYS CUT TO SHIRE SYSTEM	99.00		PROPERTY
08/03/2022	SOUTHERN LOCK & SECURITY	REPLACEMENT OF 6 X RESTRICTED KEYS CUT TO SHIRE SYSTEM	8.25		PROPERTY
08/03/2022	WINC AUSTRALIA PTY LTD	4 X REPLACEMENT A4 2022 DIARIES FOR DEPOT	31.08		PROPERTY - CONTENTS

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF EXPENDITURE AUTHORISED IN ADVANCE BY THE SHIRE PRESIDENT IN AN EMERGENCY TO 31 MARCH 2022 BRIDGETOWN/HESTER FIRE THAT COMMENCED 5 FEBRUARY 2022

Date	Supplier	Description	Invoiced Amount (Inc GST) \$	Committed Amount (Inc GST) \$	Applicable Insurance Policy
08/03/2022	WINC AUSTRALIA PTY LTD	1 X PACK OF 50 X ASSORTED COLOURED KEY RING TAGS FOR DEPOT FLEET	21.26		PROPERTY - CONTENTS
08/03/2022	RICHFEEDS AND RURAL SUPPLIERS	REPLACEMENT SILVAN DIESELPRO 400LTR TRANSFER UNIT FOR MITSUBISHI TRITON - B2312 LOST IN BUSHFIRE	1,850.00		PROPERTY
09/03/2022	OFFICEWORKS LTD	REPLACEMENT STATIONERY, TRAYS AND DESKTOP ORGANISERS FOR NEW DEPOT OFFICE	363.81		PROPERTY - CONTENTS
09/03/2022	OFFICEWORKS LTD	FREIGHT	5.95		PROPERTY - CONTENTS
09/03/2022	WINC AUSTRALIA PTY LTD	4 X REPLACEMENT A2 2022 WALL PLANNERS FOR DEPOT	31.15		PROPERTY - CONTENTS
09/03/2022	RICHFEEDS AND RURAL SUPPLIERS	REPLACEMENT OF 3 X TWIN PACK UNIDEN/GME UHF TWO WAY HANDHELDS LOST IN BUSHFIRE	399.95		PROPERTY
10/03/2022	WINC AUSTRALIA PTY LTD	4 X REPLACEMENT RAPID LINE OPEN DESKS FOR DEPOT	1,221.18		PROPERTY - CONTENTS
10/03/2022	WINC AUSTRALIA PTY LTD	4 X REPLACEMENT RAPID LINE MOBILE PEDESTALS FOR DEPOT	975.39		PROPERTY - CONTENTS
10/03/2022	WINC AUSTRALIA PTY LTD	4 X REPLACEMENT RAPID LINE BOOKSHELVES FOR DEPOT	1,185.93		PROPERTY - CONTENTS
10/03/2022	WINC AUSTRALIA PTY LTD	FREIGHT CHARGES	391.60		PROPERTY - CONTENTS
14/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 5 X POWER BOARDS & 5 X EXTENSION CORDS FOR DEPOT	243.80		PROPERTY - CONTENTS
14/03/2022	RICHFEEDS AND RURAL SUPPLIERS	REPLACEMENT OF 1 X SILVAN DIGITAL METER FUEL GUN FOR MITSUBISHI TRITON - B2312 LOST IN BUSHFIRE	189.00		PROPERTY
15/03/2022	BLISS FOR DESIGN	REPLACEMENT OF 10 X PAIRS PROTECTIVE CHAINSAW CHAPS (2 X SMALL, 6 X MEDIUM & 2 X LARGE)	2,640.00		PROPERTY
16/03/2022	BLACKWOODS	20 X PAIRS SPECS 3M MIST DUST GUARD SMOKE	243.32		PROPERTY
17/03/2022	BLISS FOR DESIGN	1 X SAFETY HELMET WITH FACE SHIELD	42.75		PROPERTY
17/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	119 SERIES PADLOCK LAM 40MM X 2.2MM SHACKLE TO REPLACE P2002 PADLOCKS CUT OFF TO GAIN ACCESS TO FUEL TANK AND TOOL BOX AS KEYS LOST IN BUSHFIRE	63.00		PROPERTY
18/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	1 X REPLACEMENT STANLEY 2.5HP DIRECT DRIVE AIR COMPRESSOR 50L FOR WASTE FACILITY	288.00		PROPERTY
18/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	1 X AIR ACCESSORY KIT 1/4 INCH FOR WASTE FACILITY AIR COMPRESSOR LOST IN BUSHFIRE	27.95		PROPERTY
18/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	1 X ITM AIR HOSE 10MM X 10MM PVC FOR WASTE FACILITY AIR COMPRESSOR	35.09		PROPERTY
18/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	1 X AIR BLOW GUN BENT NOZZLE 600MM FOR WASTE FACILITY AIR COMPRESSOR LOST IN BUSHFIRE	35.99		PROPERTY
22/03/2022	BLISS FOR DESIGN	2 X PAIRS OF SECATEURS	37.30		PROPERTY

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF EXPENDITURE AUTHORISED IN ADVANCE BY THE SHIRE PRESIDENT IN AN EMERGENCY TO 31 MARCH 2022 BRIDGETOWN/HESTER FIRE THAT COMMENCED 5 FEBRUARY 2022

Date	Supplier	Description	Invoiced Amount (Inc GST) \$	Committed Amount (Inc GST) \$	Applicable Insurance Policy
22/03/2022	BLISS FOR DESIGN	1 X 167M ROLL OF WHIPPER SNIPPER CORD	74.25		PROPERTY
22/03/2022	BLACKWOOD PLUMBING AND GAS	SUPPLY & INSTALL REPLACEMENT TAP FOR WATER TANK AT SHIRE DEPOT	341.00		PROPERTY
22/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X PACK OF 2 X 6MM D SHACKLES AND 1 X PACK OF 2 X 5MM D SHACKLES FOR DEPOT	6.73		PROPERTY
22/03/2022	WINC AUSTRALIA PTY LTD	2 X REPLACEMENT 1200MM X 900MM QUARTET MOBILE WHITEBOARDS FOR DEPOT	761.55		PROPERTY - CONTENTS
24/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 4 X 16L FLEXI TUBS FOR DEPOT	25.16		PROPERTY
24/03/2022	ADAM JENKINS TREE SERVICES	REMOVAL OF HAZARDOUS TREES ON WARNER AND KRSULS RD AND AROUND HESTER TOWNSITE FOLLOWING BUSHFIRE	1,430.00		
25/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X HAND SPRAY AND CONNECTOR 4 PIECE SET AND ATTACHMENTS LOST IN BUSHFIRE	14.38		PROPERTY
25/03/2022	WESTRAC PTY LTD	80 X BOLTS LOST IN DEPOT BUSHFIRE FOR GRADERS CUTTING EDGE	258.72		PROPERTY
25/03/2022	WESTRAC PTY LTD	80 X NUTS LOST IN DEPOT BUSHFIRE FOR GRADERS CUTTING EDGE	167.20		PROPERTY
25/03/2022	WESTRAC PTY LTD	80 X WASHERS LOST IN DEPOT BUSHFIRE FOR GRADERS CUTTING EDGE	161.04		PROPERTY
26/03/2022	FUELRITE SERVICES	REPLACEMENT OF 20 X IBUTTON KEYS FOR THE SMART FILL FUEL SYSTEM LOST IN BUSHFIRE	352.00		PROPERTY
28/03/2022	BUNBURY TRUCKS SALES AND SERVICE CENTRE	REPLACEMENT FUSO FILTER KIT LOST IN BUSHFIRE FOR TIP TRUCK (P2018)	70.62		PROPERTY
29/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 2 X SPARE KEYS LOST IN BUSHFIRE (1 X FOR PA DOOR & 1 X FOR ROLLER DOOR) FOR SWEEPER SHED	8.98		PROPERTY
29/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X 680GM SUPERCRAFT RUBBER Mallet LOST IN BUSHFIRE	15.29		PROPERTY
29/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X CAULKING GUN TOUGH RED 300ML HB FULLER & 1 X SEALANT ADHESIVE 221 WHITE 310ML SIKAFLEX LOST IN BUSHFIRE	56.68		PROPERTY
30/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 2 X 450MM LEAF RAKES, 1 X 10M FATMAX MEASURING TAPE AND 1 X M5X16 HEX SET SCREW & NUT SET SS316 SP10 LOST IN BUSHFIRE	70.16		PROPERTY
30/03/2022	BRIDGETOWN MITRE 10 & RETRAVISION	REPLACEMENT OF 1 X PACK OF 10 X 12GX45MM T17 SCREWS AND 1 X PACK OF 4 X 100MM STEEL BRACKETS FOR DEPOT	12.58		PROPERTY
30/03/2022	T-QUIP	3 X TOP140-1241 BLADE-ATOMIC 60 INCH DECK (P2206 PARTS LOST IN FIRE)	111.54		PROPERTY
30/03/2022	T-QUIP	3 X TOP63-8360 KEY IGNITION (W/SHIELD) (P2206 PATRS LOST IN FIRE)	23.77		PROPERTY

SHIRE OF BRIDGETOWN-GREENBUSHES

LIST OF EXPENDITURE AUTHORISED IN ADVANCE BY THE SHIRE PRESIDENT IN AN EMERGENCY TO 31 MARCH 2022 BRIDGETOWN/HESTER FIRE THAT COMMENCED 5 FEBRUARY 2022

Date	Supplier	Description	Invoiced Amount (Inc GST) \$	Committed Amount (Inc GST) \$	Applicable Insurance Policy
30/03/2022	T-QUIP	1 X TOP131-6691 SEAT COVER LARGE (P2206 PARTS LOST IN FIRE)	121.64		PROPERTY
30/03/2022	T-QUIP	FREIGHT	28.55		PROPERTY
31/03/2022	MANJIMUP TOYOTA & MITSUBISHI	REPLACEMENT OF KEY SET LOST IN BUSHFIRE FOR P2270	851.77		MOTOR VEHICLE
31/03/2022	BLISS FOR DESIGN	4 X FUEL/OIL JERRY CANS FOR P6000 CHAINSAW LOST IN BUSHFIRE	167.20		PROPERTY
31/03/2022	BLISS FOR DESIGN	4 X LARGE 10 SAW WEDGES FOR P6000 CHAINSAW LOST IN BUSHFIRE	79.20		PROPERTY
31/03/2022	BLISS FOR DESIGN	4 X SMALL 5.5 SAW WEDGES FOR P6000 CHAINSAW LOST IN BUSHFIRE	51.48		PROPERTY
31/03/2022	SPRINT EXPRESS	FREIGHT CHARGES 1 X CARTON WESTRAC - ASSORTED NUTS, BOLTS AND WASHERS FOR PLANT SERVICING	22.00		PROPERTY
31/03/2022	SPRINT EXPRESS	FREIGHT CHARGES 1 X CARTON BUNBURY TRUCKS - FILTER KIT FOR TIP TRUCK	18.70		PROPERTY
31/03/2022	BLISS FOR DESIGN	REPLACEMENT OF 8 X PAIRS OF PROTECTIVE CHAINSAW CHAPS (MEDIUM)	2,112.00		PROPERTY
29/03/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	REPLACEMENT - KEY AG (LOST KEYS FROM FIRE)		38.12	MOTOR VEHICLE
29/03/2022	TENNANT	KEY, IGNITION (REPLACING KEYS FOR P2111 LOST IN FIRE)		52.09	MOTOR VEHICLE
30/03/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	REPLACEMENT CHAIN SHARPENERS (LOST IN FIRE)		354.00	PROPERTY
30/03/2022	BLISS FOR DESIGN	REPLACEMENT TRUYARD COMMERCIAL GARDEN EDGER LOST IN FIRE		1,399.00	PROPERTY
30/03/2022	BRIDGETOWN TIMBER SALES	RECTANGULAR COAT HOOK FOR ELECTRICAL LEADS		163.50	PROPERTY
30/03/2022	BLACKWOOD RURAL SERVICES	REPLACEMENT OF 4 x HUSQVARNA LEAF BLOWERS LOST IN FIRE		1,396.00	PROPERTY
			22,807.90	3,402.71	



SHIRE OF BRIDGETOWN-GREENBUSHES

2021/2022 BUDGET REVIEW

For the Period 1 July 2021 to 31 March 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY (BUDGET REVIEW) BY PROGRAM
FOR THE PERIOD ENDING 31 MARCH 2022

	Adopted Budget (a)	YTD Actual 31 Mar 2022	Budget Review (b)	Budget Review Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	1,169	1,059	1,169	0	
General Purpose Funding - Rates	5,827,759	5,669,457	5,860,641	32,882	0.6%
Law, Order and Public Safety	1,158,923	383,347	1,265,954	107,031	9.2%
Health	14,100	9,894	12,100	(2,000)	(14.2%)
Education and Welfare	5,710	385	710	(5,000)	(87.6%)
Housing	34,580	11,318	15,564	(19,016)	(55.0%)
Community Amenities	1,111,418	1,141,109	1,189,407	77,989	7.0%
Recreation and Culture	3,152,258	1,174,383	3,174,050	21,792	0.7%
Transport	3,176,593	725,810	3,552,370	375,777	11.8%
Economic Services	249,429	95,829	259,707	10,278	4.1%
Other Property and Services	186,551	169,239	361,041	174,490	93.5%
Operating Revenues (Continued)					
Total Operating Revenue	14,918,490	9,381,830	15,692,713	774,223	
Operating Expenses					
Governance	(1,235,956)	(830,265)	(1,226,293)	9,663	(0.8%)
General Purpose Funding	(123,588)	(79,847)	(124,888)	(1,300)	1.1%
Law, Order and Public Safety	(1,160,888)	(755,556)	(1,274,303)	(113,415)	9.8%
Health	(158,989)	(106,758)	(157,589)	1,400	(0.9%)
Education and Welfare	(213,915)	(126,788)	(182,115)	31,800	(14.9%)
Housing	(34,580)	(57,113)	(58,429)	(23,849)	69.0%
Community Amenities	(1,937,307)	(1,281,378)	(1,895,297)	42,010	(2.2%)
Recreation and Culture	(3,286,951)	(1,835,963)	(3,268,040)	18,911	(0.6%)
Transport	(3,855,081)	(2,752,089)	(3,859,022)	(3,941)	0.1%
Operating Expenses (Continued)					
Economic Services	(731,326)	(491,468)	(742,086)	(10,760)	1.5%
Other Property and Services	(150,388)	(150,025)	(312,624)	(162,236)	107.9%
Total Operating Expenditure	(12,888,969)	(8,467,251)	(13,100,686)	(211,717)	
Funding Balance Adjustments					
Add back Depreciation	3,618,588	2,678,474	3,573,101	(45,487)	1.3%
Adjust (Profit)/Loss on Asset Disposal	6,400	67,446	66,239	59,839	(935.0%)
Adjust Provisions and Accruals	0	319	0	0	
Net Cash from Operations	5,654,509	3,660,818	6,231,367	576,858	
Capital Revenues					
Proceeds from Disposal of Assets					
Law, Order & Public Safety	6,200	0	6,200	0	
Community Amenities	16,100	4,747	19,847	3,747	23.3%
Recreation and Culture	3,000	3,300	3,000		
Transport	89,000	0	89,000	0	
Total Capital Revenues	114,300	8,047	118,047	3,747	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY (BUDGET REVIEW) BY PROGRAM
FOR THE PERIOD ENDING 31 MARCH 2022

	Adopted Budget (a)	YTD Actual 31 Mar 2022	Budget Review (b)	Budget Review Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Capital Expenses					
Governance	(192,351)	(55,866)	(223,011)	(30,660)	(15.9%)
Law, Order and Public Safety	(615,435)	(38,512)	(626,975)	(11,540)	(1.9%)
Community Amenities	(216,153)	(43,601)	(222,813)	(6,660)	(3.1%)
Recreation and Culture	(3,637,508)	(1,305,150)	(3,874,845)	(237,337)	(6.5%)
Transport	(3,775,355)	(611,408)	(4,245,164)	(469,809)	(12.4%)
Economic Services	(201,320)	(3,476)	(201,320)	0	
Other Property and Services	(25,500)	(7,973)	(27,500)	(2,000)	(7.8%)
Total Capital Expenditure	(8,663,622)	(2,065,986)	(9,421,628)	(758,006)	
Net Cash from Capital Activities	(8,549,322)	(2,057,939)	(9,303,581)	(754,259)	
Financing					
Transfer from Reserves	991,145	324,136	1,317,023	325,878	32.9%
Repayment of Debentures	(181,402)	(90,007)	(181,402)	0	
Principal Lease Payments	(44,595)	(31,429)	(44,595)	0	
Transfer to Reserves	(549,992)	(5,435)	(581,892)	(31,900)	(5.8%)
Net Cash from Financing Activities	215,156	197,265	509,134	293,978	
Net Operations, Capital and Financing	(2,679,657)	1,800,144	(2,563,080)	116,577	4.4%
Opening Funding Surplus(Deficit)	2,679,657	2,733,197	2,733,197	53,540	2.0%
Closing Funding Surplus(Deficit)	0	4,533,342	170,117	170,117	

