

**Council Minutes Index – 29 June 2023**

Subject	Page No
<b>Opening of Meeting</b> .....	<b>3</b>
<b>Acknowledgment of Country</b> .....	<b>3</b>
<b>Attendance, Apologies and Leave of Absence</b> .....	<b>3</b>
<b>Attendance of Gallery</b> .....	<b>3</b>
<b>Responses to Previous Questions Taken on Notice</b> .....	<b>3</b>
<b>Public Question Time</b> .....	<b>3</b>
<b>Petitions/Deputations/Presentations</b> .....	<b>5</b>
<b>Comments on Agenda Items by Parties with an Interest</b> .....	<b>6</b>
<b>Applications for Leave of Absence</b> .....	<b>6</b>
<b>Confirmation of Minutes</b> .....	<b>6</b>
C.01/0623    Ordinary Council Meeting held 25 May 2023 .....	6
<b>Announcements by the Presiding Member Without Discussion</b> .....	<b>7</b>
<b>Notification of Disclosure of Interest</b> .....	<b>7</b>
<b>Questions on Agenda Items by Elected Members</b> .....	<b>7</b>
<b>Consideration of Motions of which Previous Notice has been Given</b> .....	<b>7</b>
C.03/0623    Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building (Cr Mountford) .....	7
<b>Reports of Officers</b> .....	<b>11</b>
<b>CEO's Office</b> .....	<b>11</b>
C.04/0623    Corporate Business Plan Annual Review – 2023 .....	11
C.05/0623    Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures .....	16
C.06/0623    Rolling Action Sheet .....	18
<b>Corporate Services</b> .....	<b>19</b>
C.07/0623    Adoption of 2023/24 Fees & Charges .....	19
C.08/0623    Review of Customer Service Charter.....	22
C.09/0623    Local Government (Audit) Regulations - Regulation 17 Review 2023	24
C.10/0623    Bridgetown-Greenbushes Visitor Centre Service Plan 2023 - 2028....	27
C.11/0623    Local Law Relating to Fencing Amendment Local Laws 2023 .....	30
C.12/0623    May 2023 Financial Activity Statements and List of Accounts Paid in May 2023 .....	35

---

C.13/0623	Budget Management Report – May 2023 .....	37
<b>Development, Community and Infrastructure .....</b>		<b>39</b>
C.14/0623	Draft Sustainability Reserve Policy .....	39
C.15/0623	Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone .....	42
C.16/0623	Bridgetown Mobile Food Vendors trial.....	47
C.17/0623	Proposed Afforestation – 6.4ha Eucalyptus globulus (Bluegum) Plantation .....	52
C.18/0623	Budget Amendment Bridgetown Cricket Nets.....	64
C.19/0623	Budget Amendment – Tracked Loader Purchase .....	67
C.20/0623	Advice and Recommendations from the Sustainability Advisory Committee .....	69
<b>Receival of Minutes from Management Committees .....</b>		<b>71</b>
<b>Urgent Business Approved by Decision.....</b>		<b>71</b>
<b>Responses to Elected Member Questions Taken on Notice - Nil .....</b>		<b>71</b>
<b>Elected Members Questions With Notice .....</b>		<b>71</b>
<b>Notice of Motions for Consideration at the Next Meeting - Nil.....</b>		<b>72</b>
<b>Matters Behind Closed Doors (Confidential Items) .....</b>		<b>72</b>
C.21/0623	Rates Write-off - 4 Rosella Rise, Bridgetown.....	72
C.22/0623	Renewal of Outside Workers Staff Enterprise Bargaining Agreement	73
C.23/0623	Renewal of Administration Staff Employee Collective Agreement .....	73
<b>Closure .....</b>		<b>74</b>
<b>List of Attachments .....</b>		<b>74</b>

## MINUTES

For an Ordinary Meeting of Council held in Council Chambers on Thursday 29 June 2023, commencing at 5.30pm.

### **Opening of Meeting**

*The Presiding Member opened the meeting at 5.30pm.*

### **Acknowledgment of Country**

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

### **Attendance, Apologies and Leave of Absence**

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

### **Attendance of Gallery**

L Roberts, B Bebbington, S Ewing, J Birks, P Dunn, J Burgess, N Leslie, L Leslie, N Dodson, K Dodson, P Quinlivan, M Morton, D Smith, D Morton, D Harris, W Moyes, K Hill

### **Responses to Previous Questions Taken on Notice** - Nil

### **Public Question Time**

#### **L Roberts**

#### **Question**

The rubbish bins at the Bridgetown town entries are in a dreadful state. Can we look at heritage covers for the dust bins?

*CEO Response – We have ordered two of the heritage montage bins which should arrive in the next month. The intent is to place one at the information bay and one in the railway precinct.*

Question

I've tried three times via the internet to have the footpaths swept regularly in town. Recently they have been in a dreadful state with water and leaf debris. It is not acceptable. We are getting a new Visitor Centre with a walkway down to town but at the bottom is a great big pile of oak leaves that need to be sorted regularly.

*CEO Response - We do normally regularly sweep the footpaths, however our sweeper has broken down and we have ordered a new one which is yet to arrive. Because we don't have our own sweeper we would have to resort to contractors which are difficult to obtain and also expensive. We have been holding out hoping that the new sweeper will arrive so we can get back to sweeping the footpath 2-3 times per week. We may look at getting a contractor in whilst we wait for the replacement sweeper.*

**B Bebbington**

Question

My question is regarding item C.17/0623 – Setting of 2023/24 Fees and Charges. Would you expect the figures contained within Attachment 6 to represent the figures in the fees and charges document and that those are the fees and charges to be adopted – as per Attachment 7?

*CEO Response – Yes.*

Question

There is a discrepancy of 66 fees and charges between Attachment 6 and 7. Which document should we be relying on this evening?

*CEO Response – If you look at the officer recommendation on page 16, the fees that council are adopting are presented in Attachment 7.*

Question

Haven't you just answered that Attachment 6 provides the figures that are in Attachment 7. It is the document required under the Act to alert councillors to what the changes are. Should that document have the same figures in it as Attachment 7?

*CEO Response – That wasn't your question Mr Bebbington. The question you asked was which are the fees that Council are adopting, which I answered as Attachment 7. It is my understanding that the legislation does not require an informing document to accompany the draft fees and charges. If Attachment 6 is incorrect that is poor and should not have happened. The fees and charges being adopted tonight are in Attachment 7.*

Question

If there are any fees that are reduced by more than 6.1% or any new fee that is to be adopted, should they not appear in Attachment 6?

*CEO Response – Attachment 6 is titled List of Proposed Changes Outside of the 6.1% Increase which includes new and deleted fees. Yes, you would expect any fee outside of the 6.1% increase or any fee that has been deleted to be included in the document.*

Question

I have already identified 66 errors in Attachment 6 not reflected in Attachment 7. How can we be sure that the figure in Attachment 7 is the figure that is proposed to be put when we have such a high number of discrepancies?

*Director Corporate Services Response – I would like to confirm and clarify that Attachment 6 only contains new fees, discontinued fees or changes outside of the 6.1% for Council fees, not regulatory fees.*

Question

Then why are regulatory fees included in Attachment 6?

*Director Corporate Services Response – As far as I am aware all regulatory fees were excluded from Attachment 6.*

Question

In relation to agenda item C.15/0623 – Amendment 73 to Local Planning Scheme regarding a proposal to increase the density codes in the commercial zone within Bridgetown, can you answer what the western boundary of the commercial zone is and how it can be deemed to be a minor amendment?

*Director Development, Community and Infrastructure Response – the boundaries are clearly shown on Attachment 18 to the agenda. Under the regulations when Council adopts an amendment it can form 3 views; minor complex, or standard amendment. My recommendation to you is a standard amendment. The reason is that the amendment itself doesn't actually make the development happen, it gives you the capacity to approve that development at your discretion. You still have a further view to form should this amendment be approved by Council and the Minister for Planning.*

Question

Can we have an answer to what the western boundary is as that is integral to my question?

*Director Development, Community and Infrastructure Response – The western boundary is shown on Attachment 18.*

Question

A simple answer would be that the western boundary is the Geegelup Brook and the officers are suggesting that there is no environmental impact from high density development along the brook.

*Director Development, Community and Infrastructure Response – R35 is not classified as high density development. There is no planning instrument that would classify R35 as high density development.*

**Petitions/Deputations/Presentations**

John Birks presented his proposal for main road deviations around the Bridgetown town centre.

Patrick Quinlivan, on behalf of the Bridgetown Golf Club, presented on the proposed golf clubhouse rebuild.

Lex Leslie, on behalf of Transition Bridgetown, discussed the current housing shortage in Bridgetown and affordable housing options.

### **Comments on Agenda Items by Parties with an Interest**

William Moyes - C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building  
*Spoke in support of Cr Mountford's motion.*

Cr Browne vacated the meeting at 6.40pm and returned at 6.44pm.

Nick Dodson – C.17/0623 Proposed Afforestation – 6.4ha Eucalyptus globulus (Bluegum) Plantation  
*Spoke against the officer recommendation.*

Kate Dodson – C.17/0623 Proposed Afforestation – 6.4ha Eucalyptus globulus (Bluegum) Plantation  
*Spoke against the officer recommendation.*

Cr Mountford vacated the meeting at 6.55pm. Deputy President Cr Mahoney assumed the position of Presiding Member in Cr Mountford's absence in accordance with section 5.6(2) of the *Local Government Act 1995*.

### **Applications for Leave of Absence** – Nil

Cr Mountford returned to the meeting at 6.57pm and resumed her position as Presiding Member.

### **Confirmation of Minutes**

C.01/0623 Ordinary Council Meeting held 25 May 2023

*That the Minutes of the Ordinary Meeting of Council held 25 May 2023 be confirmed as a true and correct record.*

**Council Decision** *Moved Cr Browne, Seconded Cr Pratico*  
**C.01/0623** *That the Minutes of the Ordinary Meeting of Council held 25 May 2023 be confirmed as a true and correct record.*

***Carried 6/0***

Cr Browne vacated the meeting at 6.57pm after moving the motion and returned to the meeting at 7.00pm after voting on the motion took place.

C.02/0623 Special Council Meeting held 4 May 2023

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

This item was withdrawn as it was included in the Agenda in error. Note these minutes were confirmed at the ordinary meeting held on 25 May 2023.

**Announcements by the Presiding Member Without Discussion** - Nil

**Notification of Disclosure of Interest**

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

Name	Cr Tony Pratico
Type of Interest	Impartiality
Item No.	C.10/0623 Bridgetown-Greenbushes Visitor Centre Service Plan 2023 - 2028
Nature of Interest	My daughter owns the property neighbouring the Visitor Centre.

Name	Cr Tony Pratico
Type of Interest	Financial
Item No.	C.10/0623 Bridgetown Mobile Food Vendors Trial
Nature of Interest	I am an itinerant trader.

**Questions on Agenda Items by Elected Members** - Nil

**Consideration of Motions of which Previous Notice has been Given**

**C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building**

*Submitted by Cr Mountford*

**Motion**

That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.

**Background / Reasons**

The pointing of the stonework at the front of the civic building previously contained the initials of Ken Moyes. This has been removed during the recent re-pointing process. Mr William Moyes, a local descendent of Ken Moyes, has explained the background to me as follows;

"Ken Moyes and his labourer Ken Smith did all the pointing and rendering of the whole town hall (just those two) before the days or electricity, meaning that they mixed the

lime, cement, sand by hand. Those initials are very meaningful for local folk a bit like rock art is for our indigenous brother and sisters, there is sadness in me to see them gone along with all of the other significant things that go missing in once was a very historic town."

These small yet meaningful nuggets left to us from past residents of the town - some of whom have shaped it's very character - need to be preserved as much as possible. Many of these little hidden gems have already disappeared and it is our responsibility as caretakers of a registered Historic Town to no longer allow this to take place.

The recommended motion therefore addresses the reinstatement of the initials in the stonework.

#### Officer comment

A contractor engaged by the Shire has been progressively carrying out remedial works to the brickwork of the Shire admin building for nearly 12 months. The contractor does this work in between other jobs/commitments. The work done by the contractor has been of a very high standard and has seen many complimentary remarks by members of the public.

These works included major works to the rendered areas including;

- patching large cracks.
- checking plaster for soundness.
- replacing rendering that had fallen off.
- painting of the rendered area.

The brickwork needed to have mortar replaced and reinforced where severe water damage had occurred.

The rock work mortar and roping/grape vining (The white lime putty lines) had to be taken back to the rock to allow for re mortaring and roping/grape vining that was imbedded within the brickworks had also badly deteriorated and this had to be repaired and stripped to allow for repairs to be carried out. None of this original structure was able to be saved as the condition of the substrate (Mortar and lime elements) was very poor and damaged due to the elements and age of the materials used had to be removed in these repairs.

If the Shire were to have tried to only patch here and there on the walls - the end works were likely to have looked unprofessional and attracted criticism about the quality of work.

Last month the CEO was contacted by William Moyes expressing concern that the initials "KM" had been removed from the rock work. These initials were in the form of white putty roping/grape vining on the face of a rock (not a join between rocks). Mr Moyes advises that the initials were made by his great uncle Kenneth Kingsley Moyes in 1931 who assisted with the rendering and pointing of the building. Kenneth Kingsley Moyes subsequently died as a prisoner of war on Thai Burma Railway in WW2.



Attached is a photo that shows the section of wall before the recent works. The initials KM are visible, although this is somewhat vague. Also attached is a recent photo taken after repointing of this section of wall was completed.

The Shire was not aware of the existence of these initials and when the rock work mortar and roping/grape vining was taken back the initials were removed. It can be noted from the recent photo that the recent work has contained the repointing to the joins between rocks and there is limited roping/vining on the face of rocks. To reinstate the initials would require roping/vining in white putty to be placed over the face of a rock/s.

The motion to reinstate the initials is not recommended by officers. This is for the following reasons:

- They won't be the original initials so any heritage significance has been lost. Reinstatement of the initials would simply be a modern feature and wouldn't have any connection to Kenneth Kingsley Moyes.
- The initials would have to be done in roping/vining in white putty and placed over the face of a rock/s. This will not be in keeping with the rest of the wall. Whilst the original initials were unobtrusive and difficult to see any replacement initials will become a feature of the wall.
- All the original pointing on the section of wall (from 1931) has been removed.
- All the recent work has been carried out in accordance with approval from the Heritage Council of WA.

An alternative option was considered – placing a plaque or signboard near this section of wall (possibly containing a photo of the wall with the initials shown) explaining the existence between 1931 and 2023 of the initials “KM”. That option is now not recommended for the following reasons:

- It would draw attention to the removal of the initials and suggest that the Shire erred in removing them. As stated earlier there wasn't any knowledge that these initials were even there and even now when viewing a photo it's not easy to identify them.
- Other than William Moyes' recent comments there isn't any confirmation of the significance of the initials.
- Kenneth Kingsley Moyes would have been part of a team of contractors working on the building in 1931 but his are the only initials that have been brought to our attention. William Moyes has mentioned that another contractor Ken Smith also worked on the building at that time.
- Removal of works carried out many years ago when renovating buildings is a common occurrence and it wouldn't be normal practice to erect a plaque every time there was an instance of this occurring.



Statutory Environment – Not applicable

Integrated Planning

- Strategic Community Plan
  - Outcome 8 Local history heritage and character is valued and preserved
  - Objective 8.1 Identify, preserve and showcase significant local history and heritage
- Long Term Financial Plan – Nil
- Asset Management Plans – Not applicable

- Workforce Plan – Not applicable
- Other Integrated Planning – Nil

Policy Implications - Nil

Budget Implications

The estimated cost of the works is \$500, there are funds in the 2022/23 budget to cover this cost.

Risk Management – Not applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mountford, Seconded Cr Mahoney**

***C.03/0623 That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.***

**Carried 6/1**

Cr Pratico voted against the motion

**Reports of Officers**

Reports of Officers have been divided into Departments as follows:

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

**CEO's Office**

<b>ITEM NO.</b>	C.04/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Corporate Business Plan Annual Review – 2023		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	11 June 2023		

Attachment 2      List of Changes to Action Tables of Current Corporate Business Plan

Attachment 3      Updated Actions Table for Inclusion in New Corporate Business Plan

**OFFICER RECOMMENDATION**

*That Council:*

1. *Endorse the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in Attachments 2 and 3*
2. *Authorise the CEO to update information contained within the current Corporate Business Plan such as the financial summary, employee numbers, statistical data, information on recent achievements, selected photographs, operating expenditure*

*and capital expenditure, with this updated information being incorporated into a new 'Corporate Business Plan 2022-2026'*

3. Authorise the Shire President to include a new 'Shire President's message' on Page 2 of the Corporate Business Plan.

### Summary/Purpose

In accordance with section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan draws together actions contained within the informing strategies of Council's Integrated Planning Framework including but not limited to the Long Term Financial Plan, Asset Management Plans and capital works plans.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan. Attached for Council's consideration is the 2023 review of the Corporate Business Plan.

### Background

The Corporate Business Plan developed as part of the Integrated Planning and Reporting Framework is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period (4 years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

The Corporate Business Plan is used to drive the development of the Shire's Annual Budget, translate the Strategic Community Plan into actions, provide a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan, and align with financial and other resources set out in the informing strategies.

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activation of the Strategic Community Plan.
- Operations planning including asset management, financial management and workforce management.

Annual reporting on the implementation of the Corporate Business Plan occurs in the Annual Report noting that reporting in the 2022/23 Annual Report will be based on the Corporate Business Plan applicable to that financial year.

#### Officer Comment

A comprehensive review of the Corporate Business Plan was undertaken in 2021 resulting in Council adopting an entirely new Corporate Business Plan in June 2021. The first annual review was completed by Council in June 2022.

The current Corporate Business Plan 2022-2026 was prepared in conjunction with the preparation of the new Strategic Community Plan 2021-2031 (SCP). This allowed the community feedback provided as part of the SCP review process to be considered in the development of that Corporate Business Plan.

To achieve its vision the Strategic Community Plan lists five supporting aspirations. These aspirations align with core pillars – people, planet, place, prosperity and performance. Contained in the Strategic Community Plan under these 5 pillars are 16 outcomes and 39 objectives. The Corporate Business Plan contains a total of 150 Actions to deliver on the outcomes and objectives.

A workshop session was held at the May Concept Forum. At this session each of the current actions contained in the Corporate Business Plan were assessed. This process identified a number of actions for modification (either in wording or timing for implementation), for deletion/removal from the Plan as well as several new actions being proposed. All of these changes are reflected in the two attachments to this agenda item.

The workshop session resulted in a number of changes such as:

- Timelines for implementing a number of actions were amended.
- 24 actions recommended for deletion as they have been completed or the workshop determined the action was no longer necessary or relevant – 1.1.3, 1.2.4, 2.2.1, 2.2.2, 2.2.4, 2.2.5, 2.2.13, 2.3.1, 2.3.3, 2.4.2, 3.2.3, 5.2.4, 7.1.2, 9.3.12, 9.3.5, 9.3.7, 9.3.8, 9.3.9, 10.1.2, 10.2.2, 10.3.2, 11.1.4, 12.2.4 and 14.1.6.
- 12 actions were reworded – 2.2.6, 2.4.3, 5.1.1, 5.2.2, 5.2.3, 7.3.2, 7.4.1, 7.4.2, 7.5.1, 12.3.3, 14.1.4 and 14.2.2.
- 14 new actions were developed.
- Renumbering of actions has occurred where actions are listed for deletion.

The costs associated with each action have yet to be determined. The determination of what can be funded in each of the 4 years of the Corporate Business Plan is done with regard to the current Long Term Financial Plan, specifically the amount of own source funding required each year. Council is currently awaiting the outcome of a funding proposal that if successful will have impacts on how some of the actions in the Corporate Business Plan are funded. The outcome is expected to be known by early July. Once known a further review of the Corporate Business Plan will occur to insert the financial summary to implement actions over the 4 year life of the Plan. Depending on the outcome of the current funding proposal and other financial assessments further changes to the actions may occur.

Attachment 2 lists all the proposed changes to actions contained in the current Corporate Business Plan. Attachment 3 shows the updated action tables to be

incorporated into the updated Corporate Business Plan. Note as some existing items are being deleted there is at times some inconsistency between the numbering of actions in Attachments 2 and 3.

In addition to the changes to actions there are other changes that will have to be done before the new Corporate Business Plan is finalized. These include:

1. Update information such as the financial summary, employee numbers, statistical data and information on recent achievements
2. A new 'Shire President's message' on Page 2.
3. Possible update of photographs where relevant.

### Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the *Local Government (Administration) Regulations 1996* state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under *Local Government (Administration) Regulations 1996* regulation 19C (3), a Corporate Business Plan for a district is to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the *Local Government Act 1995*. Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires an annual review of the Corporate Business Plan.

#### **19DA. Corporate business plans, requirements for (Act s.5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
  - (3) A corporate business plan for a district is to —
    - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
    - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
    - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### Integrated Planning

- Strategic Community Plan
  - Outcome 14 Effective governance and financial management
  - Objective 14.1 Achieve excellence in organizational performance and service delivery
  
- Corporate Business Plan
  - Objective 14.1 Achieve excellence in organizational performance and service delivery
  - Action 14.1.2 Provide an annual review of the Corporate Business Plan
  
- Long Term Financial Plan
  - The Corporate Business Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately and sustainably funded.
  
- Asset Management Plans - Nil
  
- Workforce Plan
  - The Workforce Plan is currently being reviewed and will assess the implications of the various strategies and actions of the Strategic Community Plan and Corporate Business Plan on the Shire's workforce.
  
- Other Integrated Planning - Nil

### Budget Implications

Costs associated with implementing Actions listed for determination in 2023/24 will be incorporated into the 2023/24 draft budget.

### Whole of Life Accounting – Not Applicable

### Risk Management

The Corporate Business Plan interacts with informing strategies such as the Long Term Financial Plan and Asset Management Plans as part of the Integrated Planning and Reporting Framework. The Corporate Business Plan is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce. As the adoption of this plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act. As Council has extensively been involved in the preparation of the new Corporate Business Plan it is assumed that the possibility of Council not adopting the document is reasonably low. The level of risk to the Shire

of Bridgetown-Greenbushes is in the areas of compliance and reputation and have been assessed as “minor consequence” with a “rare likelihood” giving a risk rating outcome of “low” in accordance with Council Policy F.21 ‘Risk Management’.

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne**

**C.04/0623 That Council:**

- 1. Endorse the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in Attachments 2 and 3**
- 2. Authorise the CEO to update information contained within the current Corporate Business Plan such as the financial summary, employee numbers, statistical data, information on recent achievements, selected photographs, operating expenditure and capital expenditure, with this updated information being incorporated into a new ‘Corporate Business Plan 2022-2026’**
- 3. Authorise the Shire President to include a new ‘Shire President’s message’ on Page 2 of the Corporate Business Plan.**

**Carried By Absolute Majority 7/0**

<b>ITEM NO.</b>	C.05/0623	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures		
<b>OFFICER</b>	Community Emergency Services Manager		
<b>DATE OF REPORT</b>	16 June 2023		

Attachment 4 Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Note the Bridgetown Greenbushes Bush Fire Brigade Standard Operating Procedures as presented in Attachment 4**
- 2. In accordance with clause 3.1 of the Shire of Bridgetown-Greenbushes Bush Fire Brigades Local Law, determine the structure of the bush fire brigades appropriate.**

**Summary/Purpose**

For Council to note the operational procedures that have been developed by officers in consultation with the Bush Fires Advisory Committee (BFAC) and local fire brigades. In accordance with Clause 3.1 of the Bush Fire Brigades Local Law, Council is responsible for determining an appropriate bush fire brigades’ structure.

**Background**

The Shire is required under WHS legislation to provide safe systems of work for its employees. Volunteers in the context of WHS legislation are considered employees.



These Procedures have been developed to provide the framework for a safe system of work. Compliance with the procedures will not be policed for a period of 12 months as per the recommendation from BFAC.

#### Officer Comment

The Procedures have been reviewed and endorsed by BFAC and in turn the CEO. BFAC have requested Council note that the brigades will use these Procedures for administration and operations. The final version of the Procedures was discussed at the March BFAC meeting where members felt the document was ready to be implemented. The procedures will come into effect once noted by Council. It's anticipated that there will be a number of amendments required as issues arise from the implementation. After this period it is anticipated that the Procedures will be reviewed in a more formal manner annually.

The 12-month suspension of compliance will allow relevant training to be conducted to ensure all involved parties can comply with the Procedures. If we don't suspend the compliance, then we may have issues with filling some positions during incidents due to lack of training. Skills gap analysis has been conducted and training needs have been identified. Training is being conducted to fill gaps to ensure compliance.

#### Statutory Environment

*Work Health and Safety Act 2020*

*Work Health and Safety (General) Regulations 2022*

*Bush Fires Act 1954*

*Bush Fire Regulations 1954*

Shire of Bridgetown-Greenbushes Bush Fire Brigades Local Law

#### Integrated Planning

- Strategic Community Plan
  - Objective 3.1 Maintain high levels of community safety
- Corporate Business Plan – Nil
  - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan – Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning – Nil

#### Policy/Strategic Implications

Policy ES 4 – Bush Fire Brigade Personal Protective Equipment

Budget Implications – Nil

Whole of Life Accounting - Nil

#### Risk Management

The use of this document will contribute to mitigating the risks associated with bush fire brigade operations.

Voting Requirements - Simple Majority

**Council Decision Moved Cr Christensen, Seconded Cr Pratico**

**C.05/0623 That Council:**

- 1. Note the Bridgetown Greenbushes Bush Fire Brigade Standard Operating Procedures as presented in Attachment 4**
- 2. In accordance with clause 3.1 of the Shire of Bridgetown-Greenbushes Bush Fire Brigades Local Law, determine the structure of the bush fire brigades as appropriate.**

**Carried 7/0**

<b>ITEM NO.</b>	C.06/0623	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	20 June 2023		

Attachment 5      Rolling Action Sheet – June 2023

**OFFICER RECOMMENDATION**

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

**Summary/Purpose**

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

**Background**

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

**Statutory Environment** – Nil

**Integrated Planning**

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

**Policy Implications** – Not Applicable

**Budget Implications** – Not Applicable

**Whole of Life Accounting** – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

**Council Decision** *Moved Cr Pratico, Seconded Cr Browne*  
**C.06/0623** *That the information contained in the Rolling Action Sheet be noted.*

**Carried 7/0**

**Corporate Services**

<b>ITEM NO.</b>	C.07/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Adoption of 2023/24 Fees & Charges		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	19 June 2023		

Attachment 6 List of Proposed Changes Outside of the 6.1% Increase (includes new and deleted fees)

Attachment 7 Draft 2023/24 Schedule of Fees & Charges

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Adopt the 2023/24 Schedule of Fees & Charges as presented in Attachment 7*
- 2. Determine the waste rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2023/24 budget*
- 3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2023/24 budget.*

**Summary/Purpose**

To consider and adopt the Schedule of Fees & Charges for 2023/24. As Council's 2023/24 budget will not be adopted prior to 30 June, adoption of the 2023/24 Schedule of Fees & Charges at the June Ordinary Council meeting is recommended to permit them to take effect from 10 July 2023.

**Background**

Under Council's draft Long Term Financial Plan (LTFP) discretionary fees and charges are proposed to increase annually by the Local Government Cost Index (LGCI), as published by WALGA plus an additional 2%. WALGA's Economic Briefing paper for December 2022 forecasts the LGCI at 4.1% for June 2023. Officers sought general direction from Council at its Concept Forum held 9 February 2023 as to the increase to apply to the 2023/24 fees and charges.

Councillors indicated that an increase to fees and charges of 6.1% (i.e. 4.1% + 2%) would be considered. This guidance has been factored into development of the draft 2023/24 Fees and Charges. The attached draft (Attachment 7) includes an increase of 6.1% to discretionary fees and charges subject to appropriate rounding of some

fees. The draft also includes other recommended variances that are detailed in Attachment 6.

#### Officer Comment

A number of new fees are proposed for introduction in 2023/24 and others for deletion, these fees along with reasons are highlighted in Attachment 6. There are a number of non-regulatory fees proposed for an increase or decrease outside of the 6.1% in order to set a fee that better fits the cost of providing the service, these fees are also listed in Attachment 6.

Many fees (e.g. development application fees, building fees, swimming pool inspection fees, dog/cat fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. Should legislative amendments change these fees during the year the revised fee automatically replaces the fee referenced in Council's Schedule of Fees & Charges without the need for Council to formally modify the schedule.

A complete review of Town Planning fees has been undertaken. The proposed modifications to the Town Planning fees simplifies the fee structure and aligns the fees for service to Schedule 2 of the Planning and Development Regulations 2009. It is also proposed to discount the fees payable by 50% for development applications (DA), where a DA is required, for single houses, outbuildings and other associated buildings ancillary to a single house to more accurately reflect the cost of staff providing services to process DA's for this type of development.

Historically Council sets its rubbish and recycling collection charges and waste rate at the time of budget adoption. These items are imposed on a cost recovery basis and cannot be estimated until all income and expenditure estimates are finalised.

The attached Schedule of Fees and Charges (Attachment 7) details the fees and charges that applied in 2022/23 and the recommended charges for 2023/24.

The proposed 2023/24 Fees and Charges if adopted by Council will apply from 10 July 2023. As required by Section 6.19 of the Local Government Act local public notice of the 2023/24 Fees and Charges will occur.

#### Statutory Environment

Section 6.16(1) and (2) of the *Local Government Act 1995* states:

- (1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.

Section 6.17(1) of the *Local Government Act 1995* states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

Section 6.19 of the *Local Government Act 1995* states:

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

#### Integrated Planning

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

Policy Implications - Nil

#### Budget Implications

The draft 2023/24 budget will contain a number of income streams that will be estimated using the Schedule of Fees & Charges.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Browne, Seconded Cr Pratico**

**C.07/0623 That Council:**

- 1. Adopt the 2023/24 Schedule of Fees & Charges as presented in Attachment 7**
- 2. Determine the waste rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2023/24 budget**
- 3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2023/24 budget.**

**Carried by Absolute Majority 7/0**

<b>ITEM NO.</b>	C.08/0623	<b>FILE REF.</b>	100
<b>SUBJECT</b>	Review of Customer Service Charter		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	14 June 2023		

Attachment 8 Existing Customer Service Charter

Attachment 9 Revised Customer Service Charter

**OFFICER RECOMMENDATION**

*That Council note the revised Customer Service Charter as presented in Attachment 9.*

**Summary/Purpose**

The recommendation seeks Council endorsement of a revised Customer Service Charter which is sent out annually with the issuance of rate notices.

**Background**

Council's existing Customer Service Charter was last reviewed in June 2021. As required by Council's Corporate Business Plan a review of the existing Customer Service Charter has been undertaken to ensure it remains relevant and reflects Council's current customer service expectations.

**Officer Comment**

A Customer Service Charter is a written policy that communicates a business's commitment to doing business with and delivering to others. It is important to define the purpose, scope and standards of the business's commitment to customer service so that both employees and customers know what to expect.

The current Customer Service Charter was presented to Council at its Concept Forum held 8<sup>th</sup> June seeking feedback from Councillors on the content of the document. At that meeting Councillors suggested that wording be inserted in the Customer Service Charter explaining that social media isn't an interactive communication tool and providing details on other communication modes available to members of the public.

In accordance with feedback received from Councillors the following amendment to Council's Customer Service Charter is being recommended:

Additional fourth dot point to the section titled 'We value and appreciate your feedback' that reads:

"We use Social Media primarily to inform rather than an interactive forum. Please use one of the above methods to communicate with us if you have a query that requires a response."

The review has determined that the existing Customer Service Charter is an easy to understand and concise document that in essence reflects expected customer service standards. The draft Customer Service Charter has also been redesigned to be consistent with new branding.

Statutory Environment – Not applicable

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 14.1.4 Provide an annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.
  
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Policy Implications – Nil

Risk Management – Not applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Boyle, Seconded Cr Christensen  
C.08/0623 That Council note the revised Customer Service Charter as presented in Attachment 9.**

**Carried 7/0**

<b>ITEM NO.</b>	C.09/0623	<b>FILE REF.</b>	224
<b>SUBJECT</b>	Local Government (Audit) Regulations - Regulation 17 Review 2023		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	20 June 2023		

Attachment 10      Audit Regulation 17 Review June 2023

**COMMITTEE RECOMMENDATION**

1. *That Council receive the Audit Regulation 17 Review Report June 2023, and adopt the recommended improvements contained within the report as presented in Attachment 10.*
2. *The CEO prepare and present to the Audit Committee a plan to specifically address the time frame for implementation of the recommended improvements numbered 3-5,12,16,18,22-30 and 44-46 including any other improvements considered to be a priority by the CEO.*

**Summary/Purpose**

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996* the Chief Executive Officer has undertaken a review of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance. The CEO's report on results of the review is presented for Council endorsement.

**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 prior to the review being presented to Council.

The previous review of risk management, internal control and legislative compliance was presented to the Audit Committee on 11 June 2020 with the recommendations from the Committee being endorsed by Council at its ordinary meeting held on 25 June 2020.

A further report is now due to be presented to Council prior to 30 June 2023. The 2023 Audit Regulation 17 review was presented to Council's Audit Committee on 15 June 2023 for consideration.

**Officer Comment**

This review was conducted as an internal process by the Manager Governance and Risk under the authority of the Chief Executive Officer.



Previous reviews were undertaken based on a model prepared by LGIS Risk and was the basis for reporting to the Audit Committee and Council. The current review uses the same principles however it is presented in a different format.

The process undertaken was guided by the Department of Local Government, Sport and Cultural Industries' Operational Guideline Number 09 – Audit in Local Government.

Appendix 3 of the guideline provides details of the issues that should be considered for inclusion in the Chief Executive Officer's review of risk management, internal control and legislative compliance.

The attached report (Attachment 10) highlights the areas examined and includes recommended improvements for future actions that will further enhance the Shire's systems and procedures. There are three (3) specific areas that are deemed high risk (Risk Registers, Procurement & Contract Management, Work Health & Safety) however it is noted that these had already been identified by executive and steps have already been taken to make improvements in these areas. Some further improvements to reduce the organisation's residual risk have been identified in this audit.

The overall findings of this review have found that apart from the above, Council's risk management, internal controls and legislative compliance systems and procedures are adequate. Nevertheless a number of recommendations have been made to further strengthen our systems and controls.

Following consideration of the report the Audit Committee resolved as follows:

*“Committee Recommendation Moved Cr Mountford, Seconded Cr Browne  
AC.02/0623 The Audit Committee recommend that:*

- 1. Council receive the Audit Regulation 17 Review Report June 2023, and adopt the recommended improvements contained within the report.*
  - 2. The CEO is to prepare and present to the Audit Committee a plan to specifically address the time frame for implementation of the recommended improvements numbered 3-5,12,16,18,22-30 and 44-46 including any other improvements considered to be a priority by the CEO.*
- Carried 3/0”*

### 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 subregulation (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 - 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 – 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

**Moved** Cr Mahoney, Seconded Cr Browne

1. That Council receive the Audit Regulation 17 Review Report June 2023, and adopt the recommended improvements contained within the report as presented in Attachment 10.
2. The CEO prepare and present to the Audit Committee a plan to specifically address the time frame for implementation of the recommended improvements numbered 3-5,12,16,18,22-30 and 44-46 including any other improvements considered to be a priority by the CEO.

In accordance with Clause 10.13 of the Standing Orders the motion was withdrawn. Cr Mahoney sought the approval of Cr Browne as the seconder of the Motion and the councillors for withdrawal of the Motion. Cr Browne and the other councillors supported Cr Mahoney in their request to withdraw the Motion.

**Council Decision** *Moved Cr Christensen, Seconded Cr Pratico*  
**C.09/0623** *That in accordance with clause 3.9(1)(f) item C.09/0623 be debated.*

**Carried 7/0**

**Council Decision Moved Cr Christensen, Seconded Cr Mahoney  
C.09/0623a That Council invoke clause 18.1 of the Standing Orders at 7.14pm  
to allow for informal discussion.**

**Carried 7/0**

**Council Decision Moved Cr Christensen, Seconded Cr Lansdell  
C.09/0623b That application of clause 18.1 of the Standing Orders cease at  
7.16pm.**

**Carried 7/0**

**Council Decision Moved Cr Mahoney, Seconded Cr Browne  
C.09/0623c**

- 1. That Council receive the Audit Regulation 17 Review Report June 2023, and adopt the recommended improvements contained within the report as presented in Attachment 10.**
- 2. The CEO prepare and present to the Audit Committee a plan to specifically address the time frame for implementation of the recommended improvements numbered 3-5,12,16,18,22-30 and 44-46 including any other improvements considered to be a priority by the CEO.**

**Carried 7/0**

Cr Pratico declared an impartiality interest in item C.10/0623 (refer page 7).

<b>ITEM NO.</b>	<b>C.10/0623</b>	<b>FILE REF.</b>	
<b>SUBJECT</b>	Bridgetown-Greenbushes Visitor Centre Service Plan 2023 - 2028		
<b>OFFICER</b>	Manager Visitor Servicing		
<b>DATE OF REPORT</b>	8 June 2023		

Attachment 11 Draft Bridgetown-Greenbushes Visitor Centre Service Plan 2023 – 2028

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Adopt the Bridgetown-Greenbushes Visitor Centre Service Plan 2023 – 2028 as presented in Attachment 11**
- 2. Revoke Policy RC2 - Bridgetown-Greenbushes Visitor Centre Membership**
- 3. Include an allocation of \$15,000 for consideration in the draft 2023/24 budget for redesign of the Visitor Centre website.**

**Summary/Purpose**

A five-year visitor centre service plan has been prepared and will prioritise initiatives, give the business direction, define objectives and map out how the Visitor Centre will achieve its goals.

### Background

A review of the Bridgetown-Greenbushes Visitor Centre commenced in October 2022 and included a presentation to councillors at the April 2023 concept forum on the draft outcomes of the plan and a further discussion at the May 2023 concept forum on website and social media options. Local businesses, current members, accommodation and tourism providers feedback on issues relating to the Visitor Centre has informed the content of the Service Plan. The plan focusses on future initiatives of service delivery areas including tourist services, website/social media, merchandise, membership and marketing.

### Officer Comment

The Service Plan is centred around our goal for the Visitor Centre.

### Our Goal

*To be leaders of the Visitor Centre industry in the offering of quality products and the best services to visitors, the community and stakeholders alike, which will not only add value to the community and the local economy, but also encourage and boost our tourism footprint in Western Australia.*

The Service Plan reviews the current status of operations and services and identifies new initiatives, including but not limited to the following:

### Service Delivery

#### 1. Tourist Services

- Promote Bridgetown and Greenbushes as the heart and soul of the South-West where visitors base themselves to explore Bridgetown and Greenbushes as well as surrounding Southern Forests and Valleys (SF&V) destinations.
- Network with SF&V tourism businesses so that bookings for tours and experiences in SF&V areas can be made at Bridgetown-Greenbushes Visitor Centre on platforms such as Rezdy, to receive commission.

#### 2. Website and Social Media

- Upgrade Bridgetown-Greenbushes Visitor Centre website with Impart Media.
- Collaborate with Southern Forests and Valleys for social media promotions and pursue local social media page 'Beautiful Bridgetown' to further information sharing.

#### 3. Merchandise

- Increase stock budget for the 23/24 financial year.

#### 4. Membership

- No membership model for Bridgetown-Greenbushes Visitor Centre.
- Free DL brochure racking for Bridgetown Greenbushes businesses and accommodation providers.
- A targeted approach to attract out of town brochure racking for yearly fee to increase revenue and support Bridgetown Greenbushes as heart of the region, at an affordable rate for small businesses/events.

#### 4.1. Accommodation Providers

- The Visitor Centre keep Bookeasy booking platform to keep commission revenue (12.5% bookeasy, 17.5% waholidayguide.com) coming in.
- Attract new accommodation providers to the Bookeasy platform to provide better service for accommodation queries to the Visitor Centre.

#### 5. Marketing

- Adopt the tag line “The Heart and Soul of the South West” in promotional material marketing the area with associated branding elements.
- Implement a Bridgetown-Greenbushes Visitor Centre logo for marketing and uniforms.

#### Gallery/Exhibition Space

With the Visitor Centre moving to the Bridgetown Railway Station in November 2023, the centre will be co-located with two new gallery/exhibition spaces.

- House a permanent exhibition in one of the gallery/exhibition spaces in the Bridgetown Railway Station to complement the Visitor Centre.
- Create a flexible gallery/exhibition space in the Bridgetown Railway Station that can generate revenue as a bookable space for events, exhibitions or function space.
- Continue to promote the Jigsaw Gallery in its original location to visitors as an attraction.

A review of the service plan will provide for continuous improvement in service delivery through clarification of business objectives.

#### Statutory Environment – Nil

#### Integrated Planning

##### ➤ Strategic Community Plan

Outcome 12                      Bridgetown Greenbushes is regarded to be a major tourist destination

Objective 12.1                Reposition Bridgetown as a major tourist destination

Objective 12.2                Improve tourism infrastructure and services.

##### ➤ Corporate Business Plan - Nil

##### ➤ Long Term Financial Plan - Nil

##### ➤ Asset Management Plans - Nil

##### ➤ Workforce Plan - Nil

##### ➤ Other Integrated Planning - Nil

#### Policy/Strategic Implications

Policy RC2 Bridgetown-Greenbushes Visitor Centre Membership Policy last reviewed 26 November 2020 (C.05/11/20) is recommended for revocation as the new Service Plan recommends the removal a membership model.

Budget Implications

If Council support the officer recommendation and adopt the Visitor Centre Service Plan 2023-2028 the 2023/24 budget will reflect an increase to the Visitor Centre merchandise budget.

Whole of Life Accounting – Nil

Risk Management

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

Voting Requirements – Simple Majority

**Council Decision Moved Cr Christensen, Seconded Cr Boyle**

**C.10/0623 That Council:**

- 1. Adopt the Bridgetown-Greenbushes Visitor Centre Service Plan 2023 – 2028 as presented in Attachment 11**
- 2. Revoke Policy RC2 - Bridgetown-Greenbushes Visitor Centre Membership**
- 3. Include an allocation of \$15,000 for consideration in the draft 2023/24 budget for redesign of the Visitor Centre website.**

**Carried 7/0**

<b>ITEM NO.</b>	C.11/0623	<b>FILE REF.</b>	LOCAL LAW 11
<b>SUBJECT</b>	Local Law Relating to Fencing Amendment Local Laws 2023		
<b>OFFICER</b>	Manager Governance & Risk		
<b>DATE OF REPORT</b>	1 June 2023		

Attachment 12      WALGA Model Fencing Local Law

Attachment 13      Shire of Bridgetown-Greenbushes Local Law

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Support in principle the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and the introduction of a new Fencing local Law based on the WALGA model*
- 2. Note a further report be presented to Council providing a new draft Fencing Local Law for consideration.*

Summary/Purpose

This report provides details on the proposal to repeal the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and the consideration of a new local law

relating to fencing based on the current WALGA model, as requested by Council at its May 2023 meeting.

### Background

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

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

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

*“That Council:*

*...2. Adopts the revised “Local laws Relating to Fencing amendment Local Law 2006” as per Attachment 4 and proceeds to gazettal and advertising with the Local law coming into effect fourteen (14) days after gazettal.”*

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

*“That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:*

- (i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law*
- (ii) Cats Local Law*
- (iii) Fencing Local Law*
- (iv) Health Local Law*
- (iv) Standing Orders Local Law”*

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

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

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

*“That Council give local public notice of its intention to make a Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 as contained in Attachment 1 and also give notice of this intention to the Minister responsible for Local Government. The purpose of the Shire of Bridgetown-Greenbushes Amendment Local Law Relating to Fencing 2022 is to introduce new requirements for licensing of an electrified fence on a commercial or industrial lot and the effect is that any electrified fence on a commercial or industrial lot is to be located on the property side of the fence, and behind a sufficient fence.”*

Council, at its January 2023 meeting resolved (C.06/0123):

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

Council at its May 2023 meeting resolved (C.07/0523a)

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

Officer Comment

The previous report to Council in May 2023 presented five (5) options for proceeding with amendments to the Fencing Local Law. Of these options only two were assessed as being both practical and beneficial to Council.

On this basis this report focuses on these two options, being:

Option 1 – Recommence the local law amendment process to include the desired amendments.

Option 2 – Repeal the existing local law and introduce a new local law based on the WALGA model.

The following table provides a comparison of the estimated costs associated with both options.

Advertising	Option 1	Option 2
Local public notice proposing the local law	\$400	\$400
Gazettal of the adoption of the local law	\$290	\$3,000
Local public notice adopting the local law	\$400	\$400
<b>Total</b>	<b>\$1090</b>	<b>\$3,800</b>

It should be noted that approximately \$400 has been outlaid to date on the current process. With both options the process starts from the beginning and therefore the \$400 already outlaid will be forgone.

The following tables present the advantages and disadvantages between the two options.

Advantages	
Option 1	Option 2
Less expensive	Provides a more modern local law that is in line with current contemporary practices.
Process is shorter by approx. one (1) month (Estimated finalisation date October 2023 providing that no issues arise)	Administratively a more straight forward and cleaner option.
Less staff time involved	

Disadvantages	
Option 1	Option 2
Adds further confusion to this process which has already had to make	Additional cost of approx. \$2,700.



amendments to rectify the transmission errors from preceding gazettals.	
Has been in existence since 2004 and does not align to contemporary practices.	Additional staff time to determine content of local law.
	Process is longer by approx. one (1) month (Estimated finalisation date November 2023 assuming no issues arise).

Other matters to consider:

- Council's original intent in 2004 was to base the local law on WALGA's model.
- A statutory review of this local law was undertaken in July 2021 with the resulting resolution being that the local law should be amended. Repealing the existing local law and introducing a new local law is contrary to this, however there is no legislative impediment to prevent this occurring.
- It is considered that now is a good opportunity to bring the local law in line with contemporary practices given that whichever way Council determines, a new process will need to be commenced.
- Further amendments should be made to reflect legislative references although this does not affect the operation of the local law.

In considering whether to base any new local law on WALGA's model, it is appropriate to identify what differences exist between the two.

As time has not permitted a detailed analysis, a broad overview indicates that the current WALGA model provides for:

- Updated terminology
- Updated legislative references
- Greater clarity/detail in legislative requirements
- Additional definitions
- Greater requirements pertaining to compliance around approvals
- Objection and review rights
- A schedule of modified penalties
- Specifications that align with current standards

A copy of the WALGA model Fencing Local Law is attached to this report (Attachment 12).

### Conclusion

No detailed analysis of WALGA's model has been undertaken to determine what changes may be necessary to reflect the Shire's circumstances.

There are both advantages and disadvantages to both options however in determining which is the better option to pursue, consideration should be given to the benefits in the long term.

The Shire's current fencing local law is based on the Shire of Dandaragan's local law which in turn was based on WALGA's model back in 2004, with some variations.

Amending the existing local law is less expensive and time consuming and is a better outcome in the short term. However, WALGA's current model is modern and is more aligned to contemporary practices, which provides a better long term benefit in that

terminology is more relevant, fewer amendments will be required in the future and there is greater clarity.

#### Statutory Environment

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

#### Integrated Planning

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

Policy Implications - Nil

#### Budget Implications

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

Whole of Life Accounting – Nil

Risk Management - Nil

Voting Requirements – Simple Majority

#### **Council Decision Moved Cr Mahoney, Seconded Cr Pratico**

***C.11/0623 That Council:***

- 1. Support in principle the repeal of the existing Shire of Bridgetown-Greenbushes Local Law Relating to Fencing and the introduction of a new Fencing local Law based on the WALGA model***
  
- 2. Note a further report be presented to Council providing a new draft Fencing Local Law for consideration.***

**Carried 7/0**

<b>ITEM NO.</b>	C.12/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	May 2023 Financial Activity Statements and List of Accounts Paid in May 2023		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	20 June 2023		

Attachment 14      May 2023 Financial Activity Statements

Attachment 15      List of Accounts Paid in May 2023

### OFFICER RECOMMENDATION

*That Council receive the;*

1. *May 2023 Financial Activity Statements as presented in Attachment 14*
2. *List of Accounts Paid in May 2023 as presented in Attachment 15.*

### Summary/Purpose

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

### Background

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

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

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

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

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

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

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

- (b) recorded in the minutes of the meeting at which it is presented.

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

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

The list of accounts is to be:

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

### Statutory Environment

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

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

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

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

### Integrated Planning

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

### Policy Implications

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

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Boyle**

**C.12/0623 That Council receive the;**

- 1. May 2023 Financial Activity Statements as presented in Attachment 14**
- 2. List of Accounts Paid in May 2023 as presented in Attachment 15.**

**Carried 7/0**

<b>ITEM NO.</b>	C.13/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Management Report – May 2023		
<b>OFFICER</b>	Director Corporate Services		
<b>DATE OF REPORT</b>	14 June 2023		

Attachment 16 Budget Management Report – May 2023

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Receive the May 2023 Budget Management Report as presented in Attachment 13*
- 2. Amend the 2022/23 Budget as detailed in Attachment 13.*

Summary/Purpose

Presented is the May 2023 Budget Management Report (Attachment 16). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

To aid in efficient and effective management of budget allocations Council adopted policy 'FM 13 – Budget Management' at its meeting held 15 December 2022.

Officer Comment

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

To assist in the day-to-day management of budget allocations policy 'FM 13 – Budget Management' provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council.

The policy provides for the following categories of budget overspends:

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

The attached Budget Management Report provides information as required by the policy in relation to dot points 2 to 4 above. Budget amendments as per the officer recommendation will result in an increase to overall budget expenditure of \$83,501. This increase in expenditure is partly offset by additional revenue of \$35,921.

It is to be noted that expenditure amendments detailed in the final table of Attachment 13 are not in accordance with parameters contained in the budget management policy. The budget management policy requires reporting of items outside the CEO's authority to be presented to Council prior to any commitment of the expenditure being made, however in all cases purchase orders have already been raised committing Council to the various expenditure items.

### Statutory Environment

#### *Local Government Act 1995*

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

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

#### **s 6.8 Expenditure from municipal funds not included in annual budget:**

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

### Integrated Planning

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

Policy Implications

This report has been prepared in accordance with Council's policy 'FM.13 - Budget Management Policy'.

Budget Implications

Budget amendments as recommended will have a negative impact on Council's financial position as at 30 June 2023 by \$47,580.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Browne, Seconded Cr Pratico**

**C.13/0623 That Council:**

- 1. Receive the May 2023 Budget Management Report as presented in Attachment 16**
- 2. Amend the 2022/23 Budget as detailed in Attachment 16.**

**Carried by Absolute Majority 7/0**

**Development, Community and Infrastructure**

<b>ITEM NO.</b>	C.14/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Draft Sustainability Reserve Policy		
<b>OFFICER</b>	Director Development, Community and Infrastructure		
<b>DATE OF REPORT</b>	19 June 2023		

Attachment 17 Draft Sustainability Reserve Funding Policy

**OFFICER RECOMMENDATION**

*That Council;*

- 1. Adopt the draft sustainability reserve policy as presented in Attachment 17*
- 2. Note that a sustainability reserve with an initial funding allocation of \$10,000 will be included in the draft 2023-24 budget in accordance with the Council decision of March 2023.*

Summary/Purpose

The purpose of this report is to present a draft sustainability reserve policy for consideration of Council. The report is prepared in accordance with the Council decision on this issue from March 2023.

Background

At its meeting held on 30 March 2023 Council resolved as follows (C.05/0323);

1. That in its 2023/24 budget Council establish a 'Sustainability Reserve' with the purpose of the reserve to be:  
*"to provide environmental benefits to Council and the community, combat rising costs of energy and reduce the carbon footprint of corporate operations with energy-efficiency initiatives, implement water-wise and waste-reduction initiatives, and create future cost savings to be reinvested into the delivery of new sustainability projects"*.
2. That Council note that the Sustainability Advisory Committee developed the Environmental Risk Assessment (ERA) document over a number of years, with the main purpose to assist the Shire in its planning to achieve the goal of a vibrant, safe community. The underlying cause of most of the risks identified to our local Shire were related to climate change. The ERA was endorsed by Council in 2019.
3. That Council note that the regional Warren Blackwood Alliance of Councils' Climate Action Plan and Policy Statement, endorsed in August 2022, provides a sub-regional approach to establish climate change actions that improve the resilience of our operations and communities, to the impacts of climate change. As this plan is the reference document for progressing climate change initiatives at the local level, Council discontinues any actions to develop an additional local climate change plan/strategy.
4. That the \$10,000 contained in Council's 2022/23 budget for development of a local climate change plan/strategy be quarantined for initial funding of the Sustainability Reserve and Council consider possible additional funding of the reserve in the 2023/24 budget process.
5. That the CEO present a draft 'Sustainability Reserve' policy to Council by its June 2023 meeting with the contents of the draft policy providing guidance on how the reserve will be funded in future, for example how to estimate "sustainability savings" for transfer into the reserve and how a specific timeframe for reinvestment could be included for the funds to act as a revolving sustainability fund.

This report is prepared to fulfill part 5 of this resolution.

#### Officer Comment

Council has no existing policy that outlines when funds are to be transferred to its various reserve fund accounts. Several reserves include annual transfers to and from to smooth out yearly expenditure, such as the Plant and Light Fleet Replacement Reserves that are used to fund the change over of the Shire's plant and fleet items. The Sanitation Reserve includes annual transfers that are funded via the waste rate levied on each property. Transfers to and from the majority of Council's reserves are considered at the time of annual budget preparation and as part of the midyear budget review when surplus funds are identified.

The draft policy includes two sources of funding for the sustainability reserve. Firstly, a 'base funding' target of \$10,000 per year would be identified in the Policy for inclusion in the annual budget.

The other sources of funding would be cost savings generated by initiatives funded by the reserve. This would involve the savings derived through reserve funded initiatives being identified and transferred into the reserve for a set period of time.



There are some practical issues associated with the precise identification of savings. In some cases actual savings will be difficult to isolate from other costs, as these might also fluctuate between years. For these reasons the draft policy requires that these savings be estimated, as opposed to calculated and precisely measured, by officers.

The suggested timeframe in the Policy for allocation of savings from measures funded via the reserve is 10 years.

The adoption of its annual budget in accordance with s6.2 of the Local Government Act is one of the most important decisions made by a Council in any year. The Act requires that this be an Absolute Majority decision. Whilst therefore, a Policy adopted by the Council can be used as a guide for the preparation and consideration of the annual budget, it is important to note that no Policy can or should bind a future Council in making budget decisions.

#### Statutory Environment - As above

#### Integrated Planning

- Strategic Community Plan / Corporate Business Plan
  - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate related hazards and natural disasters
  - Responsible and attractive growth and development.
  - Objective 5.2 Encourage the adoption of sustainable practices
  - Objective 6.1 Provide sustainable cost effective waste management infrastructure and services
  - Actions The creation of the reserve may assist in the funding of various actions related to Objectives 5.2 and 6.1 above.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning – Nil

#### Policy/Strategic Implications

The proposed policy will be given due consideration during the preparation and adoption of the annual budget.

#### Budget Implications

The draft policy indicates a 'base funding' target of \$10,000 per year would be allocated in the annual budget, however the actual amount allocated to this reserve will be determined by Council on a year by year basis.

#### Whole of Life Accounting - Nil

#### Risk Management – Insignificant risk

#### Voting Requirements - Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Boyle**

**C.14/0623 That Council:**

- 1. Adopt the draft sustainability reserve policy as presented in Attachment 17**
  
- 2. Note that a sustainability reserve with an initial funding allocation of \$10,000 will be included in the draft 2023/24 budget in accordance with the Council decision of March 2023.**

**Carried 7/0**

<b>ITEM NO.</b>	C.15/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone		
<b>OFFICER</b>	Director Development, Community and Infrastructure		
<b>DATE OF REPORT</b>	20 June 2023		

Attachment 18      Map of Bridgetown townsite Commercial zoned land

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3:*
  - a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:*
    - i. it is satisfied that the development is consistent with the amenity of the locality, and*
    - ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and*
    - iii. the development can be connected to the reticulated sewerage system.*
  
- 2. In accordance with Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolve that Amendment No. 73 is a standard amendment for the reason that the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.*
  
- 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.*

### Summary/Purpose

The purpose of this report is to enable the Council to consider initiating an amendment to the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 to facilitate greater housing density and choice and within areas in and close to Bridgetown town centre, by enabling development of residential land uses at a density higher than the standard R12.5/R20 which currently applies in the scheme area.

If adopted, the amendment would be subject to 42 days public advertising before further consideration by the Council.

### Background

Providing for a diverse range of land, housing and development opportunities to meet current and future needs is an objective of the Council's Strategic Community Plan and its Corporate Business Plan. One way of contributing towards this objective would be to facilitate greater housing choice and opportunity within areas in and close to Bridgetown town centre.

This could be encouraged if the current local planning scheme applying to the Bridgetown townsite, Town Planning Scheme No. 3, enabled development of residential land uses in appropriate circumstances at a density higher than the standard R12.5/R20 which currently applies in the scheme area. This could encourage the development of more diverse, smaller and potentially more affordable housing stock in the townsite.

Town Planning Scheme No. 3 currently includes the following clause in Part IV:

#### *4.3.3 Residential Development - Residential Planning Codes*

- a) For the purpose of this Scheme "Residential Planning Codes" means the Residential Planning Codes set out in Appendix 3 to the Statement of Planning Policy No 1 as published in the Government Gazette on January 30, 1985, together with any amendments thereto.*
- b) A copy of the Residential Planning Codes, as amended, shall be kept and made available for public inspection at the offices of the Council.*
- c) Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Planning Codes shall conform to the provisions of those codes.*
- d) Development for residential use in any zone where permitted by the Scheme shall conform to the provisions of the R12.5 Code except that where development can be connected to the reticulated sewerage system, development to the standards of the R20 Code may be permitted.*

Part (d) of this clause provides Council with a discretionary power to approve residential development at a density of up to R20 where the development can be connected to the reticulated sewerage system.

Development which satisfies the current Residential Design Codes requirements for R20 density is only ever likely to be in the form of single dwellings because of the nature of the design requirements that apply at R20 including the minimum lot size requirement (350 sq m).