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDING 31 MARCH 2022**

Note 1: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)		
	Adopted Budget	YTD Actual 31 Mar 2022	Revised Budget
	\$	\$	\$
Current Assets			
Cash Unrestricted	790,458	6,271,667	960,575
Cash Restricted	3,128,695	3,251,146	2,834,717
Receivables	394,176	856,545	394,176
Contract Assets	0	318,982	0
Inventories	18,162	42,767	18,162
	4,331,491	10,741,107	4,207,630
Less: Current Liabilities			
Payables	(626,506)	(634,861)	(626,506)
Contract Liabilities	0	(1,769,525)	0
Provisions	(762,213)	(738,475)	(762,213)
Lease Liabilities	(42,235)	(8,926)	(42,235)
Loan Liabilities	(160,317)	(91,395)	(160,317)
	(1,591,271)	(3,243,182)	(1,591,271)
Less: Cash Reserves	(3,128,695)	(3,251,146)	(2,834,717)
Add: Current Leave Provision Cash Backed	185,923	186,242	185,923
Add: Current Lease Liabilities	42,235	8,926	42,235
Add: Current Loan Liabilities	160,317	91,395	160,317
Net Current Funding Position	0	4,533,342	170,117

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDING 31 MARCH 2022

Note 2: BUDGET REVIEW AMENDMENTS

Ref	Account Code	Job	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Balance	Notation - Reason for Change
						\$	\$	\$	\$	
	Budget Adoption Rates				Opening (Surplus)/Deficit				(0)	
1	01122		BPoint & BPay Service		Operating Expenditure			(1,300)	(1,300)	Increased ratepayers paying by direct debit facility, bank waived fee for a period in 20/21 due COVID-19
2	01191		General Rates		Operating Income			(45,225)	(46,525)	Increased interim rates due to property changes e.g. new residents and subdivisions
3	01201		Interest on Overdue Rates		Operating Income		1,500		(45,025)	Rate exemption status anticipated for Geegeelup Village properties
4	01231		Rates Instalment Charges		Operating Income			(3,740)	(48,765)	Increased interest due to increase in ratepayers paying by direct debit option
5	05483		Rate Enquiry Fees (Gist Free)		Operating Income		40,000		(8,765)	Reduced number of ratepayers paying by instalments
	Other General Purpose Funding									Increased number of property settlements
6	02301		Other General Purpose - Grants Commission		Operating Income		17,015		8,250	Grant funds received greater than notional amount advised
7	02351		Local Road Funding - Grants Commission		Operating Income		37,332		45,582	Grant funds received greater than notional amount advised
8	03601		General Revenue Interest		Operating Income			(8,000)	37,582	Reduced interest rates
9	03701		Reserves Interest Received		Operating Income			(6,000)	31,582	Reduced interest rates
	Members of Council									
10	04022		Members - Travel		Operating Expenditure	3,168			31,582	Adjustment to allocation of vehicle costs
11	04042		Members - Election Expenses		Operating Expenditure		1,975		33,557	Election expenses less than anticipated
12	04292		Members - Administration & Finance Activity Unit Costs		Operating Expenditure	(3,000)			33,557	Adjustment to allocation of corporate administration costs
13	04312		Members - Development & Infrastructure Management Department		Operating Expenditure		2,800		36,357	Reduced employee costs due to staff vacancies
14	04322		Members - Community Services Department		Operating Expenditure		2,600		38,957	Reduced employee costs due to staff vacancies
15	04362		Members - Chief Executive Office Department		Operating Expenditure			(3,100)	35,857	Greater salary allocation due to less leave being taken
	Governance - General									
16	05002		Strategic Planning		Operating Expenditure	1,870	4,100		39,957	Reduced employee costs due to staff vacancies
17	05006	PJ115	Financial Management Systems Review	C.07/0222	Operating Expenditure			(9,000)	30,957	Contractor to undertake 2022 Financial Management Systems Review
18	05502		Other Governance - Corporate Services Department		Operating Expenditure	14,770	14,100		45,057	Reduced employee costs due to staff vacancies
19	05512		Other Governance - Development & Infrastructure Management Department		Operating Expenditure		3,200		48,257	Reduced employee costs due to staff vacancies
20	05532		Other Governance - Community Services Department		Operating Expenditure		1,000		49,257	Reduced employee costs due to staff vacancies
21	05542		Other Governance - Communications		Operating Expenditure		4,500		53,757	Reduced employee costs due to staff vacancies
22	05552		Other Governance - Refreshments		Operating Expenditure			(1,200)	52,557	Costs greater than anticipated
23	05612		Other Governance - Chief Executive Office Department		Operating Expenditure	8,310		(32,430)	20,127	Greater employee costs due to less leave being taken and adjustment to allocation of corporate administration costs
24	05662		Other Governance - Minor Furniture & Equipment		Operating Expenditure			(2,500)	17,627	Additional funds for video conference camera and equipment
25	05682		Australia Day Breakfast		Operating Expenditure			(1,500)	16,127	Increase to fund new Australia Day Honour Board
26	05574	07BU	Shire Administration Building	C.11/1121	Capital Expenditure			(26,000)	(9,873)	Amendments to building works program due to unsuccessful grant application
27	05574	07BU	Shire Administration Building		Capital Expenditure	(4,660)			(9,873)	Adjustment to allocation of plant usage costs
	Fire Prevention									
28	06006		DFES Non-Recurrent Expenditure		Operating Expenditure			(1,738)	(11,611)	Transfer of savings from 30BU
29	06016	PJ26	Bushfire Mitigation Activity Fund		Operating Expenditure	(2,500)		(86,435)	(98,046)	Additional expenditure offset by additional grant income
30	06016	PJ114	Blazeaid Assistance	C.11/0222	Operating Expenditure			(5,000)	(103,046)	Contribution to Blazeaid for fencing reinstatements after bush fire
31	06032		Firebreak Inspection & Control		Operating Expenditure		1,650		(101,396)	Reduced salary allocation due to additional staff leave
32	06062		Bush Fire Management & Administration		Operating Expenditure			(1,650)	(103,046)	Greater salary allocation due to less leave being taken
33	06102		Bush Fire Recovery Costs		Operating Expenditure	(900)		(10,300)	(113,346)	Costs associated with bushfire recovery including wages, employee on-costs, materials and contracts

SHIRE OF BRIDGETOWN-GREENBUSHES
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FOR THE PERIOD ENDING 31 MARCH 2022

Note 2: BUDGET REVIEW AMENDMENTS

Ref	Account Code	Job	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Balance	Notation - Reason for Change
						\$	\$	\$	\$	
34	06202		Hazard Reductions Private Land		Operating Expenditure		1,470		(111,876)	Reduced requirement for works on private land
35	06482		Fire Prevention - Administration & Finance Activity Unit Costs		Operating Expenditure	(3,000)			(111,876)	Adjustment to allocation of corporate administration costs
36	06017		Fire Prevention Non-Recurrent Grants	C.16/1021	Operating Income		103,891		(7,985)	Additional grant funds received for mitigation program and replacement solar panels
37	06393		Fire Prevention - Hazard Reduction Fees & Charges		Operating Income			(2,360)	(10,345)	Reduced requirement for works on private land
38	06534	09EQ	Solar Power System - Catterick BFB	C.16/1021	Capital Expenditure			(7,478)	(17,823)	Installation of replacement solar panels
39	06534	10EQ	Solar Power System - Maranup BFB	C.16/1021	Capital Expenditure			(7,478)	(25,301)	Installation of replacement solar panels
40	06584	30BU	Hester Bushfire Brigade		Capital Expenditure		1,738		(23,563)	Savings transferred to 06006
41	06594		Fire Prevention - Purchase of Plant		Capital Expenditure		1,678		(21,885)	Costs of vehicle fitout less than anticipated
			Animal Control							
42	07022		Dog Control		Operating Expenditure			(1,425)	(23,310)	Increased costs for relief ranger contractor
43	07403		Animal Control - Fines & Penalties		Operating Income		2,500		(20,810)	Increased number of fines
44	07423		Animal Control - Dog Registration Fees		Operating Income		3,000		(17,810)	Increased number of new dog registrations
			Other Law, Order, & Public Safety							
45	08022		Other Law Order & Public Safety		Operating Expenditure			(425)	(18,235)	Increased costs for relief ranger contractor
46	08042		Other Law Order & Public Safety Loss on Sale Of Assets		Operating Expenditure	(3,162)			(18,235)	Loss on disposal of CCTV cameras
			Prev. Services Administration & Inspect.							
47	14032		Executive Support - Development & Infrastructure Management		Operating Expenditure		1,400		(16,835)	Reduced employee costs due to staff vacancies
48	14483		Health Act Licenses (GST Free)		Operating Income			(2,000)	(18,835)	Reduced health licence approvals
			Care of Families & Children							
49	18052		Care of Families - Community Planning Development Projects		Operating Expenditure		1,800		(17,035)	Reduced employee costs due to staff vacancies
			Aged And Disable							
50	19002		Aged & Disabled - Service Agreements & Community Grants		Operating Expenditure		30,000		12,965	Service agreement funding not required due to anticipated granting of rate exemption status for Geegeelup Village properties
51	19062		Aged & Disabled - Seniors Programmes		Operating Expenditure		5,000		17,965	Reduced program expenditure due to reduced grant income
52	19433		Aged & Disabled - Other Recurrent Grants		Operating Income			(5,000)	12,965	No grant funding expected, expenditure reduced accordingly
			Other Welfare							
53	22006	PJ113	BYA Skate Competition	C.12/1221	Operating Expenditure			(5,000)	7,965	Sponsorship of Blackwood Youth Action Group skate competition
			Staff Housing							
54	24022		Staff Housing Building Maintenance		Operating Expenditure	(12,749)		(11,100)	(3,135)	Increased building maintenance costs
55	24053		Staff Housing Rent 144 Hampton Street		Operating Income			(13,050)	(16,185)	Reduced rental income due to house vacancy for part of year
56	24063		Staff Housing Rent 146 Hampton Street		Operating Income		1,645		(14,540)	Increased rental income
57	24083		Staff Housing Rent 31 Gifford Street		Operating Income			(7,611)	(22,151)	Reduced rental income due to house vacancy for part of year and occupation by Depot staff following bush fire
			Sanitation - Household Refuse							
58	25012		Sanitation Loss on Sale of Asset		Operating Expenditure	(17,631)			(22,151)	Loss on disposal of forklift damaged in bush fire
59	25022		Commercial Refuse Collection		Operating Expenditure	2,000	2,000		(20,151)	Reduced Works & Services costs
60	25032		Bridgetown Refuse Site Management		Operating Expenditure	(8,000)		(9,605)	(29,756)	Increased Works & Services costs
61	25042		Refuse Recycling		Operating Expenditure	6,200	4,000		(25,756)	Reduced Works & Services costs
62	25062		Greenbushes Transfer Station Management		Operating Expenditure	2,600	2,000		(23,756)	Reduced Works & Services costs
63	25413		Sanitation General Refuse Collection Charges		Operating Income		1,398		(22,358)	Income to be received greater than estimated
64	25433		Landfill Site Maintenance Rate		Operating Income		1,452		(20,906)	Income to be received greater than estimated
65	25453		Landfill Site Maintenance Concessions		Operating Income		3,740		(17,166)	Less concessions granted
66	25493		Sanitation General Kerbside Recycling Charges		Operating Income		1,199		(15,967)	Income to be received greater than estimated
67	25503		Sanitation General User Pay Charges		Operating Income		24,400		8,433	Income to be received greater than estimated
68	25553		Insurance Reimbursements & Recoveries		Operating Income		16,800		25,233	Insurance payout for total loss of forklift in bush fire
69	25534	PL19	Forklift Waste Facility		Capital Expenditure			(17,617)	7,616	Replacement forklift
70	25505		Sanitation - Sale of Plant		Capital Income		3,747		11,363	Sale proceeds for forklift greater than estimated

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDING 31 MARCH 2022

Note 2: BUDGET REVIEW AMENDMENTS

Ref	Account Code	Job	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Balance	Notation - Reason for Change
						\$	\$	\$	\$	
71	Sewerage 27006	PJ51	Greenbushes Liquid Waste Site Rehabilitation		Operating Expenditure		13,000		24,363	Works undertaken by third party
72	Urban Stormwater 39042		Drainage Maintenance		Operating Expenditure	(1,960)	33,000		57,363	Reduced Works & Services costs
73	28004	DR25	Lockley Avenue (Memorial Park Drainage)		Capital Expenditure	3,447	1,565		58,928	Reduced Works & Services costs
74	28004	DR31	Claret Ash Rise		Capital Expenditure		11,558		70,486	Reduced Works & Services costs
75	28004	DR39	Layman Street Drainage		Capital Expenditure	(3,134)		(2,479)	68,007	Increased Works & Services costs
76	Town Planning & Regional Development 30012		Town Planning Administration & Control - Development Services Department		Operating Expenditure	6,236			68,007	Reduced employee costs due to staff vacancies
77	30052		Town Planning Executive Support - Development & Infrastructure Management		Operating Expenditure		1,400		69,407	Reduced employee costs due to staff vacancies
78	30082		Town Planning Other Costs		Operating Expenditure			(1,150)	68,257	Costs greater than estimated
79	30232		Planning Application Assessment - Infrastructure Management Department		Operating Expenditure		1,000		69,257	Reduced employee costs due to staff vacancies
80	30433		Town Planning Application Fees		Operating Income		24,000		93,257	Income to be received greater than estimated
81	Other Community Amenities 31002		Cemeteries Grounds Maintenance		Operating Expenditure	470	2,500		95,757	Reduced Works & Services costs
82	31012		Cemeteries Administration Corporate Services Department		Operating Expenditure	1,050	1,000		96,757	Reduced employee costs due to staff vacancies
83	31022		Grave Digging		Operating Expenditure			(2,210)	94,547	Increased number of burials
84	31052		Public Conveniences Building Maintenance		Operating Expenditure	1,910	1,000		95,547	Reduced building maintenance costs
85	31292		Other Community Amenities Community Bus	C.18/1021	Operating Expenditure	2,400		(1,200)	94,347	Adjustment to allocation of vehicle costs
86	31413		Cemetery Fees & Charges		Operating Income		5,000		99,347	Youth bus run service due to skate park closure Income to be received greater than estimated
87	Public Halls - Civic Centres 32012		Public Halls Building Maintenance		Operating Expenditure	1,910		(1,000)	98,347	Reduced building maintenance costs
88	32423		Greenbushes Hall Hire Charges		Operating Income		3,500		101,847	Income to be received greater than estimated
89	32433		Public Halls & Civic Centre Grants	C.11/1121	Operating Income			(52,500)	49,347	Reduced grant allocation towards project
90	32204	02BU	Growth Strategy Project - Bridgetown Civic Centre	C.04/0122	Capital Expenditure			(200,000)	(150,653)	Project cost increase, funded by reallocation of RLCIP Round 2 grant funds
91	32204	20BU	Greenbushes Hall	C.11/1121	Capital Expenditure		400,000		249,347	Amendments to building works program due to unsuccessful grant application
92	Swimming Areas And Beaches 33112		Greenbushes Pool Building Maintenance		Operating Expenditure			(1,600)	247,747	Allocation required to oil timber deck/walkway not previously anticipated as being required this year
93	Other Recreation & Sport 34016	PJ14	Landscaping Railway Carpark		Operating Expenditure	(2,390)	893		248,640	Increased Works & Services costs
94	34016	PJ95	Bridgetown CBD Water Restoration Project (Geegelup Rook)		Operating Expenditure			(5,000)	243,640	New grant funds from SWDC to be received towards concept plans
95	34026	PJ109	Greenbushes Youth Precinct	C.10/0222	Operating Expenditure			(15,000)	228,640	Project cost increase, funded by reduction in capital expenditure
96	34062		Greenbushes Recreation Facilities Building Maintenance		Operating Expenditure	1,900	1,000		229,640	Reduced building maintenance costs
97	34102		Parks & Gardens Maintenance		Operating Expenditure	8,537	45,200		274,840	Reduced Works & Services costs
98	34162		Local Community Trails & Path Projects	C.09/0921	Operating Expenditure			(8,500)	266,340	Reprint of trails booklets
99	34242		Bridgetown Recreation Facilities Building Maintenance		Operating Expenditure	(1,740)		(1,000)	265,340	Increased building maintenance costs
100	34392		Other Recreation & Culture Loss on Sale of Asset		Operating Expenditure	2,087			265,340	Loss on asset disposal less than estimated
101	34712		Parks And Gardens Minor Buildings/Structures Maintenance		Operating Expenditure	4,789	2,500		257,145	Reduced building maintenance costs
102	34932		Community Gardens Building Maintenance		Operating Expenditure		1,150		258,295	Reduced building maintenance costs
103	34952		Administration & Finance Activity Unit Allocations		Operating Expenditure	2,000			254,645	Adjustment to allocation of corporate administration costs
104	34832		Bridgetown Leisure Centre Management & Services - Community Services Department		Operating Expenditure		1,800		265,955	Reduced employee costs

SHIRE OF BRIDGETOWN-GREENBUSHES
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Note 2: BUDGET REVIEW AMENDMENTS

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						\$	\$	\$	\$	
105	34292		Bridgetown Leisure Centre Aquatic Co-ordinators & Lifeguards		Operating Expenditure			(2,320)	263,635	Increased employee costs
106	34982		Bridgetown Leisure Centre Health & Fitness Program Staff		Operating Expenditure			(1,540)	262,095	Increased employee costs
107	34552		Bridgetown Leisure Centre Programs		Operating Expenditure			(1,185)	264,155	Program costs greater than estimated
108	34052		Bridgetown Leisure Centre Building Maintenance		Operating Expenditure	6,910		(1,400)	260,695	Reduced building maintenance costs
109	34082		Bridgetown Leisure Centre Gardens		Operating Expenditure	190		(800)	259,895	Increased Works & Services costs
110	34572		Bridgetown Leisure Centre Vending & Kiosk Costs		Operating Expenditure		3,500		263,395	Vending costs less than estimated due to kiosk closure
111	34582		Bridgetown Leisure Centre Administration & Finance Activity Costs		Operating Expenditure	(4,570)		(1,500)	261,895	Increased employee costs
112	34602		Bridgetown Leisure Centre Other Costs		Operating Expenditure			(1,750)	260,145	Increased gym memberships requiring entry FOBS
113	34006	PJ59	Bridgetown Leisure Centre Furniture Equipment Purchases	C.11/1121	Operating Expenditure			(5,500)	254,645	Amendments to building works program due to unsuccessful grant application
114	34353		Bridgetown Leisure Centre Pool Entrance Fees		Operating Income		12,000		270,295	Income to be received greater than estimated
115	34363		Bridgetown Leisure Centre Infant Aquatics & Learn To Swim		Operating Income			(2,000)	268,295	Reduced income as programs not delivered
116	34403		Bridgetown Leisure Centre Term Program Fees		Operating Income			(2,000)	266,295	Reduced income as programs not delivered
117	34573		Bridgetown Leisure Centre Gymnasium Income		Operating Income		5,000		270,070	Income to be received greater than estimated
118	34593		Bridgetown Leisure Centre Hire Fees		Operating Income		10,000		280,070	Income to be received greater than estimated
119	34603		Bridgetown Leisure Centre Vending & Kiosk Sales (Gist Applies)		Operating Income			(4,250)	275,820	Income to be received less than estimated due to kiosk closure
120	34663		Bridgetown Leisure Centre Grants & Contributions		Operating Income		2,483		278,303	Increased employment subsidies
121	34413		Bridgetown Sporting Clubs Rental Charges		Operating Income			(1,225)	265,070	Reduced club usage of sportsground facilities
122	34423		Other Recreation & Sport Grants	C.09/0921 C.11/1121	Operating Income		118,500		396,803	Reallocation of grant funds to various projects
123	34514	16BU	Bridgetown Leisure Centre Building Renewals	C.11/1121	Capital Expenditure			(9,000)	387,803	Amendments to building works program due to unsuccessful grant application
124	34514	23BU	Bridgetown Trotting Club Facilities	C.11/1121	Capital Expenditure			(58,000)	329,803	Amendments to building works program due to unsuccessful grant application
125	34514	39BU	Greenbushes Golf Clubrooms	C.11/1121	Capital Expenditure			(35,000)	294,803	Amendments to building works program due to unsuccessful grant application
126	34514	54BU	Greenbushes Cricket Pavilion/Toilets	C.11/1121	Capital Expenditure			(10,000)	284,803	Amendments to building works program due to unsuccessful grant application
127	34544	05IU	Somme Creek Park		Capital Expenditure	(4,460)		(8,030)	276,773	Increased Works & Services costs
128	34544	08IU	Memorial Park	C.15/1121	Capital Expenditure			(57,520)	219,253	Replacement playground equipment required due to safety concerns
129	34634	08FE	Bridgetown Leisure Centre Computer Server		Capital Expenditure		1,953		221,206	Renewal of lights to Cenotaph
130	34664	06EQ	Air Conditioning Unit & PLC Program For Plantroom		Capital Expenditure		9,000		230,206	Saving made on replacement of server
131	34914	16IN	Growth Strategy Project - Bridgetown Youth Precinct	C.11/0821 C.04/0122	Capital Expenditure			(210,000)	20,206	Not required on further investigations, existing fans are providing sufficient cooling
132	34914	18IN	Bridgetown Leisure Centre Infrastructure Renewals		Capital Expenditure		6,720		26,926	Project costs increased, funded by reallocation of grant funds and other building works
133	34914	19IN	Lighting Improvements Facility Parking Areas		Capital Expenditure		12,000		38,926	Allocation for replacement grates around pool not required
134	34914	22IN	Greenbushes Skate Ramp	C.10/0222	Capital Expenditure		15,000		53,926	Savings made on this lighting project transferred to renewal of lights to Cenotaph at Memorial Park
	Heritage									Funding transferred to Greenbushes Youth Precinct consultation and planning
135	35042		Heritage Buildings Maintenance		Operating Expenditure	(4,750)		(2,600)	51,326	Increased building maintenance costs
136	35363		Heritage Building Grants	C.11/1121	Operating Income			(80,000)	(28,674)	Reduced grant allocation towards building project
137	35004	19BU	Greenbushes Old Court House	C.11/1121	Capital Expenditure		160,000		131,326	Amendments to building works program due to unsuccessful grant application
138	35004	57BU	Bridgetown Railway Station	C.14/1221a	Capital Expenditure			(240,000)	(108,674)	Increase in project costs, funded by Reserve transfers

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	Libraries									
139	36006	PJ98	Library Furniture		Operating Expenditure		2,000		(106,674)	Savings on purchase of furniture
140	36006	PJ111	Library I-Pads	C.13/1221	Operating Expenditure			(5,000)	(111,674)	New I-Pads funded by grant income
141	36022		Bridgetown Regional Library Administration & Finance Activity Unit Costs		Operating Expenditure	(6,050)		(1,000)	(112,674)	Increased employee costs and adjustment to allocation of corporate administration costs
142	36032		Bridgetown Regional Library Salaries & Staff Costs		Operating Expenditure		1,530		(111,144)	Reduced employee costs
143	36202		Bridgetown Regional Library Building Maintenance		Operating Expenditure	3,830	2,000		(109,144)	Reduced building maintenance costs
144	36222		Bridgetown Regional Library Grounds Maintenance		Operating Expenditure	380	2,000		(107,144)	Reduced Works & Services costs
145	36007		Bridgetown Regional Library Non-Recurrent Grants	C.13/1221	Operating Income		5,000		(102,144)	Grant for new I-Pads
146	36383		Bridgetown Regional Library Other Minor Income		Operating Income		7,284		(94,860)	Additional traineeship subsidies
147	36554	60BU	Bridgetown Regional Library Building Renewals	C.11/1121	Capital Expenditure			(10,000)	(104,860)	Amendments to building works program due to unsuccessful grant application
	Other Culture									
148	37006	PJ100	Bridgetown Arts Centre Business Plan	C.12/0322	Operating Expenditure			(2,000)	(106,860)	Increased costs for preparation of business case
149	37082		Arts & Cultural Programs Community Services Department		Operating Expenditure		1,000		(105,860)	Reduced employee costs due to staff vacancy
	Streets, Roads, Bridges, Depots - Construction									
150	38043		Regional Roads Safety Program	C.17/0322	Operating Income		349,000		243,140	Additional grant funds received towards Brockman Highway job
151	38153		Black Spot Funding	C.06/0921	Operating Income		340,667		583,807	Additional grant funds received towards Turner Road job
152	38173		LRCIP Grants - Transport Infrastructure		Operating Income		56,614		640,421	LRCIP Round 2 grant funding reallocated to footpath works
153	38014	RR24	Winnejump Road 2021-22		Capital Expenditure	53,442		(53,442)	586,979	Works crew utilised for works in lieu of contractors
154	38054	BK05	Turner Road	C.14/0122	Capital Expenditure			(35,000)	551,979	Project cost increase, \$30,000 funded by Reserves
155	38054	BK06	Winnejump Road	C.060921	Capital Expenditure	(199,677)		(331,963)	220,016	Project cost increase, part funded by additional grant income, deletion of other works and Reserve transfer
156	38084	KB01	Kerbing	C.06/0921	Capital Expenditure		4,000		224,016	Allocation reduced to fund other project cost increases
157	38504	RS03	Brockman Highway	C.17/0322	Capital Expenditure	43,778		(594,227)	(370,211)	Project cost increase, part funded by additional grant income and deletion of Hester Cascades Road and Polina Road jobs
158	38604	FP05	Nelson Street Footpath	C.06/0921	Capital Expenditure		80,610		(289,601)	Job deleted to part fund Winnejump Road cost increase
159	38604	FP30	Steere Street Footpath	C.06/0921	Capital Expenditure			(5,854)	(295,455)	Project cost increase, funded by reallocation of grant funds
				C.04/0122						
160	38604	FP38	Allnutt Street	C.06/0921	Capital Expenditure			(3,960)	(299,415)	Project cost increase, funded by reallocation of grant funds
				C.04/0122						
161	38694	RC53	Emergency Works		Capital Expenditure	16,521		(2,707)	(302,122)	Increased Works & Services costs
162	38694	RC54	Glentulloch Road Second Coat Seal		Capital Expenditure			(2,616)	(304,738)	Increased Works & Services costs
163	38694	RC55	Hester Cascades Road	C.17/0322	Capital Expenditure	16,431	19,044		(285,694)	Job deleted to part fund Brockman Highway cost increase
164	38694	RC56	Polina Road Resheet	C.17/0322	Capital Expenditure	48,063	60,265		(225,429)	Job deleted to part fund Brockman Highway cost increase
165	38694	RC57	Visitor Centre On-Street Parking		Capital Expenditure		15,000		(210,429)	Project cannot proceed due to lack of space to create compliant parking bay
166	38774	BR16	Fetcher's Road Bridge 3329A		Capital Expenditure		4,367		(206,062)	Cost of works less than estimated
167	38774	BR25	Catterick Road Bridge 3703A		Capital Expenditure			(988)	(207,050)	Cost of works greater than estimated
	Streets, Roads, Bridges, Depots - Maintenance									
168	39002		Depreciation Roads		Operating Expenditure	14,669			(207,050)	Adjustment to depreciation charge
169	39012		Road Maintenance		Operating Expenditure	720		(2,708)	(209,758)	Increased Works & Services costs
170	39022		Verge Maintenance		Operating Expenditure	1,230		(8,300)	(218,058)	Increased Works & Services costs
171	39052		Crossover Contributions		Operating Expenditure		4,000		(214,058)	Reduced contributions to crossovers provided
172	39072		General Bridge Maintenance		Operating Expenditure	1,320	35,094		(178,964)	Reduced Works & Services costs
173	39102		Depreciation Bridges		Operating Expenditure	9,818			(178,964)	Adjustment to depreciation charge
174	39192		Administration & Finance Activity Unit Allocations		Operating Expenditure	15,480			(178,964)	Adjustment to allocation of corporate administration costs
175	39202		Gravel Pit Rehabilitation		Operating Expenditure	6,494	5,365		(173,599)	Reduced Works & Services costs

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDING 31 MARCH 2022

Note 2: BUDGET REVIEW AMENDMENTS

Ref	Account Code	Job	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Balance	Notation - Reason for Change
						\$	\$	\$	\$	
176	39222		Street & Road Maintenance Loss on Sale of Assets		Operating Expenditure	(41,133)			(173,599)	Loss on disposal of vehicle assets lost in bush fire
177	39402		Design & Preliminary Planning Works Management		Operating Expenditure	1,510	7,500		(166,099)	Reduced employee costs due to staff vacancy
178	39492		Bush Fire Recovery Works		Operating Expenditure			(55,000)	(221,099)	Allocation for works required to reinstate road infrastructure after bush fire
179	39423		Insurance Reimbursements & Recoveries		Operating Income		57,510		(163,589)	Insurance reimbursement for two utes damaged in bush fire
180	39483		Temporary Heavy Haulage Permit Fees		Operating Income		1,400		(162,189)	Income to be received greater than estimated
181	39843		Street & Road Maintenance Engineering Supervision Contributions		Operating Income		2,200		(159,989)	Income to be received greater than estimated
Road Plant Purchase										
182	40504		Works & Services Fleet Vehicles		Capital Expenditure			(57,510)	(217,499)	Replacement of two utes loss in bush fire
183	40374		Sundry Equipment Items (>\$5,000)		Capital Expenditure		25,000		(192,499)	Allocation not required, equipment damaged in fire to be replaced via insurance claims
Parking Facilities										
184	41413		Car Parks Grants & Contributions	C.04/0122	Operating Income			(431,614)	(624,113)	RLCIP Round 2 grant funds reallocated
185	41004	CP05	Greenbushes CBD Parking & Safety Enhancement	C.04/0122	Capital Expenditure		431,614		(192,499)	Construction part of project deferred
Tourism & Area Promotion										
186	46006	PJ112	Bridgetown Visitor Building Condition Assessment	C.11/1121	Operating Expenditure			(2,500)	(194,999)	Independent assessment of Visitor Centre building condition
187	46006	PJ58	Review Visitor Centre Service	C.12c/0222	Operating Expenditure			(1,000)	(195,999)	Costs for facilitator at community workshop
188	46012		Tourism & Area Promotion Community Services Department		Operating Expenditure		1,000		(194,999)	Reduced employee costs due to vacancy
189	46052		Bridgetown Entry Statements/Information Bays		Operating Expenditure	760	4,000		(190,999)	Reduced Works & Services costs
190	46092		Tourism & Area Promotion Service Agreements & Community Grants		Operating Expenditure		2,000		(186,999)	Blackwood Rhapsody Concert cancelled
191	46362		Tourism & Area Promotion Administration & Finance Activity Unit Allocations		Operating Expenditure	(2,500)			(185,799)	Adjustment to allocation of corporate administration costs
192	46082		Bridgetown Visitor Centre Building Maintenance		Operating Expenditure	3,830	2,000		(188,999)	Reduced building maintenance costs
193	46232		Bridgetown Visitor Centre Administration & Finance Department		Operating Expenditure	(1,050)		(1,000)	(187,999)	Increased employee costs
194	46342		Bridgetown Visitor Centre Management Community Services Department		Operating Expenditure		2,200		(185,799)	Reduced employee costs due to vacancy
195	46033		Bridgetown Visitor Centre Accommodation Commissions		Operating Income			(3,000)	(188,799)	Income to be received less than estimated
196	46103		Bridgetown Visitor Centre Memberships		Operating Income			(3,922)	(192,721)	Income to be received less than estimated
Building Control										
197	47022		Building Control Executive Support - Development & Infrastructure Management Department		Operating Expenditure		1,400		(191,321)	Reduced employee costs due to vacancy
198	47413		Building Licenses		Operating Income		6,000		(185,321)	Income to be received greater than estimated
199	47423		Building Control Fees & Charges		Operating Income		1,200		(184,121)	Income to be received greater than estimated
Economic Development										
200	48006	PJ72	Growth Strategy Projects Business Cases		Operating Expenditure			(10,000)	(194,121)	Preparation of new business cases offset by new grant income
201	48012		Chief Executive Office Department Costs		Operating Expenditure			(1,900)	(196,021)	Greater salary allocation due to less leave being taken
202	48007		Economic Development Non-Recurrent Projects Grants		Operating Income		10,000		(186,021)	SWDC grant income for new project business cases
Other Economic Services										
203	50042		Other Economic Services Stand Pipes		Operating Expenditure			(8,000)	(194,021)	Replacement of motorised valve and upgrade to 3G router and plc in preparation for 3G network closure
Private Works										
204	51042		Private Works (Motor Vehicle Licensing Service) In-House Costs		Operating Expenditure	(2,050)			(194,021)	Adjustment to allocation of corporate administration costs
205	51313		Private Works Motor Vehicle Licensing Commission		Operating Income		5,000		(189,021)	Income to be received greater than estimated due to increased volume of vehicle licensing transactions