Officers consider that if Council's discretionary power under clause 4.3.3 (d) of the scheme was to be modified to allow, in appropriate circumstances, the approval of

residential development that complies with the requirements of the R-Codes applying at higher codes, more diverse forms of housing such as compact grouped dwellings or townhouses could be facilitated.

#### Officer Comment

The purpose of this report is to initiate an Amendment to TPS 3 to amend the Scheme text by introducing into Part IV an amended version of clause 4.3.3 incorporating an additional sub-clause (e).

It is proposed that the additional sub-clause should apply to lots zoned Commercial under the scheme. These are limited to lots abutting Hampton Road and a few lots at the western end of Steere Street and adjoining streets. These are considered the most appropriate potential sites for smaller, more diverse types of housing as they are located in or on the fringes of Bridgetown town centre.

The land area that is the subject of the amendment is shown in Attachment 18.

The effect of the new sub-clause would be to give the Council discretionary power to approve development comprising residential land uses in building forms that comply with the provisions of the Residential Design Codes as they apply to areas coded R35, rather than at a density of R12.5 or R20 (where connected to reticulated sewer), as currently provided for under clause 4.3.3. The R35 provisions could facilitate forms of residential development such as compact grouped dwellings or townhouses, but at a relatively modest scale and density still compatible with the local context of Bridgetown town centre.

The Commercial zone includes a considerable number of places of heritage significance which are identified in Schedule 4 of TPS3. Although clause 7.2 provides planning control under the scheme for these places, it is considered prudent to further safeguard the heritage values of these places by including specific provisions in the scheme requiring that the Council (or JDAP/SAT) be satisfied that the proposal enables the place, building or object listed in Schedule 4 is conserved and preserved. The inclusion of this clause effectively removes any incentive for development proposals that might negatively impact on the listed place.

Council is recommended to resolve to initiate an amendment to TPS3 to this effect.

#### Statutory Environment

Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area. Part 5, Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the processes and requirements for undertaking a scheme amendment.

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

The Regulations identify 3 different scheme amendment streams:

- a) Basic Amendment – a streamlined process for predominantly administrative scheme amendments;
- b) Standard Amendment – for scheme amendments of less strategic significance or complexity that are neither a basic or complex amendment; and

- c) Complex Amendment – for scheme amendments that are significant in scale and/or inconsistent with the planning framework.

This scheme amendment is considered a standard amendment under the Regulations, for the reason outlined under regulation 34(e):

*an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*

The amendment is considered to comply with this reason because the proposed scheme clause would introduce a discretionary power to approve slightly higher density residential development in the Commercial zone, where residential is already a discretionary land use, and would apply only to a limited number of lots in Bridgetown town centre, excluding places of identified heritage significance, and where the proposed sewer connection and amenity conditions can be satisfied.

The steps involved in processing a standard amendment are as follows:

1. Council resolves to initiate the amendment.
2. The Shire refers the amendment to the Environmental Protection Authority (EPA) for determination of whether an environmental assessment is required.
3. Subject to the EPA determining that an environmental assessment is not required, the Shire advertises the amendment for public comment for a period of 42 days.
4. Following the end of the advertising period, a further report is presented to Council for consideration of any submissions on the amendment received during the advertising period. Council must resolve to either (a) support the amendment as advertised, (b) support the amendment with modifications, or (c) not support the amendment.
5. Within 21 days of passing its resolution under (4), Council refers the amendment to the Western Australian Planning Commission (WAPC) with any relevant maps or other documents.
6. The WAPC considers the scheme amendment documents and makes a recommendation to Minister for Planning.
7. Minister for Planning makes decision; and
8. If approved, the amendment is gazetted and becomes law.

### 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
  - Objective 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.
  - Action 7.1.1 Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing and protection of environmental values.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil

- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy/Strategic Implications

The proposed amendment, if ultimately approved by the Minister for Planning, could assist in facilitating development that could contribute positively towards meeting Objective 7.1 of the Strategic Community Plan.

#### Budget Implications

There will be a cost of publishing the approved amendment in the Government Gazette, however this is not significant from a budget perspective.

Whole of Life Accounting - Nil

Risk Management – Insignificant risk

Voting Requirements - Simple Majority

#### **Council Decision Moved Cr Christensen, Seconded Cr Browne**

**C.15/0623 That Council:**

- 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3:**
  - a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:**
    - i. it is satisfied that the development is consistent with the amenity of the locality, and**
    - ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and**
    - iii. the development can be connected to the reticulated sewerage system.**
- 2. In accordance with Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolve that Amendment No. 73 is a standard amendment for the reason that the amendment is does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.**
- 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.**

Carried 7/0

Cr Pratico declared a financial interest in item C.16/0623 (refer page 7) and vacated the meeting at 7.24pm.

<b>ITEM NO.</b>	C.16/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Bridgetown Mobile Food Vendors Trial		
<b>OFFICER</b>	Director Community, Infrastructure and Development		
<b>DATE OF REPORT</b>	20 June 2023		

### OFFICER RECOMMENDATION

*That Council:*

1. *Suspend the operation of part 5.3 of Council Policy H.6 (Mobile and Itinerant Traders) between 1<sup>st</sup> November 2023 until 30<sup>th</sup> April 2024 to trial a proposal to allow a limited number of mobile food vendors to operate within the Bridgetown townsite on the following basis.*
  - (a) *The location where mobile food vendors will be permitted will be the northern portion of the Town Square car park (north of the crossover onto Spencer Street) within a permitted trading time will be Thursday evenings between the hours of 4pm and 8pm.*
  - (b) *Traders may occupy a maximum of two parking bays within the approved area and may determine their position within this area based on availability on a first come first served basis.*
  - (c) *The Trading in Public Places permit fees will be waived for the first 8 weeks of the trial, thereafter normal licence fee payable in accordance with the Councils normal fees and charges.*
  - (d) *A maximum of 6 trading permits will be granted on any one evening.*
  - (e) *Permits may be reserved in advance by traders on payment of fees on a first come first served basis (after a public expression of interest), with a maximum of 3 consecutive weeks (with a 2 week gap between blocks of 3 permits) being granted to any one trader. An exception may be granted to this requirement where adherence would reduce the number of traders on any one night to less than 6.*
  - (f) *Council staff will not adjudicate or curate the food traders, but will, in applying the above and where practical, seek to ensure a diversity of traders are provided with the opportunity to participate in the trial.*
  - (g) *No alcohol or cigarettes may be sold by any traders, and traders selling predominantly hot and / or cold beverages will not be permitted.*
  - (h) *Traders must provide their own power supply and waste disposal and remove all waste from the site upon leaving.*
  - (i) *The CEO may revoke or refuse to renew the licence of a trader in the event of non compliance with any food safety requirements of the Council.*
  - (j) *Traders are required to meet all other normal requirements for licensing of Food premises and payment of fees as appropriate.*
2. *Note that this trial does not change impact on mobile food vendors where these are associated with an event approved by Council, such as Bridgetown Blues.*
3. *Note that the Council administration has no capacity to remove vehicles from the approved car park that may be parked before the trading time starts, and consequently traders may have to locate around existing parked vehicles.*
4. *Note that the CEO may make minor adjustments to the terms of this trial during the trial period should this prove necessary.*

5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:
- (a) Feedback from the community.
  - (b) Feedback from existing food premises within the Shire.
  - (c) The level of interest from the industry, availability of suitable traders and the range of food provided.
  - (d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.
  - (e) The suitability of the days and times of operation.

### Summary/Purpose

The purpose of this report is to present to a proposal to suspend certain aspects of the current Council policy on Mobile and Itinerant Traders to enable a trial to allow a limited number of mobile food vendors within the Bridgetown townsite.

### Background

The current Council policy on Mobile and Itinerant Traders includes a clause 5.3 that states as follows.

*“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”.*

The intent of this clause is to manage the impacts of temporary mobile food vendors on existing food businesses within the Town. From time to time the Council receives requests for mobile food vendors within the townsite which are not approved under the terms of this current policy, and it can be argued that that some limited allowance for mobile food vendors will add the diversity of food offered and more general activation within the town.

### **Current Policy objectives**

- To avoid the creation, of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
- To regulate the level and intensity of trading activities on road reserves and other public places necessary to ensure that the site is retained primarily for its purpose (like community/traffic use and not commercial).
- To accommodate appropriate trading activities in order to provide services that enhance the visitor/resident experience.
- To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street.

### **Generic requirements for mobile traders**

A place will only be approved if it:

- Is readily and safely accessible to customers.
- Provides adequate parking for customers.
- Does not present a traffic hazard or danger to the public.



- Has adequate rubbish disposal facilities or the operator has made suitable arrangements for collection of rubbish from customers.
- Does not breach any regulatory or signposted car parking restrictions.
- 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
- Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

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).

### **Concept forum discussion**

This issue was raised at Concept Forum in February 2023 there was discussion on this issue as follows.

*Councillors were of the view that a freeing up of current limitations on food trucks in town areas should be considered as food trucks, if permitted on an infrequent occurrence such as once per month, would offer different dining options to local residents. Staff will report to a concept forum on possible policy changes to allow that. These changes could allow more frequent operation of food trucks in Greenbushes compared to Bridgetown due to there being fewer commercial outlets in Greenbushes.*

### Officer Comment

Before a formal change to the current policy is contemplated it is suggested that the particular clause of the current policy be temporarily waived in certain prescribed circumstances to enable a trial to be conducted. This would be held over the warmer / dryer months of the year. Following the trial, the Council will be able to determine whether a formal policy change is necessary and at that time a number of key issues will be considered (these are as outlined in part 5 of the officer recommendation).

The trial as proposed has been developed to reflect the fact that no budget allocation has been made this financial year for infrastructure improvements that might be necessary (such as alterations to car parks or provision of new crossovers to the Town Square). Furthermore, there are no current staff resources available to curate or manage traders involved in the trial over and above normal environmental health licensing requirements. If a long term policy change is contemplated after the trial, the extent to which this can be achieved within existing staff resources is another aspect that can be considered as part of the evaluation process.

The location chosen for the trial is the section of the Town Square car park to the north of the access onto Spencer Street. This location is suggested as it;

- Is not expected to be highly used at that time.
- It is relatively accessible to all the public toilets within the Town Centre
- This will coincide with the new visitor centre opening at the former railway station and will assist in activating this area.

The intent of the proposed process related to the booking and use of sites is as follows.

- To maximise the opportunity for a strong turnover of different vendors to allow for a range of cuisine options over the trial, noting that this aspect of the trial cannot be managed or curated by Council staff.

- To ensure a fair process to all vendors.

Ordinarily mobile traders are charged a licence fee by the Council. This report recommends that this fee be waived for the first 8 weeks of the trial. The purpose of this suggestion is to provide maximum opportunity for vendors to participate in the trial (given that the potential commercial uptake is unknown at this time) and, by restricting the fee waiving to the first 8 weeks, the impacts of Council fees on the viability of the trial can be assessed.

The popularity of this proposal with the community, as well as the degree of uptake by vendors, is unknown at this stage. These factors, and the practical aspects of the management of the process, will be evaluated during and after the trial period. Given this uncertainty, this report also recommends that the CEO may, during the trial period, make minor adjustments to the trial process in order to provide some level of flexibility during the trial, should this be necessary.

#### Statutory Environment

##### **Shire of Bridgetown-Greenbushes Activities on thoroughfares and trading in public places Local Law 2012**

- Requires local government permission to conduct a stall, to trade or to conduct a facility\* on a public place.
- The local government can apply conditions to a permit including where, when, infrastructure, type of goods, clean-up. Public liability insurance etc and any appropriate prohibitions or restrictions.
- The applicant is required to pay a fee unless exempt (such as a charitable organisation).

##### **Food Act 2008**

- Requires all food businesses to register or notify with the relevant local government, this includes temporary food businesses such as market stalls, **mobile food vans**, home based food businesses and fundraisers.
- A mobile food van business may operate across multiple local government jurisdictions however must register their business with the local government where the vehicle is garaged overnight and, they must notify all other local governments where the food business intends to operate.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 7 Responsible and attractive growth and development.
  - Outcome 10 A strong, diverse and resilient local economy
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

#### Policy/Strategic Implications

As Policy does not bind the Council statutorily, a decision can be made to simply initiate the trial without formal policy change at this stage. Should the Council

determine that this will be an ongoing arrangement, a formal policy change would be warranted.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management – Not significant

Voting Requirements - Simple Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Christensen  
C.16/0623 That Council:**

- 1. Suspend the operation of part 5.3 of Council Policy H.6 (Mobile and Itinerant Traders) between 1<sup>st</sup> November 2023 until 30<sup>th</sup> April 2024 to trial a proposal to allow a limited number of mobile food vendors to operate within the Bridgetown townsite on the following basis.**
  - (a) The location where mobile food vendors will be permitted will be the northern portion of the Town Square car park (north of the crossover onto Spencer Street) within a permitted trading time will be Thursday evenings between the hours of 4pm and 8pm.**
  - (b) Traders may occupy a maximum of two parking bays within the approved area and may determine their position within this area based on availability on a first come first served basis.**
  - (c) The Trading in Public Places permit fees will be waived for the first 8 weeks of the trial, thereafter normal licence fee payable in accordance with the Councils normal fees and charges.**
  - (d) A maximum of 6 trading permits will be granted on any one evening.**
  - (e) Permits may be reserved in advance by traders on payment of fees on a first come first served basis (after a public expression of interest), with a maximum of 3 consecutive weeks (with a 2 week gap between blocks of 3 permits) being granted to any one trader. An exception may be granted to this requirement where adherence would reduce the number of traders on any one night to less than 6.**
  - (f) Council staff will not adjudicate or curate the food traders, but will, in applying the above and where practical, seek to ensure a diversity of traders are provided with the opportunity to participate in the trial.**
  - (g) No alcohol or cigarettes may be sold by any traders, and traders selling predominantly hot and / or cold beverages will not be permitted.**
  - (h) Traders must provide their own power supply and waste disposal and remove all waste from the site upon leaving.**
  - (i) The CEO may revoke or refuse to renew the licence of a trader in the event of non compliance with any food safety requirements of the Council.**
  - (j) Traders are required to meet all other normal requirements for licensing of Food premises and payment of fees as appropriate.**
- 2. Note that this trial does not change impact on mobile food vendors where these are associated with an event approved by Council, such as Bridgetown Blues.**

3. **Note that the Council administration has no capacity to remove vehicles from the approved car park that may be parked before the trading time starts, and consequently traders may have to locate around existing parked vehicles.**
4. **Note that the CEO may make minor adjustments to the terms of this trial during the trial period should this prove necessary.**
5. **Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:**
  - (a) **Feedback from the community.**
  - (b) **Feedback from existing food premises within the Shire.**
  - (c) **The level of interest from the industry, availability of suitable traders and the range of food provided.**
  - (d) **The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.**
  - (e) **The suitability of the days and times of operation.**

**Carried 6/0**

Cr Pratico returned to meeting at 7.25pm.

<b>ITEM NO.</b>	C.17/0623	<b>FILE REF.</b>	A44862
<b>SUBJECT</b>	Proposed Afforestation – 6.4ha Eucalyptus globulus (Bluegum) Plantation		
<b>PROPONENT</b>	WAPRES on behalf of G and M Rowan-Robinson		
<b>LOCATION</b>	Location 3676 MacDonald Road (off Brockman Highway), Maranup		
<b>OFFICER</b>	Manager Development Services		
<b>DATE OF REPORT</b>	20 June 2023		

- Attachment 19      Planning Application
- Attachment 20      Extract (site plan)
- Attachment 21      Extract from Council Minutes 23 December 2008
- Attachment 22      Submitters letters
- Attachment 23      DWER advice

#### **OFFICER RECOMMENDATION**

*That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the proposal for second rotation for Afforestation – 6.4 ha Eucalyptus globulus (Bluegum) Plantation on Location 3676 MacDonald Road, Maranup as per Attachment 19 subject to the following conditions:*

1. *Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.*

2. *A spraying program is to be conducted to manage noxious weeds prior to the establishment of the second rotation subject of this Application. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.*
3. *All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.*
4. *Intact native vegetation shall be retained within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line to prevent sediment movement into water bodies.*
5. *Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.*
6. *Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.*
7. *The waterway(s) within this proposed site is afforded protection in accordance with the Code of Practice for Timber Plantations in Western Australia (FIFWA 2014).*
8. *All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.*
9. *The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.*
10. *The plantation subject of this Application is approved for one further rotation only.*
11. *A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.*

*Advice Note: In relation to Condition 1 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.*

*Advice Note: In relation to Condition 5, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.*

*Advice Note: The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.*

*Advice Note: In relation to Condition 7, the applicant is advised that this will require:*

- a) Non planted buffers to be at least 6m from the edge of the water course*
- b) Harvesting machinery should not enter the riparian zone or designed buffers*
- c) In the event that there are modifications proposed that have implications for water management, the Department of Water and Environmental Regulations should be notified to enable implications to be assessed.*

### Summary/Purpose

An application has been received for a second rotation of a 6.4 hectare Eucalyptus globulus (Bluegum) Plantation on Location 3676 MacDonald Road, Maranup as per Attachments 19 and 20.

The proposed planting site is located on the north eastern portion of the property which contains small pockets of remnant vegetation. The balance of the property is presently being used as a plantation and is presently on its second rotation after receiving development approval from the Shire in 2008.

The subject land is zoned "Rural 2 – General Agriculture" under Town Planning Scheme No.4. Land abutting the subject land to the south and east is reserved for State Forest. Land abutting the western and northern boundaries is zoned "Rural 2 – General Agriculture".

All surrounding land with the exception of land to the north is heavily vegetated. The adjoining property to the north contains a dwelling (approximately 500m from the proposed plantation site) and mainly consists of cleared pasture land. The next nearest structure/dwelling is approximately 1000m to the north east of the proposed site.

The proposal has been advertised and three submissions received. These consisted of two submissions (including separate summary statement) from a nearby resident objecting (Attachment 22) and advice from the Department of Water and Environmental Regulation (DWER) (Attachment 23).

The key issues raised the submissions of objection relate to:

- a) The negative effects on the water supply downstream in terms of water availability for Location 3677 Brockman Highway owned by the submitter;
- b) Fire management; and
- c) Concerns relating to inconsistencies and inaccuracies in background information supporting the proposal.

Approval is recommended subject to conditions generally consistent with the previous approval and incorporating advice received by DWER.

### Background

Council granted Development Approval for an Afforestation of 67.9ha Eucalyptus globulus (Bluegum) and 6.3ha Eucalyptus smithii (gully ash) Plantation on the subject land at its meeting 23 December 2008. See Attachment 21 for an extract of the

minutes of this decision which provides a comprehensive assessment and detailed consideration of the proposal.

After issuing the Development Approval (letter issued 7 January 2009), a third party appeal to the Environmental Protection Authority (EPA) was referred.

The EPA requested further information from the Applicant (WAPRES) to make a determination on whether to assess the proposal, and set a level of assessment. In March 2009, the EPA advised that they would not be formally assessing the proposal.

In late March 2009, an appeal of the decision of the EPA (to not formally assess the Application) was lodged with the Office of the Appeals Convenor (OAC) and WAPRES subsequently commissioned a Water Impact Assessment (Strategen – April 2009) to provide additional environmental information for the OAC. Upon assessment of the additional information relating to water impacts, the Minister for Environment dismissed the Appeal on the 1 July 2009.

The application and assessment process in 2009 involving the Shire, EPA, OAC and the Minister for Environment was extensive and the key contentions were thoroughly tested relating to water use, rights to water and fire risk from the proposed blue gum plantation.

This application is seeking a second rotation planting of area described as 2009 P1 of 6.4Ha previously referenced as P1.01 with the first rotation approval granted in 2008 (see Attachment 20). This is required as per Condition 10 of the 2008 development approval which states:

*“The plantation is approved for two rotations, other than area 1.01 which will only be for a single rotation. Any additional rotation or modification will require a separate planning approval.”*

#### Public Consultation

Three submissions were received during advertising. Two from the same landowner raising objections and a separate summary (see Attachment 22). Advice was also obtained from the Department of Water and Environmental Regulations to seek further clarification on matters raised in the objections (Attachment 23).

The following provides a summary of key issues raised by each submission.

#### Submission of Objection – 12 March 2023

This submission raises the following key points.

- a) Background of farm history
- b) Comments on original plantation proposal with focus on;
  - a. Downstream water supply impacts;
  - b. Government agency advice provided
  - c. Council's decision.
- c) Ongoing impacts resulting from the plantation;
- d) Expenses incurred to construct dam walls and now dry dams;
- e) Expenses incurred to install water tanks to better ensure a water supply
- f) List of objections relating to the current application as follows:
  - a. Increased fire risk

- b. Unequal sharing of costs and burdens of ensuring a suitable water supply
- c. The map being unclear to the extent of the application.

#### Submission of Objection - 13 April 2023

This submission consists of four parts. The key points raised are summarized below, followed by comments and a suggested recommendation.

#### Parts 1 and 2 of submission

These parts of the submission provides a critique of the application documents. The nature of issues raised are summarized as follows:

#### Part 1 - Water

- a) Objections are strenuously raised in the matter in which water supply is addressed and characterized in the proposal.
- b) Ignores facts regarding the previous use of the land for annual pasture which has a low water use compared to high density plantations
- c) The change had a highly predictable impacts that were predicted and now it proposed to further inflict damage
- d) The proposal does not change from the previous application, other than the movement to a second rotation and therefore the adverse impacts will continue;
- e) Excludes significant fact that affect transpiration is this species of trees selected.
- f) The terms of reference of the report do not reference possible impacts on the adjoining landholder;
- g) Concerns regarding the destruction of the reliable year round water supply that used to enjoy for the last 40 years with the last 13 years resulting in the almost total elimination of spring flow into southern dam;
- h) Feeling facts relating to spring flow are obfuscated, noting that previous expert advice noted that it is reasonable to expect that groundwater discharge via the spring will be significant reduced by a plantation;
- i) Disagrees with conclusion that the tree farm will have a minimal impact on water flow from the subject land
- j) Historical drying of the climate/reduced rainfall did not result in any discernible difference to the water flow. The change occurred after the plantation;
- k) Disagrees with figures and misleading information and timeframes used to explain rainfall reduction;

#### Part 2 – Fire

- a) Ignores fact that plantations provide a greater risk of fire than other uses;
- b) Concerned that while their private house has a 300m separation to plantation and DFES recommends 100m does not imply it provides a reasonable level of safety;
- c) A drying climate and increasing winds will increase the risk of fire and potential risk from ember attack.
- d) A greater risk is imposed on the adjoining property owner that they have no control over;



- e) Blue gums shed bark and have a high risk of spot fires;
- f) Not satisfied with fire escape routes proposed

#### Part 3 – Comments on Proposal

- a) Proposal destroys farm water supply;
- b) Do not agree that 300m is a suitable separation for fire risk
- c) Do not agree that because a water body does not specifically require special management practices (proclaimed), it does not follow that water bodies are not deserving of care and consideration.
- d) The area to be planted has increased from 5.3ha to 6.7ha
- e) Pleased that water point that depicted neighbouring property has been deleted – as now mostly dry;
- f) Water points in the plan have been reduced and suspect that this is due to reduced due to the plantation reducing water supply to these dams;
- g) The existence of a water point on Rowan-Robinsons property north east still contains water. This is because it's catchment largely contains native forest and pasture which are not as significant consumers of water.

#### Part 4 – Conclusion

- a) The plantation has severely damaged once permanent water supply and this is being denied by application
- b) The 2008 proposal was approved and agreed by applicant that half of the section forming the catchment of the spring that provided neighbours water supply would be left unplanted and that one rotation was approved over the remainder.
- c) The owner planted out the identified “unplanted” area with non-native eucalypts and tagasaste that was of a scale that did not trigger a plantation use.
- d) With a second rotation, it is likely that the situation will deteriorate and the dam not fill in winter
- e) Studies have shown that blue gum plantations replacing pasture have the potential to reduce groundwater from 3.5m to 9.8m in only 4 years
- f) The impacts on adjoining property are significant

The summary submission of these two submissions has also been prepared by the above landowner and can be viewed in Attachment 22.

#### DWER submission

In summary, this submission outlines generally that forests, including commercial plantations intercept rainfall and use soil water and shallow and deep groundwater that may otherwise be discharged to rivers. The submission provides site specific comments on the application, summarised as follows:

- a) The property is located within a “non-proclaimed” area for surface and ground water under the *Rights in Water and Irrigation Act 1914*, where the taking of water for purposes other than domestic and non-intensive stock watering purposes cannot, in the department's determination, sensibly diminish stream flows or impact on the riparian rights of downstream users;

- b) An assessment of potential impacts will require catchment modelling, however, given the planation has been in operation since 2009, there is not likely to be any change to the current water balance;
- c) It notes that the stream reach is approximately 100m with a relatively small catchment, there is not likely that there would be a significant impact;
- d) The Department cannot and does not license water used by plantations in “non-proclaimed” areas. Water used by plantations is therefore currently considered an exempt use;
- e) Advises that the proposal has potential to impact the environment and water resource values and recommends a condition be imposed to afford the waterways protection in accordance with the Code of Practices for Timber Plantations in Western Australia (FIFWA 2014). This will involve the creation of a 6m wide non-planted buffer from the edge of the water course and prohibiting the use of harvesting machinery in the buffer.

#### Officer Comment

The key driving concern of the objections is in relation to access and rights to water. This is a separate matter from environmental considerations which was explored in depth previously. Water access rights cannot be guaranteed in this location, noting the location is within a “non-proclaimed” area for surface and groundwater.

The above notwithstanding, there is an expectation that stream flows should not be sensibly diminished for downstream users. Advice from DWER provides a practical and reasonable measure to address impacts on the water course within the constraints of legislation. A condition is proposed to create a 6m wider buffer along the water course consistent with DWER advice.

In considering the submissions of objections in further detail, it may assist to have regard the following matters:

- a) The detailed assessment and consideration of the proposal when originally assessed (Attachment 21). At the time of the original application, an extensive assessment of issues was undertaken.
- b) The scale of the proposal. This proposal is for a limited area in the context of the overall site which is being used for a second rotation (limited to 6.4ha).
- c) Environmental impacts relating to water supply have already been assessed as part of the previous approval process. This included a review by the EPA and Office of the Appeals Convenor which concluded that environmental considerations have been suitably addressed in accordance with the existing environmental and legal framework.
- d) Fire risk is addressed in accordance with legislative frameworks. The property has been managed in accordance with these requirements.
- e) Sustainability of decision making. The Applicant has a right of review through the State Administrative Tribunal. Any decision made needs to be reasonable and in line with legislation and policy frameworks. Conditions imposed also need to be consistent with the principles of:
  - a. Need created directly by the proposal;
  - b. Having a sound planning purpose (achieving a public good is not a justification in itself); and

- c. Not being so unreasonable that a reasonable person would not impose them or their imposition would render the proposal unviable due to cost.

In light of the above, it is recommended that the objections raised be upheld to the extent that a condition be imposed to impose a 6m wide buffer area along water courses within the proposed plantation area forming part of this proposal in line with DWER advice.

#### Statutory Environment

##### *Town Planning Scheme No.4 (TPS4)*

The land use of "Afforestation" is listed as an "AA" Use under Table 1 of TPS4. This requires application of the Shires discretion.

Afforestation is defined as:

*"means the planting and husbanding of commercial value trees - other than fruit and nut trees, vines and nursery trees up to two years old - and occupying an area greater than 400 square metres on any one lot"*

The land is zoned Rural 2 – General Agriculture which has the following objectives:

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

*Council's Policies will therefore be to:*

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

No specific relevant Development Conditions apply for the Rural 2 – General Agriculture zone.

Clause 7.6.4 states:

*"A Town Planning Scheme Policy shall not bind the Council in respect of any application for Planning Approval but the Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision."*

#### *TP.7 Plantation Applications Policy*

This policy sets out the minimum standards and requirements for applications to establish plantations under the Shire of Bridgetown-Greenbushes Town Planning Schemes. This includes the need for applications to be supported by a plantation management plan that addresses:

- a) Plantation establishment;
- b) Plantation tending; and

c) Fire management.

The policy also sets out standard conditions that will be considered by Council in their assessment of plantation applications.

Integrated Planning

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

Policy Implications – see above Policy considerations

Budget Implications

Should Council resolve to determine the Application by way of refusal or impose recommended additional conditions and the Applicant seeks review through the State Administrative Tribunal, legal costs would be incurred in defence of such decision.

Whole of Life Accounting – Nil

Risk Management – Nil

Voting Requirements – Simple Majority

**Moved** Cr Boyle, Seconded Cr Lansdell

That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the proposal for second rotation for Afforestation – 6.4 ha Eucalyptus globulus (Bluegum) Plantation on Location 3676 MacDonald Road, Maranup as per Attachment 19 subject to the following conditions:

1. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.
2. A spraying program is to be conducted to manage noxious weeds prior to the establishment of the second rotation subject of this Application. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.
3. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.

4. Intact native vegetation shall be retained within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line to prevent sediment movement into water bodies.
5. Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.
6. Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.
7. The waterway(s) within this proposed site is afforded protection in accordance with the Code of Practice for Timber Plantations in Western Australia (FIFWA 2014).
8. All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.
9. The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
10. The plantation subject of this Application is approved for one further rotation only.
11. A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.

Advice Note: In relation to Condition 1 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.

Advice Note: In relation to Condition 5, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.

Advice Note: The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

Advice Note: In relation to Condition 7, the applicant is advised that this will require:

- a) Non planted buffers to be at least 6m from the edge of the water course
- b) Harvesting machinery should not enter the riparian zone or designed buffers

- c) In the event that there are modifications proposed that have implications for water management, the Department of Water and Environmental Regulations should be notified to enable implications to be assessed.

In accordance with Clause 10.13 of the Standing Orders the motion was withdrawn. Cr Boyle sought the approval of Cr Lansdell as the seconder of the Motion and the councillors for withdrawal of the Motion. Cr Lansdell and the other councillors supported Cr Boyle in their request to withdraw the Motion.

**Council Decision Moved Cr Christensen, Seconded Cr Browne  
C.17/0623 That in accordance with clause 3.9(1)(f) item C.17/0623 be debated.**

**Carried 7/0**

**Moved** Cr Boyle, Seconded Cr Lansdell

That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the proposal for second rotation for Afforestation – 6.4 ha Eucalyptus globulus (Bluegum) Plantation on Location 3676 MacDonald Road, Maranup as per Attachment 19 subject to the following conditions:

1. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.
2. A spraying program is to be conducted to manage noxious weeds prior to the establishment of the second rotation subject of this Application. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.
3. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.
4. Intact native vegetation shall be retained within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line to prevent sediment movement into water bodies.
5. Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.
6. Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual

flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.

7. The waterway(s) within this proposed site is afforded protection in accordance with the Code of Practice for Timber Plantations in Western Australia (FIFWA 2014).
8. All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.
9. The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
10. The plantation subject of this Application is approved for one further rotation only.
11. A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.

Advice Note: In relation to Condition 1 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.

Advice Note: In relation to Condition 5, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.

Advice Note: The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

Advice Note: In relation to Condition 7, the applicant is advised that this will require:

- a) Non planted buffers to be at least 6m from the edge of the water course
- b) Harvesting machinery should not enter the riparian zone or designed buffers
- c) In the event that there are modifications proposed that have implications for water management, the Department of Water and Environmental Regulations should be notified to enable implications to be assessed.

**Lost 0/7**

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

**Council Decision Moved Cr Christensen, Seconded Cr Boyle**

***C.17/0623a That the item be deferred to the July ordinary meeting and the Applicant WA Plantation Resources be invited to meet with officers and interested councillors to discuss the concerns raised by the adjoining land owner.***

**Carried 7/0**

The Manager Development Services vacated the meeting at 6.45pm.

<b>ITEM NO.</b>	C.18/0623	<b>FILE REF.</b>	904.1
<b>SUBJECT</b>	Budget Amendment Bridgetown Cricket Nets		
<b>OFFICER</b>	Manager Community Services		
<b>DATE OF REPORT</b>	22 June 2023		

#### OFFICER RECOMMENDATION

*That Council:*

- 1. Amend the 2022/23 Budget by increasing the expenditure allocation in account 24IN Bridgetown Sportsground Cricket Training Nets by \$5,913 from \$130,780 to \$136,693, to cover the costs of increased reinforcement in the cricket net concrete pad and the addition of a ramp leading up to the entrance of the shared shed included in this project.*
- 2. Authorise an increase in income to account 1344530.92 Other Recreation and Culture Reimbursements by \$1,200 from \$375,336 to \$376,566 to reflect the Bridgetown Rotary Club's agreed contribution toward the ramp for the shared shed.*
- 3. Fund the additional expenditure allocation by reducing the expenditure in account 1190620.11 Seniors Program by \$2,357 from \$10,000 to \$7,643*
- 4. Fund the additional expenditure allocation by reducing the expenditure in account PJ07 Youth Activities and Support by \$2,356 from \$10,000 to \$7,644.*

#### Summary/Purpose

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

#### Background

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

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

Bridgetown Rotary Club had been seeking an opportunity to relocate their equipment from various private or rented storage sheds into one large and easily accessible shed. To achieve this the members of Rotary approached the Bridgetown Cricket Club to request a co-funded shed to house both the Cricket and Rotary Clubs' equipment. This was discussed with shire officers who re-scoped the shed, including doors and



orientation to suit the needs of both user groups. Rotary agreed to pay an additional cost of \$25,000 associated with the increase in size and number of roller doors.

Both Rotary Club of Bridgetown and Bridgetown Cricket Club are contributing funds to the shire for the cost of the shed. Once built the shed will be managed by the shire to ensure that each club's access to the shed is not dependant on the other club's agreement.

In May meeting (C.15/0523) Council approved an increase in expenditure from account 24IN Bridgetown Sportsground Cricket Training Nets by \$25,000 to cover the added costs of the purchase and construction of a larger shed than originally scoped. At the same meeting Council also authorised an increase in income for account 1344530 Other Recreation and Culture Reimbursements by \$25,000 to reflect the Bridgetown Rotary Club's agreed contribution toward the shared shed.

#### Officer Comment

A co-funded and co-located shed provides both clubs and Council with economies of scale associated with construction costs, building maintenance and continued sharing of resources. This project will reduce the number of public structures that Council build and maintain to support local community groups.

Once the earth works and cement pad were completed it became apparent, due to the unexpected height of the pad, that safe access to the shed would require a ramp. The construction of a ramp will provide easy access into the shed for both clubs. Rotary Club of Bridgetown have agreed to cover the costs associated with the ramp (\$1,200).

Further discussion with Cricket WA and the concrete contractor highlighted the need for extra reinforcement in the concrete pad to ensure the longevity of the cricket net surface, future proofing the structure and ensuring the nets remain fit for purpose.

The officer recommendation proposes a reduction in budget allocations for the Seniors Programs by \$2357 and Youth Activities accounts \$2356. This will cover the remaining \$4,713 of the requested budget variation. Given the proximity of the end of financial year and the unlikelihood that these accounts will be expended before the end of the year this provides an opportunity to cover the additional cost of the project through existing unspent operational funds.

#### Statutory Environment

##### Integrated Planning

- Strategic Community Plan
  - Outcome 1 A growing community that is diverse, welcoming and inclusive.
  - Objective 1.1 Improve family and youth services and facilities to attract and retain families.
  - Outcome 2 Good Health and community wellbeing.
  - Objective 2.2 Provide quality sport, leisure and recreation services.
- Corporate Business Plan
  - Strategy 2.2.11 Provide new cricket training nets at Bridgetown Sportsground.
- Long Term Financial Plan - Nil

- **Asset Management Plans**  
New and upgraded infrastructure will be included as Shire assets in Council's Property Infrastructure Asset Management Plan once the development is complete.
- **Workforce Plan - Nil**
- **Other Integrated Planning - Nil**

Policy Implications - Nil

Budget Implications

Should Council endorse the officer recommendation, the 2022/23 budget would reflect the income of \$1,200 from Rotary Club of Bridgetown, the reduced expenditure in accounts 1190620.11 and PJ07 of \$4713 and an increase the total expenditure by \$5,913 to cover the cost of the added reinforcement included in the cricket practice nets concrete pad and the increased cost of the storage shed ramp at the Bridgetown Sports Ground.

Whole of Life Accounting

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

Risk Management

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

Voting Requirements - Absolute Majority

**Council Decision Moved Cr Pratico, Seconded Cr Christensen**

**C.18/0623 That Council:**

- 1. Amend the 2022/23 Budget by increasing the expenditure allocation in account 24IN Bridgetown Sportsground Cricket Training Nets by \$5,913 from \$130,780 to \$136,693, to cover the costs of increased reinforcement in the cricket net concrete pad and the addition of a ramp leading up to the entrance of the shared shed included in this project**
- 2. Authorise an increase in income to account 1344530.92 Other Recreation and Culture Reimbursements by \$1,200 from \$375,336 to \$376,566 to reflect the Bridgetown Rotary Club's agreed contribution toward the ramp for the shared shed**
- 3. Fund the additional expenditure allocation by reducing the expenditure in account 1190620.11 Seniors Program by \$2,357 from \$10,000 to \$7,643**

**4. Fund the additional expenditure allocation by reducing the expenditure in account PJ07 Youth Activities and Support by \$2,356 from \$10,000 to \$7,644.**

**Carried by Absolute Majority 7/0**

<b>ITEM NO.</b>	C.19/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Budget Amendment – Tracked Loader Purchase		
<b>OFFICER</b>	Manager Infrastructure & Works		
<b>DATE OF REPORT</b>	20 June 2023		

**OFFICER RECOMMENDATION**

*That Council:*

1. Amend the 2022/23 budget by increasing the expenditure allocation in account 1255340 Sanitation Plant Purchases by \$52,280, from \$365,000 to \$417,280 for the purchase of a tracked loader
2. Fund the additional expenditure allocation via a transfer of \$52,280 from the Plant Reserve.

**Summary/Purpose**

The 2022/23 budget included an amount of \$295,000 for the purchase of a new tracked loader to replace the existing machine at the Bridgetown waste facility. The actual amount required to proceed with the purchase is \$347,280. The shortfall of \$52,280 is proposed to be funded from the plant reserve.

**Background**

Under the 10-year plant replacement program, the 2004 953C Caterpillar Track Loader, was scheduled for replacement in the 2022/23. An amount of \$365,000 allocated in the 2022/23 annual budget for purchase of a new replacement machine with the amount consisting of \$295,000 from the plant reserve and \$70,000 from the sale of the current machine.

In May 2023 a request for quote was initiated through WALGA eQuotes for trade of the existing track loader and supply of a new equivalent machine. Only one response was received with the trade offer being \$65,000 and new machine purchase price being \$412,280. Changeover price is therefore \$347,280. Budget vs quoted figures are shown in the table below:

	2022/23 Budget	Quoted
Trade Price	\$70,000	\$65,000
Purchase Price	\$365,000	\$412,280
Changeover	\$295,000	\$347,280

As shown, there is a difference of \$52,280 between the quoted changeover price and the budget.

**Officer Comment**

A tracked loader is essential for management of the Bridgetown Waste Facility and the current machine has become increasingly unreliable due to frequent breakdowns. This has been impacting operations and it is becoming increasingly costly to run.

Replacement is now considered a very high priority. Despite only one response to the RFQ being received, the offer is considered good value for money with the trade offer in particular being particularly good.

Statutory Environment - Not applicable

Integrated Planning

- Strategic Community Plan
  - Outcome 6 A sustainable, low-waste, circular economy.
  - Objective 6.1 Provide sustainable, cost-effective waste management infrastructure and services.
  
  - 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
  - The transfer of \$52,280 from the plant reserve will need to be managed in future years of the long-term financial plan.
  
- Asset Management Plans - Nil
  
- Workforce Plan - Nil
  
- Other Integrated Planning - Nil

Policy Implications - Not applicable

Budget Implications

The shortfall of \$52,280 is proposed to be funded from the Plant Reserve and will not impact the 2022/23 budget.

Whole of Life Accounting - Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy should the existing tracked loader not be replaced, are Financial Impact, Service Interruption, and Reputational Internal.

Financial Impact:

Due to the increased maintenance costs to operate the existing machine, the financial impact is considered Moderate (\$5001 -\$50,000) with a likelihood measure being likely, giving an overall risk rating of High.

Service Interruption:

Due to downtime of the existing machine, service interruption is considered Moderate (Medium term temporary interruption – backlog cleared by additional resources < 1 week) with a likelihood measure being likely, giving an overall risk rating of High.

Reputational Internal:

Due to the decline in suitability of the existing machine for its intended purpose and related growing frustration amongst staff, Reputational Internal is considered Moderate (Decline in staff confidence/morale, or unauthorised absences) with a likelihood measure being Almost Certain, giving an overall risk rating of High.

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Christensen, Seconded Cr Browne**

**C.19/0623 That Council:**

- 1. Amend the 2022/23 budget by increasing the expenditure allocation in account 1255340 Sanitation Plant Purchases by \$52,280, from \$365,000 to \$417,280 for the purchase of a tracked loader**
- 2. Fund the additional expenditure allocation via a transfer of \$52,280 from the Plant Reserve.**

**Carried by Absolute Majority 7/0**

<b>ITEM NO.</b>	C.20/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Advice and Recommendations from the Sustainability Advisory Committee		
<b>OFFICER</b>	Waste & Environmental Officer		
<b>DATE OF REPORT</b>	20 June 2023		

Attachment 24 SAC Advice and Recommendations 2023-2025

**OFFICER RECOMMENDATION**

*That Council:*

- 1. Note the advice and recommendations from the Sustainability Advisory Committee as presented in Attachment 24*
- 2. Request the CEO prepare a further report for the July 2023 ordinary meeting outlining the scope of the Street Tree Plan, to enable consideration of a funding allocation in the 23/24 budget.*

**Summary/Purpose**

The Sustainability Advisory Committee (here forth referred to as SAC) have been working on producing a singular document titled 'Advice and Recommendations' containing sustainability content from previously Council endorsed documents and plans.

The action SAC recommends as one of the main priorities from this document is the Street Tree Plan. This has been identified in the Corporate Business Plan for action is 2023/24. Other actions are to be noted at this stage.

**Background**

There are several documents endorsed by Council related to Climate Change and Sustainability, such as: Statement of Local Environmental Risks and their Mitigation Document, WBAC Climate Change Action Plan and the Corporate Business Plan 2022-2026. Instead of trying to work between multiple documents SAC have created

a combined document titled 'Advice and Recommendations'. The actions it contains will also guide SAC on recommendations to make in future.

#### Officer Comment

Discussion on the topic of a Street Tree Plan have been on the SAC agenda for many years, with members feeling that it holds high importance and value. As it is in the Corporate Business Plan and set for action in 2023 - 2024 it is an appropriate time to work on developing a scope with items that this plan should encompass. This will enable to project to be costed and considered in the next budget.

#### Statutory Environment - Nil.

#### Integrated Planning

- Strategic Community Plan
  - Outcome 4 The Shire of Bridgetown – Greenbushes continues to be naturally beautiful.
  - Objective 4.1 Conserve and enhance the natural environment for current and future generations to enjoy.
  - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate related hazards and natural disasters.
  - Objective 5.1 Develop Community readiness to cope with natural disasters and emergencies.
  - Objective 5.2 Encourage the adaptation of sustainable practices.
  - Outcome 7 Responsible and Attractive Growth and Development
  - Objective 7.4 Provide attractive, well-maintained verges and street trees.
  - Action 7.4.2 Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautiful the area and provide shade along footpaths.
  
- Corporate Business Plan 2021-2025
  - Objective 5.1 Develop Community readiness to cope with natural disasters and emergencies.
  - Action 5.1.1 Partner with South-West local governments to develop and implement a Sub-Regional Climate Change Strategy.
  
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

#### Policy Implications

*Local Government Act 1995*

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements - Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Boyle**

**C.20/0623 That Council:**

- 1. Note the advice and recommendations from the Sustainability Advisory Committee as presented in Attachment 24**
- 2. Request the CEO prepare a further report for the July 2023 ordinary meeting outlining the scope of the Street Tree Plan, to enable consideration of a funding allocation in the 2023/24 budget.**

**Carried 7/0**

**Receival of Minutes from Management Committees**

Nil

**Urgent Business Approved by Decision**

**Responses to Elected Member Questions Taken on Notice - Nil**

**Elected Members Questions With Notice**

**Cr Lansdell**

At the December Council meeting a Greenbushes Fire Brigade member asked if Council could consider upgrading the Brigade's facility by providing a water pump to speed up the filling of vehicle tanks. Tim can you confirm that the issue has been looked into and that the necessary solution will be a part of the budget discussions next month?

**CEO Response**

There are problems with water pressure from the reticulated water supply across Greenbushes. This issue has been raised with the Water Corporation but no solutions have been identified. Putting a pump on the inlet pipe that services the fire station off the reticulated water supply won't achieve anything as the issue is related to water pressure. There is a tank onsite but it only has limited capacity of approximately 5,000 litres and is used to capture rainwater from the fire station roof. The tank isn't used for filling of fire appliances.

Strategic arrangements have been put in place in consultation with the Chief Bush Fire Control officer and Greenbushes Bush Fire Brigade. Two options for alternative water supplies in the event of an emergency response requirement are:

- An arrangement has been made with Talison Lithium PL for access to a water supply on the mine site.
- The Shire's 12.2 bulk water carrier is taken to Greenbushes and can be used to fill fire appliances.

The bush fire leadership team are satisfied that the strategic arrangements adequately mitigate the problems caused by low water pressure. The only alternative would be to fund the installation of a large elevated water tank at the fire station site. This is unlikely to be funded by the Emergency Services Levy and thus would have to be

funded by Council. No cost estimates for this have been obtained as the above strategic arrangements have been determined to be sufficient.

**Notice of Motions for Consideration at the Next Meeting** - Nil

**Matters Behind Closed Doors (Confidential Items)**

**Council Decision** *Moved Cr Browne, Seconded Cr Boyle*

***C.21/0623 That Council go behind closed doors at 7.45pm to consider items C.21/0623, C.22/0623 and C.23/0623.***

***Carried 7/0***

In accordance with s.5.23(2) of the *Local Government Act 1995*, the A/CEO has recommended item C.21/0623 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

b) the personal affairs of any person

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

<b>ITEM NO.</b>	C.21/0623	<b>FILE REF.</b>	A32451
<b>SUBJECT</b>	Rates Write-off - 4 Rosella Rise, Bridgetown		
<b>OFFICER</b>	Manager Finance		
<b>DATE OF REPORT</b>	13 June 2023		

**Council Decision** *Moved Cr Pratico, Seconded Cr Browne*

***C.21/0623a That Council resolve to write-off the amount of \$728.55 owing on rates account A32451 for 4 Rosella Rise in Bridgetown.***

***Carried 7/0***

In accordance with s.5.23(2) of the *Local Government Act 1995*, the A/CEO has recommended items C.21/0623 and C.22/0623 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

a) A matter affecting an employee or employees

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



<b>ITEM NO.</b>	C.22/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Renewal of Outside Workers Staff Enterprise Bargaining Agreement		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	28 June 2023		

Attachment 25 Draft Outside Workers Staff Enterprise Bargaining Agreement 2023 (track changes showing changes from current EBA)

**Council Decision Moved Cr Browne, Seconded Cr Christensen**  
***C.22/0623 That Item C.22/0623 be accepted as urgent business as a confidential item to be considered behind closed doors.***

***Carried 7/0***

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico**  
***C.22/0623a That Council:***

- 1. Endorse the Outside Workers Staff Enterprise Bargaining Agreement 2023.***
- 2. Authorise the CEO to make any grammatical, formatting or other minor variations to the Agreement subject to those variations not changing the intent and commitments of the Agreement.***

***Carried 7/0***

<b>ITEM NO.</b>	C.23/0623	<b>FILE REF.</b>	
<b>SUBJECT</b>	Renewal of Administration Staff Employee Collective Agreement		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	28 June 2023		

Attachment 26 Draft Administration Staff Employee Collective Agreement 2023 (track changes showing changes from current Agreement)

**Council Decision Moved Cr Mahoney, Seconded Cr Boyle**  
***C.23/0623 That Item C.23/0623 be accepted as urgent business as a confidential item to be considered behind closed doors.***

***Carried 7/0***

**Council Decision Moved Cr Christensen, Seconded Cr Browne**  
***C.23/0623a That Council:***

- 1. Endorse the Administration Staff Employee Collective Agreement 2023***
- 2. Authorise the CEO to make any grammatical, formatting or other minor variations to the Agreement subject to those variations not changing the intent and commitments of the Agreement.***

***Carried 7/0***

**Council Decision Moved Cr Boyle, Seconded Cr Mahoney  
C.23/0623b That Council come out from behind closed doors at 7.53pm.**

At 7.53pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

**Closure**

*The Presiding Member closed the meeting at 7.53pm.*

**List of Attachments**

<b>Attachment</b>	<b>Item No.</b>	<b>Details</b>
1	C.02/0623	Special Council Meeting Minutes - 4 May 2023
2	C.04/0623	List of Changes to Action Tables of Current Corporate Business Plan
3	C.04/0623	Updated Actions Table for Inclusion in New Corporate Business Plan
4	C.05/0623	Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures
5	C.06/0623	Rolling Action Sheet – June 2023
6	C.07/0623	List of Proposed Changes Outside of the 6.1% Increase (includes new and deleted fees)
7	C.07/0623	Draft 2023/24 Schedule of Fees & Charges
8	C.08/0623	Existing Customer Service Charter
9	C.08/0623	Revised Customer Service Charter
10	C.09/0623	Audit Regulation 17 Review June 2023
11	C.10/0623	Proposed Bridgetown-Greenbushes Visitor Centre Service Plan 2023 – 2028
12	C.11/0623	WALGA Model Fencing Local Law
13	C.11/0623	Shire of Bridgetown-Greenbushes Local Law
14	C.12/0623	May 2023 Financial Activity Statements
15	C.12/0623	List of Accounts Paid in May 2023
16	C.13/0623	Budget Management Report – May 2023
17	C.14/0623	Draft Sustainability Reserve Funding Policy
18	C.15/0623	Map of Bridgetown townsite Commercial zoned land
19	C.17/0623	Planning Application

20	C.17/0623	Extract (site plan)
21	C.17/0623	Extract from Council Minutes 23 December 2008
22	C.17/0623	Submitters letters
23	C.17/0623	DWER advice
24	C.20/0623	SAC Advice and Recommendations 2023-2025
25	C.22/0623	Draft Outside Workers Staff Enterprise Bargaining Agreement 2023 (track changes showing changes from current EBA)
26	C.23/0623	Draft Administration Staff Employee Collective Agreement 2023 (track changes showing changes from current Agreement)

Minutes Papers prepared and recommended by E Matthews, Executive Assistant



5 July 2023

Minutes Papers authorised by T Clynch, CEO



5 July 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 29 June 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 27 July 2023.

..... 27 July 2023



**Special Council Minutes Index – 4 May 2023**

Subject	Page No
<b>Opening of Meeting</b> .....	<b>2</b>
<b>Acknowledgment of Country</b> .....	<b>2</b>
<b>Attendance, Apologies</b> .....	<b>2</b>
<b>Attendance of Gallery</b> .....	<b>2</b>
<b>Public Question Time</b> .....	<b>2</b>
<b>Petitions/Deputations/Presentations</b> .....	<b>2</b>
<b>Comments on Agenda Items by Parties with an Interest</b> .....	<b>2</b>
<b>Notification of Disclosures of Interest</b> .....	<b>2</b>
<b>Business Items</b> .....	<b>3</b>
SpC.01/0423 Draft Chief Executive Officer Job Description Form.....	3
<b>Closure</b> .....	<b>5</b>
<b>Attachments</b> .....	<b>5</b>

## MINUTES

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

### **Opening of Meeting**

*The Presiding Member opened the meeting at 5.31pm.*

### **Acknowledgment of Country**

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

### **Attendance & Apologies**

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

**Attendance of Gallery** - Nil

**Public Question Time** - Nil

**Petitions/Deputations/Presentations** - Nil

**Comments on Agenda Items by Parties with an Interest** - Nil

### **Notification of Disclosures of Interest**

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

A Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during

any discussion or decision making procedure relating to the matter, unless allowed by the committee/council. If committee/council allows a Member to speak, the extent of the interest must also be stated.

- Nil

### **Business Items**

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

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

### **OFFICER RECOMMENDATION**

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

### **Summary/Purpose**

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

### **Background**

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

### **Officer Comment**

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

The following advice has been provided by the consultant;

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

### **Statutory Environment**

*Local Government (Administration) Regulations 1996*

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

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

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

#### Integrated Planning

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

#### Policy/Strategic Implications - Nil

#### Budget Implications - Nil

#### Whole of Life Accounting - Nil

#### Risk Management - Nil

#### Voting Requirements – Absolute Majority

#### **Moved** Cr Pratico, Seconded Cr Christensen

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

**Council Decision Moved Cr Pratico, Seconded Cr Boyle**  
**SpC.01/0523 That Council invoke clause 18.1 of the Standing Orders at 5.32pm to allow for informal discussion.**

**Carried 6/0**

**Council Decision Moved Cr Pratico, Seconded Cr Boyle**  
**SpC.01/0523a That application of clause 18.1 of the Standing Orders cease at 5.36pm.**

**Carried 6/0**

#### **Amendment** Moved Cr Pratico, Seconded Cr Lansdell

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

- Ensure decisions of Council are executed promptly and effectively.

**Carried 6/0**

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

**Council Decision Moved Cr Pratico, Seconded Cr Christensen**

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

**Carried by Absolute Majority 6/0**

**Closure**

The Presiding Member closed the meeting at 5.37pm.

**List of Attachments**

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

Minutes Papers prepared and recommended by E Matthews, Executive Assistant



5 May 2023

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



5 May 2023

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

..... 25 May 2023



<b>JOB DESCRIPTION FORM</b>
-----------------------------

### **1. Position Title**

Chief Executive Officer

### **2. Role**

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

### **3. Position Objectives**

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

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

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

### **4. Key Duties and Responsibilities**

#### **4.1 Corporate Management and Leadership**

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

#### **4.2 Governance**

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

#### **4.3 Customer Service/Relations**

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

#### **4.4 Operational Management**

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

## **5. Extent of Authority**

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

5.2 The CEO is Principal adviser to Council.

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

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

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

## **6. Organisational Relationships**

6.1 Responsible to: The Council.

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

6.2 Internal and External Liaison, communication and lobbying.

### Internal Council

- Employees
- Committee members

### External

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

## **7. Key Performance Indicators**

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

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

## **8. Selection Criteria**

### **8.1 Skills:**

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

### **8.2 Knowledge:**

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

### **8.3 Experience:**

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

### **8.4 Qualifications:**

- Tertiary qualification or equivalent in relevant discipline.



## **POSITION DESCRIPTION**

### **1. Position Title**

Chief Executive Officer

### **2. Role**

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

### **3. Position Objectives**

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

### **4. Key Duties and Responsibilities**

#### **4.1 Corporate Management and Leadership**

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

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

#### **4.2 Governance**

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

#### **4.3 Customer Service/Relations**

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

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

#### **4.4 Operational Management**

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

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

## **5. Extent of Authority**

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

## **6. Organisational Relationships**

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

### Internal

- Shire President and councillors
- Employees
- Committee members

### External

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



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

## **7. Key Performance Indicators**

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

## **8. Skills, Knowledge and Experience**

### 8.1 Skills:

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

### 8.2 Knowledge:

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

### 8.3 Experience:

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

### 8.4 Qualifications

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

## ANNUAL REVIEW OF CORPORATE BUSINESS PLAN

### PROPOSED CHANGES TO CURRENT ACTIONS, DELETION OF SOME ACTIONS AND LISTING OF NEW ACTIONS

#### PEOPLE

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

Objectives		Actions		Suggested Changes
1.1	Improve family and youth services and facilities to attract and retain families.	1.1.1	Provide the revitalisation and development of the Bridgetown Youth Precinct with pump track, skate park, parkour and free throw basketball court.	Continue (add dot) to deliver in 2023/24 (Note Stage 2 works)
		1.1.2	Provide and/or partner with Blackwood Youth Action to improve access to youth activities, support services counselling and mentoring for young people, in particular marginalised and at-risk youth	Add dot for Year 4 (2026/27)
		1.1.3	Facilitate an Early Years Network to develop and promote activities and offer advocacy, support and advice for parents.	Delete – this isn't an area that the Shire currently services and no requests for such have been received
		1.1.4	Advocate for improved access to childcare services	Add dots for Years 3 & 4 (2025/26 & 2026/27)
		1.1.5	Provide redevelopment of the Greenbushes Youth Precinct	Add dot for Year 1 (2023/24) Change responsibility to Manager Community Services
1.2	Understand and meet the needs of an aging population.	1.2.1	Provide a review of the Age-Friendly Community Plan (2025-2030)	No change
		1.2.2	Advocate for State and Federal Government to support the provision of additional residential aged care and in-home services based on the higher than average senior population.	Add dot for Year 4 (2026/27)
		1.2.3	Advocate for State Government to provide more housing for the elderly in Greenbushes and Bridgetown.	Add dot for Year 4 (2026/27) Change responsibility to Shire President/CEO
		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.	Delete - a South West Health Professionals Network already exists and local health professionals attend. No point in duplicating this service.
1.3	Improve access and inclusion across all services and facilities.	1.3.1	Provide universal access playground equipment at Memorial Park and Thomson Park.	Add dot for Year 2 (2024/25)
		1.3.2	Provide an Accessible Events Checklist and a communication action plan to ensure high awareness and use of the new checklist.	Add dot for Year 1 (2023/24)
		1.3.3	Provide tactiles at pedestrian crossings across busy streets and intersections.	Add dot for Year 4 (2026/27)
		1.3.4	Provide a concrete pathway in Somme Park to access existing art sculptures near the water body.	No change (retain as "future project")
1.4		1.4.1	Provide a Reconciliation Action Plan.	No change

	Grow recognition and respect for all cultures.	1.4.2	Facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week and Harmony Week.	Add dots for Year 4 (2026/27) and continuation thereafter
--	--	-------	--	---

## Outcome 2: A growing community that is diverse, welcoming and inclusive.

Objectives		Actions		Suggested Changes
2.1	Advocate for quality health and community services.	2.1.1	Provide a Local Public Health Plan.	Defer to Year 2 (2024/25) – not a statutory requirement yet.
		2.1.2	Advocate for hospital, specialist, GP and allied health services to be retained and improved to meet community needs.	Add dot for Year 4 (2026/27)
		2.1.3	Fund a contribution over three years to help cover Bridgetown Child Health Clinic rental costs.	No change (1 year remaining)
		2.1.4	Advocate for improved access to mental health services and drug and alcohol support.	Add dot for Year 4 (2026/27)
		2.1.5	Facilitate the promotion of community health and wellbeing programs that are provided by Government and local service providers.	No change
		2.1.6	Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse.	Add dots for Years 2, 3 & 4 (2024/25, 2025/26 & 2026/27))
2.2	Provide quality sport, leisure and recreation services.	2.2.1	Provide concept plans and preliminary costings for the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"	Delete – concept plan for oval and hard courts not required. Works will be defined in the procurement processes
		2.2.2	Provide detailed design plans, costings and funding model for" Greenbushes Sportsground & Recreation Precinct Redevelopment Project".	Delete – design plans not required for the oval and hardcourts elements. A new Action 2.2.2 is proposed at the end of this section
		2.2.3	Provide the implementation of the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"	Add dot for Year 2 (2024/25)
		2.2.4	Provide an analysis of the existing water supply to Bridgetown Sportsground to determine potential improvements to water quality	Delete - completed
		2.2.5	Provide detailed design plans, costings and funding model for the Bridgetown Sports Ground Oval Redevelopment Project.	Delete - completed
		2.2.6	Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation and turf.	Add dot for Year 1 (2023/24) Add the words “and lighting” at end of existing wording
		2.2.7	Provide safety improvements to terrace seating at the aquatics complex.	Add dot for Year 1 (2023/24) – has commenced but may not be complete by 30.6.23
		2.2.8	Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre	No change
		2.2.9	Provide an expanded range of activities at Bridgetown Leisure Centre	No change

Objectives		Actions		Suggested Changes
		2.2.10	Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.	No change
		2.2.11	Provide new cricket training nets at Bridgetown Sportsground	Add dot for Year 1 (2023/24) = project has commenced and will be completed in 2023/24
		2.2.12	Provide more water drinking stations at Shire facilities, parks and reserves.	No change
		2.2.13	Advocate for an indoor play or activity centre to open in Bridgetown	Delete – this would be a private development
2.3	Become a hub of excellence in art, culture and community events.	2.3.1	Provide development of a Business Plan for a Bridgetown Arts Centre and Gallery to display local art and provide creative workshops/art classes.	Delete – Council resolved in 2022 to discontinue this proposal
		2.3.2	Facilitate development of a local community events calendar	No change
		2.3.3	Facilitate regular farmers markets	Delete – the proponents of the proposed farmers markets discontinued its proposal
		2.3.4	Provide a program of movie nights at the Town Hall.	Add dot for Year 4 (2026/27)
2.4	Build community capacity by supporting community organisations and volunteers.	2.4.1	Fund community grants, service agreements and donations.	Add dot for Year 5 and beyond
		2.4.2	Facilitate access to a grants advisory service for local community and sporting groups.	Delete - Council, via a recommendation from its Community Grants/Service Agreements Working Group ceased funding the grants advisory service via the BFCC as the outcomes from the 2021/22 trial couldn't justify continuing with the initiative
		2.4.3	Provide an event to recognise the value of volunteers and promote volunteering opportunities to attract and retain local volunteers.	Amend wording to replace “an event” with “recognition of”.