SHIRE OF BRIDGETOWN-GREENBUSHES
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Note 2: BUDGET REVIEW AMENDMENTS

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						\$	\$	\$	\$	
	Plant Operation Costs									
206	54002		Plant Operation Depreciation Plant & Equipment		Operating Expenditure	20,000			(189,021)	Adjustment to depreciation charge due to delay in change over of plant items
207	54012		Plant Operation Fuel And Oil		Operating Expenditure			(30,000)	(219,021)	Increase in fuel cost per litre
208	54032		Plant Operation Parts & External Repairs		Operating Expenditure			(20,000)	(239,021)	Increase in use of external plant and vehicle repairers following loss of depot facility in bush fire
209	54122		Plant Operation Operator Repairs		Operating Expenditure	1,200	1,000		(238,021)	Reduced employee costs due to staff vacancies
210	54132		Plant Operation Fleet Maintenance		Operating Expenditure	(950)	3,000		(235,021)	Reduced allocation of employee costs to fleet maintenance
211	54403		Plant Operation Reimbursements		Operating Income			(4,000)	(239,021)	Reduced diesel fuel rebate due reduction in fuel excise
212	54292		Plant Operation Costs Recovered		Operating Expenditure	25,750			(239,021)	Adjustment to allocation of plant and vehicle costs
	Salaries & Wages									
213	56012		Gross Wages & Salaries		Operating/Capital Expenditure			124,360	(114,661)	Overall reduction in organisational salaries and wages primarily due to vacancies
214	56202		Less Salaries & Wages Allocated				(124,360)		(239,021)	Adjustment to salaries and wages allocated to accounts
	Development & Infrastructure Management									
215	60032		D & I Management Superannuation		Operating Expenditure		7,700		(231,321)	Reduced employee costs due to staff vacancy
216	60092		D & I Management Public Holidays		Operating Expenditure		3,500		(227,821)	Reduced employee costs due to staff vacancy
217	60142		D & I Management Sick Leave		Operating Expenditure			(6,000)	(233,821)	Increase in employee sick leave allocation
218	60172		D & I Management Training		Operating Expenditure		2,000		(231,821)	Decrease in employee training allocation
219	60182		D & I Management Long Service Leave		Operating Expenditure		3,600		(228,221)	Reduced employee costs due to staff vacancy
220	60192		D & I Management Staff Meetings		Operating Expenditure		6,400		(221,821)	Reduced employee costs due to staff vacancy
221	60262		D & I Management Annual Leave		Operating Expenditure		2,200		(219,621)	Reduced employee costs due to staff vacancy
222	60202		D & I Management Costs Recovered		Operating Expenditure	(19,400)			(219,621)	Adjustment to employee overheads allocated to accounts
	Waste Activity Unit									
223	61092		Waste Activity D & I Management - Supervision & Administration		Operating Expenditure		2,800		(216,821)	Reduced employee costs due to staff vacancy
224	61202		Waste Activity Costs Recovered		Operating Expenditure	(2,800)			(216,821)	Adjustment to employee overheads allocated to accounts
	Works Activity Unit									
225	63012		Works Activity Supervision		Operating Expenditure		7,000		(209,821)	Reduced allocation of employee costs to supervision
226	63032		Works Activity Superannuation		Operating Expenditure		5,000		(204,821)	Reduced employee costs due to staff vacancy
227	63072		Works Activity Light Fleet Vehicle Costs		Operating Expenditure	(2,000)			(204,821)	Adjustment to allocation of vehicle costs
228	63092		Works Activity D & I Management Supervision & Administration		Operating Expenditure	16,020	44,500		(160,321)	Reduced employee costs due to staff vacancy
229	63132		Works Activity Sick Leave		Operating Expenditure			(23,800)	(184,121)	Increase in employee sick leave allocation
230	63152		Works Activity Training & Conferences		Operating Expenditure			(11,000)	(195,121)	Additional staff training required for traffic management and EWP tickets
231	63162		Works Activity General Duties		Operating Expenditure			(19,400)	(214,521)	Increased allocation of employee costs to general duties
232	63212		Works Activity Depot Maintenance		Operating Expenditure			(3,000)	(217,521)	Increased allocation of employee costs to depot maintenance
233	63202		Works Activity Less Recovered		Operating Expenditure	(13,320)			(217,521)	Adjustment to employee overheads allocated to accounts
	Fleet Activity Unit									
234	64072		Fleet Vehicle Costs		Operating Expenditure	(1,200)			(217,521)	Adjustment to allocation of vehicle costs
235	64092		Fleet D & I Management Supervision & Administration		Operating Expenditure		1,000		(216,521)	Reduced employee costs due to staff vacancy
236	64162		Fleet Long Service Leave		Operating Expenditure		2,250		(214,271)	Reduction in long service leave liability
237	64182		Fleet General Duties		Operating Expenditure			(6,000)	(220,271)	Increased allocation of employee costs to general duties
238	64212		Fleet Workshop Maintenance		Operating Expenditure		3,000		(217,271)	Reduced allocation of employee costs to workshop maintenance
239	64202		Fleet Department Costs Recovered		Operating Expenditure	950			(217,271)	Adjustment to employee overheads allocated to accounts
	Corporate Services Department									
240	05032		Corporate Services Superannuation		Operating Expenditure		7,700		(209,571)	Reduced employee costs due to staff vacancies
241	05042		Corporate Services Sick Leave		Operating Expenditure			(2,387)	(211,958)	Increase in employee sick leave allocation
242	05082		Corporate Services Long Service Leave		Operating Expenditure		2,287		(209,671)	Reduction in long service leave liability
243	05162		Corporate Services In House Costs		Operating Expenditure	5,000			(209,671)	Adjustment to allocation of corporate administration costs

SHIRE OF BRIDGETOWN-GREENBUSHES
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Note 2: BUDGET REVIEW AMENDMENTS

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						\$	\$	\$	\$	
244	05472		Corporate Services Employee Leave		Operating Expenditure		3,800		(205,871)	Reduced employee costs due to staff vacancies
245	05722		Corporate Services Public Holidays		Operating Expenditure		1,200		(204,671)	Reduced employee costs due to staff vacancies
246	05602		Corporate Services Costs Recovered		Operating Expenditure	(17,600)			(204,671)	Adjustment to employee overheads allocated to accounts
247	05013		Corporate Services Reimbursements		Operating Income		15,440		(189,231)	Additional traineeship incentives received
Chief Executive Office Department										
248	75002		Chief Executive Office Department Employee Leave		Operating Expenditure		1,000		(188,231)	Reduction in employee leave allocation
249	75012		Chief Executive Office Department Superannuation		Operating Expenditure			(1,590)	(189,821)	Increase in superannuation contributions
250	75122		Chief Executive Office Department Advertising		Operating Expenditure		2,000		(187,821)	Costs less than estimated
251	75162		Chief Executive Office Department Public Holidays		Operating Expenditure		1,000		(186,821)	Reduced employee cost allocation
252	75202		Chief Executive Office Department Less Recovered		Operating Expenditure	(1,500)			(186,821)	Adjustment to allocation of corporate administration costs
253	75212		Chief Executive Office Department In House Costs		Operating Expenditure	5,000			(186,821)	Adjustment to allocation of corporate administration costs to accounts
254	75202		Chief Executive Office Department Costs Recovered		Operating Expenditure	(5,910)			(186,821)	Adjustment to employee overheads allocated to accounts
Building Assets Department										
255	74002		Building Assets Department Annual Leave		Operating Expenditure		1,000		(185,821)	Reduced employee costs due to staff vacancy
256	74012		Building Assets Department Public Holidays		Operating Expenditure		2,000		(183,821)	Reduced employee cost allocation
257	74022		Building Assets Department Sick Leave		Operating Expenditure		3,000		(180,821)	Reduced employee cost allocation
258	74042		Building Assets Department Superannuation		Operating Expenditure		4,000		(176,821)	Reduced employee costs due to staff vacancy
259	74112		Building Assets Department Materials & Contracts		Operating Expenditure			(2,000)	(178,821)	Tool and consumables cost greater than estimated
260	74152		Building Assets Department Costs Recovered		Operating Expenditure	(8,000)			(178,821)	Adjustment to employee overheads allocated to accounts
Administration & Finance Activity Units										
261	76012		A&F Activity Units Payroll		Operating Expenditure	(3,980)		(2,000)	(180,821)	Increased employee costs due reduced leave being taken
262	76022		A&F Activity Units Creditors		Operating Expenditure	(5,970)		(5,700)	(186,521)	Increased employee costs due reduced leave being taken
263	76032		A&F Activity Units IT Support & Costs		Operating Expenditure			(4,000)	(190,521)	\$3,000 for migration of ISDN services not previously identified, work is required before end of May
264	76042		A&F Activity Units Accounting		Operating Expenditure	(2,620)		(2,500)	(193,021)	\$1,000 for Adobe Pro licenses
265	76052		Admin Office Maintenance		Operating Expenditure	2,160	1,000		(192,021)	Increased employee costs due reduced leave being taken
266	76062		Admin Office Operating		Operating Expenditure			(1,380)	(193,401)	Reduced building maintenance costs
267	76092		A&F Activity Units Occupational Health & Safety		Operating Expenditure	4,820	3,600		(189,801)	Increased cleaning material costs
268	76102		A&F Activity Units Records Management Costs		Operating Expenditure	1,050			(189,801)	Reduced utility costs
269	76112		A&F Activity Units Motor Vehicle Licensing		Operating Expenditure	(1,050)	1,000	(1,000)	(188,801)	Reduced employee costs due to staff vacancy
270	76132		A&F Activity Units Asset Management & Fair Value		Operating Expenditure	13,200	14,000		(175,801)	Increased employee costs due reduced leave being taken
271	76162		A&F Activity Units Human Resources		Operating Expenditure		1,300		(174,501)	Reduced employee costs due to staff vacancy and reduction in hours
272	76172		Records Storage Facility		Operating Expenditure	1,000			(174,501)	Reduced employee cost allocation
273	76202		A&F Activity Costs Recovered		Operating Expenditure	(12,930)			(174,501)	Increase in IR consultant costs
Development Services Department										
274	77032		Development Services Department Motor Vehicle Costs		Operating Expenditure	1,000			(174,501)	Adjustment to depreciation charge
275	77122		Development Services Department Long Service Leave		Operating Expenditure			(16,100)	(190,601)	Adjustment to allocation of corporate administration costs to accounts
276	77212		Development Services Department In-House Service Costs		Operating Expenditure	4,000			(190,601)	Long service leave payout on staff resignation
277	77202		Development Services Department Costs Recovered		Operating Expenditure	(6,236)			(190,601)	Adjustment to allocation of corporate administration costs
278	77003		Development Services Department Reimbursements		Operating Income		15,200		(175,401)	Adjustment to employee overheads allocated to accounts
Community Services Department										
279	78052		Community Services Staff Training		Operating Expenditure			(6,785)	(182,186)	Contribution by other Councils to long service leave paid out
280	78082		Community Services Conference Expenses		Operating Expenditure		3,935		(178,251)	Increased allocation for training course costs
281	78003		Community Services Reimbursements		Operating Income		2,850		(175,401)	Reduced allocation for conference registration costs

SHIRE OF BRIDGETOWN-GREENBUSHES
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Note 2: BUDGET REVIEW AMENDMENTS

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						\$	\$	\$	\$	
282	Unclassified 79022		Unclassified General Insurance Claims		Operating Expenditure			(140,000)	(315,401)	Estimate for equipment and office contents subject to insurance claims
283	79013		Unclassified Insurance Claims Reimbursement		Operating Income		140,000		(175,401)	Estimate for equipment and office contents insurance claims reimbursement
284	79004		Unclassified Purchase of Land	C.10/0821	Capital Expenditure			(2,000)	(177,401)	Increased cost of land transfers
	Financing									
	Transfer from Reserves									
285	Res 103		Land & Building Reserve	C.10/0821			2,000		(175,401)	Transfer as per Council resolution
286	Res 126		Strategic Projects Reserve	C.11/0821			35,000		(140,401)	Transfer as per Council resolution
287	Res 135		Blackspot Reserve	C.06/0921			38,923		(101,478)	Transfer as per Council resolution
288	Res 132		Trails Reserve	C.09/0921			2,500		(98,978)	Transfer as per Council resolution
289	Res 103		Land & Building Reserve	C.14/12221a			120,000		21,022	Transfer as per Council resolution
290	Res 125		Building Maintenance Reserve	C.14/12221a			60,000		81,022	Transfer as per Council resolution
291	Res 110		Strategic Projects Reserve	C.14/12221a			60,000		141,022	Transfer as per Council resolution
292	Res 106		Subdivision Reserve	C.14/0122			20,000		161,022	Transfer as per Council resolution
293	Res 113		Drainage Reserve	C.14/0122			10,000		171,022	Transfer as per Council resolution
294	Res 133		Light Fleet Reserve					(4,608)	166,414	Light fleet change over costs less than anticipated
295	Res 106		Subdivision Reserve					(1,558)	164,856	Claret Ash Rise job removed
296	Res 112		Refuse Site Post Closure Reserve					(13,000)	151,856	Transfer deleted for Greenbushes septic area clean-up (Done by third party)
297	Res 201		Unspent Grants & Loans Reserve					(3,379)	148,477	Savings on bridge works funded by unspent grants
	Transfer to Reserves Adopted Budget									
298	Res 125		Building Maintenance Reserve	C.11/1121				(4,500)	143,977	Transfer as per Council resolution
299	Res 107		Sanitation Reserve					(33,400)	110,577	Reduction in net waste operation costs
300	Various		Various Reserves				6,000		116,577	Reduction in interest earnings on reserve funds
	Opening Funding Surplus(Deficit)									
			Net Current Assets				53,540		170,117	Adjustment to opening position following final audit of accounts for 20/21
	Non Cash Adjustments									
			Deprecation			(45,487)			170,117	Adjustment for movement in depreciation expenditure
			Loss on asset sales			59,839			170,117	Adjustment for movement in loss on asset sales
			Surplus/(Deficit)			(0)	3,414,581	(3,244,464)	170,117	

**SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE BUDGET REVIEW REPORT
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Note 3: CASH BACKED RESERVES

Res No.	Name	Opening Balance	Budget Review Interest Earned	Actual Interest Earned 31 Mar 2022	Budget Review Transfers In (+)	Actual Transfers In (+) 31 Mar 2022	Budget Review Transfers Out (-)	Actual Transfers Out (-) 31 Mar 2022	Budget Review Closing Balance	Actual YTD Closing Balance 31 Mar 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$
101	Leave Reserve	185,923	529	319	0		0		186,452	186,242
102	Plant Reserve	487,150	1,385	836	293,000		(441,000)		340,535	487,986
103	Land and Building Reserve	684,975	1,946	1,178	0		(122,000)		564,921	686,152
104	Bush Fire Reserve	28,367	80	49	10,000		0		38,447	28,416
109	Recreation Centre Floor & Solar Reserve	214,317	609	368	10,000		0		224,926	214,685
112	Refuse Site Post Closure Reserve	233,491	664	401	5,000		(30,000)		209,155	233,891
113	Drainage Reserve	67,751	193	116	0		(10,000)		57,944	67,867
114	Community Bus Reserve	61,444	175	105	5,000		0		66,619	61,550
115	SBS Tower & Infrastructure Replacement Reserve	32,246	92	55	0		(4,350)		27,988	32,301
118	Playground Equipment Reserve	40,376	115	69	6,000		0		46,491	40,445
119	Swimming Pool Reserve	4,521	0	8	0		(4,521)		0	4,529
125	Building Maintenance Reserve	219,599	624	377	4,500		(60,000)		164,723	219,976
126	Strategic Projects Reserve	146,432	416	251	10,000		(95,000)		61,848	146,683
127	Matched Grants Reserve	54,909	156	94	10,000		(4,978)		60,087	55,003
128	Aged Care Infrastructure Reserve	57,187	163	98	0		0		57,350	57,285
129	Equipment Reserve	6,135	17	11	0		0		6,152	6,145
130	Assets and GRV Valuation Reserve	75,205	214	129	22,000		0		97,419	75,334
131	Bridgetown Leisure Centre Reserve	41,000	116	63	0		(33,234)	(8,234)	7,882	32,830
132	Trails Reserve	31,751	90	55	5,000		(2,500)		34,341	31,805
133	Light Fleet Vehicle Reserve	127,029	361	215	90,000		(50,297)	(3,402)	167,093	123,843
135	Blackspot Works Reserve	30,286	86	52	10,000		(38,923)		1,449	30,338
Reserves Restricted by Legislation										
105	Maranup Ford Road Maintenance Reserve	5,365	15	9	0		0		5,380	5,375
106	Subdivision Reserve	234,079	665	402	10,000		(27,793)		216,951	234,481
107	Sanitation Reserve	100,587	286	173	82,392		(53,306)		129,959	100,760
121	Car Park Reserve	968	3	2	0		0		971	969
201	Unspent Grans & Loans Reserve	398,756	0	0	0		(339,121)	(312,500)	59,635	86,256
		3,569,848	9,000	5,435	572,892	0	(1,317,023)	(324,136)	2,834,717	3,251,146



Minutes of the meeting of the Audit Committee held in the Committee Room on Thursday, 14 April 2022.

The Presiding Member opened the meeting at 4:21pm.

Attendance, Apologies and Leave of Absence

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

AC.01/0422 Confirmation of Previous Minutes

A motion is required to confirm the Minutes of the Meeting held 27 January 2022 as a true and correct record (Attachment 1).