### Proposed New Actions for Outcome 2

2.2	Provide quality sport, leisure and recreation services	2.2.1	Advocate for tenure of the ex-Water Corporation dams at Dumpling Gully in Greenbushes	Timing – Year 1 (2023/24)
		2.2.2	Once tenure assured provide concept plans for development of the ex-Water Corporation dams at Dumpling Gully for recreational use	Timing – Year 1 & 2 (2023/24 & 2024/25)
2.3	Become a hub of excellence in art, culture and community events.	2.3.1	Advocate to the Western Australian Government to obtain suitable tenure of land over the Railway Goods Shed and surrounding railway land	Timing – Year 1 (2023/24)

		2.3.2	Provide a concept plan for the development of the Railway Goods Shed and surrounding railway land as an arts and culture precinct Note: renumber existing Action 2.3.2 to 2.3.3	Timing – Year 2 2024/25 Cost \$30k
--	--	-------	--	---------------------------------------

### Outcome 3: A safe community for people and animals.

Objectives		Actions		Suggested Changes
3.1	Maintain high levels of community safety.	3.1.1	Partner with Police to develop and implement crime prevention strategies.	No change
		3.1.2	Provide ongoing promotion and communication of safety messages and education programs delivered by WA Police and others.	Add dot for Year 4 (2026/27)
		3.1.3	Provide a reserve fund to implement the CCTV Plan.	Add dot for Year 1 (2023/24)
3.2	Encourage responsible animal management.	3.2.1	Provide a community education program on responsible pet ownership.	Add dot for Year 5 and beyond
		3.2.2	Provide a review of dog exercise areas including the need for fenced areas.	Add dot for Year 1 (2023/24) – not commenced
		3.2.3	Provide a feasibility study into establishing and operating a cemetery for small domestic pets	Delete – community demand for this facility hasn't been observed

## **PLANET**

### **Outcome 4: The Shire of Bridgetown Greenbushes continues to be naturally beautiful.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
4.1	Conserve and enhance the natural environment for current and future generations to enjoy.	4.1.1	Provide concept plans and preliminary costings for the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).	Add dot for Year 1 (2023/24) – not commenced
		4.1.2	Provide detailed design plans, costings and funding model for "Bridgetown CBD Water Restoration Project" (Geegelup Brook)	Add dot for Year 1 (2023/24) – not commenced
		4.1.3	Provide the implementation of the "Bridgetown CBD Water Restoration Project" (Geegelup Brook)	Add dot for Years 2 & 3 (2024/25 & 2025/26) – not commenced
		4.1.4	Partner in an ongoing communications campaign to encourage community members to participate in the 'Helping Hands' reserve management program.	Add dot for Year 5 and beyond

### **Outcome 5: Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
5.1	Develop community readiness to cope with natural disasters and emergencies.	5.1.1	Partner with South West local governments to develop and implement a Sub-regional Climate Change Strategy.	Change "South West" to "Warren Blackwood" and remove the words "develop and". Add dot for Year 4 (2026/27)
		5.1.2	Partner with the Local Emergency Management Committee (LEMC) to promote greater community awareness and compliance with emergency management and recovery plans.	Add dot for Year 5 and beyond
		5.1.3	Partner with DFES and other local governments to increase capacity to ensure continued development of bush fire mitigation plans	Add dot for Year 5 and beyond
		5.1.4	Provide bush fire mitigation activities on Shire controlled land.	Add dot for Year 5 and beyond
5.2	Encourage the adoption of sustainable practices.	5.2.1	Advocate for installation of a battery hub in the Shire	No change
		5.2.2	Provide a 21 KW PV system and battery storage on the Bridgetown Administration/Civic Centre building.	Reword to Change wording to "Provide a solar PV and battery storage plan for Shire buildings/facilities". Timing Year 1 (2023/24)
		5.2.3	Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.	Reword to "Provide implementation of the solar PV and battery storage plan for Shire buildings/facilities". Timing – Years 2 (2024/25), 3 (2025/26) and 4 (2026/27).
		5.2.4	Provide a solar PV system and battery storage at Bridgetown Visitor Centre building, Bridgetown Library, Bridgetown Bush Fire HQ building and Bridgetown Works Depot building.	Delete – superseded by new Actions 5.2.2 and 5.2.3 above.
		5.2.5	Provide implementation of the Waterwise Action Plan	Add dot for Year 5 and beyond

		5.2.6	Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those related to water, energy, eco-housing, regenerative farming and electric vehicles).	No change
--	--	-------	--	-----------

### Proposed New Actions for Outcome 5 (other than changes to Actions described above)

5.2	Encourage the adoption of sustainable practices	5.2.4	Provide a Sustainability Reserve to be funded by savings generated from installation of solar PV and battery storage at Shire facilities	Timing – Year 1 (2023/24)
-----	---	-------	--	---------------------------

### Outcome 6: A sustainable, low-waste, circular economy.

Objectives		Actions		Suggested Changes
6.1	Provide sustainable, cost effective waste management infrastructure and services.	6.1.1	Partner with the Southwest Waste Group to evaluate and develop sustainable, regional waste management solutions.	Add dot for Years 2 & 3 (2024/25 & 2025/26) – Group is working on some medium to long term initiatives
		6.1.2	Provide a review of areas receiving kerbside waste collection services.	No change
		6.1.3	Provide more bins in public spaces.	Add dot for Year 1 (2023/24) – in progress
		6.1.4	Provide a cost benefit analysis of extending waste site opening hours.	Add dot for Year 1 (2023/24) – in progress as part of waste site development plan
		6.1.5	Provide a Waste Site Development Plan to address current and future requirements of the site, including the aesthetics.	Add dot for Year 1 (2023/24) – in progress
6.2	Encourage the adoption of sustainable waste behaviours through waste education and communications.	6.2.1	Provide a communications campaign to improve community awareness and adoption of sustainable waste behaviours (recycling, composting, removing contaminants, etc.)	Add dot for Year 5 and beyond

### Proposed New Actions for Outcome 6

6.1	Provide sustainable, cost effective waste management infrastructure and services	6.1.6	Provide a post closure waste site plan	Timing – Year 1 (2023/24)
-----	--	-------	--	---------------------------

## PLACE

### Outcome 7: Responsible and attractive growth and development.

Objectives		Actions		Suggested Changes
7.1	Plan for a diverse range of land, housing and development opportunities to meet current and future needs.	7.1.1	Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing, and protection of environmental values.	Add dot for Year 1 (2023/24) and Year 2 (2024/25) – has commenced but priority has been the consolidated town planning scheme. Draft of Local Planning Strategy expected to be completed in 2023/24 but approval process will extend into 2024/25
		7.1.2	Provide improvements to the building and development application approvals processes.	Delete - completed
		7.1.3	Facilitate release by the State Government of residential crown lots in Greenbushes	Add dot for Year 1 (2023/24) and Year 2 (2024/25) – this matter is ongoing due to native title settlement processes
7.2	Advocate for adequate infrastructure to support responsible growth.	7.2.1	Advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.	Add dot for Year 4 (2026/27)
		7.2.2	Advocate for improved telecommunications.	Add dot for Year 4 (2026/27)
7.3	Create vibrant, attractive and welcoming towns.	7.3.1	Provide a landscaping plan for Bridgetown town centre	Add dot for Year 1 (2023/24) – not commenced
		7.3.2	Provide a landscaping plan for Greenbushes town centre	Recommend change wording to “Provide and implement a Greenbushes Transformation Plan”. Timing – Years 1, 2, 3 & 4 (2023/24, 2024/25, 2025/26 & 2026/27)
		7.4.1	Provide a new policy and guidelines articulating responsibility (Shire or property owner) for verge maintenance and beautification	Reword to – “Provide a communications program articulating responsibility (Shire or property owner) for verge maintenance and beautification”. Timing - Year 1 (2023/24)
		7.4.2	Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths.	Recommend change wording to “Provide a street tree plan for urban areas to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths”. Timing – Years 1 (2023/24) and 2 (2024/25).
7.5	Provide attractive and sustainable parks, playgrounds and reserves.	7.5.1	Provide a Public Open Space Strategy addressing infrastructure renewal but also including a Playground assessment and hierarchy, with consideration nature play, water play and inclusive playground equipment across the Shire, including Memorial Park, Blackwood River Park,	Reword to “Provide a Park Facilities Plan addressing infrastructure renewal but also including a playground assessment and hierarchy”. Timing - Year 1 (2023/24)



			Highland Estate, Four Seasons, Somme Creek and Thomson Park	
		7.5.2	Provide funds in the Playground Reserve to assist with implementation of Public Open Space Strategy	Change reference to “Public Open Space Strategy” to “Parks Facilities Plan”.
7.6	Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.	7.6.1	Provide implementation of the long term Shire buildings infrastructure renewal and upgrade plan.	Add dot for Year 5 and beyond
		7.6.2	Provide implementation of the long term Shire road, drainage, bridges and footpaths infrastructure renewal and upgrade plan.	Add dot for Year 5 and beyond
		7.6.3	Provide implementation of the long term Shire plant and equipment renewal and upgrade plan.	Add dot for Year 5 and beyond
		7.6.4	Provide development and implementation of the long term aquatics complex infrastructure renewal plan.	Add dot for Year 5 and beyond
		7.6.5	Provide development and implementation of the long term parks renewal and upgrade infrastructure plan.	Add dot for Year 5 and beyond
		7.6.6	Provide implementation of the long term Shire furniture and equipment renewal and upgrade plan.	Add dot for Year 5 and beyond

#### Proposed New Actions for Outcome 7 (other than changes to Actions described above)

7.1	Plan for a diverse range of land, housing and development opportunities to meet current and future needs.	7.1.2	Provide a consolidated town planning scheme.	Timing – Year1 (2023/24)
		7.1.3	Provide amendments to consolidated town planning scheme following adoption of Local Planning Strategy (note existing Action 7.1.3 to be renumbered to 7.1.4)	Timing – Year 2 (2024/25) and Year 3 (2025/26)
7.3	Create vibrant, attractive and welcoming towns.	7.3.3	Provide a trial for regular food truck trading	Timing – Year1 (2023/24)
		7.3.4	Provide for implementation of the ‘Welcoming Cities Network membership/partnership.	Timing – Years 1 and 2 (2023/24 & 2024/25)

#### Outcome 8: Local history, heritage and character is valued and preserved.

Objectives		Actions		Suggested Changes
8.1	Identify, preserve and showcase significant local history and heritage.	8.1.1	Provide implementation of the Town Hall and Civic Centre Revitalisation Project.	Add dot for Year 1 (2023/24) – has commenced but will not be complete by 30.6.23
		8.1.2	Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project.	Add dot for Year 1 (2023/24) – has commenced but will not be complete by 30.6.23

		8.1.3	Provide a feasibility study for a Local Heritage Grant Scheme to facilitate restoration of privately owned heritage buildings.	No change
		8.1.4	Partner with the Historical Society to improve promotion of local history and heritage.	No change

## Outcome 9: Safe, affordable and efficient movement of people and vehicles.

Objectives		Actions		Suggested Changes
9.1	Improve road safety and connectivity.	9.1.1	Advocate to Main Roads WA to conduct a safety audit of Hampton Street precinct.	Add dot for Year 1 (2023/24)
		9.1.2	Provide community engagement to assess community views on a future Bridgetown Heavy Haulage deviation or bypass.	No change
		9.1.3	Facilitate construction of the Greenbushes Mine Access Road.	Add dot for Year 1 (2023/24)
		9.1.4	Provide rural roadside vegetation management.	Add dot for Year 5 and beyond
		9.1.5	Provide an audit of urban street lighting to identify gaps.	No change
9.2	Provide sufficient parking for all types of vehicles.	9.2.1	Provide the Greenbushes CBD Parking and Safety Enhancement Project.	Add dot for Year 1 (2023/24) – has commenced but will not be complete by 30.6.23
9.3	Develop a safe, well connected network of paths and trails for all users.	9.3.1	Provide a review of the Local Trails Masterplan including a costed implementation schedule in accordance with Council's project framework.	Delete – Plan was adopted by council earlier this year
		9.3.2	Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.	No change
		9.3.3	Provide an audit of existing footpaths to identify universal access requirements (i.e. safe crossings, reduce large kerbs, widen footpaths, fix uneven surfaces, seal gravel footpaths, regular cleaning and maintenance, etc.).	Add dot for Year 1 (2023/24) – has commenced but may not be complete by 30.6.23
		9.3.4	Provide footpath renewals, upgrades and extensions as per the Shire's long term plan	Add dot for Year 4 (2026/27)
		9.3.5	Provide planning and design for a dual use pathway between Nelson Street and Highland Estate.	Delete – costs of constructing this pathway likely to be beyond Council's capacity
		9.3.6	Provide planning and design for a dual use pathway between Forrest Street and Bridgetown Sportsground.	No change
		9.3.7	Provide planning and design for a dual use pathway between Bridgetown Gardens and Grey's Hill.	Delete – costs of constructing this pathway likely to be beyond Council's capacity

		9.3.8	Provide planning and design for a dual use pathway between Four Seasons Estate and the urban pathway network.	Delete – costs of constructing this pathway likely to be beyond Council's capacity
		9.3.9	Facilitate planning for a local bike trail connection with the Munda Biddi trail.	Delete – this wasn't addressed in recently adopted Trails Masterplan
		9.3.10	Provide more bicycle parking facilities throughout the Shire.	No change
		9.3.11	Facilitate delivery of bicycle education and driver awareness campaigns.	No change
9.4	Advocate for affordable and sustainable public transport solutions.	9.4.1	Advocate for improved public and shared transport solutions (taxi services) for local residents and visitors to move within the local area.	No change

## **PROSPERITY**

### **Outcome 10: A strong, diverse and resilient economy.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
10.1	Strengthen the Shire of Bridgetown Greenbushes' competitive advantage to attract new businesses and investors to the area.	10.1.1	Provide an annual review of the Growth Strategy to drive population growth, create jobs and generate economic development.	Add dot for Year 4 (2026/27)
		10.1.2	Provide Greenbushes Revitalization Project (Town Hall, Court House, Golf Club and Roads Board Office).	Delete – Three funding applications have been unsuccessful. Works to be scheduled in 5 year capital building plan (separate to Corporate Business Plan review)
		10.1.3	Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.	Add dot for Year 1 (2023/24) – not commenced
10.2	Attract high growth industries, businesses and investors that are aligned with local values.	10.2.1	Provide a Local Economic Development Strategy, including tourism	Change timing to Year 1 (2023/24)
		10.2.2	Facilitate Film Friendly certification with Screenwest.	Delete – this action can be progressed by private sector if there was to be any interest in making fields within the Shire district
10.3	Support local business to thrive.	10.3.1	Provide an audit of Shire buy local purchasing	Audit recently completed. Add dot for Year 3 (2025/26) so that audit occurs every 3 years
		10.3.2	Provide promotion of Buy Local campaigns.	Delete – Council's direction via Comms Plan is for Shire communications to focus on Shire business only and not external matters such as local business promotion.

### **Outcome 11: Access to quality education and work opportunities.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
11.1	Facilitate improved access to	11.1.1	Advocate for a more diverse range of learning and training opportunities to be provided in the Shire by TAFE, Registered	No change

Objectives		Actions		Suggested Changes
education and job opportunities for everyone.			Training Organisations and local community groups.	
	11.1.2		Facilitate improved access to art and music programs, in particular with youth, to help build and strengthen capabilities in areas where the Shire has a competitive advantage.	Move back 1 year to Years 2 (2024/25) & 3 (2025/26)
	11.1.3		Provide traineeships within the Shire organisation.	Add dot for Year 4 (2026/27)
	11.1.4		Advocate to promote traineeships, work placements and employment opportunities for young people and businesses	Delete – who are we advocating to?

## Outcome 12: Bridgetown Greenbushes is regarded to be a major tourist destination.

Objectives		Actions		Suggested Changes
12.1	Reposition Bridgetown as a major tourist destination.	12.1.1	Fund the Warren Blackwood Alliance of Councils to promote the region as a major tourist destination.	Add dot for Year 4 (2026/27)
12.2	Improve tourism infrastructure and services.	12.2.1	Provide renewal/improvements/fitout works at the Visitor Centre	Reword to "Provide renewal/improvements/fitout works at the current Visitor Centre building in Hampton Street". Add dot for Year 1 (2023/24) – not commenced
		12.2.2	Provide planning and design for a stage at Memorial Park to support local festivals and events.	No change
		12.2.3	Provide a stage at Memorial Park to support local festivals and events.	No change
		12.2.4	Facilitate key stakeholder engagement in achieving RV friendly town status.	Delete - completed
		12.2.5	Provide a contribution to the Busselton Margaret River Regional Airport Marketing Fund.	No change
12.3	Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies.	12.3.1	Advocate for Cinefest Oz to host films in Bridgetown.	Add dot for Year 1 (2023/24) as timing is linked to completion of Bridgetown Town Hall project
		12.3.2	Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art Trail, Festival of Country Gardens, culinary trails, etc.).	Add dot for Year 4 (2026/27)
		12.3.3	Provide a review of heritage trails in Bridgetown.	Reword to "Provide an audit and review of trails signage in the Shire". Timing - Year 1 (2023/24)
		12.3.4	Facilitate development and promotion of more water based tourism around the Blackwood river (e.g. sporting events and festivals).	No change

### Proposed New Actions for Outcome 12

12.2	Improve tourism infrastructure and services	12.2.4	Provide fitout at the Bridgetown Railway Station	Timing – Year1 (2023/24)
		12.2.6	Provide implementation of the visitor servicing plan	Timing – Year1 (2023/24)
		12.2.7	Provide a rebuild/refresh of the Visitor Centre website	Timing – Year1 (2023/24)

## **PERFORMANCE**

### **Outcome 13: Proactive, visionary leaders who respond to community needs.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
13.1	Strengthen leadership and advocacy.	13.1.1	Provide and communicate a clear vision for Bridgetown Greenbushes with regular progress reports to the community.	Add dot for Year 4 (2026/27)
		13.1.2	Provide a strategic approach to seeking Government funding and support for Growth Strategy projects.	Add dot for Year 4 (2026/27)
		13.1.3	Provide a biennial Councillor study tour to benchmark practices in leading Councils	Change timing to Years 1 & 3 (2023/24 & 2025/26) to avoid election years
13.2	Embrace innovation and a 'can do' culture.	13.2.1	Provide an assessment of current IT system capabilities and recommended improvements.	No change
		13.2.2	Facilitate the opportunity for community members and groups to bring innovative ideas forward for discussion	Add dot for Year 4 (2026/27)

### **Outcome 14: Effective governance and financial management.**

<b>Objectives</b>		<b>Actions</b>		<b>Suggested Changes</b>
14.1	Achieve excellence in organisational performance and service delivery.	14.1.1	Provide major and minor reviews of the Strategic Community Plan in line with requirements in the Integrated Planning and Reporting Framework.	Add dot for Year 4 (2026/27)
		14.1.2	Provide an annual review of the Corporate Business Plan.	Add dot for Year 4 (2026/27)
		14.1.3	Provide a quarterly review each year of the Shire's risk profile	Add dot for Year 4 (2026/27) Change responsibility to Manager Governance.
		14.1.4	Provide an annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.	Recommend the word "annual" to "bi-annual" and schedule the timing to Year 1 (2023/24), Year 3 (2025/26) and beyond
		14.1.5	Provide annual report on customer service improvements to meet performance gaps.	Add dot for Year 4 (2026/27). Change responsibility to CEO.
		14.1.6	Provide a review of asset management software programs to consolidate all asset classes into one integrated database.	Delete - completed
		14.1.7	Provide construction of the new depot workshop, office and other infrastructure due to fire damage	Add dot for Year 1 (2023/24)
14.2	Improve real and perceived value for money from Council rates.	14.2.1	Provide an annual review of the Long Term Financial Plan.	Add dot for Year 4 (2026/27)
		14.2.2	Provide a framework for assessing and communicating value for money.	Recommend change wording to "provide communication to ratepayers with annual rates notice on how rate dollars are spent". Timing Years 1-4 and beyond
		14.2.3	Provide a review of community facility hire fees, as part of the budget review, to provide value for money and encourage greater use of Shire facilities.	No change.

## Outcome 15: A well informed and engaged community.

Objectives		Actions		Suggested Changes
15.1	Engage the community in a meaningful and timely way using appropriate communication and consultation channels.	15.1.1	Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.	Add dot for Year 4 (2026/27)
		15.1.2	Provide a central customer database to support timely and targeted communications.	Add dot for Year 4 (2026/27)
		15.1.3	Fund ordinary and special Council elections.	Add dot for Year 4 (2026/27)
		15.1.4	Provide a biennial community survey to benchmark service levels and assess community priorities.	Timing Year 1 (2023/24) and Year 3 (2025/26) and beyond

### Proposed New Actions for Outcome 15

15.1	Engage the community in a meaningful and timely way using appropriate communication and consultation channels.	15.1.5	Provide a rebuild/refresh of the Shire website	Timing – Year1 (2023/24)
------	--	--------	--	--------------------------

## Outcome 16: An engaged and effective workforce.

Objectives		Actions		Suggested Changes
16.1	Attract, train, develop and retain a skilled and effective workforce.	16.1.1	Provide a major review of the Workforce Plan, including an employee engagement survey to benchmark performance levels and assess employee priorities.	No change
		16.1.2	Provide an annual update to the Workforce Plan aligned with the annual Corporate Business Plan review.	Add dot for Year 4 (2026/27) and beyond
		16.1.3	Develop key performance indicators (KPIs) for individual staff members and link to job descriptions and CBP actions.	Add dot for Year 4 (2026/27) and beyond
		16.1.4	Facilitate engagement with the community to develop a Volunteer Skills Register and identify opportunities to recruit and engage volunteers with relevant skills to support Shire projects and activities.	Move back 2 years to Year 3 (2025/26). Cost \$20k.

## ANNUAL REVIEW OF CORPORATE BUSINESS PLAN

JUNE 2023

## ACTIONS

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

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
1.1	Improve family and youth services and facilities to attract and retain families.	1.1.1	Provide the revitalisation and development of the Bridgetown Youth Precinct with pump track, skate park, parkour and free throw basketball court.	√				
		1.1.2	Provide and/or partner with Blackwood Youth Action to improve access to youth activities, support services counselling and mentoring for young people, in particular marginalised and at-risk youth	√	√	√	√	
		1.1.3	Advocate for improved access to childcare services.	√	√	√	√	
		1.1.4	Provide redevelopment of the Greenbushes Youth Precinct	√				
1.2	Understand and meet the needs of an aging population.	1.2.1	Provide a review of the Age-Friendly Community Plan (2025-2030)		√			
		1.2.2	Advocate for State and Federal Government to support the provision of additional residential aged care and in-home services based on the higher than average senior population.	√	√	√	√	
		1.2.3	Advocate for State Government to provide more housing for the elderly in Greenbushes and Bridgetown.	√	√	√	√	
1.3	Improve access and inclusion across all services and facilities.	1.3.1	Provide universal access playground equipment at Memorial Park and Thomson Park.		√			
		1.3.2	Provide an Accessible Events Checklist and a communication action plan to ensure high awareness and use of the new checklist.		√			
		1.3.3	Provide tactiles at pedestrian crossings across busy streets and intersections.	√	√	√	√	
		1.3.4	Provide a concrete pathway in Somme Park to access existing art sculptures near the water body.					√
1.4	Grow recognition	1.4.1	Provide a Reconciliation Action Plan.	√				



	and respect for all cultures.	1.4.2	Facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week and Harmony Week.	√	√	√	√	√
--	-------------------------------	-------	--	---	---	---	---	---

## Outcome 2: A growing community that is diverse, welcoming and inclusive.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
2.1	Advocate for quality health and community services.	2.1.1	Provide a Local Public Health Plan.		√			
		2.1.2	Advocate for hospital, specialist, GP and allied health services to be retained and improved to meet community needs.	√	√	√	√	
		2.1.3	Fund a contribution over three years to help cover Bridgetown Child Health Clinic rental costs.	√				
		2.1.4	Advocate for improved access to mental health services and drug and alcohol support.	√	√	√	√	
		2.1.5	Facilitate the promotion of community health and wellbeing programs that are provided by Government and local service providers.	√	√	√	√	
		2.1.6	Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse.	√	√	√	√	
2.2	Provide quality sport, leisure and recreation services.	2.2.1	Advocate for tenure of the ex-Water Corporation dams at Dumpling Gully in Greenbushes	√				
		2.2.2	Once tenure assured provide concept plans for development of the ex-Water Corporation dams at Dumpling Gully for recreational use	√	√			
		2.2.3	Provide the implementation of the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"	√	√			
		2.2.4	Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation, turf and lighting.	√				
		2.2.5	Provide safety improvements to terrace seating at the aquatics complex.	√				
		2.2.6	Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre.	√				
		2.2.7	Provide an expanded range of activities at Bridgetown Leisure Centre.	√	√	√	√	√
		2.2.8	Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.		√			

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
		2.2.9	Provide new cricket training nets at Bridgetown Sportsground	√				
		2.2.10	Provide more water drinking stations at Shire facilities, parks and reserves.	√	√			
2.3	Become a hub of excellence in art, culture and community events.	2.3.1	Advocate to the Western Australian Government to obtain suitable tenure of land over the Railway Goods Shed and surrounding railway land	√				
		2.3.2	Provide a concept plan for the development of the Railway Goods Shed and surrounding railway land as an arts and culture precinct Note: renumber existing Action 2.3.2 to 2.3.3		√			
		2.3.3	Facilitate development of a local community events calendar	√	√	√	√	
		2.3.4	Provide a program of movie nights at the Town Hall.		√	√	√	
2.4	Build community capacity by supporting community organisations and volunteers.	2.4.1	Fund community grants, service agreements and donations.	√	√	√	√	√
		2.4.2	Provide recognition of the value of volunteers and promote volunteering opportunities to attract and retain local volunteers.	√	√	√	√	√

### Outcome 3: A safe community for people and animals.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
3.1	Maintain high levels of community safety.	3.1.1	Partner with Police to develop and implement crime prevention strategies.		√			
		3.1.2	Provide ongoing promotion and communication of safety messages and education programs delivered by WA Police and others.	√	√	√	√	
		3.1.3	Provide a reserve fund to implement the CCTV Plan.	√				
3.2	Encourage responsible animal management.	3.2.1	Provide a community education program on responsible pet ownership.	√	√	√	√	√
		3.2.2	Provide a review of dog exercise areas including the need for fenced areas.	√				

## PLANET

## Outcome 4: The Shire of Bridgetown Greenbushes continues to be naturally beautiful.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
4.1	Conserve and enhance the natural environment for current and future generations to enjoy.	4.1.1	Provide concept plans and preliminary costings for the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).	√				
		4.1.2	Provide detailed design plans, costings and funding model for "Bridgetown CBD Water Restoration Project" (Geegelup Brook)	√				
		4.1.3	Provide the implementation of the "Bridgetown CBD Water Restoration Project" (Geegelup Brook)		√	√		
		4.1.4	Partner in an ongoing communications campaign to encourage community members to participate in the 'Helping Hands' reserve management program.	√	√	√	√	√

## Outcome 5: Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
5.1	Develop community readiness to cope with natural disasters and emergencies.	5.1.1	Partner with Warren Blackwood local governments to implement a Sub-regional Climate Change Strategy.	√	√	√	√	
		5.1.2	Partner with the Local Emergency Management Committee (LEMC) to promote greater community awareness and compliance with emergency management and recovery plans.	√	√	√	√	√
		5.1.3	Partner with DFES and other local governments to increase capacity to ensure continued development of bush fire mitigation plans	√	√	√	√	√
		5.1.4	Provide bush fire mitigation activities on Shire controlled land.	√	√	√	√	√
5.2	Encourage the adoption of sustainable practices.	5.2.1	Advocate for installation of a battery hub in the Shire					√
		5.2.2	Provide a solar PV and battery storage plan for Shire buildings/facilities	√				
		5.2.3	Provide implementation of the solar PV and battery storage plan for Shire buildings/facilities		√	√	√	
		5.2.4	Provide a Sustainability Reserve to be funded by savings generated	√				

			from installation of solar PV and battery storage at Shire facilities					
		5.2.5	Provide implementation of the Waterwise Action Plan.	√	√	√	√	√
		5.2.6	Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those related to water, energy, eco-housing, regenerative farming and electric vehicles).	√	√			

## Outcome 6: A sustainable, low-waste, circular economy.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
6.1	Provide sustainable, cost effective waste management infrastructure and services.	6.1.1	Partner with the Southwest Waste Group to evaluate and develop sustainable, regional waste management solutions.	√	√	√		
		6.1.2	Provide a review of areas receiving kerbside waste collection services.	√				
		6.1.3	Provide more bins in public spaces.	√				
		6.1.4	Provide a cost benefit analysis of extending waste site opening hours.	√				
		6.1.5	Provide a study to determine the future capacity of the waste site and development requirements	√				
		6.1.6	Provide a post closure waste site plan	√				
6.2	Encourage the adoption of sustainable waste behaviours through waste education and communications.	6.2.1	Provide a communications campaign to improve community awareness and adoption of sustainable waste behaviours (recycling, composting, removing contaminants, etc.)	√	√	√	√	√

## PLACE

## Outcome 7: Responsible and attractive growth and development.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
7.1	Plan for a diverse range of land, housing and development opportunities to meet	7.1.1	Provide a Local Planning Strategy, in consultation with the community, to plan thoughtfully, creatively and sustainably for population growth, affordable housing, and protection of environmental values.	√				

	current and future needs.	7.1.2	Provide a consolidated town planning scheme	√				
		7.1.3	Provide amendments to consolidated town planning scheme following adoption of Local Planning Strategy		√	√		
		7.1.4	Facilitate release by the State Government of residential crown lots in Greenbushes	√	√			
7.2	Advocate for adequate infrastructure to support responsible growth.	7.2.1	Advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.	√	√	√	√	
		7.2.2	Advocate for improved telecommunications.	√	√	√	√	
7.3	Create vibrant, attractive and welcoming towns.	7.3.1	Provide a landscaping plan for Bridgetown town centre	√				
		7.3.2	Provide and implement a Greenbushes Transformation Plan	√	√	√		
		7.3.3	Provide a trial for regular food truck trading	√				
		7.3.4	Provide for implementation of the 'Welcoming Cities Network membership/partnership	√	√			
7.4	Provide attractive, well maintained verges and street trees	7.4.1	Provide a communications program articulating responsibility (Shire or property owner) for verge maintenance and beautification	√				
		7.4.2	Provide a street tree plan for urban areas to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths	√	√			
7.5	Provide attractive and sustainable parks, playgrounds and reserves.	7.5.1	Provide a Parks Facilities Plan addressing infrastructure renewal but also including a Playground assessment and hierarchy	√				
		7.5.2	Provide funds in the Playground Reserve to assist with implementation of Parks Facilities Plan		√			
7.6	Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.	7.6.1	Provide implementation of the long term Shire buildings infrastructure renewal and upgrade plan.	√	√	√	√	√
		7.6.2	Provide implementation of the long term Shire road, drainage, bridges and footpaths infrastructure renewal and upgrade plan.	√	√	√	√	√
		7.6.3	Provide implementation of the long term Shire plant and equipment renewal and upgrade plan.	√	√	√	√	√

		7.6.4	Provide development and implementation of the long term aquatics complex infrastructure renewal plan.	√	√	√	√	√
		7.6.5	Provide development and implementation of the long term parks renewal and upgrade infrastructure plan.	√	√	√	√	√
		7.6.6	Provide implementation of the long term Shire furniture and equipment renewal and upgrade plan.	√	√	√	√	√

## Outcome 8: Local history, heritage and character is valued and preserved.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
8.1	Identify, preserve and showcase significant local history and heritage.	8.1.1	Provide implementation of the Town Hall and Civic Centre Revitalisation Project.	√				
		8.1.2	Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project.	√				
		8.1.3	Provide a feasibility study for a Local Heritage Grant Scheme to facilitate restoration of privately owned heritage buildings.					√
		8.1.4	Partner with the Historical Society to improve promotion of local history and heritage.	√	√			

## Outcome 9: Safe, affordable and efficient movement of people and vehicles.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
9.1	Improve road safety and connectivity.	9.1.1	Advocate to Main Roads WA to conduct a safety audit of the Hampton Street precinct.	√				
		9.1.2	Provide community engagement to assess community views on a future Bridgetown Heavy Haulage deviation or bypass.					√
		9.1.3	Facilitate construction of the Greenbushes Mine Access Road.	√				
		9.1.4	Provide rural roadside vegetation management.	√	√	√	√	√
		9.1.5	Provide an audit of urban street lighting to identify gaps.		√			
9.2	Provide sufficient parking for all types of vehicles.	9.2.1	Provide the Greenbushes CBD Parking and Safety Enhancement Project.	√				
9.3	Develop a safe, well connected network of paths and trails for all users.	9.3.1	Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.	√				
		9.3.2	Provide an audit of existing footpaths to identify universal access requirements (i.e. safe crossings, reduce large kerbs, widen footpaths, fix uneven surfaces, seal gravel footpaths, regular cleaning and maintenance, etc.).	√				
		9.3.3	Provide footpath renewals, upgrades and extensions as	√	√	√	√	√

			per the Shire's long term plan (see Action 7.6.2).					
		9.3.4	Provide planning and design for a dual use pathway between Forrest Street and Bridgetown Sportsground.					√
		9.3.5	Provide more bicycle parking facilities throughout the Shire.		√			
		9.3.6	Facilitate delivery of bicycle education and driver awareness campaigns.		√			
9.4	Advocate for affordable and sustainable public transport solutions.	9.4.1	Advocate for improved public and shared transport solutions (taxi services) for local residents and visitors to move within the local area.					√

## **PROSPERITY**

### **Outcome 10: A strong, diverse and resilient economy.**

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
10.1	Strengthen the Shire of Bridgetown Greenbushes' competitive advantage to attract new businesses and investors to the area.	10.1.1	Provide an annual review of the Growth Strategy to drive population growth, create jobs and generate economic development.	√	√	√	√	
		10.1.2	Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.	√				
10.2	Attract high growth industries, businesses and investors that are aligned with local values.	10.2.1	Provide a Local Economic Development Strategy, including tourism	√				
10.3	Support local business to thrive.	10.3.1	Provide an audit of Shire buy local purchasing			√		

### **Outcome 11: Access to quality education and work opportunities.**

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
11.1	Facilitate improved access to education and job	11.1.1	Advocate for a more diverse range of learning and training opportunities to be provided in the Shire by TAFE, Registered Training Organisations and local community groups.					√



	opportunities for everyone.	11.1.2	Facilitate improved access to art and music programs, in particular with youth, to help build and strengthen capabilities in areas where the Shire has a competitive advantage.		√	√		
		11.1.3	Provide traineeships within the Shire organisation.	√	√	√	√	

## Outcome 12: Bridgetown Greenbushes is regarded to be a major tourist destination.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
12.1	Reposition Bridgetown as a major tourist destination	12.1.1	Fund the Warren Blackwood Alliance of Councils to promote the region as a major tourist destination.	√	√	√	√	
12.2	Improve tourism infrastructure and services	12.2.1	Provide renewal/improvements/fitout works at the current Visitor Centre building in Hampton Street	√				
		12.2.2	Provide planning and design for a stage at Memorial Park to support local festivals and events.		√			
		12.2.3	Provide a stage at Memorial Park to support local festivals and events.			√		
		12.2.4	Provide fitout at the Bridgetown Railway Station	√				
		12.2.5	Provide a contribution to the Busselton Margaret River Regional Airport Marketing Fund.	√	√	√		
		12.2.6	Provide implementation of the visitor servicing plan	√				
		12.2.7	Provide a rebuild/refresh of the Visitor Centre website	√				
12.3	Develop and promote festivals, events and trails that showcase the area's natural assets and core competencies	12.3.1	Advocate for Cinefest Oz to host films in Bridgetown	√				
		12.3.2	Facilitate promotion and development of key festivals, events and trails (such as Blues Festival, Bridgetown Art Trail, Festival of Country Gardens, culinary trails, etc.).	√	√	√	√	
		12.3.3	Provide an audit and review of heritage trails signage in the Shire	√				
		12.3.4	Facilitate development and promotion of more water based tourism around the Blackwood river (e.g. sporting events and festivals).		√			

## PERFORMANCE

### Outcome 13: Proactive, visionary leaders who respond to community needs.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
13.1	Strengthen leadership and advocacy	13.1.1	Provide and communicate a clear vision for Bridgetown Greenbushes with regular progress reports to the community.	√	√	√	√	
		13.1.2	Provide a strategic approach to seeking Government funding and support for Growth Strategy projects.	√	√	√	√	
		13.1.3	Provide a biennial Councillor study tour to benchmark practices in leading Councils.	√		√		√
13.2	Embrace innovation and a 'can do' culture.	13.2.1	Provide an assessment of current IT system capabilities and recommended improvements	√				
		13.2.2	Facilitate the opportunity for community members and groups to bring innovative ideas forward for discussion	√	√	√	√	

### Outcome 14: Effective governance and financial management.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
14.1	Achieve excellence in organisational performance and service delivery	14.1.1	Provide major and minor reviews of the Strategic Community Plan in line with requirements in the Integrated Planning and Reporting Framework.		√		√	√
		14.1.2	Provide an annual review of the Corporate Business Plan.	√	√	√	√	√
		14.1.3	Provide a quarterly review each year of the Shire's risk profile	√	√	√	√	
		14.1.4	Provide a bi-annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.	√		√		√
		14.1.5	Provide annual report on customer service improvements to meet performance gaps.	√	√	√	√	
		14.1.6	Provide construction of new depot workshop, office and other infrastructure due to fire damage	√				

14.2	Improve real and perceived value for money from Council rates	14.2.1	Provide an annual review of the Long Term Financial Plan	√	√	√	√	
		14.2.2	provide communication to ratepayers with annual rates notice on how rate dollars are spent	√	√	√	√	√
		14.2.3	Provide a review of community facility hire fees, as part of the budget review, to provide value for money and encourage greater use of Shire facilities.	√	√			

### Outcome 15: A well informed and engaged community.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
15.1	Engage the community in a meaningful and timely way using appropriate communication and consultation channels	15.1.1	Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.	√	√	√	√	
		15.1.2	Provide a central customer database to support timely and targeted communications.	√	√	√	√	
		15.1.3	Fund ordinary and special Council elections.	√			√	√
		15.1.4	Provide a community survey to benchmark service levels and assess community priorities	√		√		√
		15.1.5	Provide a rebuild/refresh of the Shire website	√				

### Outcome 16: An engaged and effective workforce.

Objectives		Actions		Timing				
				23/24	24/25	25/26	26/27	27+
16.1	Attract, train, develop and retain a skilled and effective workforce	16.1.1	Provide a major review of the Workforce Plan, including an employee engagement survey to benchmark performance levels and assess employee priorities.	√			√	
		16.1.2	Provide an annual update to the Workforce Plan aligned with the annual Corporate Business Plan review.	√	√	√	√	√
		16.1.3	Develop key performance indicators (KPIs) for individual staff members and link to job descriptions and CBP actions.	√	√	√	√	√
		16.1.4	Facilitate engagement with the community to develop a Volunteer Skills Register and identify opportunities to recruit and engage volunteers with relevant skills to support Shire projects and activities.			√		



# Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures

# Amendment List

Number	Date	Details	Amended By
1.1	8/3/23	Initial Issue – BFAC endorsement	CESM

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Community and Emergency Services Manager  
Shire of Bridgetown Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

# INDEX

<b>AMENDMENT LIST .....</b>	<b>1</b>
<b>INDEX .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>6</b>
Purpose.....	6
Bush Fire Brigades Working Structure .....	7
Review .....	8
Interpretation .....	8
Authorisation.....	9
<b>SECTION ONE - BUSH FIRE BRIGADE ADMINISTRATIVE PROCEDURES.....</b>	<b>10</b>
<b>1. VOLUNTEER BUSH FIRE BRIGADES .....</b>	<b>10</b>
1.1 Vision.....	10
1.2 Our Values.....	10
1.3 Objectives.....	10
1.4 Establishment of a Bush Fire Brigade .....	11
1.5 Brigade Types and Management Structure .....	11
1.5.1 <i>Bush Fire Brigade</i> .....	12
1.6 Ranks, Reporting Lines.....	13
1.7 Bush Fire Brigade Office Bearers - Roles and Responsibilities.....	13
1.7.1 <i>Captain</i> .....	13
1.7.2 <i>Lieutenant</i> .....	14
1.7.3 <i>Secretary</i> .....	15
1.7.4 <i>Treasurer</i> .....	15
1.7.5 <i>Shire Training Coordinator</i> .....	16
1.7.6 <i>Brigade Training Officer</i> .....	16
1.7.7 <i>Equipment Officer</i> .....	17
1.8 Bush Fire Control Officers - Duties and Responsibilities .....	17
1.8.1 <i>Chief Bush Fire Control Officer (CBFCO)</i> .....	17
1.8.2 <i>Deputy Chief Bush Fire Control Officer (DCBFCO)</i> .....	19
1.8.3 <i>Fire Control Officer (FCO)</i> .....	19
<b>2. MEMBERSHIP.....</b>	<b>22</b>
2.1 Types of Membership .....	22
2.1.1 <i>Volunteer Fire Fighter or Active Brigade Member</i> .....	22
2.1.2 <i>Auxiliary Member</i> .....	22
2.1.3 <i>Cadet Member</i> .....	22
2.1.4 <i>Honorary Life Member</i> .....	23
2.2 New Membership Application .....	23

2.3	Conditions of Membership .....	24
2.3.1	<i>Minimum Training Requirements</i> .....	24
2.3.2	<i>Uniforms PPC</i> .....	24
2.3.3	<i>Fitness for Duty &amp; Code of Conduct</i> .....	26
2.3.4	<i>Update of Personal Details</i> .....	26
2.3.5	<i>Drivers Licences</i> .....	26
2.3.6	<i>Relevant Legislation, Procedures and Guidelines</i> .....	26
2.4	Induction .....	27
2.5	Awards and Recognition .....	27
2.6	Workplace Behaviour Policy, Complaints and Grievances .....	27
2.6.1	<i>Workplace Behaviour Policy</i> .....	27
2.6.2	<i>Complaints and Grievances</i> .....	28
2.7	Disciplinary Action / Suspension & Termination .....	28
2.7.1	<i>Disciplinary Action</i> .....	28
2.7.2	<i>Suspension of Membership</i> .....	28
2.7.3	<i>Termination of Membership</i> .....	29
<b>3.</b>	<b>TRAINING</b> .....	<b>30</b>
3.1	Training Requirements for Brigade Members .....	30
3.1.1	<i>Auxiliary Members</i> .....	30
3.1.2	<i>Active Fire Fighter – Farmer Response Members</i> .....	30
3.1.3	<i>Active Fire Fighter – Brigade Appliance Members</i> .....	30
3.1.4	<i>Active Fire Fighter – Brigade Support Members</i> .....	30
3.2	Training Requirements for Brigades – In House .....	31
3.2.1	<i>Appliance Awareness Training</i> .....	31
3.3	Motor Vehicle Drivers Licence Training .....	31
3.4	Training Expenses .....	32
<b>4.</b>	<b>MEETINGS</b> .....	<b>33</b>
4.1	Ordinary Meeting.....	33
4.2	Annual General Meeting.....	33
4.3	FCO and Captains Meeting .....	34
4.4	Notice of a Meeting .....	35
4.5	Quorum & Voting.....	35
4.5.1	<i>Quorum</i> .....	35
4.5.2	<i>Voting</i> .....	36
4.6	Brigade Elections.....	36
4.6.1	<i>Nomination of Chief/Deputy Bush Fire Control Officers</i> .....	36
<b>5.</b>	<b>PURCHASING</b> .....	<b>38</b>
5.1	Purchase Authorisation & Procedures.....	38
5.2	(LGGS) ESL Operational Funds .....	38



5.3	Brigade Meals - on Active Duty.....	38
5.4	Training Expenses .....	40
<b>6.</b>	<b>BRIGADE EQUIPMENT AND MAINTENANCE .....</b>	<b>40</b>
6.1	ESL Supplied Appliances.....	40
6.2	Brigade Owned Equipment.....	40
6.3	Privately Owned Equipment .....	36
<b>7.</b>	<b>OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT.....</b>	<b>37</b>
7.1	Responsible Officer .....	37
7.2	Personal Protective Clothing and Equipment.....	37
7.3	Insurance.....	37
7.4	Incident Reports.....	37
	<b>SECTION TWO - OPERATIONAL PROCEDURES.....</b>	<b>38</b>
<b>8.</b>	<b>OPERATIONAL PROCEDURES .....</b>	<b>38</b>
8.1	Command and Control.....	38
8.2	Media .....	38
8.3	Radio Communications .....	39
8.4	SITREPs / PAFTACS .....	39
8.4.1	<i>Procedure .....</i>	<i>39</i>
8.5	Brigades Request to Burn Private Property (ABC Form).....	40
	<b>SECTION THREE – BUSH FIRE ADVISORY COMMITTEE.....</b>	<b>41</b>
<b>9.</b>	<b>BUSH FIRE ADVISORY COMMITTEE (BFAC) .....</b>	<b>41</b>
9.1	Functions.....	41
9.2	Committee and Terms of Reference of BFAC.....	41
9.3	BFAC Meetings.....	41
9.3.1	<i>Agendas and Minutes for BFAC Meetings .....</i>	<i>41</i>
9.3.2	<i>Communications with Brigades .....</i>	<i>42</i>
9.3.3	<i>Reports to the Bush Fire Advisory Committee .....</i>	<i>42</i>
9.3.4	<i>Frequency.....</i>	<i>42</i>
9.3.5	<i>Quorum .....</i>	<i>42</i>
9.3.6	<i>Voting.....</i>	<i>42</i>
9.4	Amalgamations / Non Active Brigades .....	43
9.5	BFAC Recommendations.....	43
9.6	Allocation of ESL Supplied Appliances .....	43
	<b>SECTION FOUR – FORMS, POLICIES AND APPENDICES .....</b>	<b>44</b>
<b>10.</b>	<b>FORMS .....</b>	<b>44</b>
10.1	FORM 10.1 ABC Form.....	44
10.2	FORM 10.2 Pre-Burn Checklist and Guidelines.....	44

10.3	FORM 10.3 Bush Fire PAFTACS .....	44
10.4	FORM 10.4 Personal Protective Clothing.....	44
10.5	FORM 10.5 Brigade Equipment Request Form.....	44
10.6	FORM 10.6 Bush Fire Brigade Annual General Meeting Template .....	44
10.7	FORM 10.7 Application To Join A Bush Fire Brigade.....	44
10.8	FORM 10.8 Update of Membership Details.....	44
10.9	FORM 10.9 Volunteer Induction Checklist.....	44
<b>11.</b>	<b>APPENDICES.....</b>	<b>44</b>
11.1	APPENDIX 1 Bush Fire Brigade network Communications Plan .....	44
11.2	APPENDIX 2 Bush Fire Advisory Committee – Terms of Reference.....	44

## Introduction

The Shire of Bridgetown Greenbushes is responsible for the Establishment and Administration of Bush Fire Brigades within the Shire of Bridgetown Greenbushes in accordance *with Section 41 of the Bush Fires Act 1954*. The Shire of Bridgetown Greenbushes is responsible for the Insurance of Bush Fire Brigade Members and Emergency Service Levy associated Appliances and Equipment.

The Bush Fire Advisory Committee reports and makes recommendations on strategic matters to Council.

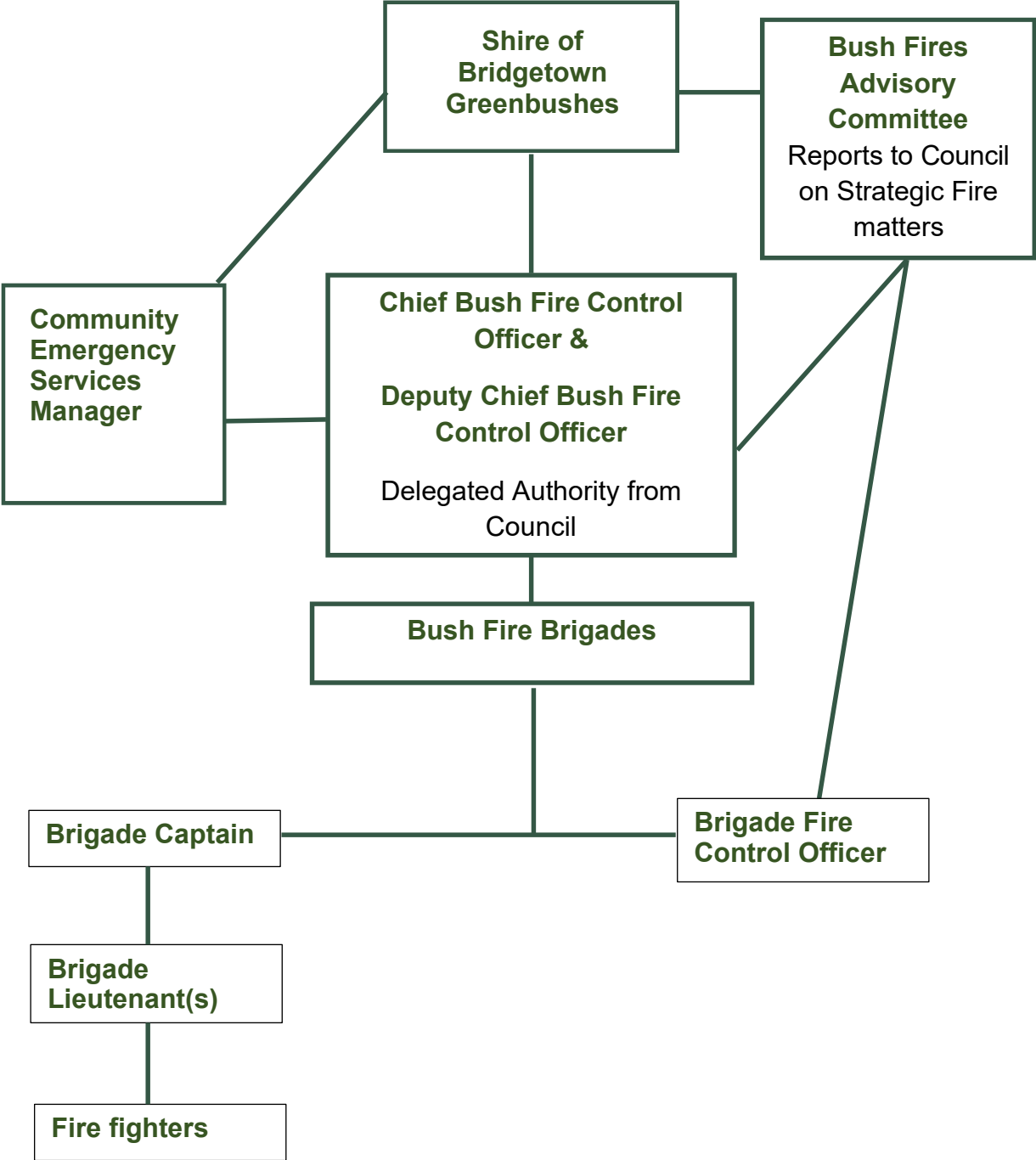
### Purpose

The Shire of Bridgetown Greenbushes Bush Fire Brigade Operational Procedures outlines the working structure of Bush Fire Brigades and can be reviewed by Council and or the Bush Fire Advisory Committee at any time.

The Bush Fire Brigade Operational Procedures is to be referred to by Council, Shire of Bridgetown Greenbushes Staff, the Bush Fire Advisory Committee and Bush Fire Brigades Members.

The Procedures set normal operational and strategic procedures for administration and maintenance of Bush Fire Bush Brigades in the Shire of Bridgetown Greenbushes. If there is an anomaly within the Procedure, then the *Bush Fires Act 1954* will take precedence.

# Bush Fire Brigades Working Structure



## Review

The Shire of Bridgetown Greenbushes Bush Fire Brigade Operating Procedures will be reviewed on a regular basis. Amendments can be made at any time and should be recommended by the Bush Fire Advisory Committee and endorsed by the Chief Executive Officer of the Shire of Bridgetown Greenbushes.

## Interpretation

In these procedures, unless the context otherwise requires:

<b>"The ACT"</b>	means the <i>Bush Fires Act 1954</i> and amendments.
<b>"The Regulations"</b>	means the <i>Bush Fires Regulations 1954</i> .
<b>"Council"</b>	means the elected members of the Shire of Bridgetown Greenbushes Council.
<b>"DFES"</b>	means the Department of Fire and Emergency Services.
<b>"Ordinary Meeting"</b>	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
<b>"Absolute Majority"</b>	means more than half of the total votes of those eligible to vote whether present or not.
<b>"Normal Brigade Activities"</b>	as defined in <i>Section 35A of the Act</i> .
<b>"Fire fighter"</b>	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
<b>"Auxiliary"</b>	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
<b>"Cadet"</b>	means a member of a Brigade aged between fourteen (14) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
<b>"CEO"</b>	means Chief Executive Officer of the Shire of Bridgetown Greenbushes.
<b>"CESM"</b>	means the Community Emergency Services Manager for the Shire of Bridgetown Greenbushes

<b>"CBFCO"</b>	means the Chief Bush Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
<b>"DBCA"</b>	<b>DBCA</b> means the Department of Biodiversity Conservation and Attractions.
<b>"DCBFCO"</b>	means a Deputy Chief Bush Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
<b>"FCO"</b>	means a Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
<b>"BFAC"</b>	means the Bush Fire Advisory Committee appointed by the Shire of Bridgetown Greenbushes.
<b>"Local Government"</b>	means the Local Government established under the <i>Local Government Act 1995</i> .

## Authorisation

These procedures have been produced and issued under the authority of the Shire of Bridgetown Greenbushes in accordance with the *Bush Fires Act 1954* and endorsed by BFAC and the Shire of Bridgetown Greenbushes Chief Executive Officer.

# SECTION ONE - Bush Fire Brigade Administrative Procedures

## 1. Volunteer Bush Fire Brigades

### 1.1 Vision

To protect our volunteer members, the community and our environment. Be committed to providing an environment in which all persons can expect to be treated equally and with respect.

### 1.2 Our Values

- ❖ Mutual respect;
- ❖ Integrity and trust;
- ❖ Strive to keep ourselves and others safe;
- ❖ Support, friendship, camaraderie; and
- ❖ Knowledge and learning.

### 1.3 Objectives

The Shire of Bridgetown Greenbushes Volunteer Bush Fire Brigades undertake the following objectives:

- ❖ Provide timely, quality and effective emergency service;
- ❖ Minimise the impact of emergencies on the community;
- ❖ Work with the community to increase bush fire awareness and fire prevention strategies;
- ❖ To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade;
- ❖ Ensure that operational equipment is serviceable and available for emergencies;
- ❖ Provide a workplace that is safe and everyone is treated with respect in an environment that is free from discrimination and harassment;
- ❖ Work cohesively with other emergency management agencies; and
- ❖ Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters.