Committee Decision

Moved Cr Rose, Seconded Cr Quinby

AC.01/0422 That the Minutes of the Meeting held 27 January 2022 are confirmed as a true and correct record.

Carried 3/0

Notification of Disclosure of Interest

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

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

Nil

Reports of Officers

ITEM NO.	AC.02/0422	FILE REF.	133
SUBJECT	Adoption of the 2021/2022 Budget Review		
OFFICER	Chief Executive Officer Executive Manager Corporate Services		
DATE OF REPORT	9 April 2022		

Attachment 2 2021/2022 Budget Review

OFFICER RECOMMENDATION

That the Audit Committee recommends that Council:

- 1. Endorses the budget review for the period 1 July 2021 to 31 March 2022 as presented in Attachment 2 of the Committee agenda noting that following completion of month end processes the year to date actual figures (as at 31 March 2022) will be updated and included in the Council report.*
- 2. Notes the budget review for the period 1 July 2021 to 31 March 2022 generates a budgeted surplus of \$170,117.*
- 3. Recommends to Council that the surplus of \$170,117 be allocated to the Strategic Projects Reserve.*

Summary/Purpose

Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for the year (see regulation 33A of the Local Government (*Financial Management*) Regulations 1996). The intention of the legislation is to ensure that local government's conduct at least one budget review between six and nine months into the financial year.

The budget review will be presented to the April 2022 ordinary meeting of Council and is being referred to the Audit Committee for review.

Background

The review includes a Statement of Financial Activity (Budget Review) by Program incorporating year to date budget variations and forecasts to 30 June 2022 for the period ending 31 March 2022. The Local Government (*Financial Management*) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

Officer Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year to date (31 March 2022) actual results with the adopted or amended budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council's '*F.7 Reporting Forecast Budget Variations Policy*' sets a minimum reportable variance of \$1,000. In determining items to be included in the budget review this limit has been used as a general guide. As a result of the proposed adjustments presented

in Note 2 of the Budget Review document the estimated closing funds have increased from \$0 to \$170,117.

In summary the estimated surplus is represented as follows:

Increase in Operating Revenues (excluding non-cash items)	\$774,223
Increase in Operating Expenses (excluding non-cash items)	(\$197,365)
Increase in Capital Revenues	\$3,747
Increase in Capital Expenses	(\$758,006)
Increase in Transfers from Reserves	\$325,878
Increase in Transfers to Reserves	(\$31,900)
 Increase in Opening Funds as at 1 July 2021	 \$53,540
 Estimated Closing Surplus as at 30 June 2022	 \$170,117

Set out below is a list of significant variations not previously endorsed by Council that are included in the budget review:

Development & Infrastructure

- A number of movements between works and services jobs for wages, plant operation costs, overheads and materials/contracts have been included. These movements result in an overall decrease in costs of approximately \$121,000. \$72,300 of this decrease is as a result of staff vacancies in the Works/Parks crew and Infrastructure Management area. Notable changes included in these adjustments are:
 - Deletion of Claret Ash Rise Drainage works (\$11,558) as further site investigations are required
 - Additional \$12,490 for installation of fitness trail equipment at Somme Creek park
 - Additional \$20,640 added to Winnejump Road blackspot works, representing a 4% cost increase in this project
- A decrease in the cost to provide waste management services of \$33,400. The budget review includes a transfer to the Sanitation Reserve of this overall decrease in waste management services costs.
- \$16,800 for purchase of a replacement forklift following the February bush fire. This cost has been reimbursed via an insurance claim.
- \$13,000 allocated for the rehabilitation of the old Greenbushes liquid waste site has been removed as works have been undertaken by a third party. The corresponding reserve transfer from the Refuse Site Post Closure Reserve has also been deleted.
- The allocation of \$15,000 for creation of additional on street parking at the Visitor Centre has been removed. This project cannot proceed due to lack of space to create compliant parking bays.
- An allocation of \$50,000 has been included for works required to reinstate road infrastructure, verge clean up and removal of dangerous trees following the February bush fire. These costs may be recovered through disaster recovery funding however no income estimate has been included at this time.
- \$57,510 for replacement of two utilities damaged in the February bush fire. This cost has been reimbursed via an insurance claim.

- \$25,000 budgeted for works and services equipment replacements has been removed as the majority of equipment was damaged in the fire and will be replaced via an insurance claim.
- An additional \$30,000 for fuel and oil costs has been included due to increases in fuel cost prices.
- An additional \$20,000 for vehicle parts and repairs has been included in recognition that there will be an increased need for external vehicle repairs following loss of the depot facility in the February bush fire.
- Training allocation for Works & Services staff has been increased by \$11,000 to enable additional staff training for traffic management and elevated work platform tickets.
- Increased income estimates totalling \$30,000 for planning and building licence fees as a result of greater application numbers.

Building Maintenance & Renewal Program

- A number of revised estimates have been included for building maintenance items resulting in overall savings of \$10,390.
- Savings of \$12,000 in the library/leisure centre car park lighting project have been reallocated to the renewal of lights leading to the Cenotaph at Memorial Park

CEO/Corporate Services/Community Services

- An overall reduction in rate revenue of \$45,225 in recognition of interim rates received totalling \$5,283 less an anticipated \$50,508 in rate reductions for Geegeelup Village properties following application for non-rateable property status.
- An increase in the General Purpose & Local Roads Financial Assistance Grants of \$54,347.
- Increased income of \$40,000 associated with rate enquiries for property sales.
- Reduced interest revenue of \$14,000 due to lower than anticipated interest rates, partly offset by a reduced transfer to reserves of \$6,000.
- Increase to the Bush Fire Mitigation Program of \$88,935 due to additional grant funding being received.
- An allocation of \$11,200 for bush fire recovery costs that includes additional administration costs.
- A reduction of \$30,000 in Aged & Disabled service agreements. The service agreement funding will not be required in the event a rating exemption status is granted for Geegeelup Village properties.
- Reduced housing rental income of \$19,016 due to house vacancy and the depot operations now being facilitated at the Gifford Road property.
- An increase of \$10,000 for Growth Strategy project business cases as a result of potential funding from the South West Development Commission.
- Operation of the Bridgetown Leisure Centre is predicted to result in a reduction of the net operating subsidy by \$12,438. This is primarily as a result of increased income estimates.
- Savings in salaries and wages totalling \$124,360 have been included as a result of various vacancies across the organisation since 1 July 2021.

- Expenditure in the General Insurance Claims account has been increased by \$140,000 for replacement of equipment and depot office contents lost in the February bush fire. A corresponding increase in the Insurance Claims Reimbursement income account has been included.

It will be recommended to Council that the estimated surplus of \$170,117 be allocated to the Strategic Projects Reserve, this will provide Council with the greatest level of flexibility to allocate these funds in the future.

Statutory Environment

Regulation 33A of the Local Government (*Financial Management*) Regulations 1996 requires:

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.

(3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(4) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Integrated Planning

➤ Strategic Community Plan

Outcome 14 Effective governance and financial management

Objective 14.1 Achieve excellence in organisational performance and service delivery

➤ Corporate Business Plan – Nil

➤ Long Term Financial Plan – Nil

➤ Asset Management Plans – Nil

➤ Workforce Plan – Nil

➤ Other Integrated Planning – Nil

Policy – Not applicable

Budget Implications

Specific financial implications are as outlined in Note 2 to the Budget Review document.

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

Committee Recommendation***Moved Cr Quinby, Seconded Cr Rose******AC.02/0422 That the Audit Committee recommends that Council:***

- 1. Endorses the budget review for the period 1 July 2021 to 31 March 2022 as presented in Attachment 2 of the Committee agenda noting that following completion of month end processes the year to date actual figures (as at 31 March 2022) will be updated and included in the Council report.***
 - 2. Notes the budget review for the period 1 July 2021 to 31 March 2022 generates a budgeted surplus of \$170,117.***
 - 3. Recommends to Council that the surplus of \$170,117 be allocated to the Strategic Projects Reserve.***
- Carried 3/0***

ITEM NO.	AC.03/0422	FILE REF.	224
SUBJECT	Progressive Reporting – Local Government (Audit) Regulations - Regulation 17 Review 2020		
OFFICER	Chief Executive Officer		
DATE OF REPORT	5 April 2022		

Attachment 3 March 2022 - Audit Regulation 17 Review (Risk Dashboard Report)

OFFICER RECOMMENDATION

That the Audit Committee note the contents of the March 2022 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in June 2020.

Summary/Purpose

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance at least once every three financial years.

A report on the progress of actions identified in the 2020 Audit Regulation 17 Review (Attachment 3) is presented for the Audit Committee's review.

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) risk management
- (b) internal control
- (c) legislative compliance.

The review may relate to any or all of the matters referred to, but each of those matters is to be the subject of a review not less than once in every three financial years. The Chief Executive Officer is to report to the Audit Committee the results of that review.

In accordance with Regulation 17 a review was undertaken by the Executive Leadership Team using a model prepared by LGIS Risk of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance. The completed review was presented to the Audit Committee on 11 June 2020 with recommendations from the Committee being endorsed by Council at its ordinary meeting held on 25 June 2020.

Officer Comment

A review of the actions contained in the 2020 report was undertaken by senior management in March and an updated Risk Dashboard Report is presented for the Audit Committee's consideration. The review focussed on ensuring assigned responsibility and due dates for actions are recorded appropriately and documenting any progress on actions since June 2020. No adjustments to the overall 'risk ratings' assigned to individual risk profiles were made as a result of this review.

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* reads as follows:

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

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
Action 14.1.3 – Provide a quarterly review each year of the Shire's risk profile
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management

The assessment of organisational risk management is a fundamental component of the review and is specifically referenced in Regulation 17. Many of the recommendations contained in the report seek to minimise the organisation's exposure to risk.

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Rose, Seconded Cr Quinby

AC.03/0422 That the Audit Committee note the contents of the March 2022 progressive report on the implementation of recommendations/findings of the Audit Regulation 17 Report that was presented to Council in June 2020.

Carried 3/0

ITEM NO.	AC.04/0422	FILE REF.	224
SUBJECT	Progressive Reporting – 2019 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	7 April 2022		

Attachment 4 March 2022 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

OFFICER RECOMMENDATION

That the Audit Committee note the contents of the March 2022 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Report that was presented to Council in June 2019.

Summary/Purpose

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

A report on the progress of actions identified in the 2019 review of these systems and procedures is presented for the Audit Committee's review (Attachment 4).

Background

In accordance with Regulation 5(2)(c) a review of the Shire's financial systems and procedures was undertaken by the Executive Leadership Team. The CEO's report on this review was presented to the Audit Committee on 13 June 2019 with the following recommendations from the Committee being endorsed by Council at its ordinary meeting held on 27 June 2019:

"That Council:

- 1. Receive the May 2019 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopt the 14 recommendations contained in the report.*

2. *A report on the progress of implementing the recommendations be provided quarterly to the Audit Committee.”*

Officer Comment

While the review found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation, a number of minor items were identified as opportunities for improvement.

A review of the actions contained in the 2019 report has been undertaken in accordance with Council’s recommendation and an updated progress report is presented for the Audit Committee’s consideration. This will be the final update report for the 2019 review. A new financial management system and procedures review will be undertaken during June 2022 as required by Regulation 5(2)(c) with a new report being presented to the Audit Committee and Council.

Statutory Environment

Regulation 5(2)(c) of the Local Government (*Financial Management*) Regulations 1996 requires the CEO to:

“undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

Strategic Implications

Strategic Community Plan

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

Policy – Not Applicable

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

Implementation of the recommendations contained within the report will have the effect of mitigating the likelihood of officer error or fraud events occurring.

Voting Requirements – Simple Majority

Committee Decision

Moved Cr Rose, Seconded Cr Quinby

AC.04/0422 That the Audit Committee note the contents of the March 2022 progressive report on the implementation of recommendations contained in the 2019 Appropriateness and Effectiveness of the Financial Management Systems

and Procedures Review Report that was presented to Council in June 2019.
Carried 3/0

Closure

The Presiding Member closed the meeting at 4:19pm.

List of Attachments

Attachment	Item No.	Details
1	AC.01/0422	Minutes of the Meeting Held 27 January 2022
2	AC.02/0422	2021/2022 Budget Review
3	AC.03/0422	March 2022 – Audit Regulation 17 Review (Risk Dashboard Report)
4	AC.04/0422	March 2022 – Progress Report on the 2019 Appropriateness and Effectiveness of the Financial Management Systems and Procedures Review Recommendations

Minutes checked and authorised by CEO T Clynch		14.04.22
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FREEDOM OF INFORMATION ACT

2022 INFORMATION STATEMENT

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Introduction

The Western Australian *Freedom of Information Act 1992* (FOI Act) is designed to enable the public to participate more effectively in governing the State, and to make the persons and bodies that are responsible for State and local government more accountable to the public.

Under Part 5 of the FOI Act, the Shire of Bridgetown-Greenbushes is required to prepare and publish an annual Information Statement. This document has been created to comply with that requirement, and is correct as at April 2022. A copy of the Statement can be accessed via the Shire's website at www.bridgetown.wa.gov.au/freedom-of-information-link.

Our Vision and Values

Our Vision

Bridgetown Greenbushes
The heart and soul of the South West

Our Values

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

- Welcoming
- Community minded
- Creative
- Sustainable
- Cost effective

Shire Profile

Located in the heart of the Blackwood River valley, the Shire of Bridgetown-Greenbushes is able to boast beautiful scenery, stunning heritage buildings, extensive forests, national parks, wineries and heritage walk trails. The district includes the heritage town of Bridgetown, the town of Greenbushes with a long and proud mining history and other localities such as Catterick, Hester, Hester Brook, Kangaroo Gully, Kingston, Maranup Ford, North Greenbushes, Sunnyside, Wandillup, Winnejup and Yornup.

The town of Bridgetown is located approximately 268 kilometres south of Perth and 95 kilometres south of Bunbury and Greenbushes is located 17 kilometres north of Bridgetown. The district is bordered by the Shires of Boyup Brook to the north and east, Manjimup to the south, Nannup to the west and Donnybrook-Balingup to the north.

As at 30 June 2020 the Shire of Bridgetown-Greenbushes has an estimated population of 4,756 and covers 1,691 km² of agricultural farmland, State forest and national parks, mining leases, Crown land and townsites. The majority of the Shire is within the Blackwood River catchment area.

Legislative Framework

The operations of local government in Western Australia are governed by the *Local Government Act 1995* (LG Act), the various Local Government Regulations, and any other legislation that provides powers and responsibilities to local governments. A non-exhaustive list of legislation administered by the Shire is provided at Appendix 1 to this document. This list is not exhaustive or comprehensive and may not be current. Confirmation of current Acts and Regulations is recommended by referring to the Western Australian Legislation website at www.legislation.wa.gov.au.

Local Laws

Under the LG Act the Shire has the power to make and administer local laws in relation to matters which come under its functions as set out in the LG Act or other written law which expressly applies to local government. Local laws regulate and relate to activities which may be conducted within the area of the Shire.

The Shire's Local Laws include:

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places
- Bush Fire Brigades
- Cats
- Cemeteries
- Dogs
- Fencing
- Health
- Local Government Property
- Parking and Parking Facilities
- Standing Orders

Shire of Bridgetown-Greenbushes Structure

The Shire of Bridgetown-Greenbushes provides a wide range of services and facilities for its ratepayers, residents and visitors to the Shire. The Shire has a role in the management, improvement and development of the resources within its area so as to create a safe and pleasant environment for its community.

Council Structure

The Council of the Shire of Bridgetown-Greenbushes consists of 9 elected members (Councillors). Councillors are elected from the community to serve their community in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions within the rules of the LG Act on a wide range of issues affecting the community.

Local Government elections are held every two years to fill vacancies which occur as elected members conclude their four year term of office. Following the elections, a special meeting is held whereby newly elected Councillors are sworn into office. Following this swearing-in ceremony, an election takes place to fill the positions of Shire President and Deputy President for the ensuing two year period.

Committees of Council

To assist its work load and processes, Council can elect to establish Committees. The following Committees of Council have been established in accordance with Section 5.8 of the LG Act to assist Council achieve its objectives. The Term of Office for Committees established by Council is generally two years (or less) with the expiry date being tied to Local Government Elections.