## **1.4 Establishment of a Bush Fire Brigade**

The Shire of Bridgetown Greenbushes may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with *Section 41 of the Bush Fires Act 1954*.

The Bush Fire Advisory Committee (BFAC) will report to Council on the wellbeing and structure of any Bush Fire Brigade within the Shire of Bridgetown Greenbushes. BFAC will from time to time review the operational functionality of all Bush Fire Brigades. This review will be conducted using the provisions of this document and any other available tools.

All members of a Bush Fire Brigade must be registered brigade members for insurance purposes, a register of members will be maintained by the Shire of Bridgetown Greenbushes.

## **1.5 Brigade Types and Management Structure**

The Shire of Bridgetown Greenbushes is to ensure there is an appropriate structure through which the organisation of Bush Fire Brigades can be maintained.

In consultation with the Bush Fire Brigades through the BFAC, the Shire will appoint a Chief Bush Fire Control Officer (CBFCO) and at least one Deputy Chief Bush Fire Control Officer (DCBFCO). In addition, the CEO may recommend to Council an additional DCBFCO

The CBFCO, DCBFCO appointments are for a 3 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment occurs.

Fire Control Officer (FCO) nominations will be by Brigades and recommended for appointment by BFAC. These appointments are for a 1 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment occurs.

Each year the Brigade shall nominate and appoint a Captain, Lieutenants and other officers for their Brigade at their Annual General Meeting.



### 1.5.1 Bush Fire Brigade

- ❖ Has a complete and maintained brigade structure (refer to complete structure below);
- ❖ Has a succession plan in place for all senior officers;
- ❖ Maintains a 2 crew shift per allocated appliance where appropriate. Where there is only to be 1 crew member per allocated appliance this is to go through a risk assessment conducted by the Brigade Captain or delegate;
- ❖ Predominantly has an ESL supplied appliance;
- ❖ Reports to the Bush Fire Advisory Committee and the Shire of Bridgetown Greenbushes on all matters involving the Brigade;
- ❖ Responds to any incident in a timely manner;
- ❖ Holds an AGM once a year in accordance with this document and reports to the Bush Fire Advisory Committee;
- ❖ All active members hold current and up to date qualifications in accordance with this document and Council Policy;
- ❖ Holds and maintains radio communications with the Chief Bush Fire Control Officer and the Bush Fire Network; and
- ❖ All Active members are trained and competent with use of the appliance allocated to the Bush Fire Brigade.

#### **Complete Brigade Structure (Bush Fire Brigade)**

- Fire Control Officer
- Captain
- Lieutenant/s
- Secretary
- Treasurer
- Brigade Equipment Officer (optional)
- Brigade Training Officers (optional)

*One person can hold more than one position in the structure*

*Additional roles can be determined by each Brigade*

## 1.6 Ranks, Reporting Lines

The Shire of Bridgetown Greenbushes is responsible for the management of Bush Fire Brigades.

The Chief Bush Fire Control Officer has delegated authority from Council to manage day to day operational management of the bush fire network, Level One (1) Bush Fires and all other delegations as approved by Council.

The Bush Fire Advisory Committee is a committee of Council and reports on strategic matters of fire control and management of the bush fire brigade network.

## 1.7 Bush Fire Brigade Office Bearers - Roles and Responsibilities

### 1.7.1 Captain

The Captain of a bush fire brigade is responsible for the leadership and management of the bush fire brigade. The position reports to the CBFCO on Brigade related matters.

Brigade members are to report directly to the Captain of their bush fire brigade.

#### **The duties of a Captain include but are not limited to:**

- ❖ Demonstrate positive leadership and mentor members;
- ❖ In the absence of an FCO may take overall charge of an incident;
- ❖ Ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;
- ❖ Conduct brigade briefings and host post incident analysis of any incident;
- ❖ Undertake responsibility for the proper management and maintenance of brigade property and equipment;
- ❖ Ensure all Active Members are trained to basic specified standards;
- ❖ Ensure all Active Members are equipped with current Personal Protective Clothing and Equipment once required training is completed;
- ❖ Report any injuries of personnel or damage to firefighting equipment immediately to the Chief Bush Fire Control Officer or CESM; and
- ❖ Maintain safety standards within the brigade.

## Qualifications

- Firefighting experience of 2 years and preferably some time spent as a Lieutenant.
- DFES courses or approved equivalent:
  - Bushfire Safety Awareness
  - AIMS awareness
  - Bush Firefighting Skills

**Note:** Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.

### 1.7.2 Lieutenant

#### The duties of a Lieutenant include but are not limited to:

- ❖ Attend bush fires as required;
- ❖ Operate firefighting equipment and appliances; and
- ❖ Provide support to the Captain and assist with operational management of the brigade.
- ❖ Perform the role of Crew Leader (Manage and Lead a fire fighting crew in a fire appliance)

#### Qualifications

- Firefighting experience of 2 years.
- DFES courses or approved equivalent:
  - Bushfire Safety Awareness
  - AIMS awareness
  - Bush Firefighting Skills

**Note:** Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.  
Brigades should rank Lieutenants with the First Lieutenant being the most senior. In the absence of a Captain, the most senior Lieutenant may take the role of Captain.

### 1.7.3 Secretary

The Secretary is to record and manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to additional positions held within the brigade.

#### **The duties of a Secretary include but are not limited to:**

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings;
- ❖ Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings and ensure that these documents are circulated to members as well as the Shire;
- ❖ Document and record all brigade correspondence and business;
- ❖ Make available and circulate minutes of the Bush Fire Advisory Committee and correspondence from the Shire of Bridgetown Greenbushes;
- ❖ Provide names of elected members to the Shire within 14 days of the AGM;
- ❖ Reports and consults with Captain;
- ❖ Report any changes and new memberships to the Shire; and

#### **Qualifications**

- Suitable administration skills

### 1.7.4 Treasurer

The Treasurer's role is to be the custodian of funds of the Bush fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

#### **The duties of a Secretary include but are not limited to:**

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings

#### **Qualifications**

- Financial Management Skills

### **1.7.5 Shire Training Coordinator**

The CESM is nominated the Shire's Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members.

#### **The Duties of the Training Coordinator include but are not limited to:**

- ❖ Manage the training requirements for members of Bush Fire Brigade within the Shire of Bridgetown Greenbushes;
- ❖ Report to the Shire of Bridgetown Greenbushes, Chief Bush Fire Control Officer and Bush Fire Advisory Committee on all training matters;
- ❖ Maintain records and deliver those records to the Shire of Bridgetown Greenbushes;
- ❖ Liaise with Brigade Training Officers/Captain for Brigade training requirements;
- ❖ Conduct training courses for brigade members as required;
- ❖ Develop a yearly training calendar with the Shire of Bridgetown Greenbushes; and

#### **Qualifications**

- Hold relevant Trainer and Assessor qualifications

### **1.7.6 Brigade Training Officer**

The Brigade Training Officer is not the Training Coordinator for the Shire of Bridgetown Greenbushes and is only responsible for their Brigade area. This position reports to the Captain and liaises with the Training Coordinator to ensure all training needs of the brigade are met.

The Brigade Training Officer doesn't require formal training qualifications. The Shire of Bridgetown Greenbushes is to retain and maintain all training qualifications of brigade members.

#### **The duties of a Brigade Training Officer include but are not limited to:**

- ❖ Endeavour to ensure brigade members maintain necessary skill levels, equivalent to the competency standard required by the Shire of Bridgetown Greenbushes;

- ❖ Endeavour to ensure regular training sessions are conducted within the brigade; and
- ❖ Liaise with the Training Coordinator on the training needs of brigade members.

### **1.7.7 Equipment Officer**

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment and stock levels. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment.

**The duties of a Brigade Equipment Officer include but are not limited to:**

- ❖ Manage brigade equipment and maintain a register of all assets;
- ❖ Report required maintenance of equipment in accordance with the Shire of Bridgetown Greenbushes maintenance schedule and adhering to all purchasing guidelines;
- ❖ Report maintenance or damage issues to the Captain; and
- ❖ Store equipment at the station or other place as approved by the Captain.

## **1.8 Bush Fire Control Officers - Duties and Responsibilities**

### **1.8.1 Chief Bush Fire Control Officer (CBFCO)**

The Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire and reports to the Shire of Bridgetown Greenbushes.

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

**The Duties of the Chief Bush Fire Control Officer include but are not limited to:**

- ❖ Provide leadership and direction to volunteer Bush Fire Brigades and members;
- ❖ Monitor Bush Fire Brigades resourcing, equipment and training levels;

- ❖ Liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- ❖ Act as a Level 1 Incident Controller for bush fires within the Shire of Bridgetown Greenbushes;
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Bridgetown Greenbushes;
- ❖ Manage SCHED calls for the bush fire radio network;
- ❖ Manage the operations of the bush fire brigade radio network;
- ❖ Be responsible for conflict resolution in the first instance for bush fire brigade members;
- ❖ Be aware and retain knowledge of the location of all resources within the bush fire brigade network;
- ❖ Liaise with DFES and DBCA on incident management issues;
- ❖ Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC);
- ❖ Attend brigade meetings if required;
- ❖ Report to the Shire of Bridgetown Greenbushes; and
- ❖ The Local Government, or Chief Bush Fire Control Officer, may delegate any of these duties to another person who is to be a bush fire control officer

### **Qualifications**

- Active Fire fighting experience of 5 years
- DFES courses or approved equivalent:
  - Leadership Fundamentals
  - AIIMS 2017
  - Level 1 Incident Controller
  - Fire Control Officer

**Note:** Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.

### 1.8.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Brigades. This position reports to the Chief Bush Fire Control Officer and Shire of Bridgetown Greenbushes on all matters pertinent to bush fire management.

**The Duties of the Deputy Bush Fire Control Officer include but are not limited to:**

- ❖ All duties as detailed in the above Chief Bush Fire Control Officers duties;
- ❖ Duties, roles, responsibilities and authority are only allocated when the Chief Bush Fire Control Officer is unavailable or at the request of the Chief Bush Fire Control Officer;
- ❖ Support the Chief Bush Fire Control Officer with Incident Management;
- ❖ Proxy representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC); and
- ❖ Be appointed as an FCO.

#### **Qualifications**

- Active Fire fighting experience of 2 years
- DFES courses or approved equivalent:
  - AIIMS Awareness
  - Sector Commander
  - Fire Control Officer

### 1.8.3 Fire Control Officer (FCO)

The Fire Control Officer has the control and management of bush fire suppression activities within the brigade area.

A Fire Control Officer is a delegated representative of the Shire for the administration of the provisions of the *Bush Fires Act 1954*. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community. This position reports to the Chief Bush Fire Control Officer and Shire of Bridgetown Greenbushes on all matters pertinent to bush fire management.

A Fire Control Officer must be able to demonstrate experience in bush fire



behaviour, AIIMS and knowledge of the local area. The person must be able to interpret the *Bush Fires Act and Regulations 1954* and be confident with communication skills.

A Fire Control Officer may jointly hold the position of Brigade Captain. There may be two Fire Control Officers appointed for a Brigade area where deemed necessary. One will be designated as the Senior FCO for that area. Only one vote will be counted for each Brigade area at any BFAC or Captain/FCO meeting.

The Shire of Bridgetown Greenbushes may appoint additional FCO's for the Shire for any purpose required by the Shire such as Ranger services, Mitigation Officers or the Bridgetown Volunteer Fire and Rescue and may restrict the FCO powers as the Shire deems appropriate.

### **The duties of a Fire Control Officer include but are not limited to:**

- ❖ Authorise and issue permits to burn in accordance with the *Bush Fires Act 1954* within their Brigade boundary and if required, may, after consultation with an FCO from another Brigade, issue permits in that area at the request of the FCO from that area;
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Bridgetown Greenbushes;
- ❖ Command, control and confidently manage activities at an emergency incident;
- ❖ Identify and conduct risk assessments of fire hazards;
- ❖ Take control of fire suppression activities within the brigade area, and other areas in the absence of the FCO for that area;
- ❖ Assist the Brigade Captain to conduct brigade briefings and host post incident analysis of any incident;
- ❖ Ensure operational procedures and safety standards are adhered to on and off the fire ground; and
- ❖ Fulfil the role as Operations Officer under the direction of the Chief Bush Fire Control Officer.

### **Qualifications**

- Active Firefighting experience of 2 years
- DFES courses or approved equivalent:
  - AIIMS Awareness
  - Fire Control Officer

**Note:** *Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.*

**Note:** *Fire Control Officers are appointed by Council for a one year period, they are nominated by their bush fire brigade each year.*

## 2. Membership

### 2.1 Types of Membership

There are various types of membership of a Bush Fire Brigade, the details for these are found in the below descriptions. All registered members of a Bushfire Brigade are volunteer firefighters within the definition of the Bushfires Act 1954.

#### 2.1.1 *Volunteer Fire Fighter or Active Brigade Member*

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities or hold office within the brigade. This type of member can be classified into the following three categories.

##### *Farmer Response Brigade Members*

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities utilizing their own equipment.

##### *Brigade Appliance Response Members*

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities utilizing Shire firefighting issued Appliances.

##### *Brigade Support Members*

Members who participate in active fire fighting but not on the active fire edge, such as manning control points or running supplies around the fire ground or to control points.

#### 2.1.2 *Auxiliary or Associate Member*

Auxiliary or Associate members are those persons being at least 16 years of age and may provide varied support to the Brigade not on the active fire ground.

#### 2.1.3 *Cadet Member*

Cadet members are:

- ❖ To be aged 14 or 15 years;
- ❖ To be admitted to membership only with the consent of their parent or guardian;

- ❖ Admitted for the purpose of training and are not to attend, or be in attendance at any uncontrolled fire or other emergency incident;
- ❖ To be supervised by a fire fighting member when undertaking normal brigade activities and must have completed training required of active fire fighter;
- ❖ Ineligible to vote at a bush fire brigade meeting; and
- ❖ Not to be assigned ranks.

#### 2.1.4 Honorary Life Member

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade. This type of membership may be awarded posthumously.

## 2.2 New Membership Application

- ❖ A new member of a Bush Fire Brigade is to be provided with these guidelines and complete an *Shire of Bridgetown Greenbushes Application To Join A Bush Fire Brigade* form (**See Attached**). By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document;
- ❖ The CESM must endorse the application prior to submitting to DFES for processing;
- ❖ Once processed members will receive an email from DFES with their new Volunteer Emergency Services Identity Number (ID) and an email inviting them to register for the Volunteer Hub at:  
[DFES Volunteer Login Page](#)
- ❖ Members can use the Volunteer Hub to update their contact details, find resources to support their volunteering experience and access other systems such as eAcademy, and view awards, service and response history.

### Information Members may find handy in the Volunteer Hub:

- eAcademy training platform
- Health and wellbeing resources
- Employer supported volunteering resources – how to have the conversation with your employer

- Community engagement resources and ideas

**Note:** *The Shire reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership on the basis of the results of this check. The Captain of a brigade or the Shire may refuse an application for new membership for other reasons.*

## 2.3 Conditions of Membership

### 2.3.1 Minimum Training Requirements

All volunteer Bush Fire Brigade members are required to complete a Shire of Bridgetown Greenbushes Bushfire Brigade Induction package when the member joins a Brigade.

Prior to commencing active firefighting duties, Brigade members are to be compliant with the minimum requirements outlined in this document in *Section 3.1 Training Requirements for Brigade Members*

### 2.3.2 Uniforms PPC

Members will be provided with the appropriate Bush Fire Brigade uniform once they have completed their minimum training requirements as per *the below matrix* and it is required that this uniform be worn when attending any fire ground.

The uniform or PPC issued remains the property of the Shire of Bridgetown Greenbushes

Any damage or replacement of uniform issue is to be reported to the Brigade Captain/Equipment Officer.

Members ***must wear the correct uniform*** when attending the fire ground as per the attached matrix.

Role/Hazard	HAT	HELMET	Eye Protection (to be carried and worn where appropriate)			Respiratory Protection (must have access to)		Hearing Protection	Tunic		Level 1 Gloves	Tabard Hi Vis	Trousers			Safety Boots	
			Safety Glasses	Goggles	Safety Shield	P2 Mask	Respirator & Filter		Level 1 Tunic	T-Shirt			Level 1- Yellow	Level 2- Blue	Chaps	Fire Boots	Slip on Safety Boots
	-	-															
Incident Controller/IMT	1	-	-	-	-	-	-	-	-	1	-	1	1	-	-	1	-
Grass/Scrub/Bushfire	-	1	-	1	-	-	1	-	1	1	1	-	1	-	-	1	-
Chainsaw Operator	-	1	1	1	1	1	-	1	-	1	1	-	1	-	1	1	-
Brigade Support	-	1	-	1	-	1	-	-	1	1	1	-	-	1	-		1
Routine Appliance and Equipment Checks	1	-	1	-	-	1	-	1	-	1	1	-	1	-	-	1	-

### **2.3.3 Fitness for Duty & Code of Conduct**

If attending a brigade activity including training, fund raising, meetings and fires, all volunteers are required to be in a fit state to carry out the duties involved.

If a volunteer presents unfit for duty, the person presiding over the activity must instruct that person to stand down. Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue.

### **2.3.4 Update of Personal Details**

Shire of Bridgetown Greenbushes Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details made via the DFES Volunteer Portal are required to also be submitted to their Brigade Secretary and the Shire within one (1) month of the change.

### **2.3.5 Drivers Licence**

All drivers of vehicles are required to hold a valid Western Australian drivers licence for the class of vehicle that is being driven. Any situation that results in the suspension or loss of licence or impairment to the driver's capability is to be reported to the Brigade Captain.

### **2.3.6 Relevant Legislation, Procedures and Guidelines**

The main legislation pertinent to the role of Bush Fire Brigade members are:

- *Bush Fires Act and Regulations 1954*
- *Environmental Protection Act 1986*
- *Equal Opportunity Act 1984*
- *Fire and Emergency Services Act 1998*
- *Work Health and Safety Act 2020*
- *Work Health and Safety (General) Regulations 2022*
- *Road Traffic Act 1974*
- *Road Traffic Code 2000*

## 2.4 Induction

All new members shall be provided with a formal induction, following the Shire of Bridgetown Greenbushes supplied form, to be completed as soon as possible but no later than three months after a new Member completes their application

This form must be completed and signed by a Brigade Officer with the new member signing the declaration on the back of the form and **a copy must be supplied to the Shire.**

**Note:** *New Members shall be provided with a mentor until such time as they are familiar with 'Normal Brigade Activities'.*

## 2.5 Awards and Recognition

**Medals** ordinarily can be applied for through the Shire in accordance with eligibility requirements for each medal.

- Medals can be presented to members at a Brigade function, BFAC or AGM.

## 2.6 Workplace Behaviour Policy, Complaints and Grievances

### 2.6.1 Workplace Behaviour Policies

The Shire of Bridgetown-Greenbushes is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees, volunteers and members of the community. We believe that in providing such a workforce we will enable all employees to feel safe, secure and free from intimidation when they are at work. *Refer Shire of Bridgetown Greenbushes P1 Anti-Discrimination, Sexual Harassment and Bullying Policy and P5 Equal Opportunity Employment.*

The Shire of Bridgetown-Greenbushes prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to the Manager, Supervisor or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of membership.



## 2.6.2 Complaints and Grievances

All complaints and issues between members should in the first instance be reported to the Brigade Captain, if this is not appropriate or cannot be resolved within the Brigade, the grievance should be reported to the Chief Bush Fire Control Officer. If in the opinion of the Chief Bush Fire Control Officer the grievance cannot be resolved through counselling with individuals, the Chief Bush Fire Control Officer may consult with the Shire of Bridgetown Greenbushes to resolve the issue.

## 2.7 Disciplinary Action / Suspension & Termination

### 2.7.1 Disciplinary Action

Disciplinary action can only be taken by the Shire of Bridgetown Greenbushes's Chief Executive Officer or Council.

The Chief Executive Officer must notify the member in writing and provide the disciplinary action once an investigation has been completed.

The notice issued by the Chief Executive Officer must have the right to appeal.

#### **Disciplinary action includes:**

- Suspension of membership
- Termination of membership
- Any other reasonable disciplinary action as determined by Council

### 2.7.2 Suspension of Membership

A volunteer member may be suspended by the Shire of Bridgetown Greenbushes where the member:

- Willfully or negligently disregards the *Bush Fires Act 1954*, *Bush Fires Regulations 1954*, or the *Shire of Bridgetown Greenbushes Bush Fire Brigade Operational Procedures*; and
- Has performed a serious unsafe act that endangers the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Shire of Bridgetown Greenbushes must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and

shall be determined by the Shire of Bridgetown Greenbushes.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

### 2.7.3 Termination of Membership

Termination of membership of a Volunteer Bush Fire Brigade may occur when:

- the member provides written notification of resignation to the brigade and the Shire of Bridgetown Greenbushes;
- the member is, in the opinion of the Shire of Bridgetown Greenbushes, permanently incapacitated by mental or physical health;
- Volunteer Membership is cancelled by the Brigade who notify the Shire in writing with the reason, being either;
  - Member isn't compliant with training requirements for a period greater than 2 years; or
  - Member has had their membership suspended twice in any 5 year period
- the member does not attend a meeting, incident or brigade activity in the Shire of Bridgetown Greenbushes for a period of 12 months;
  - and does not respond to correspondence sent to their last known address within 3 calendar months of said correspondence being sent.
- is dismissed by the Shire of Bridgetown Greenbushes; or
- Deceased

**Note:** *When a membership is terminated the member must return within 21 days all property belonging to the Bush Fire Brigade and/or the Shire of Bridgetown Greenbushes to the Shire.*

### 3. Training

The Shire of Bridgetown Greenbushes and the Department of Fire and Emergency Services Lower South West Region will release a training Calendar each year. Members are to discuss requirements with Training Officers through to CESM to nominate for any of the courses advertised on these calendars.

All courses available are on the eAcademy training platform where members can nominate or alternatively do through their Training Officer or CESM.

#### 3.1 Training Requirements for Brigade Members

All Active members are to hold current training qualifications in accordance with these guidelines and the below minimum standard outline.

##### 3.1.1 *Auxiliary Members*

- ❖ DFES AIIMS Awareness (Available Online)

##### 3.1.2 *Active Fire Fighter – Farmer Response Members*

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Rural Fire Awareness

##### 3.1.3 *Active Fire Fighter – Brigade Appliance Members*

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Bushfire Safety Awareness
- ❖ DFES Bush Firefighting Skills

##### 3.1.4 *Active Fire Fighter – Brigade Support Members*

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Bushfire Safety Awareness

## 3.2 Training Requirements for Brigades – In House

All Brigades are encouraged to carry out in house training. Brigades may request in house training from the Community Emergency Services Manager.

Brigades with allocated appliances will carry out Appliance Awareness Training once per year. All active fire fighter members should complete basic appliance awareness training before being able to operate any appliance on a fire ground.

Appliance awareness is intended to be carried out by the leadership group of the Brigade. There is no formal qualification in this training.

### 3.2.1 Appliance Awareness Training

- ❖ Basic Operations of the Appliance
- ❖ Burn Over Drill
- ❖ Basic Radio Communications (WAERN)
- ❖ Drafting Water with the Appliance
- ❖ Equipment Location
- ❖ Appliance Foam Delivery

## 3.3 Motor Vehicle Drivers Licence Training

There is a limited ability for reimbursement for some of the costs associated with Volunteers obtaining appropriate class MDL's. (LR, MR, HR) to maintain Brigade/Unit capability if a need is identified by the Shire.

**Note:** Excludes the costs of volunteers obtaining an initial C class MDVL.

### Eligibility

- Active brigade member for 2 years
- Approved by Captain and the Shire

### **3.4 Training Expenses**

Training expenses are covered by the Local Government Grant Scheme (LGGS) this includes fuel and accommodation for attending training courses outside of the local area. Approval for reimbursement of costs shall be obtained from the Shire prior to the training.

## 4. Meetings

All meetings held by a Bush Fire Brigade shall be minuted unless confidential information is being discussed.

### 4.1 Ordinary Meeting

A Bush Fire Brigade may at any time call an Ordinary Meeting of its members. A Bush Fire Brigade shall hold a minimum of one Ordinary Meeting each year and this meeting can be combined with in house training.

An Ordinary Meeting can be called by the Captain or Fire Control Officer of that brigade.

### 4.2 Annual General Meeting

A Bush Fire Brigade should hold an Annual General Meeting during the months of May to June each year. Brigades **should** use the Shire of Bridgetown Greenbushes *FORM 5.3.7 Bush Fire Brigade Annual General Meeting Template (See Attached)*.

The requirement for brigades to meet through this period is to allow the Shire of Bridgetown Greenbushes and Chief Bush Fire Control Officer ample time to prepare all relevant documents and procedures for the coming fire season.

Minutes of an Annual General Meeting are to be received by the Shire of Bridgetown Greenbushes through the Chief FCO no later than one month after the meeting date. The Minutes will then be tabled at the next BFAC meeting.

**At the Annual General Meeting the Bush Fire Brigade is to address the following:**

- Attendance List of all Meeting Attendees, Apologies and non-voting Visitors;
- Confirmation of Previous Minutes;
- Declare all Brigade Officer Bearer positions vacant;
- Brigades are to nominate office bearers in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8 Brigade Elections* (all positions need to be nominated and receive a second);

- Nominate member(s) as FCO(s) in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8 Brigade Elections* (all positions need to be nominated and receive a second);
- Member Reports as required from Captain's, Fire Control Officer, Training and Equipment Officer on the year's activities;
- Financial Report - Adopt the annual financial statements;
- ESL Submissions to be considered by the Shire of Bridgetown Greenbushes. (This is the Brigades opportunity to request Capital items through the ESL budget process);
- Correspondence In/Out;
- Requests from Private Property Owners for the Brigade to conduct a Fuel Hazard Reduction Burn;
- Hazardous Parcels of Land that require Investigation from the Shire of Bridgetown Greenbushes;
- Review and update current membership list, active fire fighters/auxiliary and contact details of members then advise the Shire of Bridgetown Greenbushes in writing of members to be removed with reason e.g. Deceased, Resigned or sold property and left region; and
- General Business may be conducted where specified in the Agenda.

### **4.3 FCO and Captains Meeting**

The Shire of Bridgetown Greenbushes may hold meetings for all Fire Control Officers and Captains within the Shire of Bridgetown Greenbushes.

The meeting is to inform members of any relevant information and or changes to fire operations.

The meeting will be held as required. This meeting is informal in nature and minutes may be recorded.

## 4.4 Notice of a Meeting

Brigades may request the Chief Bush Fire Control Officer and or the Community Emergency Services Manager to attend an Annual General meeting or Ordinary meeting.

- ❖ Notice of Bush Fire Brigade meetings must be issued in the following manner:
  - Must set out the date, time, and place of the meeting;
- ❖ Members should be notified in one of the following ways
  - Personally,
  - Post,
  - SMS; or
  - Email

(The notification is deemed complete once the email/sms or post is sent and does not relate to if or when this notification is received)
- ❖ Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy two (72) hours before the commencement of the meeting;
- ❖ Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Bridgetown Greenbushes at least fourteen (14) days before the commencement of the meeting;
- ❖ A meeting of the Brigade Officers may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

## 4.5 Quorum & Voting

### 4.5.1 Quorum

A quorum for all brigade meetings shall consist of not less than 5 active members or thirty (30) percent of Active members whichever is least.



### 4.5.2 Voting

Each Active and Auxiliary Member shall be entitled to one (1) vote.

Non-active members, members of other brigades, Cadets, Chief/Deputy Chief Bush Fire Control Officer or the Community Emergency Services Manager ***do not*** have a vote at Brigade meetings.

## 4.6 Brigade Elections

All Brigade Nominations are required to be presented at the Annual General meeting.

- the nomination can be presented in person or in writing; and
- a person can only be nominated by a current listed Brigade member; and
- a nomination for a position must be endorsed by a second current listed Brigade member ; and
- Each member is only entitled to nominate one (1) person per position.
- Nominees must be a current listed Brigade member and indicate acceptance of nomination. Acceptance of nomination can be obtained prior to the meeting if the nominated person is not attending the meeting.

### 4.6.1 Nomination of Chief/Deputy Bush Fire Control Officers

#### **Chief Bush Fire Control Officers (CBFCO & DCBFCO)**

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are nominated by BFAC and appointed by Council. At the BFAC meeting nominations will be sought for both positions with a recommendation made to Council.

#### **Fire Control Officers (FCO)**

At the Annual General Meeting of each Brigade, Fire Control Officers are to be nominated by members to serve as Fire Control Officer for the coming fire season.

Fire Control Officers must be appointed by Council, brigade members that have not been appointed by Council have no authority to act as a Fire Control Officer. The appointment is for one year.

Appointed Fire Control Officers can issue 'Permits to Burn' for their Bush Fire Brigade area. Fire Control Officers can issue 'Permits to Burn' out of their Brigade area only after personal consultation and permission from the Fire Control Officer for that area.

## 5. Purchasing

All procurements made for or on behalf of Brigades will be through Council's Community Emergency Services Manager who will have due regard to Council's existing policies and budgets. No commitments can otherwise be made to suppliers by Brigades unless a Brigade's own funds are used.

### 5.1 Purchase Authorisation & Procedures

All purchasing of goods and services with Shire funds must comply with the *Shire of Bridgetown Greenbushes Purchasing Policy* to provide compliance with the *Local Government Act 1995* and the *Local Government Grants Scheme Bush Fire Services Manual for Capital and Operating Grants*. This will ensure consistency in authorisation and procedure for all purchasing activities that integrates within all of the Shire of Bridgetown Greenbushes operational activities.

### 5.2 (LGGS) ESL Operational Funds

Local Governments must operate within the operating grant allocations bottom line. All expenditure should be authorised and be within *LGGS guidelines*.

No purchase of equipment, repairs or maintenance of any vehicle can take place ***without an authorised Purchase Order*** from the Shire of Bridgetown Greenbushes.

After hours or emergency repairs requiring funds ***must*** be authorised by the Shire.

### 5.3 Brigade Meals - on Active Duty

In the event that meals are required for volunteers on duty at the scene of a fire ***ONLY the following are authorised to purchase*** the required meals if considered reasonable in the circumstances:

- Community Emergency Services Manager
- Emergency Services Coordinator

The Chief or Deputy Bush Fire Control Officers, Fire Control Officers or the Officer in Charge of a Local Government incident may request through the CESM that refreshments are provided to crews. If the CESM is not available

then the request should go through the CEO or their delegate. If these persons are not available then the Incident Controller is permitted to purchase meals up to the value of \$1000 but must notify the CESH or CEO or their delegate as soon as possible after the purchase to arrange for payment. *Shire of Bridgetown Greenbushes Policy ES 1 – Provision of Refreshments to Firefighters by Incident Controller must be adhered to.*

## 5.4 Training Expenses

Costs associated with Brigade based local training, including materials, consumables and light refreshments, will be covered by the Shire of Bridgetown Greenbushes under the LGGS.

Shire of Bridgetown Greenbushes will arrange for accommodation if DFES are not supplying and it is required.

All applications for training expenses must be presented to the CESM or nominated person **prior** to any course date so the Shire can arrange a Purchase Order.

All receipts are to be presented to the CESM within 5 working days of course completion.

For Shire of Bridgetown Greenbushes arranged training, refreshments will be provided to brigade members that attend if considered reasonable.

## 6. Brigade Equipment and Maintenance

### 6.1 ESL Supplied Appliances

Brigades allocated with an appliance should complete a *'Appliance Equipment Checklist'* prior to the start of the fire season.

All equipment failures are to be reported to the Community Emergency Services Manager.

ESL Supplied Vehicles are to be serviced in line with the requirements outlined in the LGGS Manual.

All purchase of equipment, repairs or maintenance of any vehicle **must not** take place **without an authorised Purchase Order** from the Shire of Bridgetown Greenbushes

When Brigades require any equipment for appliances they must notify the Community Emergency Services Manager for approval and purchase of the equipment.

### 6.2 Brigade Owned Equipment

Non ESL supplied equipment **is not** eligible for ESL funding.

Maintenance of Brigade owned Slip-On Units is funded by the Shire of Bridgetown Greenbushes Fire Operational Budget. This budget only allows for maintenance and minor repairs and **must not** take place **without an authorised Purchase Order** from the Shire of Bridgetown Greenbushes.

### 6.3 Privately Owned Equipment

Privately owned equipment such as Slip-On Units **will not** be maintained by the Shire of Bridgetown Greenbushes.

**Note:** *Privately owned equipment and vehicles **are insured** if being used for “Normal Brigade Activities” and under the directions of an FCO. It is imperative that private owned vehicles report immediately to the senior Bushfire Brigade member or their delegate upon arrival at an incident.*

## 7. Occupational Health, Safety and Environment

In accordance with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*, all employees and volunteers will collectively contribute to achieving a high standard of excellence in occupational safety and health management in the workplace and accepts relevant responsibilities under current safety and health laws.

The Shire of Bridgetown-Greenbushes is committed to the provision of a safe and healthy workplace through continuous improvement and promoting a positive safety culture, to meet the objectives of the Shire's Work, Health and Safety Management Plan.

### 7.1 Personal Protective Clothing and Equipment

All Personal Protective Clothing and Equipment is to be compliant with Australian standards relating to protective clothing.

Only registered Brigade members that hold qualifications in accordance with *Section 3.1 Training Requirements for Brigade Members*, are eligible for Personal Protective Clothing and Equipment.

Active Fire Fighters, Cadets who are going to go onto an active fire ground are to be issued PPC. Auxiliary members who are not going onto an active fire ground are not eligible to be issued PPC but may be issued a uniform.

### 7.2 Insurance

Local Governments who have Bush Fire Brigades are required to obtain and keep current insurance cover that applies to all '**Normal Brigade Activities**' as defined in the *Bush Fires Act 1954*.

**Insurance Cover is provided for:**

- Fire Fighter Personal Injury
- Motor / Plant Damage
- Third Party Liability

### 7.3 Incident Reports

Any incidents involving damage to equipment or vehicles, near misses, injury or fatality **must** be reported to the Shire immediately and steps put in place to mitigate the danger.

## SECTION TWO - Operational Procedures

### 8. Operational Procedures

#### 8.1 Command and Control

All wildfire operations should prescribe to AIIMS (Australasian Inter-Service Incident Management System).

AIIMS is based on five key principles:

- Unity of Command;
- Span of Control;
- Functional Management;
- Management by Objective; and
- Flexibility.

#### 8.2 Management Roles in the Incident and minimum standards for training

Where possible, at all incidents, appropriately trained persons should be used for all management roles. It is understood that at some incidents it may be appropriate for persons to fill certain roles who have not obtained the relevant qualifications. In this circumstance, these unqualified persons should be supervised or mentored either in person or remotely by a qualified person to ensure they have the support and information required to perform the role.

##### *Incident Controller*

If available, a duly qualified fire fighter should take control of all Level 1 incidents.

##### **Qualifications**

- Completed a DFES Level 1 Incident Controller Course, and
- In the past 12 months has completed one of the following
  - An exercise in the role as Incident Controller;
  - Performed the role of Incident Controller or Deputy Incident Controller at an incident; or



- Has undertaken Shire refresher training in the duties of an Incident Controller.

In the absence of a duly qualified person, the Fire Control Officer for that Brigade area may assume the role of Incident Controller for an incident in their Brigade area. In the absence of the Fire Control Officer for that Brigade area, the Captain may assume the role of Incident Controller. In the absence of the Fire Control Officer or Captain, the senior Lieutenant may assume the role of Incident Controller.

In the event of none of the above persons being available, the Chief Bush Fire Control Officer or his/her delegate may appoint another person to perform the role. Usually this appointed person is a Fire Control Officer from another Brigade.

### *Operations Officer*

If available, a duly qualified Operations Officer shall perform the role of Operations Officer at a level one incident in the Shire of Bridgetown Greenbushes.

#### **Qualifications**

- Completed a DFES Sector Commander Course and is to maintain current competency in this qualification under the standards set by the Shire of Bridgetown Greenbushes.
- In the past 3 years has completed one of the following
  - An exercise in the role as Operations Officer;
  - Performed the role of Operations Officer at an incident; or
  - Has undertaken Shire refresher training in the duties of an Operations Officer.

### *Sector Commander*

If available, a duly qualified Sector Commander shall perform the role of Sector Commander at a level one incident in the Shire of Bridgetown Greenbushes.

#### **Qualifications**

- Completed a DFES Sector Commander Course
- In the past 2 years has completed two (2) of the following

- An exercise in the role as Sector Commander;
- Performed the role of Sector Commander at an incident; or
- Has undertaken Shire refresher training in the duties of a Sector Commander.

### ***Ground Controller***

If available, a duly qualified Ground Controller shall perform the role of Ground Controller at a level one incident in the Shire of Bridgetown Greenbushes.

#### **Qualifications**

- Completed a DFES Ground Controller Course
- In the past 2 years has completed one of the following
  - An exercise in the role as Ground Controller;
  - Performed the role of Ground Controller at an incident; or
  - Has undertaken Shire endorsed refresher training in the duties of a Ground Controller.

### ***Machine Supervisor***

If available, a duly qualified Machine Supervisor shall perform the role of Machine Supervisor at a level one incident in the Shire of Bridgetown Greenbushes.

#### **Qualifications**

- Completed a DFES Machine Supervisor Course
- In the past 3 years has completed one of the following
  - An exercise in the role as Machine Supervisor;
  - Performed the role of Machine Supervisor at an incident; or
  - Has undertaken Shire endorsed refresher training in the duties of a Machine Supervisor.

### 9.3 Media

In accordance with the *Local Government Act 1995* the Shire President is the authorised spokesperson for the Council.

The Chief Executive Officer may also be the spokesperson of the Council if the President agrees.

If any Brigade or staff member is approached by the media to answer questions or make a comment ***they must respectfully decline*** and refer them to the authorised spokesperson.

### 9.4 Radio Communications

All current Radio Procedures should be adhered to at all times.

Senior Officer's should as soon as possible engage a sector structure and utilise simplex channels where possible leaving any command channels available for management purposes.

The *Shire of Bridgetown Greenbushes Bush Fire Brigade Network Communication's Plan* should at all times form the basis of any Radio Communications on the fire ground.

The CESM will be responsible for allocating all Brigade Network call signs.

### 9.5 SITREPs / PAFTACS

The first situation report is a critical report as this provides guidance for the most appropriate and timely response to an incident. The procedure below enables the transfer of relevant information in a standard, concise and accurate manner to senior officers and other combat agencies.

The PAFTACS format should be used as a guide for any initial SITREP by arriving crews. The below procedure should be used when delivering a SITREP.

#### 8.4.1 Procedure

- ❖ The first situation report (SITREP) should follow the PAFTACS format, being:

- **P**osition of the fire
- **A**rea of the fire
- **F**uel Type
- **T**ime required to suppress the fire
- **A**ssistance and resources required
- **C**ommand and communication
- **S**urface winds, strength and direction

- ❖ The first responding crew should provide the initial SITREP to the Incident Controller (CBFCO) or delegate.
- ❖ A SITREP should be transmitted by the first arriving crew as soon as the relevant information is determined, after arriving at the incident.
- ❖ Priority may need to be given to attacking the fire if control can be achieved in a very short period of time and with the resources present. Regardless, the first SITREP should be provided within five (5) minutes.
- ❖ The information in the first SITREP will often be based on best estimate by the reporting crew and should not be unreasonably delayed in an attempt to get precise information.
- ❖ The **PAFTACS** format is a guide to the information that will assist the Senior Officer to determine the resources required to combat the incident but not every item is required in order to mobilise the initial response.

## 9.6 Brigades Request to Burn Private Property (ABC Form)

Private property owners from time to time may request a Brigade to conduct a Fuel Hazard Reduction Burn. The *Bush Fires Act 1954* only allows for Brigades to carry out Fuel Hazard Reduction Burning on private property as described in *Section 33 (4) and 33 (6) of the Act*.

Council supports Brigades that utilise Shire and Brigade equipment to undertake Fuel Hazard Reduction Burning on private property as an effective means of reducing fuel loads on private property and providing valuable training for Brigade members.

Both the Brigade and property owner must complete the *ABC Form* and have it signed by a Shire of Bridgetown Greenbushes Authorised Officer before the burn can be carried out.

## SECTION THREE – Bush Fire Advisory Committee

### 10 Bush Fire Advisory Committee (BFAC)

#### 10.4 Functions

The Bush Fire Advisory Committee is a committee of Council and reports directly to Council.

The main function of BFAC is to represent Volunteer Bushfire Brigades within the Shire and to make recommendations to Council on the following:

10.4.1 Annual bushfire budget and relevant financial matters.

10.4.2 General management of and communication with the bushfire organisation.

10.4.3 Planning, setting standards and works program for fire prevention within the Shire.

10.4.4 Formation, rationalisation or winding up of any Bush Fire Brigades within the Shire.

10.4.5 Standards of equipment that should be provided and maintained under Brigade control.

10.4.6 Distribution of Fire Fighting equipment and funding between Brigades.

10.4.7 Coordination of training to ensure Brigades can work together efficiently.

10.4.8 Review of Council's Bushfire Mitigation Strategy.

10.4.9 Any other matter relating to Bush Fire control.

10.4.10 That the Committee will establish a working group when necessary.

#### 10.5 Committee and Terms of Reference of BFAC

For current BFAC Committee members and terms of appointment information, please see the *BFAC Terms of Reference*

#### 10.6 BFAC Meetings

##### 9.3.1 Agendas and Minutes for BFAC Meetings

A copy of the minutes of Committee meetings with an agenda for the next meeting shall be circulated to the nominated Councillor(s), BFAC members, BFAC proxies and the Shire CEO.

### 9.3.2 *Communications with Brigades*

**The Shire of Bridgetown Greenbushes and Bush Fire Advisory Committee remain committed to effective communication with Brigades through the following:**

- All brigades will receive the minutes of any BFAC meeting;
- BFAC will release any relevant information to brigades;
- All brigades are represented by a Zone Delegate who is usually the FCO for that Brigade. If the FCO for the Brigade is not available then the FCO may nominate another person from the Brigade to be the Zone Delegate for that meeting.

**Note:** Brigades are encouraged to contact the relevant Zone Delegate for any matter of the BFAC or any item that needs to be addressed by BFAC.

### 9.3.3 *Reports to the Bush Fire Advisory Committee*

- ❖ The CBFCO shall report on matters relevant to the Committee;
- ❖ Zone Delegates shall report on matters relevant to the Committee;
- ❖ Council Delegates shall report on matters relevant to the Committee;
- ❖ DBCA delegate shall report on matters relevant to the Committee; and
- ❖ The Department of Fire & Emergency Services LSW Region delegate shall report on matters relevant to the Committee; and

### 9.3.4 *Frequency*

Three (3) meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).

### 9.3.5 *Quorum*

At least 50% of the Members of the Committee.

### 9.3.6 *Voting*

At BFAC Meetings only eligible Members shall have one vote.

Observers and advisers may not vote on any matter.

## **9.4 Amalgamations / Non Active Brigades**

The Bush Fire Advisory Committee and the Shire of Bridgetown Greenbushes remains committed to encouraging Bush Fire Brigades to attain any goals set by the Brigade and will at all times work with Non Active Brigade areas to achieve an acceptable level of service to the community using this document as a guide.

Where the Shire of Bridgetown Greenbushes and or BFAC have not been successful in achieving an acceptable level of service within a Non Active Brigade, then BFAC will consider a recommendation to Council on the viability of retaining them.

## **9.5 BFAC Recommendations**

Recommendations of the Bush Fire Advisory Committee will be referred to the earliest possible meeting of Council.

## **9.6 Allocation of ESL Supplied Appliances**

The allocation of ESL supplied appliances is decided by BFAC making recommendations to Council.

The DFES Resource to Risk system should be used when applying for, or allocating Appliances to Bush Fire Brigades.

Bush Fire Brigades must meet the provisions of this document for BFAC to consider allocation of an appliance.

The Shire of Bridgetown Greenbushes and BFAC remain committed to achieving a level of service to all Bush Fire Brigades and the community and will work with DFES through the ESL process to effectively maintain and manage brigade requirements.

## **SECTION FOUR – Forms, Policies and Appendices**

The following section has the relevant Forms and Appendices as referred to in this document.

### **9. Shire of Bridgetown Greenbushes Forms**

- 9.1**     **Form 10.1**    ABC Form
- 9.2**     **Form 10.2**    Pre-burn Checklist and Guidelines
- 9.3**     **Form 10.3**    Bush Fire PAFTACS
- 9.4**     **Form 10.4**    Personal Protective Clothing
- 9.5**     **Form 10.5**    Brigade Equipment Request Form
- 9.6**     **Form 10.6**    Bush Fire Brigade Annual General Meeting (AGM) Template
- 9.7**     **Form 10.7**    Application to Join a Bush Fire Brigade
- 9.8**     **Form 10.8**    Update of Membership Details
- 9.9**     **Form 10.9**    Volunteer Induction Checklist

### **10. APPENDICES**

- 10.1**    **Appendix 1** Bush Fire Brigade Network Communications Plan
- 10.2**    **Appendix 2** Bush Fire Advisory Committee – Terms of Reference



***This page left blank***

## Request for Fuel Hazard Reduction Burning on Private Property

### Section A (to be completed by the Property Owner)

I hereby request the Shire of Bridgetown-Greenbushes Local Bush Fire Brigade to undertake a Fuel Hazard Reduction Burn in accordance with *Section 33 (6) of The Bush Fires Act 1954* on the undermentioned property for the fees indicated. I understand and agree with the conditions and procedures imposed in respect to the application and in doing so agree the Shire of Bridgetown-Greenbushes, Bush Fire Brigade and Registered Members shall be released from and shall not incur any responsibility or liability whatsoever for any accident or injury to the applicant or any damage or loss of property of the applicant.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ (home):

\_\_\_\_\_ (mobile): \_\_\_\_\_ **Location where the Fuel Hazard**

### Reduction burn is to be conducted

Rural Street Number (green post number): \_\_\_\_\_

Lot / Street number: \_\_\_\_\_ Street / Road: \_\_\_\_\_

Locality: \_\_\_\_\_ Size of Area to be burnt: \_\_\_\_\_

Agreed cost to undertake the Fuel Hazard Reduction Burn: \$ \_\_\_\_\_

Special Considerations or Risks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Section B (to be completed by the Bush Fire Brigade)

\_\_\_\_\_ Bush Fire Brigade in respect to this request has carried out an inspection of the above mentioned property and has determined that a Fuel Hazard Reduction Burn can be carried out in accordance with *Section 33 (6) of the Bush Fires Act 1954* and the *Prescription Guidelines (Form 2)* as detailed.

\_\_\_\_\_  
Fire Control Officer /

\_\_\_\_\_  
Date

### Section C (to be completed by the Shire of Bridgetown Greenbushes)

\_\_\_\_\_ Bush Fire Brigade is authorised to undertake Fuel Hazard Reduction Burning on the above mentioned property between the dates of \_\_\_\_\_ in accordance with this *ABC Form* and *Form 2*.

\_\_\_\_\_  
Authorised  
Officer

\_\_\_\_\_  
Date

I understand that if the burn is not able to be completed by the Bush Fire Brigade, that I as the land owner am still required to comply with the Shire of Bridgetown Greenbushes's Firebreak and Fuel Hazard Reduction Notice.

## Form 10.2 Pre-Burn Checklist and Guidelines - for Fuel Hazard Reduction Burning on Private Property

*The intent of this form is to illustrate any potential problems or risks in the area that is subject to a Fuel Hazard Reduction Burn by the Bush Fire Brigade.*

<b>Burn Lot or Location:</b>	
<b>Rural Street Number:</b>	
<b>Date Compiled</b>	
<b>Compiling Officer</b>	

Resources Required						
Fire Fighters	Light Tanker	Truck 1.4	Truck 2.4	Truck 3.4	Slip on-units	Other

Action Areas				
Issue	Yes	No	N/A	Action
Will smoke affect roads?				
Will smoke affect airports?				
Will smoke affect town site?				
Are firebreaks to the standard?				
Is there a Building protection Zone?				
Are there power lines at risk?				
Is Telstra / Communications lines at risk?				
Are Gas bottles protected?				

<b>Comments:</b>	

<b>Date:</b>	
<b>Signature of Brigade Officer:</b>	

## Form 10.3 Bush Fire PAFTACS Operational Considerations

The checklist below is a list of operational considerations for the first arriving fire crew when giving the first SITREP to the Incident Controller (CBFCO).

<b>P</b>	<p><b>POSITION AND PROPERTY THREATENED</b></p> <ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Exposures / assets at risk / critical infrastructure</li> </ul>
<b>A</b>	<p><b>AREA</b></p> <ul style="list-style-type: none"> <li>• Size of fire</li> </ul>
<b>F</b>	<p><b>FUEL DENSITY AND TYPE</b></p> <ul style="list-style-type: none"> <li>• Estimate rate of spread (ROS)</li> </ul>
<b>T</b>	<p><b>TIME TO CONTROL</b></p> <ul style="list-style-type: none"> <li>• Establish an Incident Management Team</li> <li>• Decide on objective, strategies and tactics</li> <li>• Consider delegating key functions</li> </ul>
<b>A</b>	<p><b>ASSISTANCE REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Traffic Management</li> <li>• Road closures</li> <li>• Additional resources</li> </ul>
<b>C</b>	<p><b>COMMUNICATIONS AND CONTROL POINT</b></p> <ul style="list-style-type: none"> <li>• Radio frequencies / Communications plan</li> <li>• Location of control point</li> <li>• Consider media and public advice / warnings</li> </ul>
<b>S</b>	<p><b>SURFACE WIND STRENGTH AND DIRECTION</b></p> <ul style="list-style-type: none"> <li>• Send SITREP</li> <li>• Safety is first priority</li> </ul>

***This page left blank***

## Form 10.4 Personal Protective Clothing

Request from Brigade Members with Required Training Completed

<b>Brigade Member</b>			
(This form must be completed and returned to the Shire of Bridgetown Greenbushes.)			
Date:		Brigade Area:	
Active Member Name:		Member ID No:	
Home Phone Number:		Mobile Phone:	
Address:			
<b>PPE IF REQUIRED</b>			
(Please indicate with a tick where applicable and provide size)			
Helmet:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Torch: <input type="checkbox"/>	Visor: <input type="checkbox"/>
Goggles:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Face Mask: <input type="checkbox"/>	Gear Bags: <input type="checkbox"/> <small>(New Member Only)</small>
Gloves:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Jacket Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Pants Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Cargo Pants Navy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Boots:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Bush Fire Service T-Shirt:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	S / M / L / XL / 2XL / 3XL
Members Signature:			

<b>Fire Control Officer or Captain</b>			
I the FCO or Captain for the above mentioned Bush Fire Brigade certify that the application is for a Registered and Active member.			
FCO / Captain Signature:		Date:	

<b>CESM Approval</b>			
Comments:			
CESM Signature:		Date:	

<b>Office use only</b>							
<b>Form Received</b>				<b>Issued</b>			
Officer Name:				Date Issued:			
Date Received:				Issued To:			
Date Ordered:				Scan to File:			
PPE Received:				Update records:	Inv		PPC List

## W.A. BUSH FIRE SERVICE - 2 PIECE FIREFIGHTING SET SELF MEASURING GUIDE

### Measurement

Chest - Measure around the chest, below the arms and across the back

Waist - Measurements should be taken over shirt at the waistline. Measures at position (height) trousers are normally worn.

Inleg - Take your most comfortable pair of correct length trousers and measure inside leg seam from crotch to hem. This is best done by lying them on a flat surface.

### Directions

Jacket - Using table below, match your chest measurement with jacket size. Keep in mind the jackets are designed and made loose fitting.

Trouser - Use waist measurement first to determine size, then match your inleg measurement to determine if you require a Regular, Stout or Long (e.g. 92cm waist and 78cm inleg =92R)

Note: Generally the jacket size should correspond to the trouser size (i.e. a size 92 jacket will go with a size 92R, 92S, 89L or 94L trouser). In most cases the jacket and trouser size should not vary by more than 2 sizes. Your current coverall size is the best indication of the “set” size you require.

As for all 100% cotton garments, some shrinkage will occur.



### Jackets

Size	82	87	92	97	102	107	112	117	122	127	132
Chest	92	97	102	107	112	117	122	127	132	137	142

### Trousers

Size	67R	72R	77R	82R	87R	92R	97R	102R	107R	87S	92S	97S	102S	107S	112S	117S	122S	127S	132S	74L	79L	84L	89L	94L
Waist	67	72	77	82	87	92	97	102	107	87	92	97	102	107	112	117	122	127	132	74	79	84	89	94
Inleg*	68	71	71	74	76	78	80	82	84	67	70	72	75	77	78	78	78	78	79	76	78	80	82	85

\*Note: All measurements given (except inleg\*) are for the wearer, not the finished garment. All measurements are in cm.

## Form 10.5 Brigade Equipment Request Form

<b>Brigade Details</b>			
(This form must be completed and returned to the Shire of Bridgetown Greenbushes.)			
Brigade Name:		Date:	
Requested by - Name:			
Home Phone Number:			
Address:			
<b>Equipment Required for Brigade Appliances</b>			
(This is <b>NOT</b> for Personal Protective items for Members)			
Qty	Item	Description	
Members Signature:			

<b>Brigade Officer</b>			
I am a Brigade Officer for the above mentioned Bush Fire Brigade certify that the application is for a ESL or Shire/Brigade only Appliance.			
Brigade Officer Signature:		Date:	

<b>CESM Approval</b>			
Comments:			
CESM Signature:		Date:	

<b>Office use only</b>							
Form Received				Issued			
Officer Name:			Date Issued:				
Date Received:			Issued To:				
Date Ordered:			Scan to File:				
Equip Received:			Update records:	Inv		Equip List	



***This page left blank***



## Form 10.6 Bush Fire Brigade Annual General Meeting (AGM) Template

Shire of Bridgetown Greenbushes

**ENTER NAME** BUSH FIRE BRIGADE

Annual General Meeting

1. Declaration of Opening of Meeting

Chairperson Enter name declared the meeting open on the **insert date** at **insert time** at **Insert Location**.

2. Attendance / Apologies (Brigade to hand around attendance sheet)

Attendance

**Enter full names of Attendees (Not nicknames)**

Apologies

**Enter full names of Apologies**

3. Nomination of Brigade Positions (All positions declared vacant)

Position	Name	Nominated By	Seconded By
Fire Control Officer – (Senior)			
Fire Control Officer – (Junior) Only where required			
Captain			
Secretary			
Treasurer (Optional)			
Equipment Officer (if required)			
Training Officer (if required)			

Lieutenant 1			
Lieutenant 2			
Lieutenant 3			
Lieutenant 4			
Lieutenant 5			
Lieutenant 6			
President (optional)			
		All in Favour (AIF)	Any Against

5. Confirmation of Previous Minutes

Confirmation of the Minutes of the previous meeting held **Insert date**.

Nominated:	<b>Enter</b>	Seconded:	<b>Enter</b>	AIF/ Against	<b>Enter</b>
------------	--------------	-----------	--------------	-----------------	--------------

6. Business Arising From Previous Minutes

**Enter Details**

Nominated:	<b>Enter</b>	Seconded:	<b>Enter</b>	AIF/ Against	<b>Enter</b>
------------	--------------	-----------	--------------	-----------------	--------------

7. Member Reports

(Copies of all reports where possible should be in writing and attached to the minutes)	
Captain	<b>Captain's report should concentrate on but not be limited to the leadership and mentoring of members.</b>
Fire Control Officer	<b>Fire Control Officers report should concentrate on but not be limited to the issuing of Permits to Burn, Wildfires and general matters of bushfire.</b>

Financial Report	Financial report should concentrate on all financial matters relating to the Bush Fire Brigade. (Change of Signatories to Bank Account, Current balance, ESL, Grants, Sub's and Donations)
Training Officer	Training report should reflect any training completed by members, any future training opportunities and any changes.
Equipment Officer	Equipment report should concentrate on any equipment within the Brigade, maintenance, disposal, replacement and new purchases.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

8. ESL Submissions to be considered by the Bush Fire Advisory Committee (This is the Brigades opportunity to request Capital items through the ESL budget process.

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

9. Correspondence In

Enter Details and Actions

10. Correspondence Out

Enter Details and Actions

11. Request from Private Property Owners for the Brigade to Conduct a Fuel Hazard Reduction Burn (ABC Form)

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

12. Hazardous Parcels of Land that Require Investigation from the Shire of Bridgetown Greenbushes

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

13. Review New Members, Member List & Contact Details

Enter Details and Actions - Update members and contact details and also advise in writing of any members to be removed and why.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

14. General Business

Enter any General Business details and actions.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

15. Next Meeting Date

Next Meeting to be held Enter date at time or TBA.

16. Declaration of Close of Meeting

Chairperson Enter Name closed the meeting at Enter Time.

***This page left blank***



***This page left blank***



## Form 10.8 UPDATE OF MEMBERSHIP DETAILS

### PART A EXISTING PERSONAL DETAILS (AS PER DFES DATA BASE)

1. TITLE MR  MRS  MISS  MS

2. SURNAME (BLOCK LETTERS)

3. GIVEN NAMES (IN FULL)

4. MEMBERSHIP I.D. NUMBER

5.

BRIGADE NAME LOCAL GOVERNMENT

### PART B CHANGE OF BRIGADE

6. NAME OF NEW BRIGADE

7. NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)

8. POSITION IN NEW BRIGADE

9. CHANGE DATE  /  /

### PART C CHANGE OF PERSONAL DETAILS

10. CHANGE OF NAME

11. NEW ADDRESS

12. NEW EMAIL

13. TELEPHONE HOME WORK MOBILE

### PART D CHANGE OF POSITION OR OFFICE

14. OLD POSITION / OFFICE  DATE

15. NEW POSITION / OFFICE   /  /

### PART E TERMINATION OF MEMBERSHIP

16. DATE OF TERMINATION

17. REASON FOR TERMINATION

18. SIGNATURE OF MEMBER  DATE

FIRE SERVICE USE ONLY

DATE RECEIVED  /  /  ENTERED INTO RMS INITIALS  DATE

***This page left blank***

## Form 10.9 Volunteer Induction Checklist

(To be completed for all new members)

New Member Name:		Member ID No:	
Brigade Officer:		Member ID No:	
Brigade:			

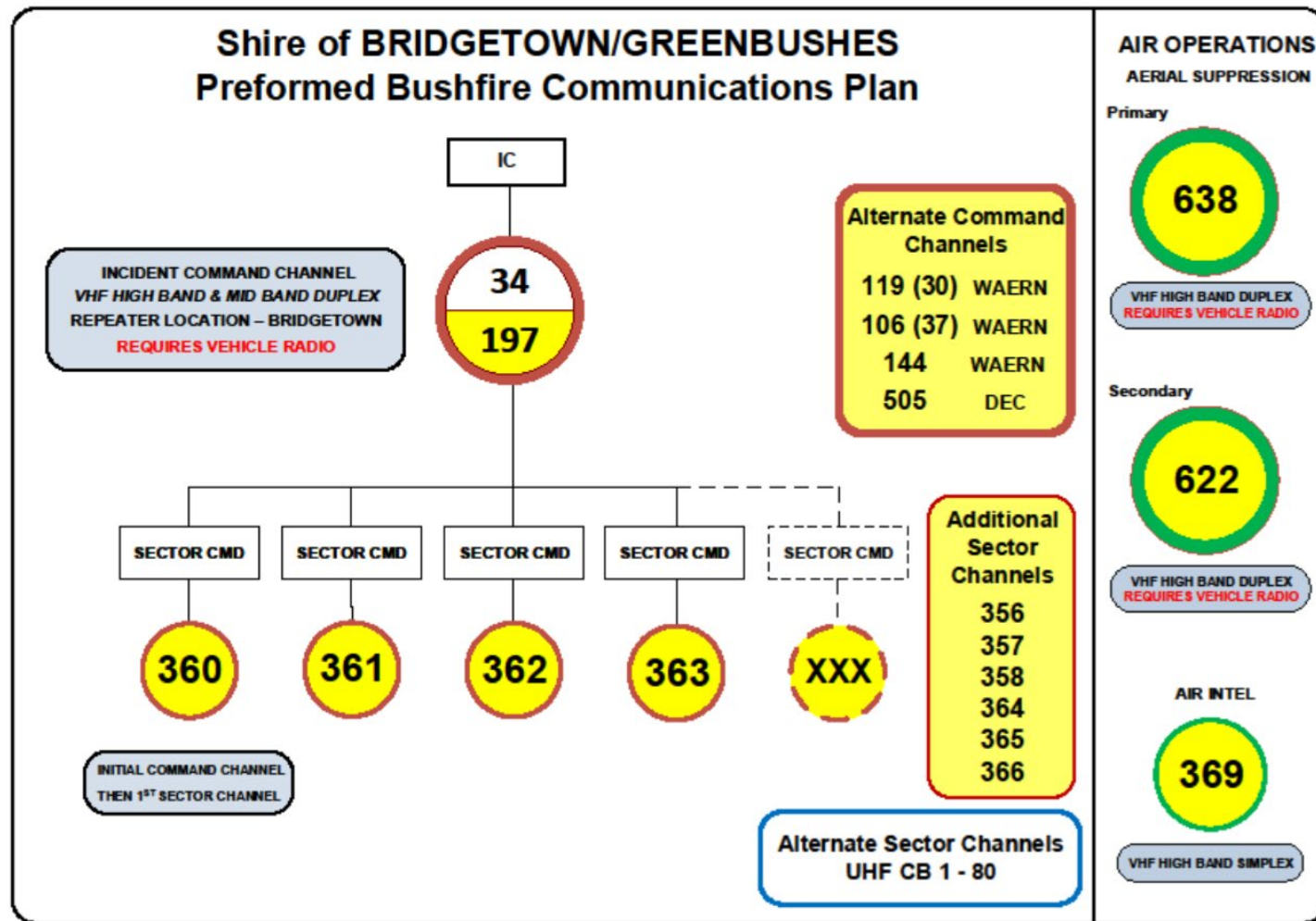
This form is to be completed as soon as possible but no later than six weeks after a new Member completes their Application Form.

If any section is not applicable, this must be indicated by the Brigade Officer writing 'N/A' in the appropriate data box.

Description	Date	Initials of Brigade Officer
Chain of Command (Explain Roles e.g. FCO, Captain, CBFCO, DCBFCO, CESM, Shire Admin)		
Basic Training Required – Choose one option from below <ul style="list-style-type: none"> <li>Auxiliary Member (AIIMS awareness, Bushfire Safety Awareness) – 2 day course</li> <li>Farmer Response (AIIMS awareness, Rural Fire Awareness) – 6 hour course</li> <li>Brigade Appliance Response (AIIMS awareness, Bushfire Safety Awareness &amp; Bushfire Firefighting course) – 4 day course</li> </ul>		
PPE <b>**Must have completed Basic Training Required above.</b> (Informed about the process of issuing of protective clothing, boots and personal protection equipment)		
Shire of Bridgetown Greenbushes bush Fire Brigade Operational Procedures (Hand over)		
Have been advised of the protocols for speaking to the media (That NO brigade member has delegated authority to speak to the media)		
Introduced to the key personnel of the Brigade (FCO, Captain, Secretary, Lieutenants, Training Officer etc.)		
Given a contact list (telephone numbers) of key personnel of the Brigade		
Informed of Brigade call out procedures		
Security of premises		
Confidentiality of information		
Accident Report forms		

Tour Checklist (tick the column upon being shown location or put N/A if not applicable)	Tick or N/A
Layout of the Fire Station and purpose of all the rooms	
Appliances and Equipment	
Car parking facilities	
Entrances / Exits / Fire exits and assembly points	
Fire extinguishers and First Aid kits	
Toilets / Change rooms	
Lockers / Storage space for personal items	
Operations Room	
Radios	
Security System	
Sign in book	
Smoking area	
Stores – where they are kept and who to call if you need something	
Reporting defective equipment or new equipment requests	
<b>Signed Declaration</b>	
I, _____ confirm that I have been shown and understand all the above items and activities.	
Signature of Volunteer: _____ Date: _____	
I, _____ confirm that I have shown and explained the above items and activities with the above mentioned volunteer.	
Signature of Brigade Officer: _____ Date: _____	
Copy Provided to Shire of Bridgetown Greenbushes: Yes / No      Date:    /    / 20_____	

## APPENDIX 1 - Bush Fire Brigade Network Communications Plan



## **APPENDIX 2 - Bush Fire Advisory Committee Terms of Reference**

### **BUSH FIRES 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(1)(c) of the Local Government Act 1995, such committee to be known as the Bush Fires 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, relevant provisions of the Bush Fires Act 1954 local laws and policies of the Shire of Bridgetown-Greenbushes and this Instrument.

##### 2. Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

##### 3. Objectives

- 3.1 To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

##### 4. Membership

The President of the Shire of Bridgetown-Greenbushes may be a member of the committee under section 5.10(4) provided the President indicates an intention to be such a member at the time the committee is appointed.

The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) provided the CEO indicates an intention to be such a member at the time the committee is appointed.

A maximum of two (2) Elected Members shall be appointed to the Committee.

The Chief Fire Control Officer and the Fire Control Officer (or his/her representative) from each Bush Fire Brigade in the Shire shall (by virtue of the office held) be appointed to the Committee.

A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

The CEO will encourage the attendance of staff that have responsibility in the area of bush fire control to attend meetings of the Committee. The CEO and any other staff 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 at least two times 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 can cast a second vote.

#### 7. Quorum

The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.

#### 8. Delegated Powers

The Committee is a formally appointed Committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, and does not have delegated financial responsibility.

The Committee does not have any management functions, cannot involve itself in management processes or procedures, and is therefore independent of management.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

9. Termination of Committee

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995 (i.e. 21 October 2023)
- 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.





# ROLLING ACTION SHEET

## ROLLING ACTION SHEET

**June 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 25 May 2023)**

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p><b>January 2019</b> Refer item in January agenda.</p> <p><b>February 2019</b> Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p><b>June 2023</b> No progress</p>	✓

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p><b>September 2019</b>  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><b>October 2019</b>  The process to transfer the land from State Forest is progressing.</p> <p><b>March 2020</b>  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><b>May 2020</b>  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><b>July 2020</b> A meeting with DBCA is being arranged for August.</p> <p><b>August 2020</b> A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p><b>September 2020</b> 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><b>June 2021</b> 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><b>July 2021</b> Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p><b>July 2022</b> No progress since last report.</p> <p><b>October 2022</b> A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>		
--	--	--	---	--	--

			<p><b>November 2022</b> A meeting of relevant agencies has been scheduled for 7.12.22</p> <p><b>December 2022</b> A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p> <p><b>January 2023</b> Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p><b>February 2023</b> A new meeting date with Government agency representatives hasn't been established yet.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>May 2023</b> No progress since last report.</p>		
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.	T Clynch	<p><b>June 2021</b> This action is linked to Resolution C.08/0421 Visitor Information Services &amp; Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p><b>September 2021</b> Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p><b>October 2021</b> The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p>	<b>June 2023</b> In the context of Council's decision to move the Visitor Centre to the railway station the matter of the necessary upgrades to the current Visitor Centre building needs to be discussed. The matter will be brought to a concept forum.	

			<p><b>November 2021</b> 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><b>December 2021</b> No progress since last report</p> <p><b>January 2022</b> On hold pending further developments in possible redesign of visitor centre building</p> <p><b>February 2022</b> On hold pending further developments in possible redesign of visitor centre building.</p> <p><b>May 2022</b> The fit out plans prepared by the Bridgetown CRC do propose to improve accessibility into the building however those plans have yet to be endorsed by Council. It can be assumed that no matter what changes to the plans may occur the accessibility issues will be addressed however until such time as the plans are endorsed this item will remain on the Rolling Action Sheet.</p> <p><b>June 2022</b> Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in 2022/23.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>September 2022</b> The general matter of upgrade works to the Visitor Centre was discussed at the September Concept Forum. The A/CEO agreed to provide a further briefing to the October forum.</p>		
--	--	--	---	--	--

			<p><b>October 2022</b> No progress since last update.</p> <p><b>November 2022</b> Deferred pending further discussions with Council in December on building renewal works at visitor centre.</p> <p><b>December 2022</b> Consideration of potential accessibility improvements at the visitor centre are on hold pending future Council decisions on the visitor centre building – expected to occur in January.</p> <p><b>January 2023</b> No change from last month.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>May 2023</b> The assessment of the accessibility of the current Visitor Centre building has been deferred pending consideration of relocating the visitor centre to the Bridgetown Railway Station.</p>		
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16.</li> <li>Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13.</li> <li>Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.</li> </ol>	S Alexander	<p><b>August 2021</b> Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p><b>October 2021</b> Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p><b>November 2021</b> The works will occur as part of the 2021/22 road construction program.</p> <p><b>December 2021</b> No progress since last report</p> <p><b>January 2022</b></p>	<b>June 2023</b> No update since last month's report.	

		<p>No progress since last report</p> <p><b>April 2022</b> The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p><b>May 2022</b> Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>June 2022</b> The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p><b>September 2022</b> Design of the works have been completed with the calling for quotes to occur shortly.</p> <p><b>October 2022</b> This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p> <p><b>November 2022</b> No update since last month's report.</p> <p><b>January 2023</b></p>		
--	--	--	--	--



			<p>Line marking of car park scheduled to occur on 19 January 2023.</p> <p><b>February 2023</b> Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p><b>March 2023</b> RFQ for remaining works not yet ready.</p> <p><b>April 2023</b> No update since last month's report.</p> <p><b>May 2023</b> No update since last month's report.</p>	
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> <li>(i) Activities on Thoroughfares and Trading in Thoroughfares &amp; Public Places Local Law</li> <li>(ii) Cats Local Law</li> <li>(iii) Fencing Local Law</li> <li>(iv) Health Local Law</li> <li>(v) Standing Orders Local Law</li> </ul> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council</p>	T Clynch	<p><b>September 2021</b> 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><b>October 2021</b> Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p><b>December 2021</b> Pest Plants Repeal Local Law currently being advertised</p> <p><b>February 2022</b> 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><b>March 2022</b> Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p>	<p><b>June 2023</b> Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p>

	<p>resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> <li>(i) Bush Fire Brigades Local Law</li> <li>(ii) Cemeteries Local Law</li> <li>(iii) Dogs Local Law</li> <li>(iv) Parking &amp; Parking Facilities Local Law</li> </ul> <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><b>April 2022</b> Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p><b>May 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p><b>June 2022</b> The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p> <p><b>July 2022</b> The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>October 2022</b> Report on Fencing Local law amendment contained in October agenda.</p> <p><b>November 2022</b> Fencing Amendment Local Law being advertised.</p> <p><b>December 2022</b> No update since last month.</p> <p><b>January 2023</b> Report on Fencing Local Law included in January Council agenda.</p>		
--	---	--	---	--	--

			<p><b>February 2023</b> Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources allow.</p> <p><b>March 2023</b> No progress since last report.</p> <p><b>May 2023</b> Report on Fencing Local Law to be presented to May Council meeting.</p>		
C.11/1221 Review of Plantation Applications Town Planning Scheme Policy	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.	T Clynych	<p><b>January 2022</b> Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January</p> <p><b>February 2022</b> Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p><b>March 2022</b> Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p><b>April 2022</b> Submissions being assessed.</p> <p><b>June 2022</b> No update from last report</p> <p><b>July 2022</b> Due to workload associated with development applications the relevant</p>	<p><b>June 2023</b> No update.</p>	

			<p>officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months.</p> <p><b>August 2022</b> No update since last report.</p> <p><b>February 2023</b> The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p><b>March 2023</b> No update.</p>		
<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays.</li> <li>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.</li> <li>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</li> </ol>	T Clynch	<p><b>April 2022</b> Not commenced</p> <p><b>June 2022</b> Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p><b>July 2022</b> No update since last month's report</p> <p><b>August 2022</b> The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget.</p>	<p><b>June 2023</b> No update.</p>	

			<p><b>September 2022</b> No update since last report.</p> <p><b>October 2022</b> This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.</p> <p><b>November 2022</b> No update since last month's report.</p> <p><b>February 2023</b> The issue of parking checks being conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p><b>March 2023</b> No update.</p> <p><b>April 2023</b> Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p><b>May 2023</b> No update since last report.</p>		
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access	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	T Clynh	<p><b>April 2022</b> Not commenced</p> <p><b>May 2022</b> Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests</p>	<p><b>June 2023</b> No update.</p>	

to Rail Corridor	2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.		<p>to the PTA.</p> <p><b>June 2022</b> A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p><b>July 2022</b> No update since last report.</p> <p><b>February 2023</b> The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p><b>March 2023</b> No update.</p>		
C.05/0422 Stanifer Street 40km/h Zone	That a request be submitted to Main Roads Western Australia seeking a reduction in the speed limit to 40km/h on Stanifer Street from just east of its intersection with George Street to just west of its intersection with Diorite Street with this reduced speed limit being in place until such time as the proposed heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.	S Alexander	<p><b>May 2022</b> Traffic counter has been setup on Stanifer St and will record data for 2 weeks.</p> <p><b>June 2022</b> Traffic counter data being processed for submittal to MRWA.</p> <p><b>July 2022</b> Request submitted to MRWA</p> <p><b>September 2022</b> No update since last month's report.</p> <p><b>October 2022</b> Waiting for a decision from MRWA on the application.</p> <p><b>November 2022</b> Waiting for a decision from MRWA on the application</p> <p><b>December 2022</b></p>	<p><b>June 2023</b> No update since last month's report</p>	

			<p>No update since last month's report</p> <p><b>January 2023</b> Still awaiting decision from MRWA.</p> <p><b>February 2023</b> Contacted MRWA for an update. Waiting for a response.</p> <p><b>March 2023</b> No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months.</p> <p><b>April 2023</b> No update.</p>		
<p>C.17/0422 Nairnup Road Land Acquisition</p>	<ol style="list-style-type: none"> <li>1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road.</li> <li>2. Note a further report be presented to Council on the conclusion of this negotiation.</li> </ol>	S Alexander	<p><b>May 2022</b> Letter posted to land owners</p> <p><b>June 2022</b> Awaiting response from land owners.</p> <p><b>July 2022</b> Letter response period has expired with no response received.</p> <p><b>August 2022</b> No update since last month's report</p> <p><b>September 2022</b> No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p><b>October 2022</b> Report to be presented to November Council meeting.</p> <p><b>November 2022</b> Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p><b>December 2022</b></p>	<p><b>June 2023</b> No update since last month's report</p>	

			<p>Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p><b>January 2023</b> Report scheduled for February Council Meeting.</p> <p><b>February 2023</b> Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p><b>March 2023</b> Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p> <p><b>April 2023</b> Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p> <p><b>May 2023</b> No update since last month's report.</p>		
C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network.</li> <li>2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST).</li> <li>3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government</li> </ol>	M Richards	<p><b>May 2022</b> Consultant has been appointed.</p> <p><b>July 2022</b> Awaiting commencement of work by consultant.</p> <p><b>August 2022</b> A RFQ including project scope has been sent to three trail designers. Awaiting responses.</p> <p><b>September 2022</b></p>	<b>June 2023</b> No progress since last report	



	<p>Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design.</p> <ol style="list-style-type: none"> <li>4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve.</li> <li>5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails &amp; Paths Projects) from \$23,243 to \$73,243.</li> <li>6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time.</li> <li>7. Include the \$50,000 expenditure for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</li> </ol>		<p>RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the Southwest. We are waiting to receive response.</p> <p><b>October 2022</b></p> <p>The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p><b>November 2022</b></p> <p>RFQ's being assessed.</p> <p><b>December 2022</b> Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p> <p><b>January 2023</b></p> <p>Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p><b>February 2023</b></p> <p>DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p><b>March 2023</b></p>		
--	--	--	--	--	--

			<p>DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>April 2023</b></p> <p>DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p><b>May 2023</b></p> <p>No progress since last report</p>	
<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> <li>•Policy F.7 (Reporting Forecast Budget Variations Policy)</li> <li>•Policy F.15 (Asset Management)</li> <li>•Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)</li> <li>•Policy F.19 (Assets Financing and Borrowings)</li> <li>•Policy F.21 (Risk Management)</li> </ul>	M Larkworthy	<p><b>July 2022</b></p> <p>Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p><b>August 2022</b></p> <p>No update since last month's report.</p> <p><b>September 2022</b></p> <p>The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p><b>October 2022</b></p> <p>Report to Council scheduled for November.</p> <p><b>November 2022</b></p> <p>Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p>	<p><b>June 2023</b></p> <p>Work has commenced on review of the Purchasing and Buy Local policies. Recommendations included in a recent internal audit on compliance with the Buy Local Policy will be considered as part of the review.</p>

			<p><b>December 2022</b> Budget Management Policy included in December Council agenda.</p> <p><b>January 2023</b> Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p> <p><b>February 2023</b> No update.</p>	
C.12/0722 Greenbushes Community Bus Pilot Program	That Council endorses the return of the Council funded fortnightly Greenbushes Bus Service to Bridgetown for a trial period of 3 months.	M Richards	<p><b>August 2022</b> Planning for recommencement of the bus service is occurring.</p> <p><b>September 2022</b> This will begin in October once the bus driver is available.</p> <p><b>October 2022</b> The 3 month trial period began on the 13 October with the first bus run from Greenbushes attracting 2 Greenbushes residents.</p> <p><b>November 2022</b> Trial in progress.</p> <p><b>December 2022</b> Trial still occurring, however Gabriel was unable to attend the December run.</p> <p><b>January 2023</b> Trial still ongoing.</p> <p><b>February 2023</b> The final Greenbush Bus Run of the trial will occur this month and a report will be provided to Council at the March Council meeting.</p> <p><b>March 2023</b> A report will go to April Council meeting for</p>	<p><b>June 2023</b> The Shire has received 3 letters from Greenbushes residents providing feedback on the Greenbushes bus Run – Results and recommendations will be presented at the July council meeting.</p>

			<p>consideration on the outcomes of the trial and whether to continue the bus run.</p> <p><b>April 2023</b>  Due to issues around the promotion of the bus run dates and community feedback Councillors informally supported a second trial given the need to fairly assess if the service valued by the Greenbushes community. The dates of the second bus trial are;  April 20  May 4  May 18  June 1  June 15  June 29  July 13  July 27  These dates have been promoted on the facebook page, posters around Greenbushes and flyers are available from Greenbushes CRC for patrons to refer to.</p> <p><b>May 2023</b>  Trial is in progress and results will be reported to council at its conclusion.</p>		
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p><b>October 2022</b>  Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p><b>November 2022</b>  Discussions with prospective contractors occurring.</p> <p><b>December 2022</b>  No update since last month.</p>	<b>June 2023</b> No update since last report, this will be considered during the 23/24 financial year.	

			<p><b>March 2023</b> No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p> <p><b>April 2023</b> No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p> <p><b>May 2023</b> No update since last report.</p>		
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p><b>November 2022</b> Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p><b>December 2022</b> MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8<sup>th</sup> December to access this.</p> <p><b>January 2023</b> MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p> <p><b>February 2023</b> Waiting for MRWA decision.</p> <p><b>March 2023</b> No update.</p>	<b>June 2023</b> No update since last month's report	

<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<ol style="list-style-type: none"> <li>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</li> <li>4. Progress the dual naming process by agreeing to; <ol style="list-style-type: none"> <li>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</li> <li>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman)</li> <li>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</li> </ol> </li> <li>5. Present back to Council for final determination</li> </ol>	<p>M Richards</p>	<p><b>November 2022</b> Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p><b>December 2022</b> Letters prepared to other local governments regarding dual naming of Blackwood River.</p> <p><b>January 2023</b> Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p> <p><b>February 2023</b> Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p><b>March 2023</b> We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p><b>April 2023</b> CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from Nannup, Margaret River and Bridgetown).</p> <p><b>May 2023</b> The recommendation to support the Dual Naming of the Blackwood River is going to</p>	<p><b>June 2023</b> The Shire of Augusta- Margaret River have given their support for the Dual naming of the Blackwood River, the last shire to respond is Boyup Brook.</p>
--	--	-------------------	---	---

<p>C.02/1122 Petition – Greenbushes Depot and Worker</p>	<p>That Council; 1. Receive the petition 2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels 3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council 4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>	<p>T Clynh</p>	<p><b>January 2023</b> Work on reviewing parks and gardens service levels has commenced. <b>February 2023</b> Work on reviewing parks and gardens service levels is progressing. <b>March 2023</b> Council workshop was held 13 March 2023 for initial discussions on service levels. <b>April 2023</b> No update. <b>May 2023</b> Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p>	<p><b>June 2023</b> No update.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council: 1. Endorse the following Policies with modifications as shown in Attachment 2:  <ul style="list-style-type: none"> <li>• Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments)</li> <li>• Policy I.5 (Road Resumptions)</li> <li>• Policy I.6 (Exploration Drilling on Shire Roads and Reserves)</li> <li>• Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff)</li> <li>• Policy I.13 (Gravel Road Development &amp; Maintenance)</li> <li>• Policy I.14 (Restricted Access Vehicles – Applications for Council Support)</li> <li>• Policy I.15 (Lawn Cemetery – Reservation of Grave Sites)</li> <li>• Policy I.17 (Pesticides Spraying)</li> <li>• Policy I.19 (Gravel Procurement)</li> </ul> </p> <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and</p>	<p>S Alexander</p>	<p><b>January 2023</b> Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence. <b>February 2023</b> No change since last report.</p>	<p><b>June 2023</b> No change since last report.</p>	

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>				
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> <li>Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> <li>O.1 Vandalism</li> <li>O.2 Policy for Allowing Functions in Shire Reserves or Parks</li> <li>O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory</li> <li>O.5 Provision of Refreshments to Firefighters by Incident Controller</li> <li>O.14 Australia Day Events</li> </ul> </li> <li>Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly</li> <li>Note and retain all other policies without modification</li> <li>Note that the following policies will be subject to standalone review in 2022/23: <ul style="list-style-type: none"> <li>O.8 Bridgetown-Greenbushes Visitor Centre Membership</li> <li>O.9 Bush Fire Brigade Personal Protective Equipment</li> <li>O.11 Use of Chainsaws by Bush Fire Brigades</li> <li>O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</li> </ul> </li> </ol>	T Clynych	<p><b>January 2023</b> Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p><b>February 2023</b> No change since last report.</p> <p><b>March 2023</b> BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b> Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p>	<p><b>June 2023</b> Included in the June agenda is an item recommending revocation of the Bridgetown-Greenbushes Visitor Centre Membership policy.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> <li>Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</li> </ol>	L Guthridge	<p><b>January 2023</b> Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p><b>February 2023</b> Progress for clean-up is slow. Staff will</p>	<p><b>June 2023</b> Clean up in progress</p>	



	<p>2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</p>		<p>activate legal action if clean up not resolved by the end of February 2023.</p> <p><b>March 2023</b> Clean-up is progressing.</p> <p><b>April 2023</b> Clean-up is progressing.</p> <p><b>May 2023</b> Clean up in progress</p>		
<p>C.16/1222 Land Untidy – Lot 32, 12 Connell Street Hester</p>	<p>That Council authorise the CEO to;</p> <ol style="list-style-type: none"> <li>1. Serve notice in accordance with the Local Government Act 1995 to clean up and remediate Lot 32, 12 Connell Street Hester from all miscellaneous building debris contaminated by asbestos containing material resulting from fire</li> <li>2. In the event that the notice is not complied with, take all necessary steps to ensure that clean up and remediation of Lot 32, 12 Connell Street Hester is undertaken</li> <li>3. Recover all costs from the owner incurred by the Local Government in executing part 2 of this resolution.</li> </ol>	<p>L Guthridge</p>	<p><b>January 2023</b> The owner will be contacted to explain the process of legal action if the owner does not clean up property.</p> <p>The Shire recently arranged for airborne asbestos monitoring at the site (results pending) to get a gauge of the health risk for people living in the area.</p> <p><b>February 2023</b> Attempts to contact the owner via phone and site visit has been unsuccessful. Formal letter will be prepared to invite the owner to discuss options with Shire staff. Airborne testing for asbestos has concluded and the results reveal a very low risk to human health and are below the limits of reporting (LOR).</p> <p><b>March 2023</b> An order has been issued to the landowner to clean up by the 12 May 2023.</p> <p><b>April 2023</b> No update.</p> <p><b>May 2023</b> The notice has expired and the owner has not complied with the Notice. Further action on this matter will be investigated.</p>	<p><b>June 2023</b> Legal advice is being sought to progress the clean up</p>	

C.11/0123 Public Open Space Strategy	<ol style="list-style-type: none"> <li>The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'</li> <li>Council note the methodology and outcomes of the project as contained in Attachment 10.</li> </ol>	P St John	<p><b>February 2023</b> Not actioned yet.</p> <p><b>March 2023</b> No further update – this project is planned for 2023/24 FY.</p>	<p><b>June 2023</b> No further update – this project is planned for 2023/24 FY</p>	
SpC.03/0223 Greenbushes Youth Precinct Detailed Design and Construct RFQ Acceptance	<p>That Council:</p> <ol style="list-style-type: none"> <li>Accept the proposal from Skate Sculpture dated 1 February 2023 for the detailed design and construction of elements of the Greenbushes Youth Precinct (stage 1) including Skate Park, Quarter Basketball Court, Shelter and Outdoor Furniture in accordance with the Greenbushes Youth Precinct Plan and Report for the contract value of \$483,104.70</li> <li>Authorise the Chief Executive Officer to negotiate cost elements of the contract as long as the total value of the contract does not exceed \$483,105 Amend the 2022/23 budget by; <ol style="list-style-type: none"> <li>increasing the expenditure allocation of Job No. 22IN 'Major Strategic Project – Greenbushes Youth Precinct' by \$33,105, from \$450,000 to \$483,105</li> <li>increasing income in account 1344530.92 'Other Recreation and Sport Contributions/Reimbursements' by \$160,000 from \$191,564 to \$351,564</li> <li>decreasing income in account 1344230.65 'Other Recreation and Sport Grants' by \$125,000 from \$283,164 to \$158,164</li> </ol> </li> <li>Determine that, in the event that a third party contribution of less than \$160,000 is received for this project by 31 March 2023, that the funding shortfall be allocated from the Strategic Projects Reserve, and that a formal budget amendment report to ratify this will be prepared at that time should this be necessary</li> <li>Transfer an amount up to \$35,000 from the</li> </ol>	M Richards	<p><b>March 2023</b> The Skate Sculpture have been engaged to complete the Greenbushes Youth Precinct stage 1. Site possession and demolition is scheduled to start mid-April. Letters to residents close to the construction site will be notified of the potential disturbances that may occur during construction.</p> <p><b>April 2023</b> Site possession took place on the 12 April. Safety fencing of the area and demolition of the existing infrastructure has been completed. Letters to neighbouring residents have been sent, and posters with the works schedule have been provided to Greenbushes CRC for display around Greenbushes, inclusion in the Greenbushes Balingup Newsletter and inclusion on the Greenbushes CRC FB page. Detailed design will go to April Council and construction will begin Mid May.</p> <p><b>May 2023</b> The area has been fenced and construction team have taken site possession. Demolition is complete and construction is beginning on the 22/5/2023. Estimated completion is mid July.</p>	<p><b>June 2023</b> The skate park is almost complete with final pours for the skate park being completed the week beginning 26 June. The contractors will be commencing the flat areas (pathways and basketball courts) the week beginning 3 July. There has been a hold up on the delivery of the shelter. A Grow Greenbushes meeting was held to discuss the landscaping plans on the 9 June.</p>	

	Strategic Projects Reserve to fund contingency and project management costs for Stage 1 of the project.			
C.04/0223 Greys Hill Road 50km/h Speed Zone	That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street	S Alexander	<b>March 2023</b> Current traffic data required for application. Counter to be installed asap. <b>April 2023</b> No update since last month's report.	<b>June 2023</b> Traffic count is complete and application to MRWA will be completed in approximately the next week.
C.13/0223 Development Compliance Policy	That Council: 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015  2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this iii. Providing hard copies of the draft policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period  3. Give further consideration to the draft Policy following closure of public advertising and	P St John	<b>March 2023</b> Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution. <b>April 2023</b> Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April. <b>May 2023</b> The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting	<b>June 2023</b> This item has not been progressed due to other priorities taking precedence.

	consideration of any public submissions.			
SpC.02/0323 Draft Local Planning Scheme No. 6	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</li> <li>2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> <li>i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</li> <li>ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</li> </ol> </li> <li>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions: <ol style="list-style-type: none"> <li>i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</li> <li>ii. Making the scheme documents (scheme text and maps) available for viewing on</li> </ol> </li> </ol>	P St John	<p><b>March 2023</b> Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p><b>April 2023</b> A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p> <p><b>May 2023</b> Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p>	<p><b>June 2023</b> Negotiations with DWER and DPLH ongoing.</p>

	<p>the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</p> <ul style="list-style-type: none"> <li>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</li> <li>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</li> <li>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</li> </ul> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
--	---	--	--	--	--

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

Greenbushes Bus Bays	to remove the current bus stop on the northern side of Stanifer Street and that the indented bus bay on the southern side of Stanifer Street be the sole bus stop in Greenbushes for buses travelling north and south.		<b>May 2023</b> Application has been submitted.		
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	T Clynch	<b>May 2023</b> Application being submitted.	<b>June 2023</b> No update since last report.	
C.10/0423 Reflect Reconciliation Action Plan	That Council: 1. Approve the Reflect Reconciliation Action Plan process as follows; a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown.	M Richards	<b>May 2023</b> No progress	<b>June 2023</b> Work has commenced on this project.	
C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station	That Council: 7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown) 8. Request the CEO to report back on what essential building maintenance works need to be	T Clynch		<b>June 2023</b> No update.	

	<p>funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>				
<p>C.10/0523 Levying Rates in 2023/24 – Setting the Rates in the Dollar and Minimum Payments</p>	<p>That Council:</p> <p>3. In accordance with section 6.36 of the Local Government Act 1995 endorse the advertising for public submissions on the proposed differential rates as set out in the table below, and make available to the public Attachment 13 to this report setting out the objects and reasons for the differential rates:</p> <p>4. Authorise the CEO to:</p> <p>a. report back to Council any public submissions in relation to the proposed differential rates</p> <p>b. seek the approval of the Minister to impose in 2023/24 a differential Mining UV rate which is more than twice the lowest general differential UV rate.</p>	<p>M Larkworthy</p>		<p><b>June 2023</b></p> <p>Council's proposed differential rates have been advertised in accordance with Section 6.36. The closing date for submissions is 22 June.</p> <p>If submissions are received a report will be presented to the June meeting as a late item. If no submissions are received application to the Minister will occur by end of June for approval of the proposed Mining UV rate.</p>	



## Shire of Bridgetown-Greenbushes

## Draft 2023/24 Fees &amp; Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>General Financing Charges</b>				
Rate Instalment Fee - administration fee (Pensioners excluded)	\$30.00	\$30.60	2.00%	Fee restricted to cost of service
<b>Governance Charges</b>				
<b>Photocopying Per Page</b>				
<b>Black &amp; White</b>				
A4 Single Side	\$0.65	\$0.65	0.00%	No increase as fee covers our costs and does not compete with other local businesses
A4 Double Side	\$0.90	\$0.90	0.00%	
A3 Single Side	\$1.10	\$1.10	0.00%	
A3 Double Side	\$1.65	\$1.65	0.00%	
<b>Colour</b>				
A4 Single Side	\$2.20	\$2.20	0.00%	No increase as fee covers our costs and does not compete with other local businesses
A4 Double Side	\$3.35	\$3.35	0.00%	
A3 Single Side	\$3.80	\$3.80	0.00%	
A3 Double Side	\$5.00	\$5.00	0.00%	
<b>Maps</b>				
Cadastral A4	\$1.10	\$1.10	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Cadastral A3	\$1.90	\$1.90	0.00%	
Topographic A4	\$2.50	\$2.50	0.00%	
Topographic A3	\$4.65	\$4.65	0.00%	
<b>Law, Order &amp; Public Safety</b>				
<b>Dog/Cat Impound Fees</b>				
Kennel Fee for Impounded Dog - per day	\$48.45	\$60.00	23.84%	Daily impound fees have been increased to align with increased costs to Council associated with this service
Kennel Fee for Impounded Cat - per day	\$27.70	\$35.00	26.35%	
Kennel Fee for Impounded Bitch with Litter	\$83.05	\$95.00	14.39%	
Kennel Fee for Impounded Mother Cat with Litter	\$55.35	\$65.00	17.43%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Law, Order &amp; Public Safety</b>				
<b>Other</b>				
Hire of Animal Trap Bond	\$50.00	\$50.00	0.00%	No change proposed to bond amounts
<b>Health</b>				
<b>Food Business Registration/Notification</b>				
Notification fee	\$0.00	\$70.00	New Fee	New fee to clearly define initial application versus change in details request
Restaurants, Cafes, Food Vans etc.	\$167.35	\$167.35	Discontinued	The fee structure for applications for registrations for food premises by regulation is based on a risk level not the type of food business. New fees have been introduced to reflect this methodology
Application for Registration Food Business – Low Risk	\$0.00	\$177.55	New Fee	The fee structure for applications for registrations for food premises by regulation is based on a risk level not the type of food business. The proposed descriptors reflect this methodology
Application for Registration Food Business – Medium / High Risk	\$0.00	\$233.80	New Fee	
<b>Community Amenities</b>				
<b>Rubbish Removal Charges</b>				
10 Token Cards - Available from the Shire Administration Office	\$52.50	\$56.00	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
<b>Bridgetown Waste Management Facility</b>				
<b>Non-Recyclable or Unsorted Waste</b>				
1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Rounded to nearest 10 cents for ease of cash handling at the waste site
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Van/Utility/Trailer Not Exceeding 1.8m x 1.2m - 5 tokens (tokens for larger trailers estimated by attendant)	\$26.25	\$28.00	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Bulk Waste Sorted (Large trailers, Trucks, Skip bins etc.) - 8 tokens per cubic metre	\$0.00	\$44.80	New Fee	New fees to separate sorted and unsorted bulk waste to promote people making an effort to separate and recycle where possible. Fees need to be in multiples of the base token price. Unsorted bulk waste fee increased by 50% (4 tokens)
Bulk Waste Unsorted (Large trailers, Trucks, Skip bins etc.) - 12 tokens per cubic metre	\$0.00	\$67.20	New Fee	
Bulk Bins - 8 tokens per cubic metre	\$42.00	\$42.00	Discontinued	These fees have been replaced with two new fees for sorted & unsorted bulk waste
Truck - 8 tokens per cubic metre	\$42.00	\$42.00	Discontinued	
<b>Green Waste</b>				
Domestic Loads of Green Waste > 150mm Stem Diameter - 8 tokens per cubic meter	\$42.00	\$44.80	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
<b>Tyres</b>				
Car & Bike Tyres (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$10.50	\$11.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$21.00	\$22.40	6.67%	
Truck and 4WD Tyres (max of 4 per customer without prior arrangement) - 3 tokens per tyre	\$15.75	\$16.80	6.67%	
Truck and 4WD Tyres on Rim (max of 4 per customer without prior arrangement) - 6 tokens per tyre	\$31.50	\$33.60	6.67%	
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 26 tokens per tyre	\$136.50	\$145.60	6.67%	
Tractor and Graders Tyres on Rim < 1 metre (max of 4 per customer without prior arrangement) - 52 tokens per tyre	\$273.00	\$291.20	6.67%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 53 tokens per tyre	\$278.25	\$296.80	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Tractor and Grader Tyres on Rim > 1 metre (max of 4 per customer without prior arrangement) - 106 tokens per tyre	\$556.50	\$593.60	6.67%	
<b>Other Recyclable Waste</b>				
Gas Bottles - 1 token per item	\$5.25	\$5.60	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Furniture and Treated Timber - 6 tokens per cubic meter	\$42.00	\$33.60	-20.00%	This type of waste is now recyclable and the reduced rate reflects appropriate cost recovery
Fridges & Air Conditioners - 7 tokens per item	\$36.75	\$39.20	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
Uncontaminated inert waste (e.g. rubble > 100mm) - 8 tokens per cubic metre	\$42.00	\$44.80	6.67%	
Mattresses - 10 tokens per item	\$52.50	\$56.00	6.67%	
<b>Other Waste</b>				
Asbestos Up To 0.2m3 Maximum	\$68.25	\$72.80	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
<b>Greenbushes Transfer Station</b>				
1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	All fees are charged on a token basis so all fees must be in multiples of the base token price
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	
Van/Utility/Trailer Not exceeding 1.8m x 1.2m - 5 tokens	\$26.25	\$28.00	6.67%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Setback Variation</b>				
Residential Design Codes Variation / Setback Variation up to 75%	\$156.55	\$156.55	Discontinued	Fees reviewed in accordance with the Planning and Development Regulations 2009, Schedule 2
Residential Design Codes Variation / Setback Variation greater than 75% (Council determination required)	\$310.60	\$310.60	Discontinued	
<b>Town Planning</b>				
<b>Policy Variation</b>				
Shire Policy Variation (Council determination required)	\$310.60	\$310.60	Discontinued	Fees reviewed in accordance with the Planning and Development Regulations 2009, Schedule 2
<b>Town Planning</b>				
<b>Amended Plans/Approval Extension</b>				
Minor Applications	\$73.65	\$73.65	Discontinued	Fees reviewed in accordance with the Planning and Development Regulations 2009, Schedule 2
Major Applications	\$147.30	\$147.30	Discontinued	
Development Approval Extension/Cancellation	\$73.65	\$73.65	Discontinued	
<b>Town Planning</b>				
<b>Part 7 - Other Fees and Bonds</b>				
<b>Bonds</b>				
Earthworks (Cut and Fill Policy)	\$500.00	\$500.00	0.00%	No change proposed to bond amounts
Relocated Outbuildings	\$500.00	\$500.00	0.00%	
Relocated Dwellings	\$4,000.00	\$4,000.00	0.00%	
Extractive Industry Rehabilitation Bond (Clay, sand or similar grained material) - per ha	\$1500.00	\$1,500.00	0.00%	
Extractive Industry Rehabilitation Bond (Stone, gravel or other aggregate) - per ha	\$2000.00	\$2,000.00	0.00%	
Non-refundable Bond Administration Fee	\$0.00	5%	Separately Listed	The requirement for payment of this bond was previously included in the Town Planning Bonds preamble text

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Cemeteries</b>				
<b>Burials (Add Grant of Right of Burial if Required)</b>				
Interment in Traditional Section including Grant of Right of Burial	\$1,492.30	\$1,492.30	Discontinued	Discontinued fees due to being a duplicate of individual fees already in use
Interment in Lawn Section including Grant of Right of Burial	\$2,191.80	\$2,191.80	Discontinued	
<b>Registration and Placement of Ashes</b>				
Registration of Ashes Placed by Family	\$98.55	\$98.55	Discontinued	Not permitted under cemeteries local law
<b>Recreation &amp; Culture</b>				
<b>Greenbushes Community Bus Service</b>				
Fee per passenger	\$9.00	\$9.00	0.00%	No change for 2023/24 to keep fee rounded to the nearest \$ due to change requirements of bus driver
<b>Hall Hire</b>				
Alcohol Surcharge	\$50.00	\$50.00	0.00%	Fee considered adequate and is paid onto of hall hire charge
Bond	\$200.00	\$200.00	0.00%	No change proposed to bond amounts
<b>Miscellaneous Fees</b>				
Community Street Stall Bond	\$50.00	\$50.00	0.00%	No change proposed to bond amounts
<b>Hire of Community Bus</b>				
Bus fare - Skate park bus service	\$2.00	\$2.00	0.00%	No change for 2023/24 to keep fee rounded to the nearest \$ due to change requirements of bus driver
Community Bus Bond	\$300.00	\$300.00	0.00%	No change proposed to bond amounts

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Bridgetown Leisure Centre</b>				
Concession rate of 35% applies to applicable Leisure Centre fees & charges for children/youth (0-17 yrs), Pensioner card holders, Health Care card holders and Veterans' Affairs Pension card holders.				
<b>Leisure Centre Memberships</b>				
<b>Gym</b>				
Annual Gym - Adult	\$278.90	\$350.00	25.49%	Raising fees to meet the lower prices of regional facilities
Annual Gym - Emergency Services Personnel	\$139.40	\$175.00	25.54%	Fee represents 50% adult membership fee
Annual Gym - Concession & Youth	\$251.00	\$227.50	-9.36%	Concession fees to reflect a 35% discount off the full fee
Annual Gym - Youth 14-17 years	\$249.90	\$249.90	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Gym - Youth Concession 14-17 years	\$224.90	\$224.90	Discontinued	
Annual Gym - Emergency Services Personnel Concession	\$125.50	\$125.50	Discontinued	Fee to be discontinued as Emergency Service volunteers already receive a 50% concession on their membership
6 Months - Adult	\$152.05	\$195.00	28.25%	Raising fees to meet the lower prices of regional facilities
6 Months - Concession & Youth	\$136.85	\$126.75	-7.38%	Concession fees to reflect a 35% discount off the full fee
6 Months - Youth 14- 17 years	\$136.85	\$136.85	Discontinued	Fees discontinued as concession & youth fees have been combined
6 Months - Youth Concession 14-17 years	\$123.10	\$123.10	Discontinued	
3 Months - Adult	\$85.90	\$108.00	25.73%	Raising fees to meet the lower prices of regional facilities
3 Months - Concession & Youth	\$77.35	\$70.20	-9.24%	Concession fees to reflect a 35% discount off the full fee
3 Months - Youth 14-17 years	\$77.35	\$77.35	Discontinued	Fees discontinued as concession & youth fees have been combined
3 Months - Youth Concession 14-17 years	\$69.60	\$69.60	Discontinued	
1 Month - Adult	\$31.90	\$40.00	25.39%	Raising fees to meet the lower prices of regional facilities
1 Month - Concession & Youth	\$28.65	\$26.00	-9.25%	Concession fees to reflect a 35% discount off the full fee
1 Month - Youth 14-17 years	\$28.65	\$28.65	Discontinued	Fees discontinued as concession & youth fees have been combined
1 Month - Youth Concession 14-17 years	\$25.75	\$25.75	Discontinued	
1 Week (7 days)	\$20.00	\$20.00	0.00%	New fee introduced in the last six months, subject to agreement with third party

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Pool</b>				
Annual Family Pass - Concession	\$351.40	\$269.25	-23.35%	
Annual Family Pass - Concession Extra Child 2-17 years	\$50.25	\$38.50	-23.38%	Concession fees to reflect a 35% discount off the full fee
Annual Pass - Concession & Youth	\$200.85	\$153.85	-23.40%	
Annual Child Pass 2-17 years	\$139.45	\$139.45	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Child Pass - Concession 2 - 17 years	\$125.50	\$125.50	Discontinued	
<b>Gym &amp; Pool</b>				
Annual Gym & Pool Only - Adult	\$439.55	\$552.50	25.70%	Increase includes the increase in gym membership
Annual Gym & Pool Only - Concession & Youth	\$395.60	\$359.15	-9.21%	Concession fees to reflect a 35% discount off the full fee
Annual Gym & Pool Only - Youth 14-17 years	\$359.55	\$359.55	Discontinued	Fees discontinued as concession & youth fees have been combined
Annual Gym & Pool Only - Youth Concession 14-17 years	\$323.50	\$323.50	Discontinued	
<b>Gym &amp; Group Fitness</b>				
Annual Gym & Group Fitness	\$0.00	\$848.00	New Fee	New product offering
Annual Gym & Group Fitness - Concession & Youth	\$0.00	\$551.20	New Fee	Concession fees to reflect a 35% discount off the full fee
<b>Pool &amp; Group Fitness</b>				
Annual Pool & Group Fitness	\$0.00	\$901.00	New Fee	New product offering
Annual Pool & Group Fitness - Concession & Youth	\$0.00	\$585.65	New Fee	Concession fees to reflect a 35% discount off the full fee
<b>Gym, Pool &amp; Group Fitness</b>				
Annual Gym, Pool & Group Fitness - Adult	\$0.00	\$1,156.00	New Fee	New product offering
Annual Gym, Pool & Group Fitness - Concession & Youth	\$0.00	\$751.40	New Fee	Concession fees to reflect a 35% discount off the full fee
<b>Sports Court - Casual Bookings</b>				
Casual Court Use per person - Adult	\$4.50	\$5.00	11.11%	Bring fees in line with other regional facilities
Casual Court Use per person - Concession & Youth	\$2.50	\$3.25	30.00%	Concession fees to reflect a 35% discount off the full fee
Casual Court Use - Family	\$11.65	\$12.50	7.30%	Fees rounded to nearest 50 cents for ease of cash handling
Single Court Full Day - Casual	\$207.95	\$220.50	6.04%	



## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Single Court Half Day - Casual	\$0.00	\$150.00	New Fee	New option provided for half day court hire
<b>The Mezzanine</b>				
Not for Profit Room Hire - per hour (first hour free for user group meetings)	\$12.60	\$13.50	7.14%	Fees rounded to nearest 50 cents for ease of cash handling
Not for Profit Room Hire - Sporting Fitness Activities per hour	\$12.60	\$13.50	7.14%	
<b>Group Fitness &amp; Programs</b>				
Fit 4 Life Group Fitness - Casual	\$0.00	\$12.00	New Fee	New combined fee structure created for programs
Fit 4 Life Group Fitness - Casual - Concession & Youth	\$0.00	\$9.10	New Fee	
Fit 4 Life Group Fitness - 10 Class Pass	\$0.00	\$126.00	New Fee	
Fit 4 Life Group Fitness - 10 Class Pass - Concession & Youth	\$0.00	\$81.90	New Fee	
Fit 4 Life Group Fitness - 20 Class Pass	\$0.00	\$224.00	New Fee	
Fit 4 Life Group Fitness - 20 Class Pass - Concession & Youth	\$0.00	\$145.60	New Fee	
Fit 4 Life Program - 10 Class Pass	\$67.20	\$67.20	Discontinued	Replaced by new fee structure created to combine all programs
Fit 4 Life Program - 20 Class Pass	\$121.00	\$121.00	Discontinued	
Fit 4 Life Program - Casual	\$7.45	\$7.45	Discontinued	
Sports Competitions per game	\$30.00	\$35.00	16.67%	Fee increase to bring the BLC in line with other regional leisure centres
Fit 4 Life Teen Fit 13 to 17 years old - Casual	\$7.50	\$7.50	Discontinued	Teen Fit classes cancelled as they were not attracting enough participants to cover costs
Fit 4 Life Teen Fit 13 to 17 years old - 1 month	\$25.00	\$25.00	Discontinued	
Camp School Fee per person	\$7.50	\$7.50	Discontinued	Fee discontinued as there is no functioning camp school in town
Term Programs (leisure per class)	Cost + 20%		Discontinued	Replaced by new Fit 4 Life Program fees
Term Programs (leisure 10 class pass)	Cost + 20%		Discontinued	
Specialised Children's Programs	Cost + 20%		Discontinued	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Gymnasium</b>				
Gym Casual Entry	\$16.70	\$18.00	7.78%	Fees rounded to nearest 50 cents for ease of cash handling
Gym Casual Entry - Concession & Youth	\$14.90	\$11.70	-21.48%	Concession fees to reflect a 35% discount off the full fee
Gym Casual Entry - Youth 14-17 years	\$11.50	\$11.50	Discontinued	Fees discontinued as concession & youth fees have been combined
Gym Appraisal	\$55.75	\$60.00	7.62%	Raised fee to cover staff cost
Gym Appraisal - Concession & Youth	\$50.20	\$39.00	-22.31%	Concession fees to reflect a 35% discount off the full fee
Gym Reappraisal (within 12mths of initial appraisal date)	\$35.00	\$40.00	14.29%	Bring fees in line with other regional facilities
Gym Reappraisal - Concession & Youth (within 12mths of initial appraisal date)	\$31.50	\$26.00	-17.46%	Concession fees to reflect a 35% discount off the full fee
Personal Training Casual Visit (30 minutes)	\$51.75	\$55.00	6.28%	Fees rounded to nearest 50 cents for ease of cash handling
Personal Training Casual Visit (30 minutes) - Concession & Youth	\$46.60	\$35.75	-23.28%	Concession fees to reflect a 35% discount off the full fee
Personal Training 10 Pass Entry (30 minutes) - Concession & Youth	\$418.85	\$321.00	-23.36%	
Personal Training Casual Visit 2 participants (per person)	\$31.50	\$33.50	6.35%	Fees rounded to nearest 50 cents for ease of cash handling
Personal Training Casual Visit 3 participants (per person)	\$23.50	\$25.00	6.38%	
Personal Training Casual Visit 4 participants (per person)	\$17.50	\$18.50	5.71%	
Physio/Exercise Physiologist/Personal Trainer gym access - Per Hour	\$0.00	\$24.50	New Fee	New fee for gym access for physios, PT's etc. Patient to pay standard entry fees
<b>Other Recreation Charges</b>				
Non-returned/Replacement Membership Card/Fob	\$25.00	\$25.00	0.00%	Fee linked to actual costs
24 Hour Gym Membership Fob	\$25.00	\$25.00	0.00%	
Direct Debit Cancellation Fee	\$100.00	\$106.00	6.00%	Fee rounded to nearest dollar
Table Tennis	\$6.20	\$6.20	Discontinued	Fee discontinued as the table tennis should be charged the same as any casual court hire

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Aquatic</b>				
<b>Aquatic Fees</b>				
Entry - Concession & Youth	\$6.00	\$4.60	-23.33%	Concession fees to reflect a 35% discount off the full fee
Child Entry 2-17 years	\$3.90	\$3.90	Discontinued	Fees discontinued as concession & youth fees have been combined
Child Entry - Concession 2-17 years	\$3.50	\$3.50	Discontinued	
Family Day Pass (2 adults & 2 children or 1 adult & 3 children)	\$17.50	\$18.60	6.29%	Fee rounded to nearest 10 cents for ease of cash handling
Family Day Pass (2 adults & 2 children or 1 adult & 3 children) - Concession	\$0.00	\$12.10	New Fee	Concession fees to reflect a 35% discount off the full fee
Family Day Pass - extra child	\$3.90	\$4.10	5.13%	Fee rounded to nearest 10 cents for ease of cash handling
Birthday Party - up to 10 Children	\$0.00	\$30.00	New Fee	New fees for pool entry for children's birthday parties
Birthday Party - 11 and above Children	\$0.00	\$55.00	New Fee	
10 Entry Pass - Adult	\$60.25	\$63.90	6.06%	Fee rounded to nearest 10 cents for ease of cash handling
10 Entry Pass - Concession & Youth	\$54.20	\$41.55	-23.34%	Concession fees to reflect a 35% discount off the full fee
10 Entry Pass - Youth 14-17 years	\$35.20	\$35.20	Discontinued	Fees discontinued as concession & youth fees have been combined
10 Entry Pass - Child Concession 2-17 years	\$31.65	\$31.65	Discontinued	
20 Entry Pass - Adult	\$0.00	\$110.40	New Fee	New pass offering
20 Entry Pass - Concession & Youth	\$0.00	\$71.75	New Fee	
Lil Fishes - 1 parent + 1 child per class	\$15.00	\$15.00	Discontinued	No longer offer swimming lessons but rather hire lanes to swim teachers to provide lessons
Learn 2 Swim - 1 parent + 1 child per class	\$15.00	\$15.00	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 1 Participant	\$39.05	\$39.05	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 1 Participant Concession	\$35.20	\$35.20	Discontinued	
Swimming Lesson (30 mins) - 1 Instructor & 2 Participants	\$25.00	\$25.00	Discontinued	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Swimming Lesson (30 mins) - 1 Instructor & 2 Participants - Concession	\$22.50	\$22.50	Discontinued	No longer offer swimming lessons but rather hire lanes to swim teachers to provide lessons
Lane Hire - per hour	\$19.50	\$25.00	28.21%	Increase to bring fees in line with other regional leisure centres
<b>Other Aquatic Charges</b>				
Learn to Swim - per hour	\$7.85	\$7.85	Discontinued	No longer offer swimming lessons but rather hire lanes to swim teachers to provide lessons
<b>School Groups</b>				
School Group Fitness Class Hire - per session	\$75.00	\$80.00	6.67%	Increased fee for one-off school classes
Primary School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$500.00	New Fee	New fee which gives the schools access to all aspects of the BLC except classes & carnivals
High School Usage - Per Term (not including Sports Carnivals and Fitness classes)	\$0.00	\$900.00	New Fee	
<b>Bridgetown Regional Library</b>				
<b>Library Programs</b>				
Book Club - per month	\$11.75	\$12.50	6.38%	Fee rounded to nearest 10 cents for ease of cash handling
Library Event - Adult	\$8.00	\$10.00	25.00%	Fee rounded up to start bringing fees in line with other regional facilities
Library Event - Child	\$5.00	\$5.00	0.00%	Fee to remain the same to ensure accessibility for children
<b>Photocopying B&amp;W</b>				
Single Side A4	\$0.65	\$0.65	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Double Side A4	\$0.90	\$0.90	0.00%	
Single Side A3	\$1.10	\$1.10	0.00%	
Double Side A3	\$1.65	\$1.65	0.00%	
<b>Photocopying Colour</b>				
Single Side A4	\$2.20	\$2.20	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Double Side A4	\$3.35	\$3.35	0.00%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Single Side A3	\$3.80	\$3.80	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Double Side A3	\$5.00	\$5.00	0.00%	
<b>Scanning</b>				
Scanning to Email A4	\$0.50	\$0.50	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Scanning to Email A3	\$0.50	\$0.50	0.00%	
<b>Laminating Services</b>				
Laminating A5	\$1.75	\$1.75	0.00%	No increase as fee covers our costs and does not compete with other local businesses
Laminating A4	\$2.50	\$2.50	0.00%	
Laminating A3	\$4.00	\$4.00	0.00%	
<b>Meeting Room</b>				
Community Groups/Not For Profit - full day hire	\$73.40	\$80.00	8.99%	Fees rounded up to start bringing fees in line with other regional facilities
Community Groups/Not for profit - half day hire	\$41.95	\$45.00	7.27%	
Community Groups/Not for profit - per hour (first hour free)	\$12.60	\$14.00	11.11%	
Commercial Hire - full day	\$113.50	\$125.00	10.13%	
Commercial Hire - half day	\$63.00	\$70.00	11.11%	
<b>Summer Outdoor Film Festival</b>				
Adults	\$7.00	\$7.00	0.00%	Fees maintained for ease of cash handling. Fee was increased by 50 cents in 2022/23
Child - under 16 years	\$4.00	\$4.00	0.00%	
Family Pass - 2 adults + 2 under 16 years	\$13.50	\$13.50	0.00%	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Tourism</b>				
<b>Bridgetown Greenbushes Visitor Information Centre</b>				
<b>Display/Advertising Fees</b>				
Trade Show/Festival Program/Brochure Display (not DL) 1 month	\$59.20	\$20.00	-66.22%	Complete review of Visitor Centre income structure
Quarter Window Display Monthly Rental (including poster display)	\$0.00	\$20.00	New Fee	
Quarter Window Display Quarterly Rental (including poster display)	\$0.00	\$50.00	New Fee	
Quarter Window Display Yearly Rental (including poster display)	\$0.00	\$100.00	New Fee	
Half Window Display Monthly Rental (including poster display)	\$0.00	\$40.00	New Fee	
Half Window Display Quarterly Rental (including poster display)	\$0.00	\$80.00	New Fee	
Half Window Display Yearly Rental (including poster display)	\$0.00	\$160.00	New Fee	
Whole Window Display Monthly Rental	\$0.00	\$50.00	New Fee	
Whole Window Display Quarterly Rental	\$0.00	\$100.00	New Fee	
Whole Window Display Yearly Rental	\$0.00	\$200.00	New Fee	
1m2 Window Display Monthly Rental	\$72.30	\$72.30	Discontinued	
1m2 Window Display Quarterly Rental	\$184.05	\$184.05	Discontinued	
Quarter Window (minimum of 4 businesses to participate, price per business)	\$176.15	\$176.15	Discontinued	
Half Window (minimum of 2 businesses to participate, price per business)	\$262.90	\$262.90	Discontinued	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
Whole Window	\$420.75	\$420.75	Discontinued	Complete review of Visitor Centre income structure
1m2 Floor Display Monthly Rental (including banners)	\$65.80	\$20.00	-69.60%	
1m2 Floor Display Quarterly Rental (including banners)	\$157.75	\$50.00	-68.30%	
1m2 Floor Display Yearly Rental (including banners)	\$0.00	\$100.00	New Fee	
<b>Brochure Racking</b>				
Brochure racking fees for DL size only				
Local businesses, accommodation providers and events	FREE		New Item	Complete review of Visitor Centre income structure
Brochure Racking - Event 1 month (Out of town only)	\$8.50	\$10.00	17.65%	
Brochure Racking - 12 months (Out of town only)	\$0.00	\$50.00	New Fee	
Brochure Racking	\$80.20	\$80.20	Discontinued	
<b>Other Charges</b>				
Jigsaw Gallery - Adult	\$5.00	\$5.00	0.00%	No change recommended due increase applied in 2022/23
Jigsaw Gallery - Child	\$3.00	\$3.00	0.00%	
Jigsaw Gallery - Family	\$12.00	\$12.00	0.00%	
Trails Booklet	\$3.00	\$3.00	0.00%	Set fee as printed on trails booklet
Associate membership or not for profit organisations	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
<b>Membership Fees</b>				
<b>Accommodation Providers</b>				
Small 1- 4 units	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Medium 5-10 units	\$200.00	\$200.00	Discontinued	
Large >10 units	\$200.00	\$200.00	Discontinued	
<b>Food Outlets/Wineries Attractions</b>				
Food Outlets, Wineries & Attractions	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Medium - seating 30-59	\$200.00	\$200.00	Discontinued	
Large - seating >60	\$200.00	\$200.00	Discontinued	

## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Retail &amp; Main Street Traders</b>				
Retail & Main Street Traders	\$200.00	\$200.00	Discontinued	
Medium <8 staff	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Large >8 staff	\$200.00	\$200.00	Discontinued	
<b>Members from Another Shire</b>				
Small 1-4 units	\$200.00	\$200.00	Discontinued	
Medium 5-10 units	\$200.00	\$200.00	Discontinued	Complete review of Visitor Centre income structure
Large >10 units	\$200.00	\$200.00	Discontinued	
<b>Building Control</b>				
<b>Other Application Permits</b>				
Unscheduled Pool Inspection (additional to 4 yearly regulatory inspection)	\$100 per hour but not less than \$150 Min. Fee incl. GST: \$150.00		0.00%	Fees maintained, rounded to nearest \$50
<b>Building Services Certification Service</b>				
Request for Certificate of Construction Compliance, Building Compliance, or Other Compliance (within Shire district)	\$100 per hour but not less than \$500 Min. Fee incl. GST: \$500.00		0.00%	Fees maintained, rounded to nearest \$50
Request for Certificate of Construction Compliance, Building Compliance, Design Compliance or Other Compliance (outside Shire district)	\$150 per hour (including travel) but not less than \$500 Min. Fee incl. GST: \$500.00		0.00%	
Request for seeking confirmation Planning, Environmental Health, Infrastructure requirements have been met	\$100 per hour but not less than \$100 Min. Fee incl. GST: \$100.00		0.00%	



## Shire of Bridgetown-Greenbushes

### Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%

(Council fees only i.e. excludes any changes to Regulatory fees)

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Works &amp; Services</b>				
<b>Shire Contribution to Crossover Construction</b>				
Contribution is 50% of the cost to construct a standard crossing up to the applicable maximum values below. (Refer to the current Shire Crossover Policy for further information).				
<b>Residential &amp; Rural</b>				
Asphalt	\$628.30	\$716.25	14.00%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022
Bitumen	\$401.05	\$457.20	14.00%	
Brick paving	\$802.10	\$914.40	14.00%	
Concrete	\$802.10	\$914.40	14.00%	Limited local information is available and invoices indicate anywhere from 12% to 120% could be applicable. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022
Culvert pipes - reinforced concrete class 4 (when required)	\$169.90	\$193.70	14.01%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022
Gravel (Rural only)	\$334.20	\$381.00	14.00%	
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	
<b>Commercial</b>				
Asphalt	\$887.00	\$1,011.20	14.00%	No local information is available. Construction costs have risen and ABS PPI for Input to the House construction industry indicate a 14% rise for Perth in the 12 months to Dec 2022
Bitumen	\$566.20	\$645.50	14.01%	
Brick paving	\$1,132.40	\$1,290.90	14.00%	
Concrete	\$1,132.40	\$1,290.90	14.00%	
Culvert pipes - reinforced concrete class 4 (when required)	\$254.80	\$290.50	14.01%	
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	

**Shire of Bridgetown-Greenbushes**

**Draft 2023/24 Fees & Charges - New Fees, Discontinued Fees and Changes Greater/Less than 6.1%**

**(Council fees only i.e. excludes any changes to Regulatory fees)**

Fee Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	Comment
<b>Accessing Water from Shire Standpipes</b>				
Lost Standpipe Access Card fee	\$0.00	\$50.00	New Fee	Fee recovers cost of card replacement and administration
Standpipe Access Card Bond	\$0.00	\$50.00	New Fee	
Standpipe Water - per kilolitre	\$12.90	\$13.20	2.33%	Increase linked to anticipated water consumption rate increase
<b>Other Fees &amp; Charges</b>				
Installation & Removal of Community Group/Event Banners	\$195.00	\$195.00	0.00%	New fee introduced in the last six months

DRAFT

2023/24 Fees & Charges

---

Shire of Bridgetown-Greenbushes

# Table Of Contents

<b>Shire of Bridgetown-Greenbushes</b> .....	<b>5</b>
<b>General Financing Charges</b> .....	<b>5</b>
<b>Governance Charges</b> .....	<b>6</b>
Photocopying Per Page .....	6
Black & White .....	6
Colour .....	6
Maps .....	6
Other Governance Charges.....	6
Freedom of Information Charges.....	6
<b>Law, Order &amp; Public Safety</b> .....	<b>7</b>
Dog Registrations .....	7
Cat Registrations.....	7
Dog/Cat Impound Fees .....	7
Kennel Licence Fees .....	8
Cattery Fee.....	8
Other .....	8
Other Animal Impound Fees .....	8
Sustenance Fees .....	9
Firebreaks Non-Compliant Land .....	9
Vehicle Impounding .....	9
Infringements.....	9
<b>Health</b> .....	<b>10</b>
Food Business Registration/Notification.....	10
Annual Food Business Service Fee .....	10
Lodging Houses Application/Renewal Registration .....	10
Other Health Fees.....	10
Caravan Parks & Camping Grounds .....	10
Recreation Campsite.....	11
Stallholders/Traders Thoroughfares & Public Places Local Law .....	11
Park Homes/Annexes.....	11
Temporary Accommodation Approval/Renewal.....	11
Water Testing .....	11
Public Buildings .....	12
Certificates .....	12
Septic Tanks.....	12
<b>Community Amenities</b> .....	<b>13</b>
Rubbish Removal Charges.....	13
Tokens .....	13
Bridgetown Waste Management Facility.....	13
Non-Recyclable Waste.....	13
Green Waste.....	13
Tyres .....	13
Other Recyclable Waste.....	14
Other Waste .....	14
Greenbushes Transfer Station .....	14
<b>Town Planning</b> .....	<b>15</b>

# Table Of Contents [continued]

Part 1 - Development Applications - Fees Determined by Regulation – Schedule 2.....	15
Determination of a Development Application Where the Estimated Cost of the Development is: .....	15
Other Fees Determined by Regulation – Schedule 2.....	15
Amended Plans/Approval Extension.....	16
Part 2 - Scheme Amendments.....	16
Part 3 - Structure Plans, Local/Detailed Area Plans.....	17
Part 4 - Subdivision Clearance.....	17
Provision of Subdivision Clearance.....	17
Part 5 - Planning Advice/Research .....	17
Part 6 - Advertising/Notification of Proposals (Not Scheme Amendments/Structure Plans or Local/Detailed Area Plans) ...	18
Part 7 - Other Fees and Bonds.....	18
Other Miscellaneous Fees .....	18
Inspection Fees .....	18
Bonds .....	18
<b>Cemeteries .....</b>	<b>20</b>
Grant of Right of Burial.....	20
Burials (Add Grant of Right of Burial if Required) .....	20
Extra Charges for Burials .....	20
Registration and Placement of Ashes.....	20
Extra Charges for Ashes .....	21
Miscellaneous Fees.....	21
<b>Recreation &amp; Culture.....</b>	<b>22</b>
Greenbushes Community Bus Service .....	22
Bridgetown Main Hall Hire.....	22
Bridgetown Lesser Hall Hire .....	22
Bridgetown Both Halls Hire.....	22
Greenbushes Hall & Other Halls Hire .....	22
Miscellaneous Fees.....	22
Other Facility Hire .....	22
Sporting Venues .....	22
Exclusive Hire of Public Reserves.....	23
Hire of Community Bus .....	23
Bridgetown Leisure Centre .....	23
Leisure Centre Memberships.....	23
Gym .....	23
Pool.....	24
Gym & Pool .....	24
Gym & Group Fitness .....	24
Pool & Group Fitness.....	24
Gym, Pool & Group Fitness.....	24
Recreation .....	24
Sports Court - Permanent Bookings .....	24
Sports Court - Casual Bookings .....	24
The Mezzanine .....	25
Group Fitness & Programs.....	25
Gymnasium.....	25
Other Recreation Charges.....	26
Aquatic .....	26

# Table Of Contents [continued]

Aquatic Fees .....	26
School Groups.....	26
<b>Bridgetown Regional Library .....</b>	<b>26</b>
Library Fees .....	26
Library Programs .....	27
Photocopying B&W.....	27
Photocopying Colour .....	27
Scanning .....	27
Laminating Services .....	27
Meeting Room.....	27
<b>Summer Outdoor Film Festival .....</b>	<b>27</b>
<b>Tourism.....</b>	<b>28</b>
<b>Bridgetown Greenbushes Visitor Information Centre .....</b>	<b>28</b>
Display/Advertising Fees.....	28
Brochure Racking .....	28
Commission Rates .....	28
Other Charges .....	28
<b>Building Control .....</b>	<b>30</b>
Application Building Permit – Class 1 and 10 building .....	30
Application Building Permit - Class 2-9 .....	30
Application Demolition Permit.....	30
Other Application Permits .....	30
Shire Building Services .....	31
Building Services Certification Service .....	31
Copy of Building, Planning and/or Septic Tank Plans.....	31
<b>Works &amp; Services .....</b>	<b>32</b>
<b>Shire Contribution to Crossover Construction .....</b>	<b>32</b>
Residential & Rural .....	32
Commercial .....	32
Accessing Water from Shire Standpipes .....	32
Evaluation of Traffic Management Plans .....	32
Directional Signs .....	32
Other Fees & Charges.....	32

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Shire of Bridgetown-Greenbushes

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

### General Financing Charges

Rate Enquiry Fee	\$55.90	\$59.30	6.08%	N	Council
Orders & Requisition Request	\$142.35	\$151.05	6.11%	N	Council
Enquiries not of a general nature requiring research per hour providing information is not of a regulatory nature	\$72.10	\$76.50	6.10%	Y	Council
Rate Instalment Fee - administration fee (Pensioners excluded)	\$30.00	\$30.60	2.00%	N	Council
Payment of Rates by Direct Debit - administration fee (Pensioners excluded)	\$42.05	\$44.60	6.06%	N	Council
Payment of Rates by Direct Debit - debit return fee (Pensioners excluded)	\$8.25	\$8.75	6.06%	N	Council
Dishonoured Cheque Fee	\$43.00	\$45.60	6.05%	N	Council

DRAFT

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Governance Charges

### Photocopying Per Page

#### Black & White

A4 Single Side	\$0.65	\$0.65	0.00%	Y	Council
A4 Double Side	\$0.90	\$0.90	0.00%	Y	Council
A3 Single Side	\$1.10	\$1.10	0.00%	Y	Council
A3 Double Side	\$1.65	\$1.65	0.00%	Y	Council

#### Colour

A4 Single Side	\$2.20	\$2.20	0.00%	Y	Council
A4 Double Side	\$3.35	\$3.35	0.00%	Y	Council
A3 Single Side	\$3.80	\$3.80	0.00%	Y	Council
A3 Double Side	\$5.00	\$5.00	0.00%	Y	Council

#### Maps

Cadastral A4	\$1.10	\$1.10	0.00%	Y	Council
Cadastral A3	\$1.90	\$1.90	0.00%	Y	Council
Topographic A4	\$2.50	\$2.50	0.00%	Y	Council
Topographic A3	\$4.65	\$4.65	0.00%	Y	Council

### Other Governance Charges

Copy of Council Meeting Audio Recording	\$6.80	\$7.20	5.88%	N	Council
---	--------	--------	-------	---	---------

### Freedom of Information Charges

Personal information or amendment of personal information about yourself			Free	N	Regulatory
Application for documents (which are non-personal in nature) – application fee	\$30.00	\$30.00	0.00%	N	Regulatory
Costs associated with dealing with an application - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Supervision by staff when access is given to view documents - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Charge for time taken by staff to prepare a transcript or make photocopies - per hour	\$30.00	\$30.00	0.00%	N	Regulatory
Photocopies in relation to a FOI request	\$0.20	\$0.20	0.00%	N	Regulatory
Preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents			Actual Cost Incurred	N	Regulatory



Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Law, Order & Public Safety

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

Dog & Cat registrations have a standard expiry date of 31st October. In respect of every first registration made after 31 May, only half of the registration fee shall be payable.

### Dog Registrations

Unsterilised Dog/Bitch 1 Year	\$50.00	\$50.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch 3 Years	\$120.00	\$120.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Lifetime	\$250.00	\$250.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog 1 Year	\$12.50	\$12.50	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog 3 Years	\$30.00	\$30.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Working Dog Lifetime	\$62.50	\$62.50	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession 1 Year	\$25.00	\$25.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession 3 Years	\$60.00	\$60.00	0.00%	N	Regulatory
Unsterilised Dog/Bitch Pensioner Concession Lifetime	\$125.00	\$125.00	0.00%	N	Regulatory
Sterilised Dog/Bitch 1 Year	\$20.00	\$20.00	0.00%	N	Regulatory
Sterilised Dog/Bitch 3 Years	\$42.50	\$42.50	0.00%	N	Regulatory
Sterilised Dog/Bitch Lifetime	\$100.00	\$100.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog 1 Year	\$5.00	\$5.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog 3 Year	\$10.60	\$10.60	0.00%	N	Regulatory
Sterilised Dog/Bitch Working Dog Lifetime	\$25.00	\$25.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession 1 Year	\$10.00	\$10.00	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession 3 Years	\$21.25	\$21.25	0.00%	N	Regulatory
Sterilised Dog/Bitch Pensioner Concession Lifetime	\$50.00	\$50.00	0.00%	N	Regulatory
Dangerous Dog 1 Year	\$50.00	\$50.00	0.00%	N	Regulatory

### Cat Registrations

Sterilised Microchipped Cat 1 Year	\$20.00	\$20.00	0.00%	N	Regulatory
Sterilised Microchipped 3 Years	\$42.50	\$42.50	0.00%	N	Regulatory
Sterilised Microchipped Pensioner Concession 1 Year (50% if paid between June and October)	\$10.00	\$10.00	0.00%	N	Regulatory
Sterilised Microchipped Pensioner Concession 3 Years	\$21.25	\$21.25	0.00%	N	Regulatory
Lifetime Registration	\$100.00	\$100.00	0.00%	N	Regulatory
Lifetime Registration Pensioner Concession	\$50.00	\$50.00	0.00%	N	Regulatory
Cat Breeders Permit Annual Fee (per cat)	\$100.00	\$100.00	0.00%	N	Regulatory

### Dog/Cat Impound Fees

Shire Seizure and Impound of Dog/Cat	\$113.10	\$120.00	6.10%	N	Council
Impound of Dog/Cat (3rd party drop off at kennel/pound)	\$57.45	\$60.95	6.09%	N	Council
Seizure and Vehicle Impound of Dog/Cat	\$113.10	\$120.00	6.10%	N	Council
Surrender of Dog/Cat	\$220.00	\$233.40	6.09%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Dog/Cat Impound Fees [continued]

Kennel Fee for Impounded Dog - per day	\$48.45	\$60.00	23.84%	Y	Council
Kennel Fee for Impounded Cat - per day	\$27.70	\$35.00	26.35%	Y	Council
Kennel Fee for Impounded Bitch with Litter	\$83.05	\$95.00	14.39%	Y	Council
Kennel Fee for Impounded Mother Cat with Litter	\$55.35	\$65.00	17.43%	Y	Council

## Kennel Licence Fees

Kennel Licence (initial 12 months including application fee)	\$293.80	\$311.70	6.09%	N	Council
Kennel Licence Renewal	\$147.05	\$156.00	6.09%	N	Council
Kennel Licence Transfer	\$73.50	\$78.00	6.12%	N	Council

## Cattery Fee

Cattery Permit (initial 12 months including application fee)	\$293.80	\$311.70	6.09%	N	Council
Cattery Permit Renewal	\$146.90	\$155.85	6.09%	N	Council
Cattery Permit Transfer	\$73.65	\$78.15	6.11%	N	Council

## Other

Dangerous Dog/Restricted Breeds Inspection Fee	\$70.20	\$74.50	6.13%	Y	Council
Application for exemption to be able to keep more than prescribed number of dogs under Dogs Local Law	\$133.85	\$142.00	6.09%	N	Council
Application for exemption to be able to keep more than prescribed number of cats under Cats Local Law	\$133.85	\$142.00	6.09%	N	Council
Hire of Animal Trap Bond	\$50.00	\$50.00	0.00%	N	Council
Hire of Animal Trap - per day	\$1.10	\$1.15	4.55%	Y	Council
Application to keep any animal other than a dog/cat	\$133.85	\$142.00	6.09%	N	Council
Microchipping of Dog/Cat	\$81.70 plus cost of sterilisation if required			Y	Council
	Min. Fee incl. GST: \$81.70				
	<b>Last year fee</b>				
	\$77.00 plus cost of sterilisation if required				
	Min. Fee incl. GST: \$77.00				

## Other Animal Impound Fees

Entire horses, mules, asses, camels, etc. impound after 6am before 6pm	\$58.85	\$62.45	6.12%	N	Council
Entire horses, mules, asses, camels, etc. impound after 6pm before 6am	\$117.65	\$124.85	6.12%	N	Council
Mares, geldings, colts etc. impound after 6am before 6pm	\$29.30	\$31.10	6.14%	N	Council
Mares, geldings, colts etc. impound after 6pm before 6am	\$58.85	\$62.45	6.12%	N	Council
Wethers, ewes, lambs, goats etc. after 6am before 6pm	\$29.30	\$31.10	6.14%	N	Council
Wethers, ewes, lambs, goats etc. after 6pm before 6am	\$58.85	\$62.45	6.12%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Other Animal Impound Fees [continued]

Under 6mths running with mother, no impounding charge			Free	N	Council
Over 3kms - actual cost			At Cost	N	Council

## Sustenance Fees

Entire horses, mules, asses etc. above 2 years first 4 hours	\$15.50	\$16.45	6.13%	N	Council
Entire horses, mules, asses etc. above 2 years sub 24 hours	\$7.65	\$8.10	5.88%	N	Council
Entire horses, mules, asses etc. under 2 years first 4 hours	\$15.50	\$16.45	6.13%	N	Council
Entire horses, mules, asses etc. under 2 years sub 24 hours	\$4.05	\$4.30	6.17%	N	Council
Mares, geldings, colts, cows, etc. first 4 hours	\$7.65	\$8.10	5.88%	N	Council
Mares, geldings, colts, cows, etc. sub 24 hours	\$1.65	\$1.75	6.06%	N	Council
Wethers, ewes, lambs, goats first 4 hours	\$3.15	\$3.35	6.35%	N	Council
Wethers, ewes, lambs, goats sub 24 hours	\$1.65	\$1.75	6.06%	N	Council
Under 6 months running with mother no sustenance charge			Free	N	Council

## Firebreaks Non-Compliant Land

Administration Fee	\$205.75	\$218.30	6.10%	N	Council
Contractors Fee - actual cost			At Cost	N	Council

## Vehicle Impounding

Impounding Fee	\$114.90	\$121.90	6.09%	N	Council
Storage Fee - per day	\$3.25	\$3.45	6.15%	N	Council
Towing Fee			Cost + 20%	N	Council

## Infringements

Enforcements Final Demand	\$24.80	\$25.30	2.02%	N	Regulatory
Enforcements Registry Certificate	\$21.10	\$21.50	1.90%	N	Regulatory
Enforcements Registry Registration Fee	\$79.50	\$81.00	1.89%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Health

All fees are to be paid upon application or written request.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

## Food Business Registration/Notification

Notification fee	\$0.00	\$70.00	∞	N	Council
Change in Notification Details	\$46.85	\$49.70	6.08%	N	Council
Charitable or Community Groups			Exempt	N	Council
Bed & Breakfast, Home Producers etc.	\$72.50	\$76.90	6.07%	N	Council
Application for Registration Food Business – Low Risk	\$0.00	\$177.55	∞	N	Council
Application for Registration Food Business – Medium / High Risk	\$0.00	\$233.80	∞	N	Council

## Annual Food Business Service Fee

Determination of low, medium or high risk will be made by the Environmental Health Officer using the Health Department classification chart.

Exempt, Charitable or Community Groups			Exempt	N	Council
Low Risk Rating	\$73.65	\$78.15	6.11%	N	Council
Medium Risk Rating	\$146.95	\$155.90	6.09%	N	Council
High Risk Rating	\$220.35	\$233.80	6.10%	N	Council

## Lodging Houses Application/Renewal Registration

Initial assessment of new lodging houses.

Short Term Hostel (Backpackers)	\$141.00	\$149.60	6.10%	N	Council
---------------------------------	----------	----------	-------	---	---------

## Other Health Fees

Inspections on request, complaint investigations for lodging houses, other business (i.e. hairdresser, personal care) and re-inspection of food business.

Health/Environmental Inspection Fee	\$122.70	\$130.20	6.11%	N	Council
Late Payment of Invoice Penalty	\$22.30	\$23.65	6.05%	N	Council

## Caravan Parks & Camping Grounds

Caravan & Camping Facility Minimum Fee	\$200.00	\$200.00	0.00%	N	Regulatory
Long and Short Stay Sites (per site)	\$6.00	\$6.00	0.00%	N	Regulatory
Camp Site (per site)	\$3.00	\$3.00	0.00%	N	Regulatory
Overflow Site (per site)	\$1.50	\$1.50	0.00%	N	Regulatory
Additional Fee for renewal after expiry	\$20.00	\$20.00	0.00%	N	Regulatory
Temporary Licence	Pro rata of renewal fee - minimum \$100 Min. Fee incl. GST: \$100.00			N	Regulatory
Transfer of Licence	\$100.00	\$100.00	0.00%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Recreation Campsite

Fee	\$141.00	\$149.60	6.10%	N	Council
-----	----------	----------	-------	---	---------

## Stallholders/Traders Thoroughfares & Public Places Local Law

Community groups conducting street stalls will be exempt from fees at the discretion of the Chief Executive Officer.

Charitable or Community Nature Groups			Exempt	N	Council
Blackwood River Market Stallholders/Traders (Food stalls/traders require a food business registration - no notification or annual surveillance fee applicable provided only trading at Markets)			Exempt	N	Council
Farmers Market Stallholder/Traders (Food stalls/traders require a food business registration - no notification or annual surveillance fee applicable provided only trading at Markets)			Exempt	N	Council
Blues Festival Food Stallholder Event 2 Day Permit	\$161.80	\$171.65	6.09%	N	Council
Blues Festival Food Stallholder Single Day Permit	\$103.80	\$110.15	6.12%	N	Council
Blues Festival Stallholder (non-food) Event Permit	\$36.80	\$39.05	6.11%	N	Council
Blues Festival Business Stallholder Single Day Permit (Adjacent to business premises)			Free	N	Council
Traders Annual Permit (daily use)	\$462.80	\$491.05	6.10%	N	Council
Traders Weekly Permit (not exceeding once per week)	\$226.10	\$239.90	6.10%	N	Council
Traders Monthly Permit (not exceeding once per month)	\$151.25	\$160.50	6.12%	N	Council
Traders Single Day Permit	\$36.80	\$39.05	6.11%	N	Council
Traders (outdoor eating facilities) Annual Permit + \$10 per m2 of Public Area	\$147.25	\$156.25	6.11%	N	Council
Transfer of Traders Permit	\$14.70	\$15.60	6.12%	N	Council
Food Stallholders/Traders - Power charge	\$15.75	\$16.70	6.03%	Y	Council

## Park Homes/Annexes

Application for Park Home	\$147.25	\$156.25	6.11%	N	Council
Annexe	\$73.65	\$78.15	6.11%	N	Council

## Temporary Accommodation Approval/Renewal

Initial Approval (up to 12 months)	\$390.45	\$414.25	6.10%	N	Council
Approval (12 months extension)	\$390.45	\$414.25	6.10%	N	Council

## Water Testing

Drinking Water Testing	\$88.05	\$93.40	6.08%	N	Council
Public Pool Water Testing	\$88.05	\$93.40	6.08%	N	Council
Private Aquatic Facility (per service)	\$88.05	\$93.40	6.08%	N	Council
Private Aquatic Facility (re-sampling fee)	\$88.05	\$93.40	6.08%	N	Council
Private Water Supply Sampling (microbiological analysis)	\$88.05	\$93.40	6.08%	N	Council
Private Water Supply Sampling (chemical analysis plus cost of laboratory analysis)	\$88.05	\$93.40	6.08%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Public Buildings

Public Building Assessment for Approval <500 Person Capacity	\$170.00	\$170.00	0.00%	N	Regulatory
Public Building Assessment for Approval >500 Person Capacity	\$255.00	\$255.00	0.00%	N	Regulatory
Public Building Assessment for a Variation	\$170.00	\$170.00	0.00%	N	Regulatory
Public Building Inspection Fee (including events)	\$85.00	\$85.00	0.00%	N	Regulatory

## Certificates

Section 39 Liquor Licence Premises - Permanent Facilities	\$159.05	\$168.75	6.10%	N	Council
Section 39 Liquor Licence Premises - Temporary Facilities	\$32.20	\$34.15	6.06%	N	Council
Section 39 Liquor Licence Premises - Charitable Events			Exempt	N	Council

## Septic Tanks

Septic Tank Application	\$118.00	\$118.00	0.00%	N	Regulatory
Septic Tank Permit to Use	\$118.00	\$118.00	0.00%	N	Regulatory

DRAFT

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Community Amenities

### Rubbish Removal Charges

The following rubbish collection charge is to be applied to all occupied premises within the area prescribed under the provisions of the Waste Avoidance and Resource Recovery Act 2007 Section 66-68.

Pro-rata collection service charges apply from the 1st of the month following the delivery of the bin (occupiers requesting a new collection service where there was no previous service).

Kerbside Rubbish Collection – per 120/140 litre MGB collected once per week			Budget	N	Council
Kerbside Rubbish Collection – per 240 litre MGB collected once per week			Budget	N	Council
Kerbside Recycling collection - per 240 litre MGB collected once per fortnight			Budget	N	Council

### Tokens

Please note:

20 token tip passes are issued to ratepayers annually with their shire rates for occupied premises that receive kerbside waste collection.

72 token tip passes are issued to ratepayers annually with their shire rates for properties that do not receive kerbside waste collection.

10 Token Cards - Available from the Shire Administration Office	\$52.50	\$56.00	6.67%	Y	Council
---	---------	---------	-------	---	---------

### Bridgetown Waste Management Facility

The facility may not accept certain waste types from time to time in order to comply with regulatory conditions.

#### Non-Recyclable Waste

- Sorted bulk waste does not contain any materials accepted at the facility for recycling or repurposing. Small quantities of such material may be acceptable when it is apparent that practical measures have been taken to separate waste.
- Unsorted bulk waste contains materials that could be separated and accepted at the facility for recycling or repurposing.

1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Y	Council
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Van/Utility/Trailer Not Exceeding 1.8m x 1.2m - 5 tokens (tokens for larger trailers estimated by attendant)	\$26.25	\$28.00	6.67%	Y	Council
Bulk Waste Sorted (Large trailers, Trucks, Skip bins etc.) - 8 tokens per cubic metre	\$0.00	\$44.80	∞	Y	Council
Bulk Waste Unsorted (Large trailers, Trucks, Skip bins etc.) - 12 tokens per cubic metre	\$0.00	\$67.20	∞	Y	Council

#### Green Waste

Domestic Loads of Green Waste < 150mm Stem Diameter (lawn clippings & small cuttings)			Free	N	Council
Domestic Loads of Green Waste > 150mm Stem Diameter - 8 tokens per cubic meter	\$42.00	\$44.80	6.67%	Y	Council

#### Tyres

Car & Bike Tyres (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$10.50	\$11.20	6.67%	Y	Council
--	---------	---------	-------	---	---------

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Tyres [continued]

Car & Bike Tyres on Rim (max of 4 per customer without prior arrangement) - 2 tokens per tyre	\$21.00	\$22.40	6.67%	Y	Council
Truck and 4WD Tyres (max of 4 per customer without prior arrangement) - 3 tokens per tyre	\$15.75	\$16.80	6.67%	Y	Council
Truck and 4WD Tyres on Rim (max of 4 per customer without prior arrangement) - 6 tokens per tyre	\$31.50	\$33.60	6.67%	Y	Council
Tractor and Grader Tyres < 1 metre (max of 4 per customer without prior arrangement) - 26 tokens per tyre	\$136.50	\$145.60	6.67%	Y	Council
Tractor and Graders Tyres on Rim < 1 metre (max of 4 per customer without prior arrangement) - 52 tokens per tyre	\$273.00	\$291.20	6.67%	Y	Council
Tractor and Grader Tyres > 1 metre (max of 4 per customer without prior arrangement) - 53 tokens per tyre	\$278.25	\$296.80	6.67%	Y	Council
Tractor and Grader Tyres on Rim > 1 metre (max of 4 per customer without prior arrangement) - 106 tokens per tyre	\$556.50	\$593.60	6.67%	Y	Council

## Other Recyclable Waste

White Goods (excl. fridges & air conditioners)			Free	N	Council
Recyclable Materials eg glass, plastics, batteries, cardboard, e-waste, fluoro tubes etc.			Free	N	Council
Car Bodies			Free	N	Council
Steel Suitable for Recycling			Free	N	Council
Drum Muster Eligible Containers (containers with chemical residue will not be accepted)			Free	N	Council
Clean Fill suitable as cover material (e.g. soil or rubble < 100 mm)			Free	N	Council
Automotive Oil			Free	N	Council
Gas Bottles - 1 token per item	\$5.25	\$5.60	6.67%	Y	Council
Furniture and Treated Timber (e.g pallets, posts) - 6 tokens per cubic meter	\$42.00	\$33.60	-20.00%	Y	Council
Fridges & Air Conditioners - 7 tokens per item	\$36.75	\$39.20	6.67%	Y	Council
Uncontaminated inert waste (e.g. rubble > 100mm) - 8 tokens per cubic metre	\$42.00	\$44.80	6.67%	Y	Council
Mattresses - 10 tokens per item	\$52.50	\$56.00	6.67%	Y	Council

## Other Waste

Asbestos Up To 0.2m3 Maximum	\$68.25	\$72.80	6.67%	Y	Council
Liquid Waste (Type K110 - Waste from grease traps & Type K210 - Septage wastes) - per cubic metre	\$75.45	\$80.05	6.10%	Y	Council

## Greenbushes Transfer Station

1 x 120/140 litre Mobile Garbage Bin - 1 token	\$5.25	\$5.60	6.67%	Y	Council
1 x 240 litre Mobile Garbage Bin - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Car/Station Wagon Boot Load - 2 tokens	\$10.50	\$11.20	6.67%	Y	Council
Van/Utility/Trailer Not exceeding 1.8m x 1.2m - 5 tokens	\$26.25	\$28.00	6.67%	Y	Council



Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Town Planning

Pursuant to the *Planning and Development Regulations 2009*, Schedule 2 fees are to be paid at the time of application and are non-refundable, unless stated below.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

## Part 1 - Development Applications - Fees Determined by Regulation – Schedule 2

Notes:

- Applicants are to provide details of estimated cost of development (includes any earthworks, materials, labour, design, car parking, etc.).
- Delegated Authority has been provided to the Chief Executive Officer to estimate the value of proposed development. If applicants disagree with the estimate made by the Shire, reconsideration can be requested if evidence of the cost of development can be provided. If applicants still dispute the estimated cost determined by the Shire the matter can be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.
- The application fee for establishment of a Home Business may be waived for applicants registered on the Self-employment Assistance Scheme.
- Council has resolved to waive development application fees associated with the development of fire bunkers in any of the rural parts of the Shire of Bridgetown-Greenbushes.
- Home Occupation and Home-Based Businesses are treated as the same use, and both being charged as Home occupation in accordance with the *Planning and Development Regulations 2009 – Schedule 2*.
- Applications for development approval of signage will be determined in accordance with minimum fee of the cost of development being \$147.00.
- Applications for development approval for Afforestation will be calculated in accordance with schedule 2 based on an establishment cost for first plantation and cost for second rotation of \$2000 per Hectare.
- Determination of whether an application for amended plans is "minor" or "major" will be made by the Manager Development Services (or person acting in that capacity), dependent upon the complexity of the application. Applicants aggrieved by that determination can appeal to the Chief Executive Officer.

### Determination of a Development Application Where the Estimated Cost of the Development is:

not more than \$50,000	\$147.00	\$147.00	0.00%	N	Regulatory
more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			N	Regulatory
more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every dollar in excess of \$500,000			N	Regulatory
more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every dollar in excess of \$2.5 million			N	Regulatory
more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every dollar in excess of \$5 million			N	Regulatory
more than \$21.5 million	\$34,196.00	\$34,196.00	0.00%	N	Regulatory
Single houses, additions to single houses and other buildings ancillary to a single house (such as carports, garages, sheds, residential or rural buildings) – 50% of regulated maximum fee as above, to a minimum of \$147.00	As calculated Min. Fee incl. GST: \$147.00			N	Regulatory
Application (other than for an extractive industry) where the development has commenced or been carried out. The fee in the table above, by way of penalty, twice that fee	As calculated Min. Fee incl. GST: \$294.00			N	Regulatory

### Other Fees Determined by Regulation – Schedule 2

Application to amend or cancel development approval	\$0.00	\$295.00	∞	N	Regulatory
Application for advice made under the Planning and Development (Local Planning Schemes) Regulations 2015, Sch 2 cl. 61A (as that clause applies as part of the local planning scheme)	\$0.00	\$295.00	∞	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Other Fees Determined by Regulation – Schedule 2 [continued]

Initial application for approval of a home occupation where the home occupation has not commenced	\$0.00	\$222.00	∞	N	Regulatory
Initial application for approval of a home occupation where the home occupation has commenced (by way of penalty, twice the above fee)	\$0.00	\$444.00	∞	N	Regulatory
Application for the renewal of an approval of home occupation where the application is made before the approval expires	\$0.00	\$73.00	∞	N	Regulatory
Application for the renewal of an approval of home occupation where the application is made after the approval has expired (by way of penalty, twice the above fee)	\$0.00	\$146.00	∞	N	Regulatory
Application for a change of use or for an alteration or extension or change of a non-conforming use to which the sliding scale does not apply, where the change of the alteration, extension or change has not commenced or been carried out	\$0.00	\$295.00	∞	N	Regulatory
Application for a change of use or for an alteration or extension or change of non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out (by way of penalty, twice the above fee)	\$0.00	\$590.00	∞	N	Regulatory
Application for an extractive industry where the development has commenced or been carried out, by way of penalty, twice the fee above.	\$0.00	\$1,478.00	∞	N	Regulatory
Extractive Industry - Onsite Works	\$439.00	\$465.80	6.10%	N	Regulatory
Extractive Industry - Small Operation	\$565.40	\$599.90	6.10%	N	Regulatory
Extractive Industry - Medium and Large Operations	\$739.00	\$739.00	0.00%	N	Regulatory

## Amended Plans/Approval Extension

### Part 2 - Scheme Amendments

#### Notes:

- Fee to be estimated (Officer time, overheads, external costs) in accordance with regulations.
- Determination of whether an amendment is Basic, Standard or Complex is the responsibility of the Senior Planning Officer, in accordance with regulations.
- Details of the calculation used to derive the fee are to be made available to the applicant upon request.
- Any specialist external studies (soil reports, land capability analysis, engineering reports, etc.) are to be provided at the applicants cost. Such costs are separate to the fees stipulated in this schedule.
- Time sheets are to be kept by Shire officers showing all time expended on the processing of each scheme amendment.
- Any fees not expended are to be refunded when a scheme amendment is discontinued.
- At the conclusion of an amendment (final approval/refusal) the costs of processing a scheme amendment are to be calculated and any fees not expended are to be refunded. The overall cost (officer time and advertising) of the amendment is to be calculated and these areas should not be calculated and refunded separately.
- If the costing reveals that the Shire incurred expenses greater than that collected by the fee, no additional fees are to be paid by the applicant to make up the difference.
- If an applicant is not satisfied that the fee calculated by the Shire is a reasonable estimate of the service, the matter may be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.

Basic Amendment	At Cost + 20%			N	Council
	Min. Fee incl. GST: \$1,840.00				
Standard Amendment	\$5,285.70	\$5,608.15	6.10%	N	Council
Complex Amendment	\$7,560.35	\$8,021.55	6.10%	N	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

### Part 3 - Structure Plans, Local/Detailed Area Plans

Notes:

- Fee to be estimated (Officer time, overheads, external costs) in accordance with regulations.
- Details of the calculation used to derive the fee are to be made available to the applicant upon request.
- Any specialist external studies (soil reports, land capability analysis, engineering reports, etc.) are to be provided at the applicants cost. Such costs are separate to the fees stipulated in this schedule.
- Time sheets are to be kept by Shire officers showing all time expended on the processing of each application.
- Any fees not expended are to be refunded when an application is discontinued.
- At the conclusion of an application the costs of processing an application are to be calculated and any fees not expended are to be refunded. The overall cost (officer time and advertising) of the application is to be calculated and these areas should not be calculated and refunded separately.
- If the costing reveals that the Shire incurred expenses greater than that collected by the fee no additional fees are to be paid by the applicant to make up the difference.
- If an applicant is not satisfied that the fee calculated by the Shire is a reasonable estimate of the service, the matter may be referred to the Fees Arbitration Panel (WAPC, WALGA) for determination.

Structure Plan - Proposed		Estimate	N	Regulatory
Structure Plan - Revised		Estimate	N	Regulatory
Local/Detailed Area Plans		Estimate	N	Regulatory
Local/Detailed Area plans - Revised		Estimate	N	Regulatory

### Part 4 - Subdivision Clearance

Notes:

- Staged clearances of subdivisions will be treated as separate subdivision clearances.
- Preparation of necessary legal documentation is the responsibility of the applicant however such documents must be assessed by the Shire's Solicitor at the cost of the applicant.
- Any performance bonds will be subject to a 5% non-refundable administration fee plus 15% service fee refundable unless the Shire undertakes to complete outstanding works.

### Provision of Subdivision Clearance

not more than 5 lots		\$73 per lot	N	Regulatory	
		Min. Fee incl. GST: \$73.00			
more than 5 lots but not more than 195 lots		\$73 per lot for the first 5 lots and then \$35 per lot	N	Regulatory	
		Min. Fee incl. GST: \$73.00			
more than 195 lots	\$7,393.00	\$7,393.00	0.00%	N	Regulatory
Supporting Report Assessment - (a) The staff costs for the application, being the total number of hours that each member of the local government's staff spends dealing with the application, multiplied by the hourly rate of that staff member		At cost	N	Regulatory	
		<b>Last year fee</b> \$106.50 per hour plus 20%			
		Min. Fee incl. GST: \$106.50			
Supporting Report Assessment - (b) Operating overhead costs for the application, being 33.3% of the amount calculated under paragraph		At cost + 33.3%	N	Regulatory	

### Part 5 - Planning Advice/Research

Notes:

- A fee for written planning advice will generally only be required if specific research is required and the advice is determined to be greater than "normal" planning advice, of a general planning subject matter.

Issue of written planning advice (per hour)	\$78.85	\$73.00	-7.42%	N	Regulatory
Zoning Certificate	\$78.85	\$73.00	-7.42%	N	Regulatory
Replying to a Property Settlement Questionnaire	\$78.85	\$73.00	-7.42%	N	Regulatory

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Part 6 - Advertising/Notification of Proposals (Not Scheme Amendments/ Structure Plans or Local/Detailed Area Plans)

Notes:

- Advertising fees are to be paid in addition to any development application fees (as set out in Part 1 of this Schedule).
- If newspaper advertising of proposals is required both of the above fees will be charged (in addition to development application fee).
- Advertising may be required to comply with the Shire's Town Planning Scheme(s), Policies or may be determined as being a requirement of the development assessment process by Shire officers.

Local Newspaper Advertising			Cost + 20%	Y	Council
Development Application Referral (via Letter and email)	\$75.45	\$80.05	6.10%	Y	Council

## Part 7 - Other Fees and Bonds

Other fees addressing applications processed by Planning Department but concern issues not applicable to the Planning and Development Act 2005.

### Other Miscellaneous Fees

Building Envelope - Minor Extension, Major Modification or Relocation	\$339.00	\$359.70	6.11%	N	Council
Directional Sign (Assessment Fee Only - other costs for ordering, manufacturing and erection listed under Works & Services fees)	\$105.80	\$112.25	6.10%	N	Council
Section 40 Certificate (Liquor Licenses)	\$105.80	\$112.25	6.10%	N	Council
Road/Pedestrian Access Way Closure Finalisation (Costs for liaison with Department of Lands - All other costs will be the responsibility of the applicant)	\$293.60	\$311.50	6.10%	N	Council
Road/Pedestrian Access Way Closure Application (Fee covers assessment and reporting to Council. An additional fee is payable to cover costs of advertising)	\$446.80	\$474.05	6.10%	N	Council
Application for Recreational Use/Hire Site	\$374.30	\$397.15	6.10%	N	Council
Legal Fees (including preparation of notifications charged at 0.5 hours only)	\$128.30 per hour plus legal costs Min. Fee incl. GST: \$128.30 <b>Last year fee</b> \$120.95 per hour plus legal costs Min. Fee incl. GST: \$120.95			Y	Council

### Inspection Fees

Note:

- The initial inspection fee is included in the base development application fee (excluding relocated dwellings).

Relocated Dwelling Inspection Fee (per hour)	\$110.00	\$116.70	6.09%	N	Council
Development Condition Inspection Fee	\$57.46	\$60.95	6.07%	N	Council

### Bonds

Notes:

- Should legal advice be required, fees for the Shire's solicitor may be at the cost of the applicant. This fee is to cover costs of having the Shire's solicitor assess legal documents submitted by an applicant in order to satisfy a condition of development approval or subdivision approval.
- All bonds will be subject to a 5% non-refundable administration fee plus 15% service fee refundable unless the Shire undertakes to complete outstanding works.

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Bonds [continued]

Non-refundable Bond Administration Fee			5%	N	Council
Earthworks (Cut and Fill Policy)	\$500.00	\$500.00	0.00%	N	Council
Relocated Outbuildings	\$500.00	\$500.00	0.00%	N	Council
Relocated Dwellings	\$4,000.00	\$4,000.00	0.00%	N	Council
Extractive Industry Rehabilitation Bond (Clay, sand or similar grained material) - per ha	\$1,500.00	\$1,500.00	0.00%	N	Council
Extractive Industry Rehabilitation Bond (Stone, gravel or other aggregate) - per ha	\$2,000.00	\$2,000.00	0.00%	N	Council
Re-vegetation Works (Subdivisions)	Agreement of Quotation			N	Council

DRAFT

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Cemeteries

### Grant of Right of Burial

Grave in Lawn Section	\$309.00	\$327.85	6.10%	Y	Council
Grave in Traditional Section	\$309.00	\$327.85	6.10%	Y	Council
Copy of Grant of Right of Burial	\$45.95	\$48.75	6.09%	Y	Council
Renewal of Grant of Right of Burial	\$98.55	\$104.55	6.09%	Y	Council
Transfer of Grant of Right of Burial	\$98.55	\$104.55	6.09%	Y	Council

### Burials (Add Grant of Right of Burial if Required)

Interment in Traditional Section	\$1,183.30	\$1,255.50	6.10%	Y	Council
Interment of Stillborn Child	\$631.10	\$669.60	6.10%	Y	Council
Interment in Lawn Section	\$1,882.80	\$1,997.65	6.10%	Y	Council

### Extra Charges for Burials

Additional Fee for Interment on a Saturday, Sunday, Public Holiday or without due notice	\$587.75	\$623.60	6.10%	Y	Council
Reservation of Specific Site including Grant of Right of Burial	\$309.00	\$327.85	6.10%	Y	Council
Administration Fee for Registration of Exhumation of Grave	\$98.55	\$104.55	6.09%	Y	Council
Administration Fee for Registration of Re-opening of Grave	\$98.55	\$104.55	6.09%	Y	Council

### Registration and Placement of Ashes

Single Niche	\$267.95 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$252.55 + actual cost of plaque				
Double Niche (First Ashes)	\$267.95 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$252.55 + actual cost of plaque				
Double Niche (Second Ashes)	\$267.95 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$252.55 + actual cost of plaque				
Existing Gravesite	\$315.60	\$334.85	6.10%	Y	Council
New Gravesite including Grant of Right of Burial	\$624.65	\$662.75	6.10%	Y	Council
Boronia Memorial Garden Wall (Bridgetown Cemetery)	\$267.95 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$252.55 + actual cost of plaque				
Memorial Wall (Greenbushes Cemetery)	\$267.95 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$252.55 + actual cost of plaque				
Remembrance Wall (Greenbushes Cemetery)	\$119.70 + actual cost of plaque			Y	Council
	<b>Last year fee</b>				
	\$112.80 + actual cost of plaque				

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Registration and Placement of Ashes [continued]

Special Location within Cemetery (excluding Niche Wall) plus cost of plaque/tree/rose/seat etc		\$267.95 + actual cost		Y	Council
		<b>Last year fee</b> \$252.55 + actual cost			

## Extra Charges for Ashes

Additional Fee for Placement of Ashes on a Saturday, Sunday or Public Holiday	\$133.05	\$141.15	6.09%	Y	Council
Reservation of Specific Site in Niche & Memorial Walls and Rose Garden	\$98.55	\$104.55	6.09%	Y	Council
Relocation of Ashes within Cemetery (plus any associated costs)		\$302.65 + actual cost		Y	Council
		<b>Last year fee</b> \$285.25 + actual cost			
Removal of Ashes from Cemetery to Authorised Person	\$164.35	\$174.40	6.11%	Y	Council
Vase or Perpetual Emblem Attachment (at time of original placement)		Actual cost of attachment		Y	Council

## Miscellaneous Fees

Funeral Directors Annual Licence Fee	\$161.30	\$171.15	6.11%	N	Council
Funeral Directors Single Funeral Permit	\$113.15	\$120.05	6.10%	N	Council
Monumental Masons Annual Licence Fee	\$161.30	\$171.15	6.11%	N	Council
Monumental Masons Monument Permit (for Annual Permit Holders)	\$113.15	\$120.05	6.10%	N	Council
Single Permit to Erect Headstone or Memorial (Non-Monumental Mason)	\$170.90	\$181.30	6.09%	N	Council
Placement and Registration of Memorial (No Ashes)		\$119.70 + actual cost		Y	Council
		<b>Last year fee</b> \$112.80 + actual cost			

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Recreation & Culture

### Greenbushes Community Bus Service

Fee per passenger	\$9.00	\$9.00	0.00%	Y	Council
-------------------	--------	--------	-------	---	---------

### Bridgetown Main Hall Hire

Notes:

- Half day hire is only applicable if the function (including setting up) is either completed by 2pm on the said day or commences (including setting up) after 2pm.
- Sporting clubs who do not have Public Liability Insurance cannot use the halls, but can apply to the Manager Recreation & Culture to operate under a Leisure Centre managed program. Where a sporting club applies to hire the Leisure Centre, the final decision will be at the discretion of the CEO as per Council Policy O.2
- The Bridgetown Town & Lesser Halls will not be made available for hire of sport or recreational pursuits where these can occur in the Leisure Centre.
- Incorporated bodies, schools and commercial operators who cannot provide proof of Public Liability Insurance may not use the Shire Halls (as per Council Policy O.2)

Full Day Hire	\$184.55	\$195.80	6.10%	Y	Council
Half Day Hire	\$100.90	\$107.05	6.10%	Y	Council
Recreation Activities - per hour	\$24.50	\$26.00	6.12%	Y	Council

### Bridgetown Lesser Hall Hire

Full Day Hire	\$153.80	\$163.20	6.11%	Y	Council
Half Day Hire	\$84.15	\$89.30	6.12%	Y	Council

### Bridgetown Both Halls Hire

Full Day Hire	\$270.65	\$287.15	6.10%	Y	Council
Half Day Hire	\$148.00	\$157.05	6.11%	Y	Council

### Greenbushes Hall & Other Halls Hire

Full Day Hire	\$184.55	\$195.80	6.10%	Y	Council
Half Day Hire	\$100.90	\$107.05	6.10%	Y	Council
Recreation Activities - per hour	\$24.50	\$26.00	6.12%	Y	Council

### Miscellaneous Fees

Alcohol Surcharge	\$50.00	\$50.00	0.00%	Y	Council
Bond	\$200.00	\$200.00	0.00%	N	Council

### Other Facility Hire

Greenbushes Court House - Greenbushes Playgroup	\$17.15	\$18.20	6.12%	Y	Council
Community Street Stall Hire			Free	N	Council
Community Street Stall Bond	\$50.00	\$50.00	0.00%	N	Council

### Sporting Venues

Football Club Seniors (Bridgetown Oval)	\$2,031.40	\$2,155.30	6.10%	Y	Council
Football Club Juniors (Bridgetown Oval)	\$356.35	\$378.10	6.10%	Y	Council



Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Sporting Venues [continued]

Hockey Club	\$306.30	\$325.00	6.11%	Y	Council
Soccer Club Seniors (Greenbushes Oval)	\$1,038.65	\$1,102.00	6.10%	Y	Council
Soccer Club Juniors (Greenbushes Oval)	\$354.95	\$376.60	6.10%	Y	Council
Cricket Club Seniors (Bridgetown Oval)	\$210.40	\$223.25	6.11%	Y	Council
Cricket Club Juniors (Bridgetown Oval)	\$170.90	\$181.30	6.09%	Y	Council
Trotting Club	\$767.85	\$814.70	6.10%	Y	Council
School Sports Carnival			Free	N	Council
Miscellaneous Daily Hire of Sporting Facilities	\$93.30	\$99.00	6.11%	Y	Council

## Exclusive Hire of Public Reserves

If connection to Council power supplies required, a separate charge for this use will be calculated.

Less than 250 m2 One Day Hire	\$185.40	\$196.70	6.09%	Y	Council
Greater than 250 m2 One Day Hire	\$376.00	\$398.95	6.10%	Y	Council
Less than 250 m2 Between Two and Seven Days (consecutive) - rate per day	\$123.80	\$131.35	6.10%	Y	Council
Greater than 250 m2 Between Two and Seven Days (consecutive) - rate per day	\$247.60	\$262.70	6.10%	Y	Council
Less than 250 m2 Seven or More Days (consecutive) - rate per day	\$92.90	\$98.55	6.08%	Y	Council
Greater than 250 m2 Seven or More Days (consecutive) - rate per day	\$185.70	\$197.05	6.11%	Y	Council

## Hire of Community Bus

Booking fee (Includes administration and cleaning)	\$54.00	\$57.30	6.11%	Y	Council
Stakeholder Groups per km	\$1.00	\$1.05	5.00%	Y	Council
All other community groups per km	\$1.45	\$1.55	6.90%	Y	Council
Private Groups/Individuals/Businesses per km	\$1.90	\$2.00	5.26%	Y	Council
Bus fare - Skate park bus service	\$2.00	\$2.00	0.00%	Y	Council
Community Bus Bond	\$300.00	\$300.00	0.00%	N	Council

## Bridgetown Leisure Centre

Concession rate of 35% applies to applicable Leisure Centre fees & charges for children/youth (0-17 yrs), Pensioner card holders, Health Care card holders and Veterans' Affairs Pension card holders.

## Leisure Centre Memberships

### Gym

Annual Gym - Adult	\$278.90	\$350.00	25.49%	Y	Council
Annual Gym - Emergency Services Personnel	\$139.40	\$175.00	25.54%	Y	Council
Annual Gym - Concession & Youth	\$251.00	\$227.50	-9.36%	Y	Council
6 Months - Adult	\$152.05	\$195.00	28.25%	Y	Council
6 Months - Concession & Youth	\$136.85	\$126.75	-7.38%	Y	Council
3 Months - Adult	\$85.90	\$108.00	25.73%	Y	Council
3 Months - Concession & Youth	\$77.35	\$70.20	-9.24%	Y	Council
1 Month - Adult	\$31.90	\$40.00	25.39%	Y	Council
1 Month - Concession & Youth	\$28.65	\$26.00	-9.25%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Gym [continued]

1 Week (7 days)	\$20.00	\$20.00	0.00%	Y	Council
-----------------	---------	---------	-------	---	---------

## Pool

Annual Family Pass - 2 adults & 2 children or 1 adult & 3 children	\$390.45	\$414.25	6.10%	Y	Council
Annual Family Pass - Concession	\$351.40	\$269.25	-23.38%	Y	Council
Annual Family Pass - Extra Child 2-17 years	\$55.80	\$59.20	6.09%	Y	Council
Annual Family Pass - Concession Extra Child 2-17 years	\$50.25	\$38.50	-23.38%	Y	Council
Annual Pass	\$223.10	\$236.70	6.10%	Y	Council
Annual Pass - Concession & Youth	\$200.85	\$153.85	-23.40%	Y	Council

## Gym & Pool

Annual Gym & Pool Only - Adult	\$439.55	\$552.50	25.70%	Y	Council
Annual Gym & Pool Only - Concession & Youth	\$395.60	\$359.15	-9.21%	Y	Council

## Gym & Group Fitness

Annual Gym & Group Fitness - Adult	\$0.00	\$848.00	∞	Y	Council
Annual Gym & Group Fitness - Concession & Youth	\$0.00	\$551.20	∞	Y	Council

## Pool & Group Fitness

Annual Pool & Group Fitness - Adult	\$0.00	\$901.00	∞	Y	Council
Annual Pool & Group Fitness - Concession & Youth	\$0.00	\$585.65	∞	Y	Council

## Gym, Pool & Group Fitness

Annual Gym, Pool & Group Fitness - Adult	\$0.00	\$1,156.00	∞	Y	Council
Annual Gym, Pool & Group Fitness - Concession & Youth	\$0.00	\$751.40	∞	Y	Council

## Recreation

### Sports Court - Permanent Bookings

Groups per hour	\$36.75	\$39.00	6.12%	Y	Council
Training per hour	\$29.40	\$31.20	6.12%	Y	Council
Training Half Court per hour	\$14.75	\$15.65	6.10%	Y	Council

### Sports Court - Casual Bookings

Casual Court Use per person - Adult	\$4.50	\$5.00	11.11%	Y	Council
Casual Court Use per person - Concession & Youth	\$2.50	\$3.25	30.00%	Y	Council
Casual Court Use - Family	\$11.65	\$12.50	7.30%	Y	Council
Training Half Court - Casual	\$36.75	\$39.00	6.12%	Y	Council
Groups per hour - Casual	\$47.10	\$50.00	6.16%	Y	Council
Single Court Full Day - Casual	\$207.95	\$220.50	6.04%	Y	Council
Single Court Half Day - Casual	\$0.00	\$150.00	∞	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

### The Mezzanine

Not for Profit Room Hire - per hour (first hour free for user group meetings)	\$12.60	\$13.50	7.14%	Y	Council
Not for Profit Room Hire - Sporting Fitness Activities per hour	\$12.60	\$13.50	7.14%	Y	Council
Not for Profit Room Hire - half day hire	\$41.95	\$44.50	6.08%	Y	Council
Not for Profit Room Hire - full day hire	\$73.40	\$77.90	6.13%	Y	Council
Private & Commercial Use - per hour	\$24.50	\$26.00	6.12%	Y	Council
Private & Commercial Use - Sporting Fitness Activities per hour	\$24.50	\$26.00	6.12%	Y	Council
Private & Commercial Use - half day hire	\$88.20	\$93.60	6.12%	Y	Council
Private & Commercial Use - full day hire	\$158.75	\$168.45	6.11%	Y	Council

### Group Fitness & Programs

Fit 4 Life Group Fitness - Casual	\$0.00	\$12.00	∞	Y	Council
Fit 4 Life Group Fitness - Casual - Concession & Youth	\$0.00	\$9.10	∞	Y	Council
Fit 4 Life Group Fitness - 10 Class Pass	\$0.00	\$126.00	∞	Y	Council
Fit 4 Life Group Fitness - 10 Class Pass - Concession & Youth	\$0.00	\$81.90	∞	Y	Council
Fit 4 Life Group Fitness - 20 Class Pass	\$0.00	\$224.00	∞	Y	Council
Fit 4 Life Group Fitness - 20 Class Pass - Concession & Youth	\$0.00	\$145.60	∞	Y	Council
Sports Competitions per game	\$30.00	\$35.00	16.67%	Y	Council
School Holiday Programs			Cost + 20%	Y	Council

### Gymnasium

Gym Casual Entry	\$16.70	\$18.00	7.78%	Y	Council
Gym Casual Entry - Concession & Youth	\$14.90	\$11.70	-21.48%	Y	Council
Gym Appraisal	\$55.75	\$60.00	7.62%	Y	Council
Gym Appraisal - Concession & Youth	\$50.20	\$39.00	-22.31%	Y	Council
Gym Reappraisal (within 12mths of initial appraisal date)	\$35.00	\$40.00	14.29%	Y	Council
Gym Reappraisal - Concession & Youth (within 12mths of initial appraisal date)	\$31.50	\$26.00	-17.46%	Y	Council
Personal Training Casual Visit (30 minutes)	\$51.75	\$55.00	6.28%	Y	Council
Personal Training Casual Visit (30 minutes) - Concession & Youth	\$46.60	\$35.75	-23.28%	Y	Council
Personal Training 10 Pass Entry (30 minutes)	\$465.40	\$493.80	6.10%	Y	Council
Personal Training 10 Pass Entry (30 minutes) - Concession & Youth	\$418.85	\$321.00	-23.36%	Y	Council
Personal Training Casual Visit 2 participants (per person)	\$31.50	\$33.50	6.35%	Y	Council
Personal Training Casual Visit 3 participants (per person)	\$23.50	\$25.00	6.38%	Y	Council
Personal Training Casual Visit 4 participants (per person)	\$17.50	\$18.50	5.71%	Y	Council
Physio/Exercise Physiologist/Personal Trainer gym access - per hour	\$0.00	\$24.50	∞	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Other Recreation Charges

Non-returned/Replacement Membership Card/Fob	\$25.00	\$25.00	0.00%	Y	Council
24 Hour Gym Membership Fob	\$25.00	\$25.00	0.00%	Y	Council
Direct Debit Cancellation Fee	\$100.00	\$106.00	6.00%	Y	Council

## Aquatic

### Aquatic Fees

Under 2 years free entry

Spectator, Child under 2yrs & Companion Card holders (inc Vac swim)			Free	Y	Council
Adult Entry	\$6.70	\$7.10	5.97%	Y	Council
Entry - Concession & Youth	\$6.00	\$4.60	-23.33%	Y	Council
Family Day Pass (2 adults & 2 children or 1 adult & 3 children)	\$17.50	\$18.60	6.29%	Y	Council
Family Day Pass (2 adults & 2 children or 1 adult & 3 children) - Concession	\$0.00	\$12.10	∞	Y	Council
Family Day Pass - extra child	\$3.90	\$4.10	5.13%	Y	Council
Birthday Party - up to 10 Children	\$0.00	\$30.00	∞	Y	Council
Birthday Party - 11 and above Children	\$0.00	\$55.00	∞	Y	Council
10 Entry Pass - Adult	\$60.25	\$63.90	6.06%	Y	Council
10 Entry Pass - Concession & Youth	\$54.20	\$41.55	-23.34%	Y	Council
20 Entry Pass - Adult	\$0.00	\$110.40	∞	Y	Council
20 Entry Pass - Concession & Youth	\$0.00	\$71.75	∞	Y	Council
Lane Hire - per hour	\$19.50	\$25.00	28.21%	Y	Council

## School Groups

School Group Fitness Class Hire - per session	\$75.00	\$80.00	6.67%	Y	Council
Primary School Usage - per term (not including Sports Carnivals and Fitness classes)	\$0.00	\$500.00	∞	Y	Council
High School Usage - per term (not including Sports Carnivals and Fitness classes)	\$0.00	\$900.00	∞	Y	Council
Aquatic Carnivals/Events - half day entry & venue hire	\$241.30	\$256.00	6.09%	Y	Council
Aquatic Carnivals/Events - full day entry & venue hire	\$402.15	\$426.70	6.10%	Y	Council
Aquatic Carnivals/Events - half day additional lifeguard (per 100 entries)	\$97.20	\$103.15	6.12%	Y	Council
Aquatic Carnivals/Events - full day additional lifeguard (per 100 entries)	\$194.40	\$206.25	6.10%	Y	Council

## Bridgetown Regional Library

### Library Fees

Headphones disposable	\$2.50	\$2.65	6.00%	Y	Council
Library Programs			Cost + 20%	Y	Council
Replacement of Lost Book - as per SLWA depreciated value table			As per value SLWA table	Y	Regulatory
Exhibition or Book Launch			10% Comm	Y	Council
Book Club - per month	\$11.75	\$12.50	6.38%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Library Fees [continued]

CD/DVD Cleaning	\$5.95	\$6.30	5.88%	Y	Council
-----------------	--------	--------	-------	---	---------

## Library Programs

Includes workshops, school holiday programs and any other library run programs.