The following Committees currently assist Council in achieving its objectives:

- Audit Committee
- Bush Fires Advisory Committee
- CEO Performance Review Committee
- Cultural Inclusion Committee
- Local Emergency Management Committee
- Roadwise Advisory Committee
- Sustainability Advisory Committee

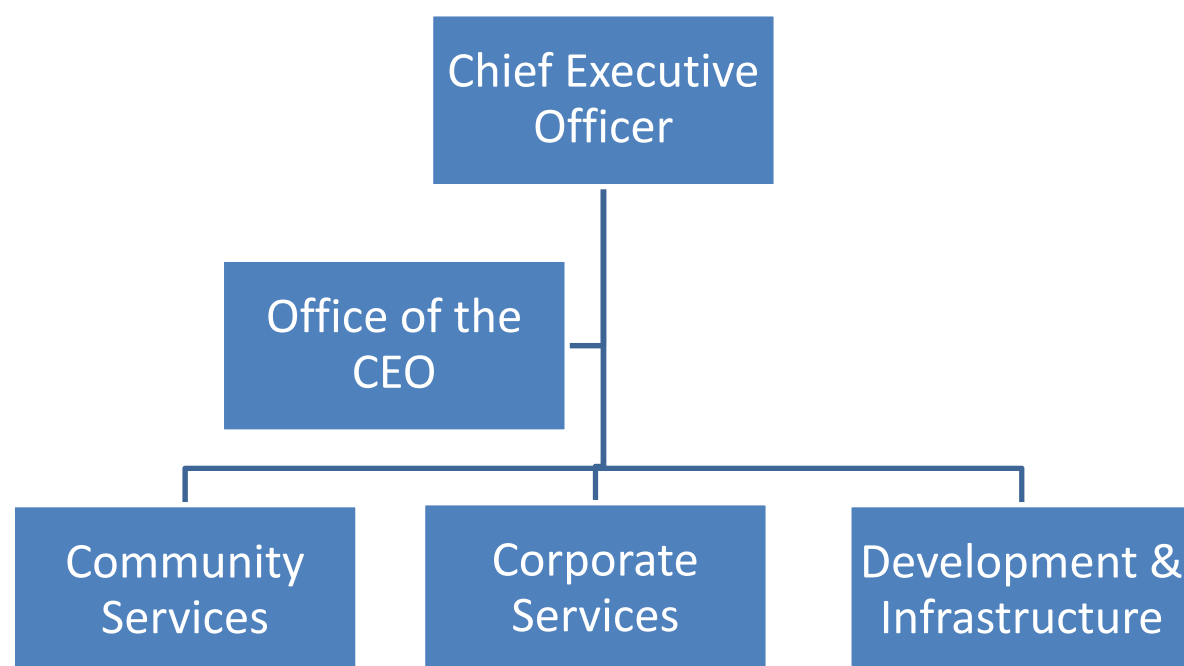
- Trails Development Advisory Committee
- Youth Services Advisory Committee

In addition to Committees established under the Act, the Council appoints Working Groups from time to time to consider specific issues or projects. Generally the membership of a Working Group consists of elected members and staff however members of the public may also be appointed if considered necessary. Working Groups have no delegated authority and provide recommendations to Council.

Management Structure

The operations of the Shire and implementation of Council decisions are managed by the Chief Executive Officer who is supported by an Executive Management Team.

A visual overview of the management structure of the Shire is below. Executive Managers head up the Development & Infrastructure, Corporate Services and Community Services directorates.



Decision making by the Shire

The Council makes decisions which direct and/or determine the activities of the organisation as administered by the CEO. In addition, the Council:

1. Determines the type, range and scope of projects to be undertaken by the Shire;
2. Develops comprehensive strategic plans, budgets, financial controls and performance objectives and indicators for the operations of the Shire; and
3. Develops and adopts policies to be applied on the Council's behalf by the CEO.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

Policies & Delegation of Authority

Council adopts Policies on a variety of issues to act as a guide for Officers of the Shire of Bridgetown-Greenbushes. Policy Manuals have been developed and distributed to Councillors and Officers to assist in the decision making process. In addition, the CEO has delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in a Register and (along with Policies) are reviewed on an annual basis in keeping with the legislative requirement. These are both public documents and can be viewed on the Shire's website at www.bridgetown.wa.gov.au/documents.

Public participation in the decision making process

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions.

Council Meetings

The Council meets on the last Thursday in each month (excepting December) and encourages members of the public to be in attendance. A Public Question Time segment is held at the commencement of each Ordinary Meeting of Council to allow the public a forum in which they may raise questions regarding Agenda Items or other issues affecting the community.

Agendas for Ordinary Meetings of Council are posted on the website and are available for inspection at the Bridgetown Regional Library from the Friday in the week prior to Council meeting day.

On occasions there may be a Special Meeting of Council if a matter of particular urgency arises. Any notice of Special Meeting or changes to the time, dates or venues for scheduled Council Meetings is publicly advertised.

Public Question Time

To assist members of the public to participate in the decision making process of the Shire, Public Question Time is available for a period of 15 minutes at the commencement of each Ordinary Meeting of Council. Members of the public with questions are asked to write down their question with their name and address, and to read their question aloud.

The question will either be responded to, taken on notice or not accepted by the Presiding Officer. If a question is taken on notice then it will be recorded and a written response provided to the questioner by the CEO as soon as possible, and a copy of the response included in the agenda of the next meeting of the Council.

Petitions

Electors may put requests to Council by way of a petition. For a petition to be effective it needs to be addressed to the President and made by registered electors of the Shire of Bridgetown-Greenbushes. The petition must state the request on each page of the petition and contain the names, addresses and signatures of each elector making the request, as well as the date on which each elector signed the request. The petition must also contain a summary of the reasons for the request and state the name of the person upon whom, and address at which, notice to the petitioners can be given.

Further details regarding the requirements for petitions can be found in the Shire of Bridgetown-Greenbushes Standing Orders Local Law which is available on our website via this link: www.bridgetown.wa.gov.au/documents/local-laws.

Deputations

Persons wishing to make a deputation to the Council or a committee are to apply in writing to the CEO outlining the subject matter to be raised by the deputation. On receiving such a request the CEO shall notify the President, or the presiding member if the deputation is to be made to a committee, who

may elect to invite the deputation to attend.

All requests for a deputation should be marked for the attention of the Chief Executive Officer and may be:

- posted to PO Box 271, Bridgetown, WA 6255; or
- hand delivered to the reception of the Shire of Bridgetown-Greenbushes Administration Building, 1 Steere Street, Bridgetown; or
- faxed to (08) 9761 2023; or
- e-mailed to btnshire@bridgetown.wa.gov.au

Comments on Agenda Items by Parties with an Interest

At a Council or Standing Committee meeting persons with a relevant interest in an item included in the agenda of the meeting are able to address the meeting. The determination of whether a person has an interest in an agenda item is made in accordance with Clause 3.4.3 of the Shire of Bridgetown-Greenbushes Standing Orders Local Law and includes applicants, representatives of applicable organisations, adjacent property owners, authors of submissions or any person in the opinion of the presiding member at the meeting that has a significant direct interest (not including an interest common to all or a significant number of the community).

Annual General Meeting of Electors

In addition to its Ordinary Meetings, Council also holds an Electors Meeting during each financial year and includes the presentation of the Annual Report and the Annual Financial Report & Auditors Report.

Special Meetings of Electors

In accordance with Section 5.28 of the LG Act, a Special Meeting of Electors may be held following a request made to the President for such a meeting by:

- not less than one hundred electors or 5% of the number of electors, whichever is the lesser; or
- one third of the number of council members.

Any request of this nature is to specify the matters to be discussed at the Meeting and the form or content of the request is to be in accordance with the requirements of the *Local Government (Administration) Regulations 1996*.

Community Consultation and Participation

The Council believes that early effective communication and consultation with the Community will lead to better decision-making, and more open, transparent and accountable governance. Council's Community Consultation Policy outlines both the various levels of consultation and the methods used.

Community members also have the opportunity to engage with the Shire at any time by visiting our reception at the Shire's Administration Building, 1 Steere Street, Bridgetown between the hours of 9:00am and 4:30pm, by calling (08) 9761 0800 or by emailing btnshire@bridgetown.wa.gov.au.

Community members can also provide feedback and make enquiries or complaints on-line via the Contact page of the Shire's website at www.bridgetown.wa.gov.au/contact-us/contact.aspx or by visiting and leaving a comment on the Shire's Facebook page at www.facebook.com/bridgetowngreenbusheshire.

Documents held by the Shire of Bridgetown-Greenbushes

In accordance with section 5.94 of the LG Act, certain documents are made available by the Shire for public inspection without an application under the FOI Act being necessary. Many of these documents are available on the Shire's website, and can include:

- any code of conduct;
- any register of complaints referred to in section 5.121 of the LG Act;
- any register of financial interests;
- any register of gifts;
- any annual report;
- any annual budget;
- any schedule of fees and charges;
- any plan for the future of the district made in accordance with section 5.56 of the LG Act;
- any proposed local law of which the local government has given Statewide public notice under section 3.12(3) of the LG Act;
- any local law made by the local government in accordance with section 3.12 of the LG Act;
- any rates record;
- any confirmed minutes of council or committee meetings;
- any minutes of electors' meetings;
- any notice papers and agenda relating to any council or committee meeting (excluding those reports prepared under Section 5.23 of the LG Act);
- any report of a review of a local law prepared under section 3.16(3);
- any business plan prepared under section 3.59 of the LG Act;
- any register of owners and occupiers under section 4.32(6) of the LG Act and electoral rolls;

Access to other information held by the Shire is subject to the provisions of the LG Act, the FOI Act and any other pertinent legislation.

FOI Procedures

It is the aim of the Shire of Bridgetown-Greenbushes to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the FOI Act provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Freedom of Information Applications

Requests to access information under the FOI Act are required to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

An application form is available to assist with this process and is attached as Appendix 2 to this document. Applications should be addressed to the Freedom of Information Officer, PO Box 271, Bridgetown, WA 6255 or e-mailed to btnshire@bridgetown.wa.gov.au.

Applications will be acknowledged in writing and you will be notified of the decision within 45 calendar days.

Freedom of Information Charges

A scale of fees and charges are set out in the FOI Regulations. No fees or charges apply for personal information or amendment of personal information about yourself. Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged.

As at 31 March 2022 the fees and charges are as follows:

Personal Information about the applicant	No fee and no charges
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00
Per photocopy	\$0.20c
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging or postage	Actual cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

Deposits

- An advance deposit may be required in respect of the estimated charges – 25%
- Further advance deposit may be required to meet the charges for dealing with the applications – 75%
- If a required deposit is not paid within a timeframe specified by the Shire, then the applicant is to be regarded as having withdrawn the access application

Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which works can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and the designation of the officer who made the decision;
- if access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an external review. The external review application should be made within 60 calendar days after being given the Shire's written notice of the Shire's decision. (Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the Shire's decision.

Further Information

Further information can be obtained from the Freedom of Information Officer for the Shire on (08) 9761 0800, Monday to Friday from 8.30am to 5.00pm.

Alternatively, contact the Office of the Information Commissioner:

Telephone: (08) 6551 7888

1800 621 244 (toll free for WA country callers)

Email: info@foi.wa.gov.au

Web: www.oic.wa.gov.au

Address: Albert Facey House, 469 Wellington Street, Perth WA 6000

Appendix 1 – List of legislation administered by the Shire

This list of Acts is not intended to be exhaustive and should not be relied upon as such. Confirmation of current Acts and the associated Regulations by referring to Western Australian Legislation website at www.legislation.wa.gov.au

Animal Welfare Act 2002
Building Act 2011
Building and Construction Industry Training Fund Levy Collection Act 1990
Bush Fires Act 1954
Caravan Parks & Camping Grounds Act 1995
Cat Act 2011
Cemeteries Act 1986
Control of Vehicles (Off-Road Areas) 1978
Dividing Fences Act 1961
Dog Act 1976
Emergency Services Levy Act 2002
Environmental Protection Act 1986
Food Act 2008
Freedom of Information Act 1992
Health Act 1911
Heritage of Western Australia Act 1990
Land Administration Act 1997
Liquor Licensing Act 1988
Litter Act 1979
Local Government Act 1995
Local Government (Miscellaneous Provisions) Act 1960
Occupational Safety and Health Act 1984
Planning and Development Act 2005
Public Works Act 1902
Rates and Charges (Rebates and Deferments) Act 1992
Road Traffic Act 1974
Strata Titles Act 1985
Tobacco Products Control Act 2006
Transfer of Land Act 1893
Valuation of Land Act 1978
Waste Avoidance and Resource Recovery Act 2007
Water Services Licensing Act 1995

Other Legislation Affecting the Shire

Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law
Bush Fire Brigades Local Law
Cats Local Law
Cemeteries Local Law
Dogs Local Law
Fencing Local Law
Health Local Law
Local Government Property Local Law
Parking and Parking Facilities Local Law
Pest Plants Local Law
Standing Orders Local Law
Town Planning Scheme No. 3
Town Planning Scheme No. 4

Appendix 2 – FOI Application

SHIRE OF BRIDGETOWN-GREENBUSHES

APPLICATION FOR ACCESS TO DOCUMENTS

[Freedom of Information Act 1992, S.12]

DETAILS OF APPLICANT

Family Name: Given Names:

Australian Postal Address:

Postcode: Telephone No:

If application is on behalf of an Organisation

Name of Organisation/Business:

DETAILS OF REQUEST (Please tick)

☐ Personal documents

☐ Non-Personal documents

I am applying for access to document(s) concerning:

.....

FORM OF ACCESS (Please tick)

I wish to inspect the document(s)

☐ Yes

☐ No

I require a copy of the document(s)

☐ Yes

☐ No

I require access in another form

☐ Yes

☐ No

If Yes, please specify:

.....

FEES & CHARGES

Attached is a cheque/cash for the amount of \$..... to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply – see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges

☐ Yes

☐ No

Applicants Signature:	Date:
-----------------------	-------

Office Use Only

Date Received:

Deadline for Response:

Acknowledgement sent:

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified
- The Agency may request proof of your identity
- If you are seeking access to a document(s) on behalf of another person, the Agency will require authorisation, usually in writing
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received
- Further information can be obtained from the Shire of Bridgetown-Greenbushes, or a copy of the Freedom of Information Act may be downloaded from the Western Australian Legislation website www.legislation.wa.gov.au. Alternatively hardcopies can be ordered from the State Law Publisher by emailing sales@dpc.wa.gov.au or calling 08 6552 6000.

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Agency is unable to grant access in the form requested, access may be given in a different format.

Fees & Charges

- \$30.00 application fee (non-personal information only) and other fees as outlined in Schedule 1 of the FOI Regulations
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates & Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

Lodgement of Applications

Applications may be lodged:

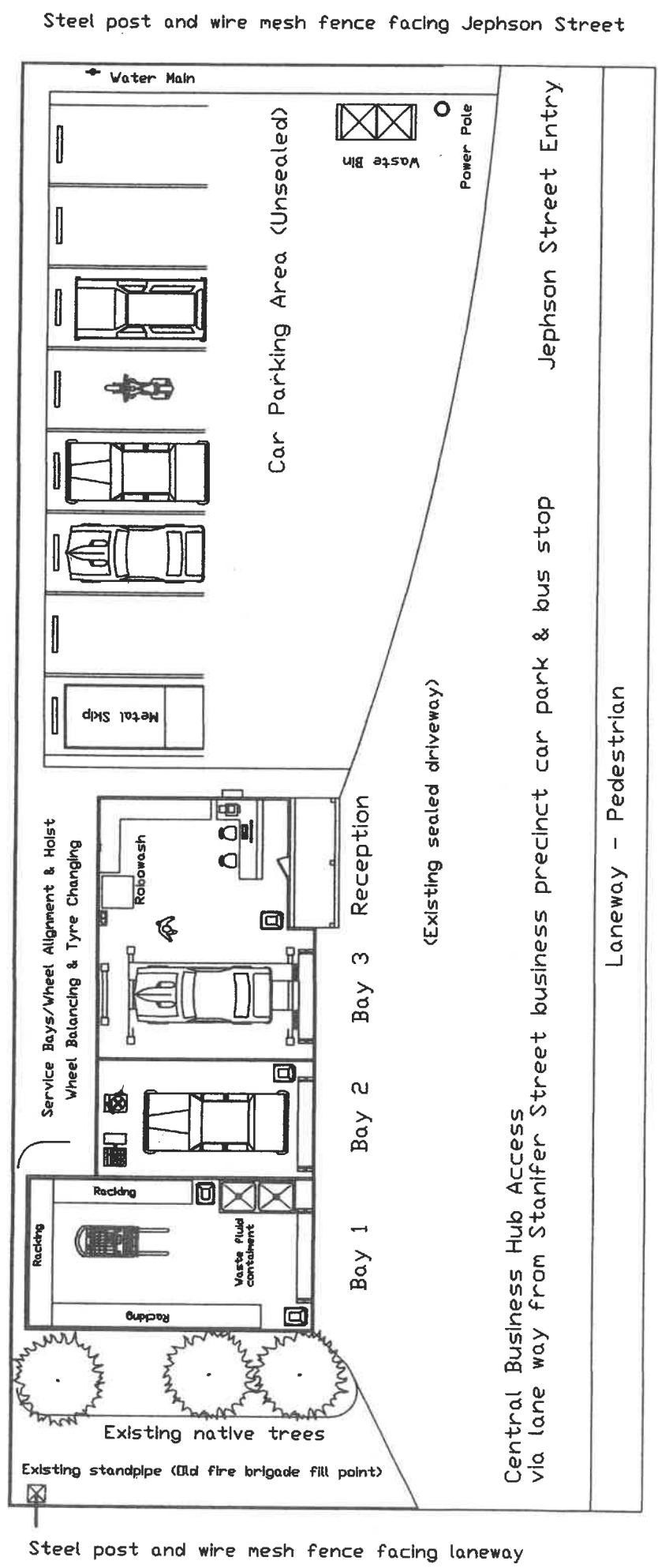
- By post addressed to: FOI Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
- In person at: Shire of Bridgetown-Greenbushes Administration Office
1 Steere Street
BRIDGETOWN WA 6255
- E-mailed to: btnshire@bridgetown.wa.gov.au