Library Event - Adult	\$8.00	\$10.00	25.00%	Y	Council
Library Event - Child	\$5.00	\$5.00	0.00%	Y	Council

## Photocopying B&W

Single Side A4	\$0.65	\$0.65	0.00%	Y	Council
Double Side A4	\$0.90	\$0.90	0.00%	Y	Council
Single Side A3	\$1.10	\$1.10	0.00%	Y	Council
Double Side A3	\$1.65	\$1.65	0.00%	Y	Council

## Photocopying Colour

Single Side A4	\$2.20	\$2.20	0.00%	Y	Council
Double Side A4	\$3.35	\$3.35	0.00%	Y	Council
Single Side A3	\$3.80	\$3.80	0.00%	Y	Council
Double Side A3	\$5.00	\$5.00	0.00%	Y	Council

## Scanning

Scanning to Email A4	\$0.50	\$0.50	0.00%	Y	Council
Scanning to Email A3	\$0.50	\$0.50	0.00%	Y	Council

## Laminating Services

Laminating A5	\$1.75	\$1.75	0.00%	Y	Council
Laminating A4	\$2.50	\$2.50	0.00%	Y	Council
Laminating A3	\$4.00	\$4.00	0.00%	Y	Council

## Meeting Room

Community Groups/Not For Profit - full day hire	\$73.40	\$80.00	8.99%	Y	Council
Community Groups/Not for profit - half day hire	\$41.95	\$45.00	7.27%	Y	Council
Community Groups/Not for profit - per hour (first hour free)	\$12.60	\$14.00	11.11%	Y	Council
Commercial Hire - full day	\$113.50	\$125.00	10.13%	Y	Council
Commercial Hire - half day	\$63.00	\$70.00	11.11%	Y	Council

## Summer Outdoor Film Festival

Adults	\$7.00	\$7.00	0.00%	Y	Council
Child - under 16 years	\$4.00	\$4.00	0.00%	Y	Council
Family Pass - 2 adults + 2 under 16 years	\$13.50	\$13.50	0.00%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Tourism

### Bridgetown Greenbushes Visitor Information Centre

#### Display/Advertising Fees

Trade Show/Festival Program/Brochure Display (not DL) 1 month	\$59.20	\$20.00	-66.22%	Y	Council
Quarter Window Display Monthly Rental (including poster display)	\$0.00	\$20.00	∞	Y	Council
Quarter Window Display Quarterly Rental (including poster display)	\$0.00	\$50.00	∞	Y	Council
Quarter Window Display Yearly Rental (including poster display)	\$0.00	\$100.00	∞	Y	Council
Half Window Display Monthly Rental (including poster display)	\$0.00	\$40.00	∞	Y	Council
Half Window Display Quarterly Rental (including poster display)	\$0.00	\$80.00	∞	Y	Council
Half Window Display Yearly Rental (including poster display)	\$0.00	\$160.00	∞	Y	Council
Whole Window Display Monthly Rental	\$0.00	\$50.00	∞	Y	Council
Whole Window Display Quarterly Rental	\$0.00	\$100.00	∞	Y	Council
Whole Window Display Yearly Rental	\$0.00	\$200.00	∞	Y	Council
1m2 Floor Display Monthly Rental (including banners)	\$65.80	\$20.00	-69.60%	Y	Council
1m2 Floor Display Quarterly Rental (including banners)	\$157.75	\$50.00	-68.30%	Y	Council
1m2 Floor Display Yearly Rental (including banners)	\$0.00	\$100.00	∞	Y	Council

#### Brochure Racking

Brochure racking fees for DL size only

Local businesses, accommodation providers and events			FREE	N	Council
Brochure Racking - Event 1 month (Out of town only)	\$8.50	\$10.00	17.65%	Y	Council
Brochure Racking - 12 months (Out of town only)	\$0.00	\$50.00	∞	Y	Council

#### Commission Rates

Online event ticket sales where cost of ticket => \$50.00 each			\$4.00 + 1%	Y	Council
Online event ticket sales where cost of ticket < \$50.00 each			5%	Y	Council
			<b>Last year fee</b> 5% Comm		
Merchandise items on consignment			25%	Y	Council
Accommodation/Tour Bookings			12.5%	Y	Council
			<b>Last year fee</b> 12.75%		

#### Other Charges

Jigsaw Gallery - Adult	\$5.00	\$5.00	0.00%	Y	Council
Jigsaw Gallery - Child	\$3.00	\$3.00	0.00%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

**Other Charges** [continued]

Jigsaw Gallery - Family	\$12.00	\$12.00	0.00%	Y	Council
Trails Booklet	\$3.00	\$3.00	0.00%	Y	Council

DRAFT

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Building Control

All fees as per Building Regulations 2012.

Many fees (e.g. – development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc.) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without the need for Council to formally modify the schedule. Please note not all regulatory fees are included in this document.

### Application Building Permit – Class 1 and 10 building

Uncertified Application	0.32% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				
Certified Application	0.19% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				

### Application Building Permit - Class 2-9

Certified Application - Class 2-9	0.09% of est. value (Inc. GST) of the Building work as determined by the permit authority but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				

### Application Demolition Permit

Demolition of Class 1 and 10 Building	\$110.00	\$110.00	0.00%	N	Regulatory
Demolition of Class 2-9 Building - per storey	\$110.00	\$110.00	0.00%	N	Regulatory

### Other Application Permits

Application to extend the time during which a building or demolition permit has effect	\$110.00	\$110.00	0.00%	N	Regulatory
Application to amend a building permit - all classes	Same calculation as for application for building permit based on change to contract value but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				
Application for an occupancy permit for a completed Building Class 2-9 Building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a temporary occupancy permit for an incomplete building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for modification of an occupancy permit for additional use of a building on a temporary basis	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a replacement occupancy permit for permanent change of building's use classification	\$110.00	\$110.00	0.00%	N	Regulatory
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision	\$115 or \$11.60 per strata which ever is greater			N	Regulatory
	Min. Fee incl. GST: \$115.00				
Application for an occupancy permit for unauthorised Class 2-9 (Certified)	0.18% of the est. value (Inc. GST) of the unauthorised work, but not less than \$110			N	Regulatory
	Min. Fee incl. GST: \$110.00				



Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Other Application Permits [continued]

Application for a building approval certificate for unauthorised Class 1 and 10	0.38% of the est. value (Inc. GST) of the unauthorised work, but not less than \$110 Min. Fee incl. GST: \$110.00			N	Regulatory
Application to replace an occupancy permit for an existing building	\$110.00	\$110.00	0.00%	N	Regulatory
Application for a building approval certificate for an existing building when unauthorised work has not been done	\$110.00	\$110.00	0.00%	N	Regulatory
Application to extend the time during which an occupancy permit or building approval certificate has effect	\$110.00	\$110.00	0.00%	N	Regulatory
Swimming Pool Inspection Fee (annual)	\$58.45	\$58.45	0.00%	N	Regulatory
Unscheduled Pool Inspection (additional to 4 yearly regulatory inspection)	\$100 per hour but not less than \$150 Min. Fee incl. GST: \$150.00			N	Council
Application for battery powered smoke alarms (per application)	\$0.00	\$179.40	∞	N	Regulatory

## Shire Building Services

### Building Services Certification Service

Request for Certificate of Design Compliance – Class 1 and 10 building (within Shire district)	0.13% of est. value but not less than \$500 Min. Fee incl. GST: \$500.00			Y	Regulatory
Request for Certificate of Design Compliance – Class 2-9 buildings (within Shire District)	0.11% of the est. value (Inc. GST) of the Building work, but not less than \$1,000 Min. Fee incl. GST: \$1,000.00			Y	Regulatory
Request for Certificate of Construction Compliance, Building Compliance, or Other Compliance (within Shire district)	\$100 per hour but not less than \$500.00 Min. Fee incl. GST: \$500.00			Y	Council
Request for Certificate of Construction Compliance, Building Compliance, Design Compliance or Other Compliance (outside Shire district)	\$150 per hour (including travel) but not less than \$500 Min. Fee incl. GST: \$500.00			Y	Council
Request for seeking confirmation Planning, Environmental Health, Infrastructure requirements have been met	\$100 per hour but not less than \$100 Min. Fee incl. GST: \$100.00			Y	Council

### Copy of Building, Planning and/or Septic Tank Plans

Copy of Building, Planning and/or Septic Tank Approvals	\$61.35	\$65.10	6.11%	Y	Council
---	---------	---------	-------	---	---------

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Works & Services

### Shire Contribution to Crossover Construction

Contribution is 50% of the cost to construct a standard crossing up to the applicable maximum values below.  
(Refer to the current Shire Crossover Policy for further information).

#### Residential & Rural

Asphalt	\$628.30	\$716.25	14.00%	N	Council
Bitumen	\$401.05	\$457.20	14.00%	N	Council
Brick paving	\$802.10	\$914.40	14.00%	N	Council
Concrete	\$802.10	\$914.40	14.00%	N	Council
Culvert pipes - reinforced concrete class 4 (when required)	\$169.90	\$193.70	14.01%	N	Council
Gravel (Rural only)	\$334.20	\$381.00	14.00%	N	Council
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	N	Council

#### Commercial

Asphalt	\$887.00	\$1,011.20	14.00%	N	Council
Bitumen	\$566.20	\$645.50	14.01%	N	Council
Brick paving	\$1,132.40	\$1,290.90	14.00%	N	Council
Concrete	\$1,132.40	\$1,290.90	14.00%	N	Council
Culvert pipes - reinforced concrete class 4 (when required)	\$254.80	\$290.50	14.01%	N	Council
Headwalls to suit culvert pipes - pre-cast concrete	\$298.80	\$340.60	13.99%	N	Council

#### Accessing Water from Shire Standpipes

Lost Standpipe Access Card fee	\$0.00	\$50.00	∞	N	Council
Standpipe Access Card Bond	\$0.00	\$50.00	∞	N	Council
Standpipe Water - per kilolitre	\$12.90	\$13.20	2.33%	N	Council

#### Evaluation of Traffic Management Plans

Evaluation of Traffic Management Plans (>28 Days)	\$45.50	\$48.30	6.15%	N	Council
Evaluation of Traffic Management Plans (<28 Days)	\$105.10	\$111.50	6.09%	N	Council

#### Directional Signs

Ordering and Erection (fingerboard signs only)	\$440.50	\$467.35	6.10%	Y	Council
Ordering and Erection (other than fingerboard & larger signs cost + 30% administration charge)			Cost + 30%	Y	Council

#### Other Fees & Charges

Charge for quotation to set up physical road closure	\$168.95	\$179.25	6.10%	Y	Council
Temporary Heavy Haulage Approvals	\$215.30	\$228.45	6.11%	N	Council
Private Works Jobs Wet Hire of Machinery & Materials			Cost + 30%	Y	Council
Bridgetown Greenbushes Local Authority Plate Fee	\$35.50	\$37.65	6.06%	Y	Council
Replacement Rural Street Numbering Sign	\$152.25	\$161.55	6.11%	Y	Council

Name	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (incl. GST)	Increase %	GST	Class Type
------	----------------------------------	----------------------------------	---------------	-----	------------

## Other Fees & Charges [continued]

Pesticide Free Notification Signs	\$69.65	\$73.90	6.10%	Y	Council
Non-Pesticide Use of Section of Road Adjacent to Private Property Signs	\$69.65	\$73.90	6.10%	Y	Council
Installation & Removal of Community Group/Event Banners	\$195.00	\$195.00	0.00%	Y	Council

DRAFT

# Customer Service Charter

## Our Commitment To You

The Shire of Bridgetown-Greenbushes vision is  
***Bridgetown Greenbushes***  
***The heart and soul of the South West***

In our dealings with customers we will demonstrate the following values

- **Welcoming** • **Community minded** • **Creative** • **Sustainable** • **Cost effective** •



**Our commitment: To be a dynamic organisation that delivers effective services and maintains a strong customer focus.**

**When contacting us in person, by phone, email or letter we will ensure:**

- Our service is delivered by professional, courteous and skilled employees who introduce themselves or are easily identifiable by their name badge.
- All of our interactions with you are handled in a personalised manner reflecting the importance we place on your enquiry.

**Throughout all of our interactions with you we will ensure:**

- We maintain a polite, competent and helpful approach and endeavour to provide the correct information and assistance.
- If we are unable to resolve your enquiry at the first point of contact, it will be forwarded to the appropriate department for action.
- When correspondence is received by the Shire via email, letter or the 'Contact Us' link on our Website, we will acknowledge and respond to your correspondence within 10 business days. If we are unable to provide a full response, you will be kept informed of progress.

Please note, standards do not apply to unsolicited mail, sales or promotional material.

**We value and appreciate your feedback**

- Your feedback is important and assists in the continual improvement of our services.
- We will ensure feedback is recorded, acknowledged and forwarded to the relevant Department.
- If you wish to lodge a formal complaint (or compliment) we request you complete a Complaints or Compliments form. Informal feedback on service delivery can be received by email, letter or via the Contact Us link on our website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)



*The heart and soul of the South West*

# CUSTOMER SERVICE CHARTER

## Our Commitment to You:

To be a dynamic organisation that delivers effective services + maintains a strong customer focus

In our dealings with customers we will demonstrate the following values:

**Welcoming • Community minded • Creative • Sustainable • Cost effective**

**When contacting us in person, by phone, email or letter we will ensure:**

- Our service is delivered by professional, courteous and skilled employees who introduce themselves or are easily identifiable by their name badge.
- All of our interactions with you are handled in a personalised manner reflecting the importance we place on your enquiry.

**Throughout all of our interactions with you we will ensure:**

We maintain a polite, competent and helpful approach and endeavour to provide the correct information and assistance.

- If we are unable to resolve your enquiry at the first point of contact, it will be forwarded to the appropriate department for action.
- When correspondence is received by the Shire via email, letter or the 'Contact Us' link on our Website, we will acknowledge and respond to your correspondence within 10 business days. If we are unable to provide a full response, you will be kept informed of progress.

Please note, standards do not apply to unsolicited mail, sales or promotional material.

**We value and appreciate your feedback**

- Your feedback is important and assists in the continual improvement of our services.
- We will ensure feedback is recorded, acknowledged and forwarded to the relevant Department.
- If you wish to lodge a formal complaint (or compliment) we request you complete a Complaints or Compliments form. Informal feedback on service delivery can be received by email, letter or via the Contact Us link on our website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)
- We use Social Media primarily to inform rather than as an interactive forum. Please use one of the above methods to communicate with us if you have a query that requires a response.



**Shire of Bridgetown-Greenbushes**  
**Local Government (Audit) Regulation 17**  
**Review**

**Risk Management**  
**Internal Controls**  
**Legislative Compliance**

**June 2023**

## TABLE OF CONTENTS

<b>1</b>	<b>BACKGROUND .....</b>	<b>3</b>
<b>2</b>	<b>OVERVIEW AND OBJECTIVES .....</b>	<b>3</b>
<b>3</b>	<b>METHODOLOGY .....</b>	<b>3</b>
<b>4</b>	<b>SCOPE .....</b>	<b>4</b>
<b>5</b>	<b>LIMITATIONS.....</b>	<b>6</b>
<b>6</b>	<b>RISK ASSESSMENT .....</b>	<b>7</b>
<b>7</b>	<b>REVIEW SUMMARY .....</b>	<b>7</b>
	7.1 RISK MANAGEMENT .....	7
	7.1.1 <i>Summary Assessment</i> .....	7
	7.1.2 <i>Summary Conclusion</i> .....	7
	7.2 INTERNAL CONTROLS .....	8
	7.2.1 <i>Summary Assessment</i> .....	8
	7.2.2 <i>Summary Conclusion</i> .....	8
	7.3 LEGISLATIVE COMPLIANCE.....	8
	7.3.1 <i>Summary Assessment</i> .....	8
	7.3.2 <i>Summary Conclusion</i> .....	8
<b>8</b>	<b>FINDINGS.....</b>	<b>9</b>
	8.1 RISK MANAGEMENT .....	9
	8.1.1 <i>Risk Management Policy</i> .....	9
	8.1.2 <i>Risk Management Framework</i> .....	9
	8.1.3 <i>Risk Register</i> .....	9
	8.1.4 <i>Business Continuity/Disaster Recovery Plans</i> .....	10
	8.1.5 <i>Code of Conduct</i> .....	10
	8.1.6 <i>Misconduct, Fraud and Theft</i> .....	11
	8.1.7 <i>Work Health and Safety</i> .....	11
	8.1.8 <i>Procurement and Contract Management</i> .....	12
	8.1.9 <i>Environment Management</i> .....	13
	8.2 INTERNAL CONTROLS .....	14
	8.2.1 <i>Documented policies and procedures</i> .....	14
	8.2.2 <i>Control of approval of documents, letters and financial records</i> .....	14
	8.2.3 <i>Human Resources</i> .....	15
	8.2.4 <i>Information Technology</i> .....	16
	8.2.5 <i>Records Management</i> .....	16
	8.2.6 <i>Asset Management</i> .....	16
	8.2.7 <i>Grants to External Groups</i> .....	18
	8.2.8 <i>Receipt of Grants</i> .....	19
	8.3 LEGISLATIVE COMPLIANCE.....	20
	8.3.1 <i>Complaints</i> .....	20
	8.3.2 <i>Gifts and Related Party Disclosures</i> .....	20
<b>9</b>	<b>SUMMARY OF RECOMMENDED IMPROVEMENTS .....</b>	<b>21</b>
<b>10</b>	<b>CONCLUSION .....</b>	<b>23</b>

## 1 Background

Pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer of a local government is to:

- (1) 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 subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

The last review was undertaken in June 2020 by the Executive Leadership Team and contained fifty six (56) recommendations. The overall findings of the review found that the Council's risk management, internal controls and legislative compliance systems and procedures were appropriate and effectively maintained significant controls.

The status of these recommendations continue to be presented to the Audit Committee and Council on a quarterly basis via the Risk Dashboard Report.

## 2 Overview and Objectives

In accordance with requirements outlined in the *Local Government (Audit) Regulations 1996* and specifically regulation 17, a review of systems and procedures in relation to risk management, internal control and legislative compliance at the Shire of Bridgetown-Greenbushes has been undertaken. This report summarises the findings and observations of the review and makes recommendations for improvement as appropriate, to improve any weaknesses in systems and controls.

The primary objective of the review is to provide assurance to the Council that its systems and procedures in these areas are appropriate and operating effectively.

## 3 Methodology

This review was conducted as an internal process by the Manager Governance and Risk under the authority of the CEO.

Previous reviews were undertaken based on a model prepared by LGIS Risk and was the basis for reporting to the Audit Committee and Council. The current review uses the same principles however it is presented in a different format.

The process undertaken was guided by the Department of Local Government, Sport and Cultural Industries' Operational Guideline Number 09 – Audit in Local Government.



The findings and recommended improvements of this report have been based on interviews with various officers and from internal investigation and observations by the Manager Governance and Risk.

Since the last review in 2020 the Office of the Auditor General has released further performance audit reports primarily dealing with general computer controls and cyber security. The findings of these reports have been considered in this Review.

## 4 Scope

The scope has been developed taking into account Appendix 3 of the Audit in Local Government Operational Guideline Number 9, which suggests the following issues should be considered.

### Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
  - potential non-compliance with legislation, regulations and standards and local government's policies;
  - important accounting judgements or estimates that prove to be wrong;
  - litigation and claims;
  - misconduct, fraud and theft;
  - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Assessing the Local Government's framework for management of supplier contracts;

- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks; and
- Assess whether existing employment practices provide sufficient protections to the employer and employee.

### **Internal Control**

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment;
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;

- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

### **Legislative Compliance**

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices regarding monitoring compliance programs typically include:

- Maintaining an annual compliance calendar;
- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements;
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest; and
- Ensuring that customers are provided with relevant and accurate information.

## **5 Limitations**

- A review of the Financial Systems was undertaken in June 2022 by AMD Chartered Accountants. This report does not include those matters or recommendations contained within that review.

## 6 Risk Assessment

The risk classification detailed within each area are based on the Risk Management Policy as follows:

Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

## 7 Review Summary

### 7.1 Risk Management

Effective risk management contributes to the achievement of the Shire’s objectives through continuous review of its processes and systems. A key element of risk management includes a governance framework integrated into strategic and operational plans.

Considering the size, resources, operations and environment the Shire of Bridgetown-Greenbushes operates in, a documented risk management strategy to provide for the management of risk in a holistic, systematic, structured and pro-active manner is considered appropriate.

#### 7.1.1 Summary Assessment

The Shire currently has in place a risk management framework however this was developed in 2015 and has not been updated since. A review of the framework has since been undertaken and is being internally reviewed.

Apart from some key staff, the level of understanding and application of risk in the organisation is relatively low due primarily to the lack of training and understanding.

Three (3) areas were identified as being inadequate, being “Risk Registers”, “Procurement and Contract Management” and “Work Health and Safety”.

Executive have already taken steps to improve two of these areas with:

- A draft Procurement and Contract Management Framework currently under internal review.
- The engagement of an external consultant to audit the Work Health and Safety systems (WHS). This audit has been completed and implementation of recommendations has commenced.

#### 7.1.2 Summary Conclusion

Overall, the systems and procedures in place at the Shire are adequate and maintain sufficient control however improvement is required.

## 7.2 Internal Controls

Internal controls are systems of policies and procedures to mitigate risks including, but not limited to, safeguarding of assets and people, ensuring accurate and reliable reporting, promoting compliance with laws and regulations and achieving effective and efficient operations.

An effective and strong system of internal control requires a high level of integrity and ethical behaviour, documented policies and procedures and clear accountability and oversight.

### 7.2.1 Summary Assessment

The financial system was the subject of an independent review by ADM Chartered Accountants in June 2022 and as such these controls were not assessed as part of this review. The ADM report stated that considering the size, resources and variety of operating activities undertaken by the Shire, on overall basis, their review identified that the financial management systems to be appropriate and generally operating effectively.

Overall, the systems, controls and processes in place are adequate although various recommendations have been made to provide further opportunity for improvement and strengthening of controls.

One (1) area was identified as being inadequate, being “Records Management”.

This had been identified by executive as an area requiring review and steps were taken to improve this area by the commissioning of an external review of the system in 2022.

The consultants overall finding found that the current records management system is inadequate and requires improvement.

An improvement/implementation plan was developed by the consultant to address the issues and staff, supported by the executive have now commenced implementation.

### 7.2.2 Summary Conclusion

Review of the Shire’s internal control framework indicated that apart from Records Management, internal controls are considered appropriate and operating adequately.

## 7.3 Legislative Compliance

An organisation’s adherence to compliance obligations is dependent on a robust compliance culture, stemming from organisational values emphasizing commitment to legal and regulatory compliance, integrity and business ethics.

### 7.3.1 Summary Assessment

The review of the Shire’s management systems and processes to support compliance with legislative requirements indicated good practices in place.

Further improvements are recommended which will strengthen the existing controls.

### 7.3.2 Summary Conclusion

The Shire has appropriate and effective systems and processes in place to help minimise the risk of non-compliance with legislative requirements.

## 8 Findings

### 8.1 Risk Management

#### 8.1.1 Risk Management Policy

Risk Rating	Low
-------------	-----

##### **Finding**

The Shire currently has a Risk Management Policy in place. This policy has recently been reviewed and is under internal review.

##### **Recommended Improvement**

- The Risk Management Policy be reviewed, adopted and promoted to staff.

#### 8.1.2 Risk Management Framework

Risk Rating	Moderate
-------------	----------

##### **Finding**

The current Risk Management framework was developed by LGIS for the Shire in September 2015, however this has not been updated since, although a draft framework has been prepared and is under internal review.

With a high staff turnover in the past few years the continued implementation of this framework has been hampered leading to, apart from some key personnel, staff generally not being fully conversant with risk management and how to assess risk.

##### **Recommended Improvement**

- Approve and implement a Risk Management Framework that aligns with AS/NZ ISO 31000:2018 Risk Management.
- Staff be provided training on risk management and assessment.
- Risk management form part of the induction process for new employees.

#### 8.1.3 Risk Register

Risk Rating	High
-------------	------

##### **Finding**

The Risk Dashboard Report that is currently provided to the Audit Cmmt/Council each quarter is the only register that formally addresses organisational risk.

This report contains both strategic and operational risks however it has not been updated with any new risks since 2020. Many of the risks identified are yet to be closed off for various reasons (Resourcing being one of these).

There is no formal process in place to identify and record new risks nor are there any operational risk registers for each business unit.

It is noted that the Work Health and Safety (WHS) Risk register is currently under development.

##### **Recommended Improvement**

- Develop, implement and maintain the following risk registers:

- Strategic Risk Register
- Operational Risk Registers for each business unit
- WHS Risk Registers

#### 8.1.4 Business Continuity/Disaster Recovery Plans

Risk Rating	Moderate
-------------	----------

##### **Finding**

There are Business Continuity/Disaster Recovery Plans in place which provide sufficient protection to the Shire however the following is noted:

- The current ICT BCP is dated 1/9/20. A review has been done and is under internal review.
- Testing of all BCPs and the Records Disaster Management Plan should be done.
- No back up power supply exists at the Shire Administration Office or Depot.
- The Local Emergency Management Arrangements are currently being reviewed with reporting to the Local Emergency Management Committee occurring. This review is expected to be completed by September 2023 and will be reported to Council.

##### **Recommended Improvement**

- Review and approve the Business Continuity Plan.
- Review and approve the ICT business Continuity Plan.
- Conduct testing of the Business Continuity and disaster recovery plans.
- Review and approve the Records Disaster Plan.
- Adopt the Local Emergency Management Arrangements upon review.
- Fund installation of back up power at the Shire Administration Office and Shire Depot.

#### 8.1.5 Code of Conduct

Risk Rating	Low
-------------	-----

##### **Finding**

Two Codes of Conduct are currently in place (as required by legislation):

- Code of Conduct for Council Members, Committee Members and Candidates
- Code of Conduct for Employees

On commencement, staff are provided a copy of the Code and requested to sign and acknowledge that they have read and understood the contents however no formal induction or ongoing refresher training is provided. In the annual performance review process staff are required to reaffirm they have read the Code of Conduct.

The CEO provides an induction to new councillors.

##### **Recommended Improvement**

- Code of Conduct training be included in inductions for new employees.

### 8.1.6 Misconduct, Fraud and Theft

Risk Rating	Moderate
-------------	----------

#### **Finding**

The Financial Systems Review report has already dealt with this however there are some additional aspects that have been identified that could add further controls in this area.

The existing push button code system in the main administration building is cumbersome as it was noted that staff often have to enter the code several times before gaining access. It also requires the code to be changed regularly to ensure security. A more efficient system would be the use of swipe cards.

The shire has a CCTV system in place with a small number of cameras located in strategically located areas however it is understood that some of these cameras have not been working effectively for a while due to their age. The picture quality of some of the cameras is poor and cannot be used to assist police in taking further action against offenders. Local police are questioning the adequacy and quality of the cameras and also requesting more cameras be considered in “hot spots”.

Funding of new CCTV has been limited in recent years.

The Corporate Business Plan contains an action to create a reserve fund in 2023/24 for the purpose of Council setting aside funds annually in order to build up funds for future installations.

A CCTV strategy/plan should be prepared. This would identify locations for replacement CCTV, new CCTV with estimated costs and timings over a 5-10 year period.

#### **Recommended Improvement**

- Replace the existing code access system in the main administration building with a swipe card access system.
- A CCTV strategy/plan be developed.

### 8.1.7 Work Health and Safety

Risk Rating	High
-------------	------

#### **Finding**

In 2022 the ELT reviewed our current WHS systems and processes in light of the new WHS legislation coming into effect. An external consultant was engaged to audit the system and provide a report and improvement implementation plan. This has been completed and implementation has commenced. A new Regional Risk Coordinator was appointed by LGIS Mutual Services and the Coordinator has been working with relevant Shire staff in developing a long-term improvement plan.

#### **Recommended Improvement**

- As is reasonably practicable, continue to implement the recommendations from the Work Health and Safety Audit Report.



### 8.1.8 Procurement and Contract Management

Risk Rating	High
-------------	------

#### ***Finding***

Three policies relating to procurement exist - Purchasing, Buy Local and Regional Price Preference. Via the 2022 Policy Manual Review process the need to conduct standalone review of these policies was identified. These reviews will occur in 2023/24.

There is no formal procurement and contract management framework in place however a draft framework has been developed and is under internal review.

Interviews and walkthroughs of key purchasing controls indicated good financial controls and processes are in place, ensuring staff compliance with the Purchasing Policy.

Informal processes are in place and although some templates are used for higher end procurement/tendering these are not consistent and have been developed by individual staff members to suit the procurement activity. Although these documents are subject to internal approval processes prior to their release the need for consistent templates is recognised.

Outside of the financial controls the following have been identified:

- There are no guidance notes/checklists/templates to assist employees in undertaking procurement.
- Our processes to record and monitor contract variations are inconsistent nor is there any guidance on dealing with variations.
- Terms and conditions, other than larger quotations, are virtually non-existent with many subject to the suppliers conditions, which inevitably favour the supplier and is not in the best interests of the Shire.
- There are several instances of the same goods/services being purchased regularly. Whilst there may have been a value for money assessment at the time of the initial purchase this isn't often tested in later purchases.
- Generally, contract management, including induction is poor.
- Lack of procurement training for staff.

#### ***Recommended Improvement***

- A Procurement and Contract Management Framework be adopted and implemented.
- Review the Purchasing, Buy Local and Regional Price Preference Policies.
- Purchase orders to contain terms and conditions. Alternatively, these could be listed on the Shire's website with a reference to them on the purchase order.
- Identify those instances where a formal agreement could be entered into for the purchase of regular goods or services and where appropriate commence a formal quoting process.

### 8.1.9 Environment Management

Risk Rating	Moderate
-------------	----------

#### ***Finding***

The Shire conducts a wide range of environmental management functions such as weed spraying, pest control, bush fire mitigation, waterwise practices, recycling services, etc.

Council has adopted the Warren Blackwood Alliance of Council's Policy Statement and Action Plan for addressing climate change.

The Shire has a contaminated site register in place but it is out of date. The Department of Water and Environment Regulation maintains a current register.

There are no processes or procedures (other than at the waste facility site) to manage contaminated sites.

#### ***Recommended Improvement***

- Update the Shire's Contaminated Sites Register.
- Develop a procedure to manage contaminated sites on council land.

## 8.2 Internal Controls

### 8.2.1 Documented policies and procedures

Risk Rating	Moderate
-------------	----------

#### **Finding**

The Shire has adequate policies in place to guide staff.

The ELT is currently reviewing existing internal procedures and developing a suite of new procedures with a new procedures manual to be rolled out in next 2 months. The new procedures will replace a number of informal procedures that exist and will reduce risk to the organisation.

A Central Corporate Library has been developed and implemented to capture all current organisational documentation including policies and procedures in a single location for ease of access. This library is a living document, and only having just been implemented is not complete.

The identification and processing of complaints would be enhanced by development of an appropriate policy. This would link to the development of a complaints register.

#### **Recommended Improvement**

- Comprehensive procedure manuals be developed and maintained.
- Develop a process for the formal review of procedures.
- Develop an internal procedure to improve identification and processing of complaints.
- Develop a complaints register.

### 8.2.2 Control of approval of documents, letters and financial records

Risk Rating	Low
-------------	-----

#### **Finding**

The Shire has adequate internal policies which guide staff on delegation levels for approvals of documents, letters and financial records, including policies for borrowing, investments, significant accounting, credit cards, and purchasing.

Synergysoft Central Records controls access and is dependent on the level of access granted according to staff roles. All changes to documents or records are traceable via the audit trail function. System changes are controlled via parameters established in the Synergysoft system. Synergysoft however is reliant on documents etc being recorded in the system. This matter is elaborated further under section 8.2.5.

Computer applications and information technology systems are managed by external IT contractors with access permissions granted to staff based on the requirements of their job roles.

Informal processes exist when seeking the sign off of documents etc. Financial records are dealt with in the Financial Systems review and were assessed as appropriate.

It is noted that new processes have been introduced, such as the development of the Corporate Library and the improved vetting of legal documents, which provide greater controls.

A Communications Framework/Plan has been developed and includes branding and consistency of communications and documents. Reviews of relevant communications policy are occurring.

**Recommended Improvement**

- A procedure be developed to provide guidance to offices on the process for signing documents, including grant applications, agreements, legal documents, correspondence, etc.

**8.2.3 Human Resources**

Risk Rating	Moderate
-------------	----------

**Findings**

Systems and processes are in place however they have not been fully reviewed for 2 years.

Investigations reveal:

- Senior management have a very positive ethos towards training and staff are encouraged to undertake training within the financial resources available.
- Staff are lacking internal training relating to such things as procurement, risk management, code of conduct, records management etc.
- A training register exists however an improvement opportunity exists to develop a training matrix which will provide a strategic overlay of the needs of the organisation. Any register should include things such as qualifications, drivers license, tickets/permits held by staff. This will assist in ensuring that all qualifications remain current.
- Some procedures exist however they need review. Further procedures need to be developed.
- The content of new employee inductions is limited and requires review.
- Random payroll deduction auditing was conducted in 2022 however this needs to be scheduled as an ongoing activity.
- Some processes exist for staff recruitment/termination/resignation however these are not formally structured to identify the sequence of events (i.e. payroll notification, return of keys and other Shire property)

**Recommended Improvement**

- Review the structure of the organisational training/qualification register.
- Develop an organisational training matrix.
- Develop a comprehensive induction program for new employees.
- Review existing human resources procedures and develop new procedures and templates where appropriate.
- Develop a procedure documenting the frequency of internal auditing of payroll functions
- Review communications policies.

#### 8.2.4 Information Technology

Risk Rating	Low
-------------	-----

##### **Findings**

The Corporate Business Plan contains an action scheduled for 2023/24 for the preparation of an ICT Improvement Plan. This timeline was set to align with initiatives of Council's main business system vendor that was undertaking major changes to their platform over the last two to three years.

##### **Recommended Improvement**

- Develop an ICT Improvement Plan.

#### 8.2.5 Records Management

Risk Rating	Moderate
-------------	----------

##### **Findings**

An audit of the Shire's records management system was undertaken in June 2022 by an external consultant.

The consultants overall finding found that due to ad hoc and less than optimal practices, the current records management system is inadequate and requires improvement.

An improvement/implementation plan was developed by the consultant to address the issues and staff have now begun implementation.

##### **Recommended Improvement**

- Continue to implement the Records improvement plan.

#### 8.2.6 Asset Management

Risk Rating	Moderate
-------------	----------

##### **Findings**

Systems and procedures exist for the management of assets and in general are adequate, however further improvements can be made.

There is an Asset Management Plan in place however it is not being used as a tool to manage assets but primarily to support the financial ratios, which are now no longer required.

Asset replacement programs of between 5-10 years in length are in place for roads, drainage, footpaths, plant, buildings and ICT.

It is noted that a Parks Facilities Plan methodology and outcomes document was presented to Council in January 2023 with a completion date of March 2024.

The Consolidated Asset Management Plan adopted by Council in May 2021 contains a number of improvements however many of these have not been implemented. The State Government (via DLGSC) is currently reviewing the Integrated Planning Framework with a view to making recommendations for a tiered system of integrated planning based on the existing tiers/bands of local governments. We are awaiting the outcomes of that review before determining future asset management actions and strategies.

A register has been developed for minor equipment (Chainsaws, blowers, drills etc) however an annual review is required in order to identify disposed or disused equipment.

In addition to the above the Shire participated in an LGIS pilot fleet risk management program in 2022 and their report findings are referenced as follows:

- There is no overarching fleet policy in operation. Certain aspects such as ownership/lease preference, vehicle type/suitability, vehicle renewal/disposal and private use of vehicles is referenced elsewhere in purchasing policies for light fleet, induction manuals and individual staff agreements/contracts.
- There is no policy that defines fleet management practices and in particular driver safety practices. There are some conditions of use and driver responsibilities relating to pool car use, as referenced in Corporate Services Procedure – Shire Pool Car (CS.010). Practices such as use of personal vehicles are rare and at the CEO's discretion.
- While proof of valid driver's licence and competency to operate machinery are obtained prior to staff commencement, there does not appear to be ongoing validation. Annual performance reviews provide the option to produce a driver's licence for identification purposes, not necessarily for verifying current licence validity/driver competency. Other forms of identification can be produced in place of a drivers licence for this purpose.
- Light vehicles are maintained externally by the relevant vehicle dealer who updates service records/vehicle log book.
- Vehicle details are recorded in the Shire's asset register, however there is no centralised system to keep record of service/maintenance requirements.
- There is no specific policy for procurement of heavy machinery/plant. Requirement/purchase of these items is on a case-by-case basis with value subject to the thresholds of general purchasing policy (F.6 / F.14).
- While all vehicles are serviced to OEM standards there is no maintenance log or system to record and keep track of service/maintenance. Scheduled maintenance is heavily reliant on details (e.g. machine hours) obtained from pre-start checks. A manual system existed but was lost in the February 2022 depot fire.

#### ***Recommended Improvement***

- A process be put in place to monitor the accuracy of the minor equipment register.
- Defer implementation of the recommendations from the consolidated asset management plan adopted by Council in May 2021, pending the review of the Integrated Planning Framework by DLGSC.
- Develop a Park Facilities Plan.
- Develop a policy guiding the process for annual review of the Plant Replacement Plan, including assessment of safety ratings, fuel consumption, enhancements and WHS (similar to light fleet policy).
- Develop a driver safety procedure to address matters such as mobile phone usage, drug and alcohol, fatigue management, WHS, etc.).
- Develop a driver management procedure to address:

- Ongoing determination if staff members maintain valid licenses for operating fleet assets.
- Ensure appropriate training and awareness for usage of fleet assets.
- Determine when drug and alcohol testing is performed and how the process is managed (e.g. in the event of a positive result including second test, investigation, counselling and disciplinary measures depending on the nature of the event).
- Develop a procedure for the recording of additional vehicle details including improved tracking of service/maintenance requirement, vehicle status, vehicle assignment, fuel card allocation etc. Also determine how implementation of this new procedure is resourced.
- As with light fleet, develop a defined strategy to outline the organisation's approach towards its heavy fleet. This should link to other relevant documents (e.g. policy, procedures) and include:
  - Definition of Personal and Work Use (what is acceptable use under the two) i.e. no personal use of heavy machinery.
  - Procurement of fleet vehicles (including vehicle protection such as vehicles equipped with the latest safety technology)
  - Driver Safety Policy (including areas such as mobile phone usage, drug and alcohol, fatigue management, occupational health and safety etc.)
  - Consideration of safety requirements when purchasing/designing e.g. fire detection and suppression in garbage trucks.
- Implement an electronic maintenance log/system of all heavy machinery/plant including other pertinent information for tracking and recordkeeping purposes and ensuring maintenance to requisite standards.

### 8.2.7 Grants to External Groups

Risk Rating	Low
-------------	-----

#### **Findings**

Existing controls for grants/donations and contributions include:

- Policy F.1 – ‘Shire Community Grants, Service agreements, Donations and Contributions’
- Project Management Framework
- Financial controls
- Purchasing policies

Systems and processes are in place and are adequate however investigations reveal the following:

- No penalty exists for non-compliance to grant conditions by grant recipients.
- Community group acquittals of grants/donations/contributions are not always reviewed.
- Not all groups that are classed as ‘non-contestable’ provide annual reports and where they do these are not provided to Council for information.

#### **Recommended Improvement**

- Ensure all grant acquittals are reviewed for completeness and accuracy.
- Require all groups that are provided non contestable funding to provide annual reports on what they have achieved with the funding.

- Review Policy F.1. ‘Shire Community Grants, Service agreements, Donations and Contributions’ to introduce penalties for grant non-compliance.

### 8.2.8 Receipt of Grants

Risk Rating	Moderate
-------------	----------

- Many projects contained within the Corporate Business Plan (CBP) have had little or no scoping. When funding opportunities arise often the time for preparing applications is limited and as such planning can be rushed. This potentially means that things are missed and potentially lead to contract variations and/or lower than expected outcomes. Ideally proper planning and scoping of these projects should be undertaken prior to their inclusion in the CBP so that when the opportunities arise they are ready to go. This would also assist when projects are brought forward. However, it is also recognized that funding can sometimes arise and the opportunity to put forward a proposal for consideration may occur despite the full planning and scoping processes being incomplete.
- There is a system in place to raise reminders of milestones and other contractual commitments of grants. Staff also rely on funding bodies sending reminders (note not all funding bodies send reminders).

#### ***Recommended Improvement***

- Ensure that all projects contained within the Corporate Business Plan are properly planned and scoped in readiness for when funding opportunities arise, or they are brought forward earlier than originally planned. Note this will require budgeting for the planning/scoping processes.



## 8.3 Legislative Compliance

### 8.3.1 Complaints

Risk Rating	Moderate
-------------	----------

#### **Findings**

The risks associated with legislative compliance is a failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance procedure.

In addition to the Local Government Act 1995 local governments are directly affected by over 80 Western Australian Acts plus hundreds of related Regulations. Compliance with all legislation cannot be continually monitored however there are core requirements of a local government that can be identified and internally audited.

#### **Recommended Improvement**

- Develop an internal audit procedure/plan for the auditing of legislative compliance, internal controls and risk management.
- Conduct a minimum of one internal audit per annum of a specific service/function to test legislative compliance, risk management and quality of service.
- Develop a procedure for the scheduling of statutory inspections, including swimming pools (public and private), food shops and other environmental health functions.

### 8.3.2 Gifts and Related Party Disclosures

Risk Rating	Low
-------------	-----

#### **Findings**

Notification of gifts is currently done through email with the details contained within the body of the email. No form is used.

For consistency and ensuring all information is provided, the shire would benefit from the development of a form for the reporting of gifts.

There is no process in place to identify if notification of gifts were received on time or when they should be removed from the register.

Although processes exist for the completion of Related Party Disclosures, the completed disclosures are not retained in the Electronic Records Management System (SynergySoft).

#### **Recommended Improvement**

- A form be developed for the lodgement of gift notifications.
- A process be developed to identify:
  - when gift details are to be removed from the gift register
  - if notification was received within the required timeframe.
- All Related Party Disclosures and gift notifications to be registered in the Shire's Record Management System (SynergySoft).

## 9 Summary of Recommended Improvements

1. The Risk Management Policy be reviewed, adopted and promoted to staff.
2. Approve and implement a Risk Management Framework that aligns with AS/NZ ISO 31000:2018 Risk Management.
3. Staff be provided training on risk management and assessment.
4. Risk management form part of the induction process for new employees.
5. Develop, implement and maintain the following risk registers:
  - Strategic Risk Register
  - Operational Risk Registers for each business unit
  - WHS Risk Registers
6. Review and approve the Business Continuity Plan.
7. Review and approve the ICT business Continuity Plan.
8. Conduct testing of the Business Continuity and disaster recovery plans.
9. Review and approve the Records Disaster Plan.
10. Adopt the Local Emergency Management Arrangements upon review.
11. Fund installation of back up power at the Shire Administration Office and Shire Depot.
12. Code of Conduct training be included in inductions for new employees.
13. Replace the existing code access system in the main administration building with a swipe card access system.
14. A CCTV strategy/plan be developed.
15. As is reasonably practicable, continue to implement the recommendations from the Work Health and Safety Audit Report.
16. A Procurement and Contract Management Framework be adopted and implemented.
17. Review the Purchasing, Buy Local and Regional Price Preference Policies.
18. Purchase orders to contain terms and conditions. Alternatively, these could be listed on the Shire's website with a reference to them on the purchase order.
19. Identify those instances where a formal agreement could be entered into for the purchase of regular goods or services and where appropriate commence a formal quoting process.
20. Update the Shire's Contaminated Sites Register.
21. Develop a procedure to manage contaminated sites on council land.
22. Comprehensive procedure manuals be developed and maintained.
23. Develop a process for the formal review of procedures.
24. Develop an internal procedure to improve identification and processing of complaints.
25. Develop a complaints register.
26. A procedure be developed to provide guidance to offices on the process for signing documents, including grant applications, agreements, legal documents, correspondence, etc.
27. Review the structure of the organisational training/qualification register.
28. Develop an organisational training matrix.
29. Develop a comprehensive induction program for new employees.
30. Review existing human resources procedures and develop new procedures and templates where appropriate.
31. Develop a procedure documenting the frequency of internal auditing of payroll functions.
32. Review communications policies.

33. Develop an ICT Improvement Plan.
34. Continue to implement the Records improvement plan.
35. A process be put in place to monitor the accuracy of the minor equipment register.
36. Defer implementation of the recommendations from the consolidated asset management plan adopted by Council in May 2021, pending the review of the Integrated Planning Framework by DLGSC.
37. Develop a Park Facilities Plan.
38. Develop a policy guiding the process for annual review of the Plant Replacement Plan, including assessment of safety ratings, fuel consumption, enhancements and WHS (similar to light fleet policy).
39. Develop a driver safety procedure to address matters such as mobile phone usage, drug and alcohol, fatigue management, WHS, etc.).
40. Develop a driver management procedure to address:
  - Ongoing determination if staff members maintain valid licenses for operating fleet assets.
  - Ensure appropriate training and awareness for usage of fleet assets.
  - Determine when drug and alcohol testing is performed and how the process is managed (e.g. in the event of a positive result including second test, investigation, counselling and disciplinary measures depending on the nature of the event).
41. Develop a procedure for the recording of additional vehicle details including improved tracking of service/maintenance requirement, vehicle status, vehicle assignment, fuel card allocation etc. Also determine how implementation of this new procedure is resourced.
42. As with light fleet, develop a defined strategy to outline the organisation's approach towards its heavy fleet. This should link to other relevant documents (e.g. policy, procedures) and include:
  - Definition of Personal and Work Use (what is acceptable use under the two) i.e. no personal use of heavy machinery.
  - Procurement of fleet vehicles (including vehicle protection such as vehicles equipped with the latest safety technology)
  - Driver Safety Policy (including areas such as mobile phone usage, drug and alcohol, fatigue management, occupational health and safety etc.)
  - Consideration of safety requirements when purchasing/designing e.g. fire detection and suppression in garbage trucks.
43. Implement an electronic maintenance log/system of all heavy machinery/plant including other pertinent information for tracking and recordkeeping purposes and ensuring maintenance to requisite standards.
44. Ensure all grant acquittals are reviewed for completeness and accuracy.
45. Require all groups that are provided non contestable funding to provide annual reports on what they have achieved with the funding.
46. Review Policy F.1. 'Shire Community Grants, Service agreements, Donations and Contributions' to introduce penalties for grant non-compliance.

47. Ensure that all projects contained within the Corporate Business Plan (CBP) are properly planned and scoped in readiness for when funding opportunities arise, or they are brought forward earlier than originally planned. Note this will require budgeting for the planning/scoping processes.
48. A form be developed for the lodgement of gift notifications.
49. A process be developed to identify:
  - when gift details are to be removed from the gift register
  - if notification was received within the required timeframe.
50. All Related Party Disclosures and gift notifications to be registered in the Shire's Record Management System (SynergySoft).

## 10 Conclusion

A review of Council's risk management, internal controls and legislative compliance systems and procedures has been undertaken in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

There are three (3) specific areas that are deemed high risk (Risk Registers, Procurement and Contract Management, Work Health and Safety) however it is noted that these had already been identified by executive and steps have already been taken to make improvements in these areas. Some further improvements to reduce the organisation's residual risk have been identified in this audit.

The overall findings of this review have found that, apart from the three (3) specific areas mentioned above, Council's risk management, internal controls and legislative compliance systems and controls are adequate. Nevertheless a number of recommendations have been made to further strengthen our systems and controls.

The recommended improvements outlined in this report will only strengthen the systems and controls that are currently in place.

# BRIDGETOWN-GREENBUSHES VISITOR CENTRE SERVICE PLAN 2023 - 2028



Prepared by Karen Hill  
 Manager Visitor Servicing

## Table of Contents

### Contents

Introduction .....	2
The Role of the Visitor Information Centre .....	2
Our Goal .....	3
Benefits of a Visitor Information Centre .....	4
Service Delivery .....	5
1. Tourist Services .....	5
2. Website and Social Media .....	6
3. Merchandise .....	7
4. Membership .....	8
4.1 Accommodation Providers .....	9
5. Marketing .....	10
Gallery/Exhibition Space .....	11
Staffing & Volunteering .....	11

## Introduction

The Bridgetown-Greenbushes Visitor Information Centre forms part of a network of many Visitor Information Centres throughout Western Australia. It provides a visitor information service where tourists are given a warm welcome and introduction to Bridgetown-Greenbushes.

Feedback received from visitors to the Bridgetown-Greenbushes Visitor Information Centre – both verbally and from the visitors' book – shows that the Centre acts as an initial contact point, is a great asset to both the Shire and the community as well as regularly providing travellers with a positive experience of Bridgetown and Greenbushes.

The purpose of this Service Plan is to look at where the Visitor Centre is headed during the next five years, from both an operational and a marketing perspective.

## The Role of the Visitor Information Centre

The Visitor Servicing Industry is formally defined as offering the following to visitors:

- Information on attractions, events, retail and local services.
- Information and booking services for accommodation, events, transport and tours.
- Maps and directional information.
- Information on road conditions and transport options.
- General advice on meeting visitor needs and expectations.
- Interpretive information of the Shire (environment, heritage, history, art, etc).
- Sales of tourism related merchandise.

In fulfilling this definition, our aims are to:

- The provisions of excellent and timely customer service with well trained staff who will impart accurate and relevant information about the Shire of Bridgetown Greenbushes inclusive of its surrounds.
- Encourage visitors to extend their stay in the region which will increase yield.
- Encourage repeat visits.
- Encouraging and assisting with marketing and promotion of local businesses and events.
- Value cultural diversity by treating everyone with respect, hospitality and friendliness.
- Deliver quality products and services through:
  - Maintaining a commitment to professional service and customer satisfaction.
  - Creating an open culture that supports and encourages positive change.

- Providing responsible and goal-oriented management that meets the requirements of visitors, the community, stakeholders and Council.
- Stimulating industry growth through education and training for the Centre's staff, volunteers and local businesses.
- Ensuring that quality improvement principles are adhered to.
- Ensuring positive impacts on the environment and the community are to the forefront or maximised.

## Our Goal

To be leaders of the Visitor Centre industry in the offering of quality products and the best services to visitors, the community, and stakeholders alike, which will not only add value to the community and the local economy, but also encourage and boost our tourism footprint in Western Australia.

## Benefits of a Visitor Information Centre

Visitors seek quality information to determine their travel experiences both prior to and during their travel. This information influences the appeal of their destination and ultimately their choice of destination, their expectations once there, their activities, and the length of their stay. This has a flow-on effect for extended stays, repeat visits, increased expenditure, as well as word of mouth advertising.

The Centre offers the local community and the wider public a range of benefits.

The Centre helps:	How?	Effect?
The local economy	Visitors need food, drink, accommodation, entertainment, petrol and things to buy	Growth in small business operations Growth in range of businesses/ diversification of the local economy
	Extension of visitors' length of stay	The longer they stay, the more they do
	Growth in visitors' activity	The more they do, the more they spend
	Business growth & diversification	Diversified rate payer base Less vulnerable to economic downturn
The community	Growth in visitor numbers	More jobs in tourism Employment opportunities for local people
	Volunteers	Pride in their town & contribution
	Working together	Pride in their community Enhanced community wellbeing
	Improved infrastructure & services	Gives people 'a sense of place' – a better future for our kids
	Opportunity for residents to interact with other cultures	New ideas into the community
	Promoting community activities & events	A cohesive community that supports each other
The local tourism industry	Visitors have better experiences	Satisfied visitors come back again and send positive messages out into the marketplace
	Visitors have safer experiences	The community gains a good reputation as a host destination
	The community pulls together to provide visitor information	Community awareness of the value of tourism increases, leading to support and growth for the industry
The tourist	Enhanced delivery of visitor information results in visitors having safer and more	Happy visitors equates to repeat business and positive word of mouth advertising



	satisfying experiences	
The local environment & heritage	Well-informed visitors	Visitors become advocates for our valuable heritage and environment
	Aware visitors	Visitors learn to modify their behaviours when visiting fragile areas minimising their impacts are thus minimised

Source: Nichol Business Development

## Service Delivery

The Centre is open every day of the week with the exception of Good Friday and Christmas Day. Its hours of operation are:

- Monday to Friday 10 am – 4 pm
- Saturday 10 am – 1 pm
- Sundays and public holidays 10 am – 1 pm

The Centre is an accredited Level 2 Visitor Centre, which means that the management and staff have fulfilled and completed both the Australian Tourism Accreditation Program as well as requirements of the WA Visitor Centre Accreditation Program.

The Centre has four main service delivery areas:

### 1. Tourist Services

This includes products and services aimed at both visitors and locals. A significant amount of this service is provided free and includes items such as visitor guides, maps, trail guides, self-drive maps, weather reports, events information, dining guides, road condition reports and directional information.

A cost covering fee is charged for shire produced trail booklets, “Your Guide to Walk Trails in Greenbushes, Bridgetown & Hester”, “Bridgetown Heritage Walk” and “Bridgetown Art Trail”. The booklets are high quality publications and one that purchasers would be likely to keep for future use as a reference. The “Bridgetown Heritage Walk” booklets are now being sold with positive results.

Other services such as accommodation bookings, event ticket sales, and tour/bus bookings are also offered and the Centre receives a small commission for delivery of these services.

### Future Initiatives

- Promote Bridgetown and Greenbushes as the heart and soul of the South-West where visitors base themselves to explore Bridgetown and Greenbushes as well as surrounding Southern Forests and Valleys (SF&V) destinations.

- Become experts of surrounding SF&V destination attractions and experiences to increase stay and encourage repeat visits in the region. Including charging a fee for brochure racking of out-of-town SF&V businesses.
- Network with SF&V tourism businesses so that bookings for tours and experiences in SF&V areas can be made at Bridgetown-Greenbushes Visitor Centre on platforms such as Rezdy, to receive commission.
- Collaboratively work with Council and other agencies to promote Bridgetown as a “trails destination” for kayakers, walkers, cyclists and horse riders.
- Continue to develop Bridgetown as an RV Friendly Town.
- Continue to develop Greenbushes as an RV Destination.
- Produce in-house low budget brochures for summaries of things to do in the area. Customised for the seasons.
- Develop walking tours of the street and attractions as a bookable experience to increase revenue and share information about the area with tourists.
- Introduce digital technology experiences. Touch screens for tourist information, possibly virtual and augmented reality experiences.
- Provide interpretive information about Bridgetown and surrounds for creating sense of place.
- Integrate Welcoming Cities principles into our interpretation and marketing content.
- Increase opening hours during peak seasons on weekends.