Imagery ©2022 CNES / Airbus, Maxar Technologies, Map data ©2022 50 m



Wooden post and wire mesh fence separating 39 Jephson Street

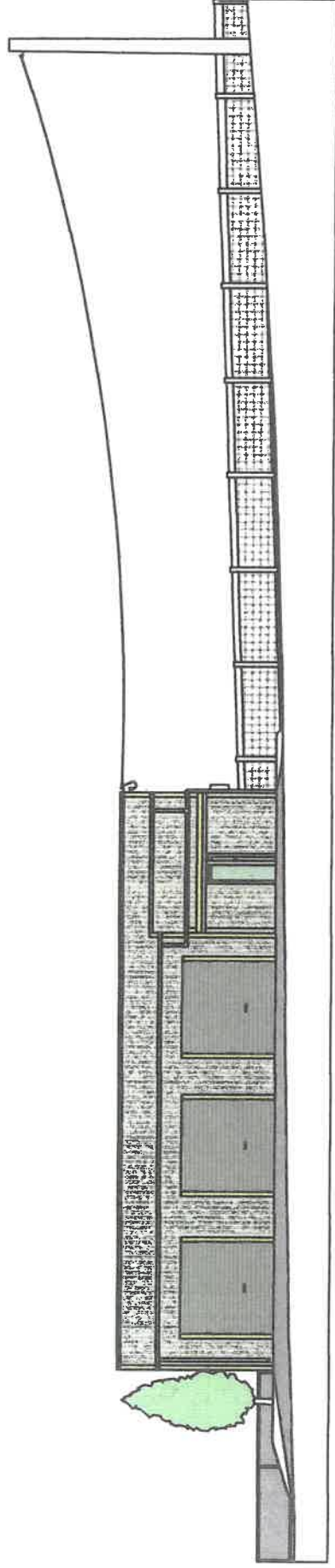


Steel post and wire mesh fence facing laneway

Site Plan

Lot 48

37 Jephson Street Greenbushes



Elevation - Front

Lot 48 37 Jephson Street Greenbushes

**CEO, Bridgetown - Greenbushes Shire**

1 Steere Street, Bridgetown W.A 6255

To the Chief Executive Officer,

My name is Bradley Hall and I am a long-term resident of Greenbushes. I would like to submit a proposal for a vehicle repair center in the old emergency services building located at 37 Jephson Street, Greenbushes. The address is currently zoned as residential and would like to gain permission for an additional purpose at the location. The application would require no changes or additions to the existing building or ground levels.

The business would cover all aspects of vehicle maintenance & repair, including but not limited to, vehicle servicing and component replacement, component overhaul, tyre replacement, balancing & wheel alignment. Specialized tasks like air-conditioning and windscreen repairs would be on a "need basis" engaging licensed suppliers to perform this work as they have already developed job specific tooling for installation, waste capture and have a proven component supplier base.

We would also expand our services to sell quality vehicle components (Batteries, lights, 4x4 accessories, wheel components, bearings etc.) to name some, a tilt tray service & also become an accredited licensing inspection center.

Our vision is to create an opportunity to obtain reliable mechanical services locally & and to provide them with access to quality parts & service already afforded to our city counterparts. The additional flow on is employment opportunity, retaining revenue within the Shire of Bridgetown – Greenbushes and strengthen engagement with business in our local community.

I have also included a business proposal which outlines the business structure in more detail for more context while you and your team give consideration to our application.

Warm regards,

Bradley Hall

0409 105 220

bradleyhall1@bigpond.com

BRADLEY HALL

v

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✚ Proposed Business Plan Summary

✚ CAD Drawings

1. Site Plan
2. Plan View – Dimensions
3. Elevation - Front View
4. Elevation - Top View
5. Elevation - Side View

✚ Aboriginal Heritage – Desktop Assessment

1. Purpose
2. Definition
3. Methodology
4. Assessment Result
5. Conclusion
6. Reference

✚ Heritage – Desktop Assessment

1. Purpose
2. Definition
3. Methodology
4. Assessment Result
5. Conclusion
6. Reference

✚ Bushfire Prone Area - Desktop Assessment

Development Site located inside a bushfire prone area

1. Purpose
2. Definition
3. Methodology
4. Assessment Result
5. Conclusion

Property located inside a bushfire prone area

6. Purpose
7. Definition
8. Methodology
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10. Conclusion
11. Reference

✚ Bushfire Attack Level (BAL) Assessment Report

✚ Bushfire Attack Level (BAL) Certificate

± Site Analysis

- *Introduction*
- *Location*
- *History*
- *Assessment Purpose*
- *Opportunities*

Constraints

- **Strategy**
 - *Methodology*
 - *Resource Assessment*
 - *Implementation, Dissemination & Progress*
 - *Revision*
- **Analysis Map – Legend**
- **Analysis Map – Greenbushes Townsite**
- **Record of Certificate of Title**
 - *Brendon Longbottom – 35 Jephson Street*
 - *Andrew Hesketh – 37 Jephson Street*
 - *John Green – 39 Jephson Street*
 - *Letter of Support – Brendon Longbottom*

Bradley Hall

Owner

Greenbushes Tyre & Auto

37 Jephson Street Greenbushes

ABN: [ABN]

ACN: [ACN]

Greenbushes Tyre & Auto

Proposed Business Plan Summary

Last Edit: 22/09/2021

Business Plan Summary

The Business

Proposed Structure
Products/services
Marketing Strategy

Business Premises.....

Proposed Business Location

Organisation Structure

Forecasted Organisational Structure

Management & Ownership.....

Ownership detail
Experience

Key Personnel.....

Initial Staff
Projected Staff Requirement
Training/Upskilling Programs
Skill Retention Strategies

Operations.....

Suppliers
Plant & Equipment
Technology
Operating Detail

Sustainability Plan.....

Enviromental/Resource Impacts
Community Impact & Engagement
Risks/Constraints
Strategies

Insurance

Risk management.....

The Future

Vision statement
Mission statement
Goals/objectives
Action plan

Supporting documentation

The Business

Proposed-Business name: Greenbushes Tyre & Auto

Proposed Business Structure: Pty Ltd/Trust

Proposed Business Location: 37 Jephson Street Greenbushes, also accessible from the central business hub

Business Owner:

Bradley Hall, Greenbushes resident for 51 years

Relevant Owner Experience:

- Certificate III Mobile Plant technology AUR31212
- Certificate III in Engineering – Mechanical Trade MEM30219

Products/Services:

Initial

- ✓ Vehicle servicing & repair
- ✓ Tyre fitting & balancing
- ✓ Wheel Alignment
- ✓ Battery replacements
- ✓ Basic auto electrical repairs
- ✓ Windscreen & Air Conditioning (Engagement of mobile contractors weekly or when required)

Longer Term

- ✓ 4x4 and vehicle aftermarket accessories (roobar, roof rack, spotlights etc)
- ✓ Tilt tray service
- ✓ Loan vehicle
- ✓ Accreditation for DoT vehicle inspections

Target Market:

- ✓ Local Residents
- ✓ Local & Mining Contractors
- ✓ Surrounding Districts
- ✓ Tourists

Marketing Strategy:

- Social Media – give regular posts promoting achievements, people and any additional services or promotions
- Local newspaper/news letters
- Website services
- Signage
- Word of mouth - Customer Review

Business premises

Proposed Business Location:

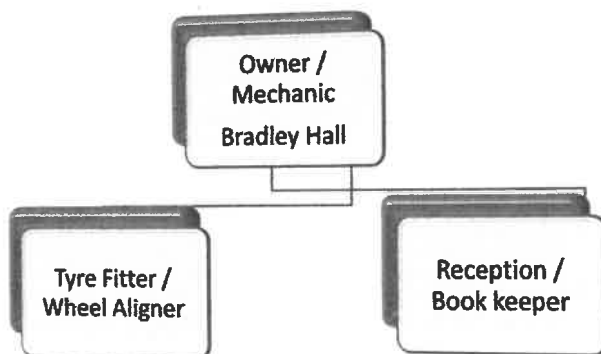
- 37 Jephson Street, Greenbushes, Former Emergency Services Building



- ✓ Proposed workshop site is the old Emergency Services building directly behind the Greenbushes Discovery Centre. The site can be accessed from Jephson Street or from the laneway adjacent the Bridgetown-Greenbushes Shire rubbish pickup area behind the Discovery Centre.
- ✓ To utilize this facility once again would be an advantage to local consumers as it is central to townsite with other local businesses from the central hub
- ✓ Creation of local employment opportunities

Organisation Structure

Figure 1: Forecasted Organisational Structure



Management & Ownership

Names of Owners: Bradley Hall

Details of management & Ownership:

Owner operator

Experience:

I gained my first trade credential from the local mine (Greenbushes Tin) in 1988 then left to work in construction installation as a sub-contractor for many years. I then turned to repair of light vehicles, on-highway trucks and forestry equipment, and also fabrication of semi-trailers, dolly's & tip bodies. I then had an opportunity to return to mining working with face shovels & hydraulic dig units. My background in rope shovels took me across Australia in Supervisory roles and internationally as a technical specialist working with some of the world's largest drill & dig units (CAT 7495HR, CAT 6060, Atlas Copco 351 Pit Viper) to name a few. I have been involved in various roles from Maintainer to Shutdown Superintendent, training local indigenous maintenance teams, developing site maintenance plans & strategies, shutdown planning, parts procurement, logistics and execution of maintenance & shutdown tasks. My last international contract saw 16 major shutdowns (30 days each, two machines at a time) including two 72-day shuts on CAT 7495HR rope shovels over 18 months in the South Gobi Desert Mongolia all of which we brought in on time

Key personnel

Initial Staff: Initial start-up of the business will be carried out by myself

Job Title	Name	Skills or Strengths
Owner/ Mechanic	Bradley Hall	<ul style="list-style-type: none">➤ Proven skills as a mechanic over a broad range of industry➤ Proven experience in running large maintenance & shutdown groups with a focus on all aspects from planning development, implementation, parts procurement & inventory, logistics, quality control & job execution.➤ Good communicator➤ Well known & trusted individual

Projected Staff Requirement: Employment opportunities are to be considered by the support received as to when we can bring these people onboard. This may be sooner than projected date below

Job Title	Quantity	Expected staff turnover	Skills necessary	Date required
Office Reception/ Book keeper	[1]	[2-3 years]	Relevant Qualification/ or upskill suitable candidate	Within 12 months
Tyre Fitter/ Wheel Aligner	[1]	[2-3 years]	Relevant Qualification / or upskill suitable candidate	Within 12 months

Training/Upskilling Programs: Automotive Institute of Technology, AIT

➤ **Certificate II in Automotive Tyre Servicing Technology (AUR21916)**

Within the Certificate II in Automotive Tyre Servicing Technology (AUR21916) course, candidates will be provided with comprehensive training that empowers them to undertake a range of necessary tyre-related workplace tasks in a competent manner, in conjunction with other necessary skills. This qualification is also available via recognition of prior learning (RPL). Core skills assessed during the process will include safe work practices, and light vehicle tyre removal, inspection, repairing, replacing and balancing. Other key skills include environmental practices, troubleshooting, workshop tooling and communication skills with fellow staff and customers.

More specific skills are available within the units of competency in the elective pathways. The AIT offers this qualification through three (3) alternate streams. To simplify the delivery process, the AIT breaks all training and assessment down into blocks of units. The initial two blocks of training are compulsory and common to all three streams. They consist of the core and special elective components of the qualification. The remaining blocks can be chosen with the following streams:

- Suspension, Steering and Wheel Aligning
- Heavy Vehicle Tyres
- Light Mechanical Inspection and Servicing

To be awarded the Certificate II in Automotive Tyre Servicing Technology (AUR21916), candidates must successfully complete fourteen (14) units of competency. This comprises four (4) core units, three (3) specialist elective units and seven (7) electives.

➤ **Basic Bookkeeping Course Certificate:** Online Delivery

The Basic Bookkeeping Course will give you all the information that you need to record business transactions accurately. More importantly, our course provides essential information that is easy to apply in real situations. Our comprehensive course will give you all the bookkeeping skills needed to help you manage all important financial matters

Skill Retention Strategies

- Review past performance and expectations with employee.
- Review skillset and additional training opportunities
- Repetitive reinforcement of skills learned
- Skills matrix documenting academic record & expiry (if any)

Operations

Suppliers

Aim is to engage reputable suppliers who can deliver quality components at competitive pricing.

Plant & Equipment

Initial Equipment Required	✚ Priority	Purchase price	Running cost
Hoist	1	\$4400.00	
Wheel Alignment machine	1	\$6550.00	
Tyre changer DS-706C3	2	\$1900.00	
Wheel Balancer	2	\$1000.00	
Scan Tooling	4	\$9700.00	
Compressor	2	\$1300.00	
Parts Washing station (Initial)	1	\$450.00	\$30.00/Mo
Robowash Machine (Permanent)	3	\$	\$
Monitor	Purchased	\$200.00	
Printer	Purchased	\$140.00	
Workshop Software (Subscription)	1	\$0	\$50.00/Mo
Brake drum/disc lathe	5	\$14000.00	
Extraction fan	1	\$170.00	
Forklift	2	\$4000.00	
Pallet Jack	1	\$600.00	

- ✚ **P1 – Must have for start up**
- ✚ **P2 – Within 4 months**
- ✚ **P3 – Within 8 months**
- ✚ **P4 – Within 12 months**
- ✚ **P5 – Within 18 months**

Technology (Software):

- **Workshop Software** - Workshop software manages and optimizes workflow from bookings, stock management through to invoice to name a few. It also integrates with your existing accounting software and directly loads to your platform keeping pin point accurate books leaving you more time to focus with the hands-on work
- **Scan Tooling** - The **TRITON-D10** from Snap-on Tools offers sophisticated verification and testing functionality, including advanced graphing features and OEM-level data, plus a guided Component Test Meter/scope for verifying component failures with known good results.

Operating Details

Trading Hours:

- Mon – Fri 7:00am - 5:00pm
- Sat 8:00am - 12:30pm

Communication Channels:

- Mobile / fixed landline
- Email
- Social media/messaging apps
- Web page/domains (come after initial setup)

Payment Types:

- ✓ Cash
- ✓ Credit Card
- ✓ Eftpos (preferred)
- ✓ PayPal

Credit Policy:

- ✓ To be determined

Warranties & Refunds:

- ✓ To be determined, will be in line with Australian consumer laws

Quality Control:

- ✓ Procedures to be determined

The property was again developed in 1994 to its present state, a project by the Greenbushes Aged Community Committee coordinated by community leaders Jimmy Yates, Gary Bridger, and sponsored by Councillor Barbara Patrona. This was to house the community bus, fire brigade, St John Ambulance and used available grants and donations to complete the project. I have myself lived in Greenbushes for 51 years, residing on Jephson Street growing up and now have purchased a home also on Jephson Street, I have been able to see some of these changes first hand

Assessment Purpose

The purpose of this site analysis is to look at the opportunities and constraints to help develop strategies and controls that can be implemented to reduce/prevent the impact of conducting a business from the old emergency services building on 37 Jephson Street, Greenbushes.

Opportunities

The potential to provide a sustainable service in the Greenbushes is a positive one. Diversity of available services will be key to reach the broad range of consumers already active in the Greenbushes area. This would

- ✓ provide the Greenbushes community & surrounding districts with an affordable and professional service locally
- ✓ provide quality parts and service already afforded to our city counterparts
- ✓ provide support for local business and contractors alike
- ✓ utilize an existing building central to the Greenbushes business district
- ✓ bring interaction with the Greenbushes community and its businesses

Currently Greenbushes has no mechanical service and this requires residents in the area to travel to have their vehicle serviced or repaired. This causes disruption because they require a second person & vehicle for drop off & pick up, and also depending on location, may require taking leave from work spending a day somewhere to have their car serviced.

Wait times are quite large as most vehicle service centres are booked weeks in advance. We would fill that gap and could service vehicles while people are at work at the Mine or timber mill for example. Parents with young children would also be advantaged. Tourists who visit the area will also benefit from a mechanical service as breakdown events do & have occurred.

Constraints

There are several factors that need to be considered that could potentially impact on neighbours and the wider community. These could include

- Zoning – 37 Jephson Street is currently zoned as residential. Additional use permit is required
- Protected Areas – 37 Jephson Street is not in or part of a protected area
- Bushfire prone land – Parts of the Greenbushes township is inclusive in the current bush fire prone area maps. 37 Jephson is outside of that zone
- Heritage Listing – There are currently 32 heritage sites in the Greenbushes area including 3 on Jephson Street alone. 37 Jephson Street is not part of those listings
- Aboriginal Heritage – There is currently 1 Aboriginal Heritage listing in the locality of Greenbushes (Blackwood River). 37 Jephson Street has no registered Aboriginal sites or heritage places

- **Privacy** – Neighbour privacy could be impacted if fencing is not adequate. Currently the northern boundary is a wire mesh fence. Southern boundary is a shire pedestrian walkway with a 1.8m Colourbond fence along the southern neighbour's boundary.
- **Traffic flow** - 37 Jephson has two entry/exit points at each end of the property. This could conflict with regular local traffic that use the laneway behind the property to access the GPO and Roadhouse in the morning and afternoon
- **Noise** – The use of air tools in the industry was commonplace but new technology with battery powered tooling has surpassed this need to have air driven equipment that is very noisy. The southern neighbours would be mostly impacted by any noise as the doorways face that direction
- **Waste Management** – Activities within the business will create waste products that will require capture and/or disposal
- **Hours of Business** – Working outside standard hours can cause disruption to neighbour's family time and schedules within their group
- **Walkway Access** – Pedestrian traffic can be impacted if walkway is not managed & maintained to an acceptable standard

Constraint	Impact Likelihood	Impact Rating	Controls
○ Zoning	Certain	High	➤ Obtain an additional use permit for the premises through the development process as the property is currently zoned residential
○ Protected Area	Not Likely	Insignificant	➤ 37 Jephson Street is not on or in a protected area
○ Heritage Listing	Not Likely	Insignificant	➤ Heritage desktop assessment revealed 32 heritage listings in Greenbushes. 37 Jephson Street was not included in those listings
○ Aboriginal Heritage	Not Likely	Insignificant	➤ Aboriginal Heritage desktop assessment revealed 1 heritage place (Blackwood River) in the Greenbushes locality. 37 Jephson Street is not included in any of those areas
○ Privacy	Very Likely	High	➤ Construct suitable boundary fence to maintain northern neighbour privacy
○ Traffic Flow increase	Likely	Low	➤ Introduce signage on the entry and exits to maintain traffic control ➤ Increase unlikely to be significant as throughput can only be what can be achieved for that day ➤ Utilize booking schedule where possible ➤ Designated parking area

Sustainability plan

Environmental/Resource Impacts:

- ✓ **Waste Oil & Coolant** – Waste fluids from vehicle servicing operations will be captured and stored onsite in 1000 litre IBC then delivered to recycling centre (Wren oil)
- ✓ **Tyres** – Used tyres will be delivered to Tyre Recyclers WA for remanufacture (Bayswater)
- ✓ **Rubbish & Old Parts** – Metal bin & rubbish skips will be used to separate and recycle (Liaise with local waste removal company Hastie Waste about options)
- ✓ **Solvents** – Solvents & degreasers used will be contained in purpose-built parts washing station

Community Impact & Engagement

Fluids & Tyres - An Environmental Levy (calculated average cost) will be applied to works that require removal & recycling of these waste products. This will be transparent & detailed on invoice & will be not for profit

Risks/Constraints

- **Spills** – Containment Pallets (110% IBC volume) to be fabricated to capture leakage or spills if the IBC is ever compromised. This also can be used during transport to recycling centre

Strategies:

- **Fluids & Tyres** - An Environmental Levy (calculated average cost) will be applied to works that require removal & recycling of waste products. This levy will cover 'cost only' of correct disposal of waste products. This will be transparent and detailed on every invoice that Halls Tyre & Auto **'will not profit'** from this waste disposal
- **Metal bin** – These are usually supplied free of charge by the Waste Disposal Operator
- **Cardboard & paper** – Delivered directly to local recycling hub
- **General Waste** – Excess to be the responsibility of Halls Tyre & Auto

Insurance

To be determined with relevant insurer/s

- **Workers' Compensation:**
- **Public Liability Insurance:**
- **Professional Indemnity:**
- **Product Liability:**
- **Business Assets:**

Risk management

Risk	Likelihood	Impact	Strategy
<i>Theft</i>	<i>Unlikely</i>	<i>High</i>	<ul style="list-style-type: none"> ➤ <i>Assets insured for theft as part of insurance package</i> ➤ <i>Security system installation</i> ➤ <i>Lockable cupboards</i> ➤ <i>Security lights</i>
<i>Damages to client property</i>	<i>Unlikely</i>	<i>Medium</i>	<ul style="list-style-type: none"> ➤ <i>Ensure correct procedures are followed</i> ➤ <i>Ensure adequate relevant information to complete the job is available</i> ➤ <i>Quality replacement parts</i> ➤ <i>Pre-start checks</i>
<i>Spills</i>	<i>Likely</i>	<i>Low</i>	<ul style="list-style-type: none"> ➤ <i>Construction of containment pallets at 110% capacity of IBC</i>
			<ul style="list-style-type: none"> ➤ <i>Suitable fluid transfer methods</i>
<i>Accident & injury</i>	<i>Unlikely</i>	<i>High</i>	<ul style="list-style-type: none"> ➤ <i>Adhere to safe work or OEM procedures</i> ➤ <i>Only attempt work you are trained to do</i> ➤ <i>Use correct tooling and must be fit for purpose</i> ➤ <i>Be fit for work</i> ➤ <i>Use appropriate safety equipment wherever possible</i>

The Future

Mission

The mission for Greenbushes Tyre & Auto is to provide consumers with affordable & professional service locally

Vision

To create local opportunity to access quality parts & customer service which is afforded to our city counterparts

Core Values

Integrity – We aim to maintain the highest standards of professional behaviour & value honesty & transparency in our actions

Accountability – We hold ourselves accountable for quality & lasting results of our work, commitment to our suppliers, partners and each other

Respect – We value the unique talents, experiences & perspectives of everyone & will treat our participants, partners, suppliers and others with respect

Goals/Objectives:

- *Form strategic alliances with suppliers to maintain affordable and reliable service*
- *Install new industry standard workshop equipment from day 1*
- *Use industry specific software to enhance efficiency in day to day running from booking to invoice*
- *Deliver on customer service*
- *Provide a local service which is sustainable*

Current Milestone Targets	Date of expected completion	Person responsible
<i>Receive required approvals to open and run a business locally</i>	<i>October 30 2021</i>	<i>Bradley Hall Andrew Hesketh</i>
<i>Installation of new equipment into building</i>	<i>October November 21 2021</i>	<i>Bradley Hall</i>
<i>Open for business</i>	<i>November 30 2021</i>	<i>Bradley Hall</i>

Introduction

The historic mining & timber town occupies the highest point on the Darling Scarp, 260km south-east of Perth between Balingup & Bridgetown. The beginning of the township of Greenbushes started with a pound of tin found in a creek in 1888.

Location

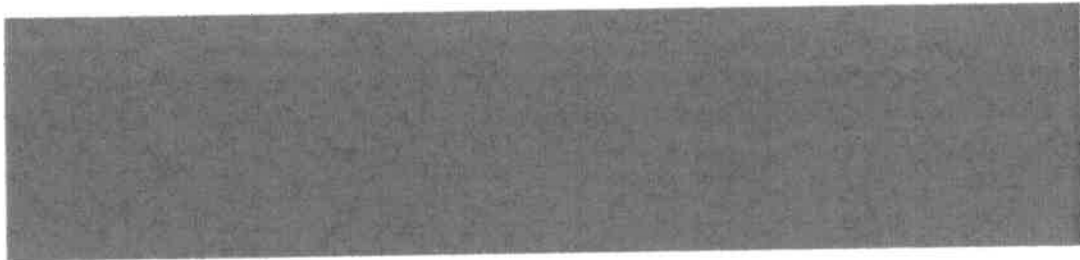
37 Jephson Street is located directly behind what was and still is the central business hub on Blackwood Road in Greenbushes. The property played an integral part as a distribution point for the township and wider community.

History

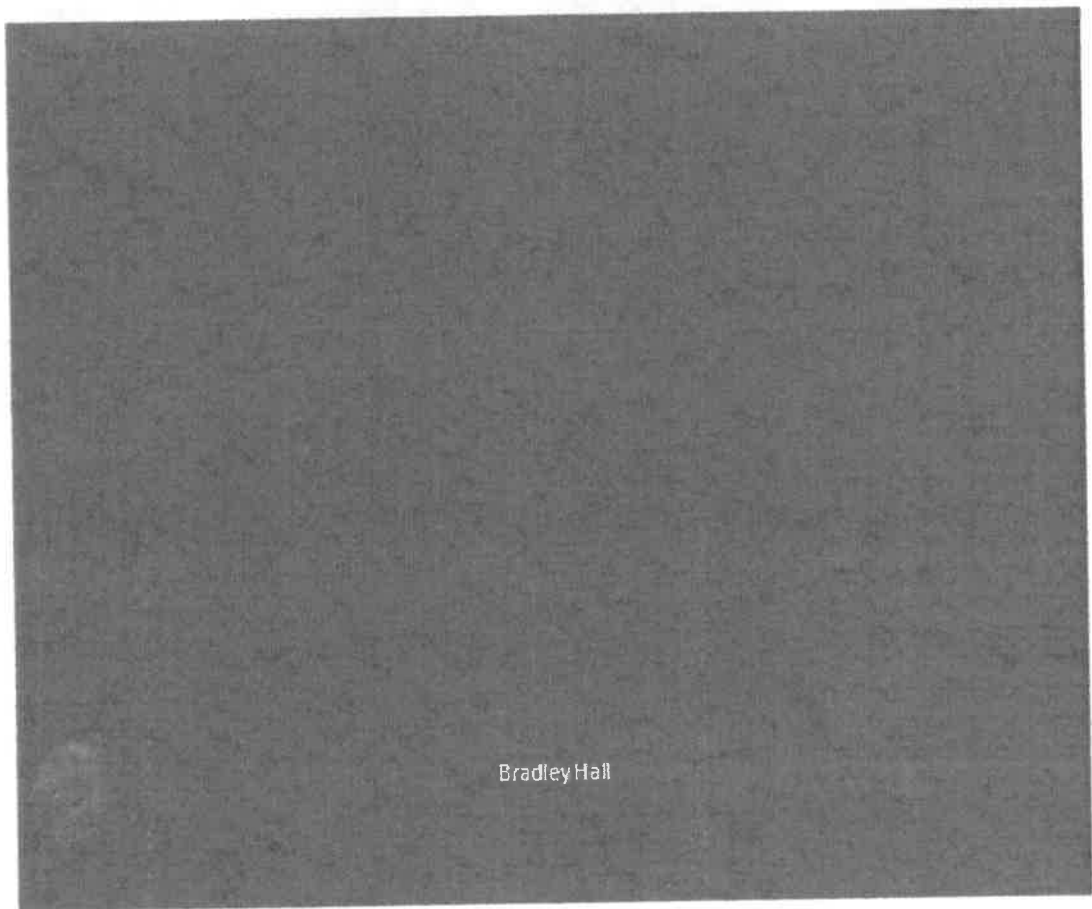
According to discussions with some long-term elderly residents, the property was utilized firstly as an unloading depot for goods that were shipped to Greenbushes by train (as far back as 1930-1940). An unloading ramp was a prominent feature of this block (the log base is visible in the centre of circled area) the laneways well worn by traffic leading to it. The Roads Board and then Shire of Greenbushes also utilized the property and ramp, also parking some machinery at that location, before & after amalgamation in March, 1970. The town's water standpipe was also installed on the property. (Originally at the northern end near Jephson Street)



Aerial photograph of Greenbushes 13 Jan 1966 – State Library of WA



SITE ANALYSIS



Bradley Hall

Lot 48 / 37 Jephson Street Greenbushes

Overview

As per conversation between myself (Andrew Hesketh) and Tim Clynnh regarding the non-conforming use status of Lot 48 / 37 Jephson Street Greenbushes, the following details outline the use of the property once I purchased it in 2005 & historic uses of previous owners of the property.

When the property was purchased in 2005

, and also a main driver for that purchase, was the status of the block. I was under the impression the block was of commercial use as it has been used by various different organizations including the Shire, for decades before. Remnants of previous occupation still exist and has the water standpipe and industrial water meter still in use.

I needed a central location within Greenbushes to be able carry out critical mechanical repair works to support my growing business. These repairs required a location out of the elements and there were not a lot of other options available to me. The presumed status of the property suited that purpose and I have been actively using that property ever since then to conduct support works for my business.

It wasn't until our plan to rent the premises to local man Bradley Hall to run a vehicle repair center in the town that we found out there was a planning issue that needed addressing. We were in the process of moving some plant and engines from the premises in preparation when Bradley informed me of the zoning issue during the course of his due diligence. It was at that point we ceased any clean up works until these issues could be addressed with the Shire.

I would also add that the property has never had any houses / residents living on the property and has only ever been used for commercial purposes. Bradley has lived on Jephson Street, 28 & currently 31, for the most part of 51 years and can personally vouch the property use. He has witnessed these changes first hand as they happened.

The following information will give some insight into the previous and current uses of the property and the evidence does show that a non-conforming use status does indeed exist.

Lot 48 / 37 Jephson Street Greenbushes

History

According to discussions with some long-term elderly residents, the property was utilized firstly as an unloading depot for goods that were shipped to Greenbushes by train (as far back as 1930-1940). An unloading ramp was a prominent feature of this block (the log base is visible in the centre of circled area of the photo) the laneways well worn by traffic leading to it. The Roads Board and then Shire of Greenbushes also utilized the property and ramp, also parking some machinery at that location, before & after amalgamation in March, 1970. The town's water standpipe was also installed on the property. (Originally at the northern end near Jephson Street)

Photo: State Library Aerial Photo Greenbushes 1960



Lot 48 / 37 Jephson Street Greenbushes

Property Use by Previous & Current Owners

Greenbushes Aged Community Inc

The property was developed in 1994 to its present state, a project by the Greenbushes Aged Community Committee coordinated by community leaders Jimmy Yates, Gary Bridger, and sponsored by Councillor Barbara Patrona. This was to house the community bus, fire brigade, St John Ambulance and used available grants and donations to complete the project.

The ambulance and community bus were active in the premises until it was sold to me in 2005. The fire brigade was in process of being re-assigned around the same time I purchased the property.

There was definitely some regular motor vehicle maintenance work and servicing carried out on the fire brigade assets, and regular reliability checks for all the Emergency Service Vehicles stationed at the premises.

Hesketh Contracting / Hesketh Quarries

Light vehicle servicing and repair work for all Hesketh Contracting / Hesketh Quarries fleet

- Servicing - Oil & filter changes
- Inspection – Roadworthy inspections of the various vehicle systems
- Powertrain – Engine repairs and overhaul, transmission & clutch replacements, differential repair and overhaul
- Electrical – Electrical repair and fitment of aftermarket accessories (flashing beacons, driving lights etc.)

Engine and powertrain overhauls for mobile plant used in the business. The following more recent to name a few as there are several

- Powerscreen 1180 Jaw Crusher - Engine & clutch upgrade to handle increased load demands
- D10N – Engine rebuild & torque converter overhaul
- CAT 314 Wheeled Excavator – Engine overhaul
- Repairs to prime mover & its components

Lot 48 / 37 Jephson Street Greenbushes

The maintenance works have been carried out mostly by Hesketh Contracting/Hesketh Quarries employees but some contractors were engaged to carry out more technical repairs & maintenance.

These include

- Southwest Mechanical Services
- CLP Mechanical Services
- Shaun's Mobile Mechanical Services
- Westside Mechanical

Additional Property Use

- A bay was used for storage by Talison. They stored some mining equipment under agreement for a period of time but have since vacated.
- Caravan used for remote work is currently being stored there
- Premises housed a forklift until recently when the issue was discovered
- Bus is currently stored there

NAIRNUP ROAD FIGURES

Figure 1: Nairnup Road narrow fenced section.



Figure 2: Nairup Road alignment through Lot 7919.



Figure 3: Portion of Lot 7919 to be amalgamated into the road reserve.





**BRIDGETOWN-GREENBUSHES ACCESS AND 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 Access and 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 Access and Inclusion Advisory Committee*.

3. Objectives

The objectives and role of the Committee are:

- 3.1 To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.2 To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.3 To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and Age Friendly Communities Plan.
- 3.4 To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Age Friendly Communities Plan either as part of the annual review process, or if necessary at other times of the year.

4. Membership

- 4.1 Council will appoint a minimum of one (1) elected member as Council's representative(s) on the Committee.
- 4.2 Council will appoint a maximum of Eleven (11) community and service agency representatives.

- 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

The Committee shall meet on at least four occasions per year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7. Quorum

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:

- a) In accordance with the Local Government Act 1995 (ie; 21 October 2023); or
- b) At the direction of Council

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.