## 2. Website and Social Media

Over several months, via the Concept Forum, councillors options for improving the visitor centre website and social media presence were discussed. The outcomes from those discussions are reflected in this Plan and are detailed below:

### Website

Consideration was given to purchasing the ‘Bridgetown Discovery’ website. For the last few years Bridgetown Discovery has certainly filled a space in the tourism sector, as the Visitor Centre didn’t have strong management and the website was poor. During this time people came to know ‘Bridgetown Discovery’ as the best source of tourism information online. This was a great initiative and provided a great resource whilst there wasn’t another. The situation has now changed. We have the Visitor’s Centre under new management and the Shire is financially contributing to an amazing new website for Southern Forest and Valleys (SF&V) which is scheduled to go online towards the end of this month.

The purchase of the ‘Bridgetown Discovery’ website hasn’t been recommended for a number of reasons, most importantly it is a name/brand we wouldn’t use, it is a URL we wouldn’t use, it doesn’t contain a suitable booking system and it has a new content management system to learn and manage.

The current VC website, even without being managed and updated to an optimum level, still performs extremely well in google searches.

The intent under this service plan is to upgrade the existing visitor centre website by:

- Changing its look and feel to match our new branding.
- Update site navigation.
- Update Bookeasy to the latest version – improving the user experience.
- Introduce the partnership with Southern Forest & valleys to our audience.

A comparative website to what we are proposing is the Kununurra Visitor Centre that can be viewed at <https://www.visitkununurra.com>

The cost of upgrading the Visitor Centre website is \$15,000 and will be considered for funding by Council in its 2023/24 budget.

The new website for Southern Forests & Valleys (<https://southernforestsandvalleys.com>) will be launching soon and will greatly assist in marketing the region, including Bridgetown and Greenbushes. We will continue to work in collaboration with Southern Forests & Valleys.

## Social Media

Current staff resourcing at the visitor centre limits the extent of our active social media presence. Under the Shire's current communications framework, the use of social media is limited to Facebook only as we don't have the resources to manage more. There is a stronger argument about increasing our social media presence for tourism and the visitor centre, but again current resources would suggest this be limited to Facebook at this time. There is an existing Facebook page – Beautiful Bridgetown. This has over 3,000 followers and enquiries have suggested it may be possible for the Visitor Centre to take over its management. This is the preferred option for improving the social media presence of the visitor centre.

## 3. Merchandise

The Centre carries a range of Bridgetown-branded souvenir items. This includes magnets, pins, teaspoons, tea towels, bumper stickers, etc. The Visitor Centre acknowledges the diversity of retail offerings on the main street and does not compete with products found at these businesses.

In the current economic climate, Visitor Centres around the state are becoming more retail-based in order to generate additional income, and the Centre historically generated significant revenue through the sale of merchandise.

The Bridgetown-Greenbushes Visitor Centre currently prices stock at a minimum cost plus 30% pricing structure. Selling consignment stock is also an option for the centre, receiving a commission on the sale of each product at 25% of selling price. A Consignment Stock Contract is signed before consignment stock being accepted for sale at the Visitor Centre.

## Future Initiatives

- Increase stock budget for the 23/24 financial year.
- Develop tourism retail products for visitor segments. Nature, heritage, adventure, art, event specific, singles, families, from youth to grey nomads.
- Support of main street retail businesses by not competing with products and recommending the shopping strip to visitors.
- Fee for service options for business to advertise at the Visitor Centre. Eg. (floospace display, poster display).
- Work with major events/festivals/theatre production co-ordinators to sell their specific merchandise from the Visitor Centre inside and outside of festival dates, eg. Blues at Bridgetown.
- Develop Greenbushes merchandise in collaboration with Greenbushes Discovery Centre.

## 4. Membership

Bridgetown-Greenbushes membership is currently offered as a flat fee of \$200 for accommodation providers, food outlet/wineries/attractions and retail main street traders.

The benefits are outlined below:

- DL size pamphlet to display at visitors centre.
- Website promotion.
- Promotion of events in weekly What's On.
- Promotion on Facebook for events/services within the Shire of Bridgetown-Greenbushes.
- Menus will be displayed in Window Display.

Membership benefits have not been fulfilled historically and memberships have dropped significantly during the recent past. Businesses on the main strip are keen to engage with the Visitor Centre, but many are able to market themselves online and are not willing to pay extra fees for services which do not add value to their current business models.

A review of visitor centres in the South West shows that some independent VC's operate on a membership structure, whereas most local government owned and operated Visitor Centres do not, in favour of a fee for service model offering free standard marketing (website listing) with some offering locals and not for profit businesses free brochure racking.

It is not unusual for local government visitor centres to list local accommodation providers and tour companies simply taking a commission from Bookeasy and Rezdy, two of the channel managers that can be embedded into websites and booked over the counter. These free listings with no membership outlay attracts more accommodation providers and tourism operators to work with them, increasing the revenue of the centres.

All tourism businesses agreeing to take bookings through Bookeasy and Rezdy are required to comply with all Commonwealth, State and Local Government Authority laws, policies, protocols and licenses as well as providing evidence of current public liability insurance.

There is no evidence of one membership model having been adopted by local councils, each operation having been tailored to suit the needs of the individual operation. It is recommended Bridgetown-Greenbushes Visitor Centre does not follow a specific membership structure rather opening the opportunity for every business that perceives to be in the business of tourism being encouraged to use the resources and services offered.

Note Council currently pays an amount of \$25 per membership to the BGBTA, which entitles the member to membership of that association too. Under a 'no membership' model this payment would end.

## Future Initiatives

- No membership model for Bridgetown-Greenbushes Visitor Centre.
- Free DL brochure racking for Bridgetown Greenbushes businesses and accommodation providers.
- Free business listings on Southern Forests and Valleys Website for the Bridgetown Greenbushes information pages.
- All food businesses included in the daily dining guide with contact details.
- Provide bookable services to tourists (Bookeasy and Rezdy for accommodation and tours) that attract commission as revenue.
- A targeted approach to attract out of town brochure racking for yearly fee to increase revenue and support Bridgetown Greenbushes as heart of the region, at an affordable rate for small businesses/events.
- Develop fee for service opportunities for advertising and marketing of businesses, local and non-local through the Visitor Centre/Shire spaces.
- Circulate Fee for Service opportunities to all local and non-local tourism industry businesses, to attract revenue. Branded and attractive.
- Develop industry networking events for accommodation and tourism businesses in Bridgetown Greenbushes so we are all working together on issues.
- Develop a local tourism industry newsletter to all businesses with interest in tourism.
- Update the MOU to include any business involved in whether it be café, restaurant, bookshop, art gallery, theatre, antique shop or accommodation providers, to include also those businesses already that are on Rezdy channel manager.
- All businesses working with the Visitor Centre will be required to accept to work within the guidelines of the code of ethics.

### 4.1 Accommodation Providers

Accommodation providers that are current members were asked to provide feedback on their membership. The main feedback was that providers would like to receive the money in a timelier manner. Current policy is that members do not receive funds until 10 days after

the following month. There are a couple of accommodation providers that are not on popular booking platforms such as Airbnb or Stayz.

Accommodation providers currently sign an MOU with the Shire outlining payments and cancellation fees.

### **Future Initiatives**

- The Visitor Centre keep Bookeasy booking platform to keep commission revenue (12.5% bookeasy, 17.5% waholidayguide.com) coming in.
- Attract new accommodation providers to the Bookeasy platform to provide better service for accommodation queries to the Visitor Centre.
- Payments to accommodation providers be made fortnightly by Shire of Bridgetown-Greenbushes Finance Department (after guest has departed). Visitor Centre staff to produce operator returns reports for fortnightly payments.
- Update MOU between Shire and current accommodation providers and continue to have new providers sign MOU.
- Continue to provide Bookeasy support for accommodation providers.

## **5. Marketing**

The Centre assists in tourism marketing and promotional activities, including event promotion and ticket sales to local events such as the Blues at Bridgetown camping options.

A weekly “What’s On” email that promotes local events is also distributed to over 700 recipients by the Visitor Centre.

The Centre works closely with the Bridgetown Greenbushes Tourism Association (BGBTa) and the Warren Blackwood Alliance of Councils (WBAC) to market and promote Bridgetown-Greenbushes and the Southern Forests and Valleys as a tourist destination.

Bridgetown Greenbushes is also well placed to become a centre for trails-based tourism, ie. walking, mountain bike riding, horse riding and canoeing/kayaking, which are increasing in popularity. The Centre will play a pivotal role in the development of the area as a destination of choice for these activities.

### **Future Initiatives**

- Continue to work with the appropriate tourism organisations (Australia’s South West & Southern Forests and Valleys) and other tourism bodies to identify, market and implement promotional and marketing opportunities.
- Continue to work with the WBAC and neighbouring Shires to identify and expand the regional trails network and marketing opportunities.
- Promote the Shire of Bridgetown-Greenbushes as the ‘place to go’ for trails-based activities, appealing to adventure, nature, arts and heritage visitor segments.

- Promote the Shire of Bridgetown-Greenbushes as ‘The Heart and Soul of the South West’ for visitors to base themselves and to visit other towns in the Southern Forests and Valleys as day trips while staying here.
- Adopt the tag line “The Heart and Soul of the South West” in promotional material marketing the area with associated branding elements.
- Implement a Bridgetown-Greenbushes Visitor Centre logo for marketing and uniforms.
- Promote the Shire as a key arts, heritage and culture destination.

## Gallery/Exhibition Space

The Visitor Centre is currently co-located with the very popular Brierley Jigsaw Gallery. The Visitor Centre promotes and supports the Brierley Jigsaw Gallery as a main attraction in Bridgetown which currently generates revenue with an entry fee.

With the Visitor Centre moving to the Bridgetown Railway Station in November 2023, it will continue to be located with a gallery/exhibition space to attract visitors and generate revenue.

### Future Initiatives

- Create a flexible gallery/exhibition space in the Bridgetown Railway Station that can generate revenue as a bookable space for events, exhibitions or function space.
- Continue to promote the Jigsaw Gallery to visitors as an attraction.

## Staffing & Volunteering

The Centre employs one full-time Manager and two visitor centre officers: one part-time 20 hours per week and one part time 12 hours per week. Both part time staff rotate working on the weekends.

The Centre is supported by a pool of approximately 1 volunteer who man the front counter. There is always a paid member of staff in the centre when the volunteer is present.

There is potential for more volunteers to join the team and to help with staffing the Discovery Centre in Greenbushes.

### Future Initiatives

- Identify and support staff for training opportunities.
- Train staff to deliver bookable charged walking tours as an experience in Bridgetown. (Street Art Tours, Bridgetown Highlights Tour, Bridgetown Behind the Scenes Tour, etc.) To be developed.
- Develop new volunteering plan for the Visitor Centre, to help train and guide volunteers in helping support the Visitor Centre.

## LOCAL GOVERNMENT ACT 1995

*[INSERT NAME OF LOCAL GOVERNMENT]*

### FENCING LOCAL LAW *[insert year]*

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the *[insert name of local government]* resolved on *[insert date]* to make the following local law.

#### PART 1—PRELIMINARY

##### 1.1 Citation

This local law is the *[insert name of local government] Fencing Local Law [insert year]*.

##### 1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

##### 1.3 Purpose and effect

- (1) The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.
- (2) The effect of this local law is to establish the minimum requirements for fencing within the district.

##### 1.4 Application

This local law applies throughout the district.

##### 1.5 Repeal

The *[insert title of local law relating to fencing being repealed]* published in the *Government Gazette* on *[insert date]* is repealed.

##### 1.6 Definitions

In this local law —

*Act* means the *Dividing Fences Act 1961*;

*applicant* means a person who makes an application for approval under this local law;

*AS or AS/NZS* means an Australian or Australian/New Zealand Standard as published by Standards Australia and as amended from time to time.

*barbed wire fence* means a wire or strand of wires having small pieces of sharply pointed wire twisted around it at short intervals;

*boundary fence* has the meaning given to it by the Act;

*Building Surveyor* means a Building Surveyor of the local government;

*CEO* means the Chief Executive Officer of the local government;

*Commercial Lot* means a lot where a commercial use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;



**dangerous** in relation to any fence means—

- (a) an electrified fence other than a fence approved by the local government under this local law;
- (b) a fence containing barbed wire other than a fence erected and maintained in accordance with this local law;
- (c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

**district** means the district of the local government;

**district planning scheme** means a local planning scheme of the local government made under the *Planning and Development Act 2005*;

**dividing fence** has the meaning given to it by the Act;

**electrified fence** means a fence carrying or designed to carry an electric charge;

**fence** means any structure, not including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

**front boundary** means the boundary line between a lot and the thoroughfare upon which that lot abuts, or in the case of a lot abutting on more than one thoroughfare, the boundary line between the lot and the primary thoroughfare;

**front fence** means a fence erected on the front boundary of a lot or on a line adjacent to the front boundary;

**front setback area** means the area between the building line of a lot and the front boundary of that lot;

**height** in relation to a fence means the vertical distance between—

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

**Industrial Lot** means a lot where an industrial use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**licence** means an electrified fence licence or a razor wire fence licence;

**local government** means the *[insert name of local government]*;

**local government property** means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” under section 3.53 of the *Local Government Act 1995*;

**lot** has the meaning given to it in the *Planning and Development Act 2005*;

**notice of breach** means a notice referred to in clause 5.1;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**owner** has the meaning given to it in the *Local Government Act 1995*;

**razor wire fence** means a coiled strong wire with pieces of sharp cutting edges set across it at close intervals;

**Residential Lot** means a lot where a residential use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**retaining wall** means any structure which prevents the movement of soil or retains soil or structures in order to allow ground levels of different elevations to exist adjacent to one another;

**Rural Lot** means a lot where a rural use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**Schedule** means a Schedule to this local law;

**Special Rural Lot** means a lot where a special rural use—

- (a) is or may be permitted under the district planning scheme; and
- (b) is or will be the predominant use of the lot;

**sufficient fence** means a fence described in clause 2.1; and

**thoroughfare** has the meaning given to it by the *Local Government Act 1995*, but does not include a private thoroughfare which is not under the management or control of the local government.

## 1.7 Licence fees and charges

All licence fees and charges applicable under this local law shall be determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

## PART 2—FENCES

### *Division 1—Sufficient fences*

#### 2.1 Sufficient fences

- (1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence.
- (2) Subject to subclauses (3) and (4), a sufficient fence—
  - (a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;
  - (b) on a Commercial Lot or an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 3; and
  - (c) on a Rural Lot or a Special Rural Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.
- (3) Where a fence is erected on or near the boundary between—
  - (a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;

- (b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 3;
  - (c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4;
  - (d) a Residential Lot and a Special Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4; and
  - (e) a Special Rural Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.
- (4) An application must be made to the local government for grant of consent to any variation to the specifications in Schedules 2, 3 and 4.
  - (5) Unless an authorised person determines otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of Schedule 2.
  - (6) Notwithstanding any other provision in this local law, a dividing fence or boundary fence constructed of masonry, stone or concrete shall be a sufficient fence only if it is designed by a suitably qualified structural engineer and constructed in accordance with that design where—
    - (a) it is greater than 1800 millimetres in height; or
    - (b) the Building Surveyor requires.
  - (7) Notwithstanding any other provision in this local law, a dividing fence or boundary fence shall not exceed 1800 millimetres in height unless the approval of the local government has been obtained for such a fence.

*Division 2—General*

**2.2 Fences within front setback areas**

- (1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1200 millimetres in height, within the front set-back area of a Residential Lot within the district.
- (2) The Building Surveyor may approve the erection of a fence of a height greater than 1200 millimetres in the front setback area of a Residential Lot only if the fence on each side of the driveway into the lot across the front boundary is to be angled into the lot for a distance of not less than 1500 millimetres along the frontage to a distance of not less than 1500 millimetres from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
- (3) The provision of subclause (2) shall not apply to a fence—
  - (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or
  - (b) that does not adjoin a footpath.

**2.3 Gates in fences**

- (1) A person shall not erect a gate in a fence which does not—
  - (a) open into the lot; or

- (b) open by sliding parallel and on the inside of the fence, which it forms part of, when closed.

#### **2.4 Depositing fencing material on public place**

A person shall not deposit or permit the deposit of any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property unless the approval of the local government has been obtained.

#### **2.5 Fences on a Rural Lot**

A person shall not, without the written consent of the Building Surveyor, erect a fence on a Rural Lot of a height exceeding 1500 millimetres.

#### **2.6 Maintenance of fences**

An owner of a lot on which a fence is erected shall maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, or unsightly to the amenity of the locality.

#### **2.7 Fences across rights-of-way, public access ways or thoroughfares**

A person must not, without the approval of the local government, erect or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed.

#### **2.8 General discretion of the local government**

- (1) Notwithstanding the provisions of clause 2.1, the local government may approve the erection or repair of a dividing fence which is not a sufficient fence where all of the owners of the lots to be separated by the dividing fence make an application for approval for that purpose.
- (2) In determining whether to grant its approval under subclause (1), the local government may consider whether the erection or retention of the fence would have an adverse effect on—
  - (a) the safe or convenient use of any land;
  - (b) the safety or convenience of any person; or
  - (c) the visual amenity of the locality.

### *Division 3—Fencing materials*

Where required by the Building Surveyor, fencing designs are to be certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

#### **2.9 Pre-used fencing materials**

- (1) Notwithstanding clause 2.1, a person shall not construct a fence on a Residential Lot, a Commercial Lot or an Industrial Lot from pre-used materials without the approval of the local government.
- (2) Where the local government approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant painting or treating the pre-used material as directed by the Building Surveyor.

#### **2.10 Barbed wire fences and spiked or jagged materials**

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect, affix or allow to remain on any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the local government has been obtained.

- (3) An owner or occupier of an Industrial Lot shall not erect, affix or allow to remain on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections unless the wire or other materials are carried on posts at an angle of 45 degrees, and unless the bottom row of wire or other materials is setback 150mm from the face of the fence and is not nearer than 2000mm from the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.
- (5) An owner or occupier of a lot shall not erect, affix or allow to remain as part of any fence or wall, whether internal or external on that lot, any broken glass.
- (6) An owner or occupier of a Rural Lot shall not erect, affix or allow to remain any barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

### **2.11 Electrified and razor wire fences**

- (1) An owner or occupier of a lot shall not—
  - (a) construct or use an electrified fence on that lot without obtaining the approval of the local government in the form prescribed in Schedule 5; or
  - (b) construct a fence wholly or partly of razor wire on that lot without obtaining the approval of the local government in the form prescribed in Schedule 6.
- (2) The local government shall not approve an application for the purpose of subclause (1)(a)—
  - (a) in respect of a lot which is or which abuts a Residential Lot;
  - (b) unless the prohibited fence complies with AS/NZS 3016:2002 Electrical installations—Electric security fences; and
  - (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.
- (3) The local government shall not approve an application for the purpose of subclause (1)(b)—
  - (a) if the fence is within 3000 millimetres of the boundary of the lot; or
  - (b) where any razor wire used in the construction of the fence is less than 2000 millimetres or more than 2400 millimetres above the ground level.
- (4) An application for approval for the purpose of subclauses (1)(a) or (1)(b) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.

### **2.12 Prohibited fencing materials**

A person shall not affix or use broken glass in the construction of any fence.

## **PART 3—APPROVALS**

### **3.1 Application for approval**

- (1) Where a person is required to obtain the approval of the local government under this local law, that person shall apply for approval in accordance with subclause (2).
- (2) An application for approval under this local law shall—
  - (a) be in the form determined by the local government;

- (b) be signed by the applicant and the owner of the lot;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995*.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for approval.
- (4) The local government may refuse to consider an application for approval which is not in accordance with subclauses (2) and (3).

### **3.2 Decision on application for approval**

- (1) The local government may—
- (a) approve an application for approval unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for approval.
- (2) If the local government approves an application for approval, it is to issue to the applicant an approval in the form determined by the local government.
- (3) If the local government refuses to approve an application for approval, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on an approval or which are to be taken to be imposed on an approval, the clause does not limit the power of the local government to impose other conditions on the approval under subclause (1)(a).

### **3.3 Compliance with approval**

Where an application for approval has been approved, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

### **3.4 Duration of approval**

Unless otherwise stated in the form of approval, an approval granted under this local law—

- (a) runs with the lot to which it relates;
- (b) may be relied upon by any subsequent occupier or owner of the lot; and
- (c) may be enforced by the local government against a subsequent occupier or owner of the lot.

## **PART 4—MISCELLANEOUS**

### **4.1 False or misleading statement**

A person shall not make a false or misleading statement in connection with any application, requirement or request under this local law.

## **PART 5—NOTICES OF BREACH**

### **5.1 Notices of breach**

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner of that lot.
- (2) A notice of breach shall—
- (a) specify the provision of this local law which has been breached;
  - (b) specify the particulars of the breach; and

- (c) state that the owner is required to remedy the breach within the time specified in the notice.
- (3) Should an owner fail to comply with a notice of breach, the local government may, by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner of the lot in a court of competent jurisdiction.
- (4) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any entry on to land will be in accordance with Part 3, Division 3 of that Act.

## **PART 6—OFFENCES**

### **6.1 Offences and penalties**

- (1) A person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a penalty of not less than \$250 and not exceeding \$5000 and, if the offence is a continuing offence, to a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable on conviction to a penalty of not less than \$250 and not exceeding \$5000 and, if the offence is a continuing offence, to a maximum daily penalty of \$500.

### **6.2 Modified penalties**

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.
- (3) Before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—
  - (a) commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

### **6.3 Form of notices**

For the purposes of this local law—

- (a) the form of the infringement notice referred to in sections 9.16 and 9.17 of the *Local Government Act 1995* is to be in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the withdrawal of infringement notice referred to in section 9.20 of the *Local Government Act 1995* is to be in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

## **PART 7—OBJECTIONS AND REVIEW**

### **7.1 Objections and review**

When the local government makes a decision under clause 3.2, the provisions of Part 9 Division 1 of the *Local Government Act 1995*, and regulation 33 of the *Local Government (Functions and General) Regulations 1996*, apply to that decision.

---

*Schedule 1*

**OFFENCES AND MODIFIED PENALTIES**

[clause 6.2(2)]

<b>Item No</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified penalties \$</b>
<b>1</b>	2.1(1)	Erect a fence which is not a sufficient fence	<b>250</b>
<b>2</b>	2.2	Erect a fence greater than 1 200mm in height within a front setback area of a residential lot without the written consent of the Building Surveyor	<b>250</b>
<b>3</b>	2.3(a)	Erect a gate in a fence not opening into the lot	<b>200</b>
<b>4</b>	2.3(b)	Erect a gate in a fence not sliding parallel and inside a fence	<b>200</b>
<b>5</b>	2.6	Failure to maintain a fence in good condition to prevent the fence becoming dangerous, dilapidated or unsightly	<b>250</b>
<b>6</b>	2.7	Erect or maintain a fence or obstruction of temporary or permanent nature across a right-of way, public access way or thoroughfare without approval	<b>250</b>
<b>7</b>	2.9(1)	Construct a fence on a Residential, Commercial or Industrial Lot from pre-used materials without written approval	<b>250</b>
<b>8</b>	2.10(2)	Erect a fence using barbed wire or material with spiked or jagged projections in the fence construction without approval	<b>250</b>
<b>9</b>	2.11(1)	Construct, erect or use razor wire in a fence or electrify a fence without approval	<b>250</b>
<b>10</b>	2.12	Affix, or use, any broken glass in a fence	<b>250</b>
<b>11</b>	3.3	Failure to comply with terms or conditions of approval	<b>250</b>
<b>12</b>	6.1	Failure to comply with notice of breach	<b>250</b>



## ***Schedule 2***

### **SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RESIDENTIAL LOT**

[clause 2.1(2)(a)]

Each of the identified categories in this Schedule is a sufficient fence on a Residential Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

#### **Timber fence**

- (a) corner posts to be 125mm x 125mm x 2400mm and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres;
- (b) corner posts to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts;
- (c) intermediate posts to be doubled yankee strutted with 150mm x 25mm x 450mm struts;
- (d) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
- (e) rails to be 75mm x 50mm with each rail spanning 2 bays of fencing double railed or bolted to each post with joints staggered;
- (f) the fence to be covered with 75mm x 20mm sawn pickets, 1800mm in height placed 75mm apart and affixed securely to each rail; and
- (g) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

#### **Corrugated fence**

A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting constructed to manufacturer's specifications or which satisfies the following specifications—

- (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm;
- (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
- (c) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturers written instructions; and
- (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

#### **Brick, stone or concrete fence**

A fence constructed of brick, stone or concrete, which satisfies the following requirements and specifications—

- (a) a site classification is to be provided by a professional engineer in accordance with AS 2870-2011 Residential slabs and footings as amended;
- (b) the footing is to be designed in accordance with AS 2870-2011 Residential slabs and footings as amended;
- (c) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar;
- (d) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;
- (e) expansion joints in accordance with the manufacturer's written instructions; and
- (f) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

### **Composite fence**

A composite fence which satisfies the following specifications for the brick construction—

- (1)
    - (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;
    - (b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
    - (c) the minimum ultimate strength of brickwork shall be 20MPa. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
    - (d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and
    - (e) control joints in brickwork shall be provided with double piers at a maximum of 6-metre centres;

or

  - (2)
    - (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base wall; and
    - (b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified.
-

### *Schedule 3*

## **SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT OR AN INDUSTRIAL LOT**

[clause 2.1(2)(b)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated, is a sufficient fence on a Commercial Lot or an Industrial Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

### **Galvanised or PVC fence and gate**

A fence constructed of galvanised or PVC coated non-rail link mesh, chain mesh or steel mesh which satisfies the following specifications—

- (a) corner posts to be minimum 50mm nominal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
- (b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;
- (c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and 2 at each corner post and with footings 225mm x 600mm;
- (d) cables to be affixed to the top, centre and bottom of all posts and to consist of 2 or more 3.15mm wires twisted together or single 4mm wire;
- (e) non-rail link, chain or steel mesh is to be to a height of 2000mm on top of which are to be 3 strands of barbed wire carrying the fence to a height of 2400mm in accordance with the requirements and standards of the local planning schemes; and
- (f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with 1 horizontal and 1 vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.

### **Other fences**

- (a) a fence of cement sheet or steel sheeting constructed to the minimum specifications referred to in Schedule 2;
- (b) a fence constructed of aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm; or
- (c) a fence of timber, brick, stone or concrete constructed to the minimum specifications referred to in Schedule 2.

#### ***Schedule 4***

### **SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RURAL LOT OR SPECIAL RURAL LOT**

[clause 2.1(2)(c)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated is a sufficient fence on a Rural Lot or a Special Rural Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

#### **Non-electrified fence**

- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.
- (b) posts shall be of indigenous timber or other suitable material including—
  - (i) timber impregnated with a termite and fungicidal preservative;
  - (ii) standard iron star pickets; or
  - (iii) concrete;
- (c) posts shall be cut not less than 1800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn timber.
- (d) posts to be set minimum 600mm in the ground and 1 200mm above the ground; and
- (e) strainer posts shall be not less than 2250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground.

#### **Electrified fence**

An electrified fence having 4 wires is a sufficient fence if constructed generally in accordance with a non-electrified fence.

**Schedule 5**

**LICENCE FOR APPROVED ELECTRIFIED FENCE**

[clause 2.11(1)(a)]

This is to certify that

(1) \_\_\_\_\_

of (2)

\_\_\_\_\_ is licensed, subject to the conditions set out below, to have and use an electrified fence on

\_\_\_\_\_

(address)

from \_\_\_\_\_ 20 \_\_\_\_\_ and until this licence is transferred or cancelled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*[insert name of local government]*.

**Conditions of Licence—**

The holder of the licence must—

- (a) display the licence in a prominent position on the land or premises on which the electrified fence has been erected;
- (b) upon the request of a Building Surveyor produce to him or her the licence;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes;
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence; and
- (e) comply with AS/NZS 3016:2002 Electrical installations - Electric security fences.

**Transfer by Endorsement**

This licence is transferred to (3)

\_\_\_\_\_ of (4)

\_\_\_\_\_

\_\_\_\_\_ from and including the date of this endorsement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*[insert name of local government]*.

- \_\_\_\_\_  
(1) Name  
(2) Address  
(3) Name  
(4) Address

*Schedule 6*

**LICENCE FOR APPROVED RAZOR WIRE FENCE**

[clause 2.11(1)(b)]

This is to certify that (1)

\_\_\_\_\_ of (2)

\_\_\_\_\_ is licensed, subject to the conditions set out below, to have a fence constructed wholly or partially of razor wire at

\_\_\_\_\_ (address)

From \_\_\_\_\_ 20\_\_ and until this licence is transferred or cancelled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Chief Executive Officer,

*[insert name of local government]*

**Conditions of licence—**

- (a) display the licence in a prominent position on the land or premises on which the fence has been erected;
- (b) upon the request of a Building Surveyor produce to him or her the licence;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes; and
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the fence.

**Transfer by Endorsement**

This licence is transferred to (3)

\_\_\_\_\_ of (4)

\_\_\_\_\_ from and including the date of this endorsement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Chief Executive Officer,  
*[insert name of local government]*

- \_\_\_\_\_  
(1) Name  
(2) Address  
(3) Name  
(4) Address

Dated: *[insert date]*

The Common Seal of the *[insert name of local government]* was affixed by authority of a resolution of the Council in the presence of —

Mayor/President

Chief Executive Officer



## **LOCAL LAWS RELATING TO FENCING**

**[Consolidated]**

Adopted by Council on 26<sup>th</sup> August 2004  
Gazetted on 31<sup>st</sup> August 2004  
Amended by Council on 25<sup>th</sup> January 2007  
Gazetted on 23<sup>rd</sup> February 2007

Reviewed by Council on 28 August 2008 without modification

---

## TABLE OF CONTENTS

---

### **PART 1 - PRELIMINARY**

1. *Citation*
2. *Repeal*
3. *Application of Local Laws*
4. *Interpretation*
5. *Licence Fees & Charges*

### **PART 2 - SUFFICIENT FENCES**

6. *Sufficient Fences*

### **PART 3 - GENERAL**

7. *Fences Within Front Setback Areas*
8. *Maintenance of Fences*
9. *General Discretion of the Local Government*

### **PART 4 - FENCING MATERIALS**

10. *Fencing Materials*
11. *Barbed Wire and Broken Glass Fences*

### **PART 5 - ELECTRIFIED AND RAZOR WIRE FENCES**

12. *Requirements for a Licence*
13. *Transfer of a Licence*
14. *Cancellation of a Licence*

### **PART 6 - NOTICES OF BREACH**

15. *Notices of Breach*

### **PART 7 - OFFENCES**

16. *Offences and Penalties*
17. *Modified Penalties*
18. *Form of Notices*

### **FIRST SCHEDULE**

### **SECOND SCHEDULE**

### **THIRD SCHEDULE**



# **LOCAL GOVERNMENT ACT 1995**

*Shire of Bridgetown-Greenbushes*

## **LOCAL LAWS RELATING TO FENCING**

Under the powers conferred by the *Local Government Act 1995* and by all other powers the Council of the *Shire of Bridgetown-Greenbushes* resolved to make the following local laws on the 26<sup>th</sup> day of August 2004

### **PART 1 - PRELIMINARY**

#### **1. Citation**

These Local Laws may be cited as the *Shire of Bridgetown-Greenbushes* Local Laws Relating to Fencing.

#### **2. Repeal**

The *Municipality of the Shire of Bridgetown-Greenbushes Fencing Local Law* as published in the Government Gazette on 8 April 1988 is repealed.

#### **3. Application of Local Laws**

These Local Laws apply throughout the district.

#### **4. Interpretation**

In these Local Laws, unless the context requires otherwise:

“Act” means the *Dividing Fences Act 1961*;

“AS” means an Australian Standard published by the Standards Association of Australia;

“boundary fence” has the meaning given to it for the purposes of the Act;

“Building Surveyor” means a Building Surveyor of the local government;

“CEO” means the Chief Executive Officer of the local government;

“Commercial Lot” means a lot where a commercial use -

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

“council” means the Council for the Shire of Bridgetown-Greenbushes

“dangerous” in relation to any fence means:

- (a) an electrified fence other than a fence in respect of which a licence under Part 5 of these Local Laws has been issued and is current;
- (b) a fence containing barbed wire other than a fence erected and maintained in accordance with these Local Laws;
- (c) a fence containing any harmful projection or material including broken glass, asbestos fibre or razor wire; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

“district” means the district of the local government;

“dividing fence” has the meaning given to it in and for the purposes of the Act;

“electrified fence” means a fence carrying or designed to carry an electric charge;

“fence” means any structure, including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

“frontage” means the boundary line between a lot and the thoroughfare upon which that lot abuts;

“height” in relation to a fence means the vertical distance between:

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

“Industrial Lot” means a lot where an industrial use -

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

“local government” means the *Shire of Bridgetown-Greenbushes*;

“lot” has the meaning given to it in and for the purposes of the *Town Planning and Development Act 1928*;

“notice of breach” means a notice referred to in clause 15(1);

“Residential Lot” means a lot a lot within the Residential Zone of a Town Planning Scheme;

“retaining wall” means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

“Rural Lot” means a lot within a Rural or Special Rural Zone of a Town Planning Scheme’

“Schedule” means a Schedule to these Local Laws;

“setback area” has the meaning given to it for the purposes of the town planning scheme;

“sufficient fence” means a fence described in clause 6; and

“town planning scheme” means a town planning scheme of the local government made under the *Town Planning and Development Act 1928*.

## **5. Licence Fees & Charges**

All licence fees and charges applicable under these Local Laws shall be as determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

## **PART 2 – SUFFICIENT FENCES**

### **6. Sufficient Fences**

- (1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence unless all owners of land which adjoins the relevant boundary agree to erect a fence which though different does not fail to comply with the requirements of a sufficient fence.
- (2) Subject to subclauses (3) and (4), a sufficient fence:
  - (a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the First Schedule.
  - (b) on a Commercial Lot and on an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule.
  - (c) on a Rural Lot and on a special Rural Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
- (3) Where a fence is erected on or near the boundary between:
  - (a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule.
  - (b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule;
  - (c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
  - (d) a Residential Lot and a Special Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule; and
  - (e) a Special Rural Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
- (4) Unless the Council specifies otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of the Second Schedule.
- (5) Notwithstanding any other provisions in these Local Laws, a fence constructed of stone or concrete shall be a sufficient fence only if it is designed by a structural engineer where:
  - (a) it is greater than 1800mm in height; or
  - (b) the Building Surveyor so requires.

## **PART 3 – GENERAL**

### **7. Fences Within Front Setback Areas**

- (1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1200mm in height, within the front set-back area of a Residential Lot within the district.
- (2) The Building Surveyor may approve the erection of a fence of a height greater than 1200mm in the front setback area of a Residential Lot only if the fence on each side of the driveway into the Lot across the front boundary is to be angled into the Lot for a distance of not less than 1500mm along the frontage to a distance of not less than

1500mm from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.

- (3) The provision of subclause (2) shall not apply to a fence:
  - (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or
  - (b) that does not adjoin a footpath.

#### **8. Maintenance of Fences**

An owner or occupier of a lot on which a fence is erected shall maintain the fence in good condition and so as to prevent it from becoming dangerous, dilapidated, or unsightly.

#### **9. General Discretion of the Local Government**

- (1) Notwithstanding clause 6, the local government may consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws.
- (2) In determining whether to grant its consent to the erection or repair of any fence, the local government may consider, in addition to any other matter that it is authorised to consider, whether the erection or retention of the fence would have an adverse effect on:
  - (a) the safe or convenient use of any land; or
  - (b) the safety or convenience of any person.

### **PART 4 – FENCING MATERIALS**

#### **10. Fencing Materials**

- (1) A person shall construct any fence on a Residential Lot, a Commercial Lot or an Industrial Lot from only those materials specified for a sufficient fence in respect of such lot in the First or Second Schedule or some other material approved by the Building Surveyor.
- (2) Where the Council approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant for approval painting or treating the pre-used material as directed by the Building Surveyor.

#### **11. Barbed Wire and Broken Glass Fences**

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect or affix to any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the Building Surveyor has been obtained.
- (3) An owner or occupier of an Industrial Lot shall not erect or affix on any fence bounding that Lot any barbed wire or other materials with spiked or jagged projections unless the wire or materials are carried on posts at an angle of 45 degrees, and unless the bottom row of wire or other materials is set back 150mm from the face of the fence and is not nearer than 2000mm from the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.
- (5) An owner or occupier of a lot shall not affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass.

- (6) An owner or occupier of a Rural Lot shall not place or affix barbed wire upon a fence on that Lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

## **PART 5 – ELECTRIFIED AND RAZOR WIRE FENCES**

### **12. Requirements for a Licence**

- (1) An owner or occupier of a lot, other than a Rural Lot, shall not:
- (a) have and use an electrified fence on that lot without first obtaining a licence under subclause (2); or
  - (b) construct a fence wholly or partly of razor wire on that lot without first obtaining a licence under subclause (3).
- (2) A licence to have and use an electrified fence shall not be issued:
- (a) in respect of a lot which is or which abuts a Residential Lot;
  - (b) unless the fence complies with AS/NZS 3016:2002; and
  - (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.
- (3) A licence to have a fence constructed wholly or partly of razor wire shall not be issued:
- (a) if the fence is within 3m of the boundary of the lot;
  - (b) where any razor wire used in the construction of the fence is less than 2000mm or more than 2400 above the ground level.
- (4) An application for a licence referred to in subclauses (2) or (3) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.
- (5) An application for a licence referred to in subclauses (2) or (3) may be:
- (a) approved by the local government;
  - (b) approved by the local government subject to such conditions as it thinks fit; or
  - (c) refused by the local government.

### **13. Transfer of a Licence**

A licence referred to in clause 13 shall transfer with the land to any new occupier or owner of the lot.

### **14. Cancellation of a Licence**

Subject to Division 1 Part 9 of the *Local Government Act 1995*, the local government may cancel a licence issued under this Part if –

- (a) the fence no longer satisfies the requirements specified in clause 13(2) or 13(3) as the case may be; or
- (b) the licence holder breaches any condition upon which the licence has been issued.

## **PART 6 – NOTICES OF BREACH**

### **15. Notices of Breach**

- (1) Where a breach of any provision of these Local Laws has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner or occupier of that lot ('notice of breach').
- (2) A notice of breach shall:
- (a) specify the provision of these Local Laws which has been breached.
  - (b) specify the particulars of the breach; and
  - (c) state that the owner or occupier of the lot is required to remedy the breach within 28 days from the giving of the notice.

- (3) Should an owner or occupier fail to comply with a notice of breach, the local government may by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction.

## **PART 7 – OFFENCES**

### **16. Offences and Penalties**

- (1) An owner or occupier who fails to comply with a notice of breach commits an offence and is liable under conviction to a maximum penalty of \$5000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of these Local Laws commits an offence and is liable to a maximum penalty of \$5000 and, if the offence is a continuing offence, a maximum daily penalty of \$5000.

### **17. Modified Penalties**

- (1) An offence against any provision of these Local Laws is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) Unless otherwise specified, the amount of the modified penalty for an offence against any provision of these Local Laws is \$125.

### **18. Form of Notices**

For the purpose of these Local Laws –

- (1) the form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the Local Government (Functions and General) Regulations 1996.

**FIRST SCHEDULE**  
**SPECIFICATIONS FOR A SUFFICIENT FENCE**  
**ON A RESIDENTIAL LOT**

Each of the following is a “sufficient fence” on a Residential Lot:

- A. A picket timber fence which satisfies the following specifications:
- (a) corner posts to be not less than 100mm x 100mm x 2400mm and intermediate posts to be not less than 100mm x 75mm x 2400mm spaced at 2400mm centres;
  - (b) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
  - (c) rails to be a minimum of 75mm x 50mm with each rail spanning two bays of fencing double railed or bolted to each post with joints staggered;
  - (d) the fence to be covered with a minimum 75mm x 20mm sawn pickets, 1800mm in height placed a maximum 75mm apart and affixed securely to each rail; and
  - (e) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.
- B. A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting which satisfies the following specifications:
- (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm;
  - (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
  - (c) the sheets to be lapped and capped with extruded “snap-fit” type capping in accordance with the manufacturers written instructions; and
  - (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.
- C. A fence constructed of brick, stone or concrete, which satisfies the following specifications:
- (a) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar;
  - (b) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;
  - (c) expansion joints in accordance with the manufacturer’s written instructions; and
  - (d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.

D. A composite fence having a minimum overall height of 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 7, which satisfies the following specifications for the brick construction:

- (1)
  - (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;
  - (b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
  - (c) the minimum ultimate strength of brickwork shall be 20MPa. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
  - (d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and
  - (e) control joints in brickwork shall be provided with double piers at a maximum of 6 metre centres; or
- (2)
  - (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base all; and
  - (b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified;

E. A fence constructed of colour bond or zincalume sheeting which satisfies the following specifications:

- (a) corner posts of timber to be 125mm x 125mm x 2400mm and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres or in accordance with the modular steel fencing manufacturers written instructions;
- (b) corner posts of timber to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts centres or in accordance with the modular steel fencing manufacturers written instructions;
- (c) all timber posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
- (d) the total height and depth of the fence to consist of a single continuous colour bond or zincalume sheet;
- (e) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturers written instructions; and
- (f) the height of the fence to be a minimum of 1800mm.



**SECOND SCHEDULE**

**SPECIFICATIONS FOR A SUFFICIENT FENCE ON A  
COMMERCIAL LOT AND AN INDUSTRIAL LOT**

Each of the following is a “sufficient fence” on a Commercial Lot and an Industrial Lot:

- A. A fence constructed of galvanised or PVC coated rail-less link mesh, chain mesh or steel mesh which satisfies the following specifications:
  - (a) corner posts to be minimum 50mm normal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
  - (b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;
  - (c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and two at each corner post and with footings 225mm x 600mm;
  - (d) cables to be affixed to the top, centre and bottom of all posts and to consist of two or more 3.15mm wires twisted together or single 4mm wire;
  - (e) rail-less link, chain or steel mesh is to be to a height of 2000mm on top of which are to be three strands of barbed wire carrying the fence to a height of 2400mm in accordance with clause 12(3) of these Local Laws; and
  - (f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with one horizontal and one vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.
- B. A fence of fibre reinforced cement sheet or steel sheeting constructed to the minimum specifications referred to in Item B of the First Schedule.
- C. A fence constructed of painted or galvanised steel or aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm.
- D. Fences of timber, brick, stone or concrete constructed to the minimum specifications referred to in the First Schedule.

**THIRD SCHEDULE**

**SPECIFICATIONS FOR A SUFFICIENT FENCE  
ON A RURAL LOT**

- (1) In the case of a non-electrified fence, a sufficient fence on a Rural Lot is a fence of posts and wire construction, the minimum specifications for which are:
- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of five wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.
  - (b) posts shall be of indigenous timber or other suitable material including -
    - ▶ timber impregnated with a termite and fungicidal preservative;
    - ▶ standard iron star pickets; or
    - ▶ concrete;
  - (c) if timber posts are used, posts are to be cut not less than 1800mm long x not less than 75mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be set minimum 600mm in the ground and 1200mm above the ground; and
  - (d) strainer posts shall be not less than 2250mm long and not less than 125mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground.
- (2) An electrified fence having four wires only is a sufficient fence if constructed generally in accordance with (1).

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**LICENCE TO HAVE AND USE AN ELECTRIFIED FENCE**  
**IN ACCORDANCE WITH AS/NZS 3016:2002**

This is to certify that .....  
of

.....  
is licensed , subject to the conditions set out below, to have and use an electrified fence on  
.....

.....  
(address)  
from ..... 20..... and until this licence is transferred or cancelled.

Dated this..... day of ..... 20. . . . .

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

This licence is issued upon and subject to the following conditions, namely that the holder of the licence shall:

Display the licence in a prominent position on the land or premises on which the electrified fence has been erected.

Upon the request of a Building Surveyor produce to him or her the licence.

Within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes.

Obtain the written consent of the Local Government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence.

Comply with AS/NZS 3016:2002.

Following erection of the fence, lodge with Western Power a certificate of installation from a qualified electrician and comply with any requirements of Western Power regarding the erection of the fence.

**Transfer by Endorsement**

This licence is transferred to .....  
.....  
of

.....  
from and including the date of this endorsement.

Dated this..... day of ..... 20. . . . .

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

**SHIRE OF BRIDGETOWN-GREENBUSHES  
LICENCE TO HAVE A FENCE CONSTRUCTED WHOLLY  
OR PARTIALLY OF RAZOR WIRE**

This is to certify that .....  
of

.....  
is licensed , subject to the conditions set out below, to have a fence constructed wholly or  
partially of razor wire on.....  
.....

..... (address)  
from ..... 20..... and until this licence is transferred or cancelled.

Dated this..... day of ..... 20. . . . .

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

This licence is issued upon and subject to the following conditions, namely that the holder of  
the licence shall:

Display the licence in a prominent position on the land or premises on which the fence has  
been erected.

Upon the request of a Building Surveyor produce to him or her the licence.

Within 14 days of a change in the ownership or occupation of the land or premises in respect  
of which the licence has been granted, notify the Chief Executive Officer in writing of the  
details of that change or those changes.

Obtain the written consent of the Local Government prior to the commencement of any  
alteration, addition or other work relating to or affecting the fence.

.....  
.....

**Transfer by Endorsement**

This licence is transferred to .....

of

.....  
from and including the date of this endorsement.

Dated this..... day of ..... 20. . . . .

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



## SHIRE OF BRIDGETOWN-GREENBUSHES

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

#### TABLE OF CONTENTS

Statement of Financial Activity By Nature or Type	2
Statement of Financial Position	3
Note 1      Net Current Assets	4 - 5
Note 2      Explanation of Material Variances	6 - 8
Note 3      Budget Amendments	9 - 11
Note 4      Cash and Investments	12
Note 5      Cash Backed Reserves	13 - 14
Note 6      Receivables	15
Note 7      Capital Disposals	16
Note 8      Capital Acquisitions	17 - 22
Note 9      Information on Borrowings and Leases	23 - 24
Note 10     Rating Information	25
Detailed Account Schedules	26 - 82
March 2023 (Budget Review)	
June 2023	
September 2023	
December 2023	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2023**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
Net current assets at start of year		3,083,829	3,083,829	3,083,830	1	0.00%	
<b>Revenue from operating activities (excluding rates)</b>							
Operating grants, subsidies and contributions		1,927,351	1,130,432	1,209,500	79,068	6.99%	▲
Fees and charges		1,934,255	1,836,426	1,852,294	15,868	0.86%	
Interest earnings		295,618	259,637	293,566	33,929	13.07%	▲
Other revenue		453,165	397,050	355,054	(41,996)	(10.58%)	▼
Profit on Disposal of Assets	7	68,238	45,763	49,066	3,303	7.22%	
		4,678,627	3,669,308	3,759,480			
<b>Expenditure from operating activities</b>							
Employee costs		(5,484,641)	(5,008,290)	(4,732,130)	276,160	5.51%	▲
Materials and contracts		(4,019,033)	(2,793,801)	(2,191,042)	602,759	21.57%	▲
Utility charges		(308,592)	(278,459)	(242,201)	36,258	13.02%	▲
Depreciation on non-current assets		(3,646,670)	(3,339,164)	(3,331,963)	7,200	0.22%	
Interest expenses		(60,501)	(31,734)	(30,351)	1,383	4.36%	
Insurance expenses		(339,925)	(339,883)	(339,475)	408	0.12%	
Other expenditure		(325,697)	(302,981)	(267,109)	35,872	11.84%	▲
Loss on asset disposals	7	(25,015)	(1,340)	0	1,340	100.00%	
		(14,210,074)	(12,095,652)	(11,134,273)			
Non-cash amounts excluded from operating activities	1(b)	3,607,139	3,294,741	3,287,797	(6,944)	0.21%	
<b>Amount attributable to operating activities</b>		<b>(2,840,479)</b>	<b>(2,047,774)</b>	<b>(1,003,166)</b>			
<b>INVESTING ACTIVITIES</b>							
Non-operating grants, subsidies and contributions		6,835,742	3,518,670	4,333,625	814,955	23.16%	▲
Payments for property, plant and equipment	8	(5,737,501)	(1,973,109)	(1,535,015)	438,094	22.20%	▲
Payments for construction of infrastructure	8	(5,394,580)	(3,577,798)	(3,070,698)	507,100	14.17%	▲
Proceeds from disposal of assets	7	378,342	208,822	145,000	(63,822)	(30.56%)	▼
<b>Amount attributable to investing activities</b>		<b>(3,917,997)</b>	<b>(1,823,415)</b>	<b>(127,088)</b>			
<b>FINANCING ACTIVITIES</b>							
Repayment of borrowings	9	(160,315)	(79,576)	(79,576)	0	0.00%	
Principal elements of finance lease payments	9	(65,945)	(46,457)	(46,457)	0	0.00%	
Proceeds from new borrowings	9	175,000	0	0	0		
Transfers to cash backed reserves (restricted assets)	5	(1,033,168)	(282,777)	(282,777)	0	0.00%	
Transfers from cash backed reserves (restricted assets)	5	2,502,232	994,148	994,148	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,417,804</b>	<b>585,336</b>	<b>585,336</b>			
<b>Deficiency before general rates</b>		<b>(5,340,672)</b>	<b>(3,285,853)</b>	<b>(544,918)</b>			
<b>Amount raised from general rates</b>	10	<b>5,342,567</b>	<b>5,342,162</b>	<b>5,346,837</b>	<b>4,675</b>	<b>0.09%</b>	
<b>Net current assets - surplus/(deficit)</b>	1(a)	<b>1,895</b>	<b>2,056,309</b>	<b>4,801,919</b>	<b>2,745,609</b>	<b>133.52%</b>	

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ended 31 May 2023**

	Note	31-May-2023	Last Period	30-Jun-22
<b>Current Assets</b>		\$	\$	\$
Cash and cash equivalents	4	10,079,438	10,425,185	9,564,983
Trade and other receivables		374,101	815,452	683,571
Inventories		37,817	54,285	40,835
Contract assets		782,543	499,882	245,722
Other assets		0	0	0
<b>TOTAL CURRENT ASSETS</b>		<b>11,273,899</b>	<b>11,794,804</b>	<b>10,535,111</b>
<b>Non-Current Assets</b>				
Trade and other receivables		172,940	172,940	172,940
Other financial assets		77,804	77,804	77,804
Property, plant and equipment		33,026,069	32,743,030	32,464,182
Infrastructure		167,693,034	167,746,385	167,034,929
Right-of-use assets		37,907	41,809	74,983
<b>TOTAL NON-CURRENT ASSETS</b>		<b>201,007,754</b>	<b>200,781,968</b>	<b>199,824,838</b>
<b>TOTAL ASSETS</b>		<b>212,281,653</b>	<b>212,576,772</b>	<b>210,359,949</b>
<b>Current Liabilities</b>				
Trade and other payables		929,455	687,308	1,119,924
Other liabilities		1,428,400	1,976,829	1,494,794
Lease liabilities	9	749	1,655	42,577
Borrowings	9	80,740	80,740	160,317
Employee related provisions		800,527	800,527	806,695
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,239,871</b>	<b>3,547,059</b>	<b>3,624,307</b>
<b>Non-Current Liabilities</b>				
Lease liabilities	9	35,263	35,263	34,792
Borrowings	9	1,520,412	1,520,412	1,520,412
Employee related provisions		59,816	59,816	59,816
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,615,491</b>	<b>1,615,491</b>	<b>1,615,020</b>
<b>TOTAL LIABILITIES</b>		<b>4,855,362</b>	<b>5,162,550</b>	<b>5,239,327</b>
<b>NET ASSETS</b>		<b>207,426,291</b>	<b>207,414,222</b>	<b>205,120,622</b>
<b>Equity</b>				
Retained surplus		116,776,489	116,764,419	113,759,450
Reserves - cash backed	7	3,505,017	3,505,017	4,216,387
Revaluation surplus		87,144,785	87,144,785	87,144,785
<b>TOTAL EQUITY</b>		<b>207,426,291</b>	<b>207,414,222</b>	<b>205,120,622</b>

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 May 2023**

**Note 1: NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

	Note	YTD 31 May 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
<b>Current assets</b>				
Cash and cash equivalents - unrestricted	4	6,574,421	6,921,545	5,348,596
Cash and cash equivalents - restricted	5	3,505,017	3,505,017	4,216,387
Receivables		374,101	815,452	683,571
Contract assets		782,543	499,882	245,722
Inventories		37,817	54,285	40,835
		11,273,899	11,796,180	10,535,111
<b>Less: Current liabilities</b>				
Trade and other payables		(929,455)	(687,308)	(1,119,924)
Contract liabilities		(1,428,400)	(1,976,829)	(1,494,794)
Lease liabilities	9	(750)	(1,655)	(42,577)
Long term borrowings	9	(80,740)	(80,740)	(160,317)
Employee provisions		(800,527)	(800,527)	(806,695)
		(3,239,872)	(3,547,059)	(3,624,307)
<b>Net current assets</b>		8,034,027	8,249,122	6,910,804
Current assets and liabilities excluded from budgeted deficiency	1 (c)	(3,232,108)	(3,231,203)	(3,987,290)
<b>Net current assets used in the Rate Setting Statement</b>		<b>4,801,919</b>	<b>5,017,919</b>	<b>2,923,514</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.

	Note	YTD 31 May 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(49,066)	(25,000)	(494)
Add: Loss on disposal of assets	7	0	0	496,663
Add: Depreciation on assets		3,331,963	3,009,814	3,555,494
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		4,899	4,899	597
<b>Non cash amounts excluded from operating activities</b>		<b>3,287,797</b>	<b>2,989,713</b>	<b>4,053,688</b>



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 1: NET CURRENT ASSETS**

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 31 May 2023	Last Period	Actual 30 June 2022
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Cash - restricted reserves	5	(3,505,017)	(3,505,017)	(4,216,387)
Add: Current portion of borrowings		80,740	80,740	160,317
Add: Current portion of lease liabilities		750	1,655	42,577
Add: Current portion of employee benefit provisions held in reserve	5	191,418	191,418	186,519
<b>Total adjustments to net current assets</b>		<b>(3,232,108)</b>	<b>(3,231,203)</b>	<b>(3,826,973)</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Operating grants, subsidies and contributions	79,068	6.99%	▲	Timing	Income in the following areas greater than estimated at this time: DFES Operating grant \$58,692 SES non recurrent grant \$15,073 Balance relates to other minor income.
Interest earnings	33,929	13.07%	▲	Permanent	Variance due to higher than expected interest earnings due to increase in interest rates and funds available for investment.
Other revenue	(41,996)	(10.58%)	▼	Permanent/ Timing	Revenue in the following areas are less than estimated at this time: Fire prevention non-recurrent grants \$28,134 Environmental Health Officer \$10,953 Balance relates to minor variances in other income.
<b>Expenditure from operating activities</b>					
Employee costs	276,160	5.51%	▲	Permanent	Variance due to various position vacancies.
Materials and contracts	602,759	21.57%	▲	Permanent/ Timing	Expenditure in the following areas are less than estimated at this time: Governance \$53,183 Fire prevention non-recurrent projects \$98,678 Bridgetown refuse site \$43,902 Sanitation non-recurrent project \$85,626 Town planning LPS \$45,836 Drainage maintenance \$13,205 Recreation and culture non-recurrent projects \$92,861 Parks and gardens maintenance \$46,228 Trails and paths \$20,186 Bridgetown leisure centre \$18,451 Street and road maintenance non-recurrent projects \$56,250
Utility charges	36,258	13.02%	▲	Timing	Variance due to the timing of utility accounts being received for various shire buildings and reserves.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Other expenditure	35,872	11.84%	▲	Timing	Expenditure in the following areas is less than estimated at this time: Members expenditure \$17,517 Service agreement & community grants program \$15,697 Balance relates to minor variances in other expenditure.
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	814,955	23.16%	▲	Permanent/ Timing	Various grant income in the following areas greater than estimated at this time: Fire prevention non-recurrent grant \$199,658 Public halls & civic centres \$231,056 Roads to recovery \$170,354 Regional road group \$148,857 Car park contributions \$61,249 Balance relates to other minor grant income.
Payments for property, plant and equipment	438,094	22.20%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Building renewals \$149,513 Land purchases \$16,224 Plant and equipment \$272,276 Please refer to note 8 for more details.
Payments for construction of infrastructure	507,100	14.17%	▲	Timing	Expenditure in the following areas are less than estimated at this time: Road construction program \$409,825 Footpath construction \$19,650 Drainage construction program \$76,101 Liquid waste facility infrastructure \$69,953 ACROD parking \$19,562 Please refer to note 8 for more details.

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Proceeds from disposal of assets	(63,822)	(30.56%)	▼	Permanent/ Timing	Proceeds from the sale of assets in the following areas less than estimated at this time: Fire prevention \$49,590 Light fleet \$14,232

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 3: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Closing Surplus				0
	<b>Permanent Changes</b>						
22132	Greenbushes CRC shire satellite service	C.12/0822	Operating Expenses			(2,600)	(2,600)
06594	Bushfire brigade light fire vehicle	C.16/0822a	Operating Expenses			(239,000)	(241,600)
06017	Fire prevention non-recurrent grant	C.16/0822a	Operating Expenses		169,000		(72,600)
06795	Sale of asset	C.16/0822a	Capital Revenue		70,000		(2,600)
PJ139	Transfer liquid waste	C.18/0822c	Operating Expenses			(19,000)	(21,600)
12014	Satellite receiver's	C.08/0922	Capital Expenses			(10,997)	(32,597)
Res 115	SBS Communications and Tower Reserve	C.08/0922	Reserve Transfer		10,997		(21,600)
01YA	Bulk kerbside collection	C.09/0922	Operating Expenses			(4,652)	(26,252)
Res 107	Sanitation Reserve	C.09/0922	Reserve Transfer		4,652		(21,600)
34912	Recreation officers salaries and wages	C.14/0922	Operating Expenses			(18,820)	(40,420)
46112	Trail booklets	C.12/0922	Operating Expenses			(6,000)	(46,420)
46123	Sale of trail booklets	C.12/0922	Operating Revenue		500		(45,920)
28MA	Depot - New pump for water tank	C.04/1022	Operating Expenses			(3,750)	(49,670)
PJ140	Local Emergency Management Arrangements	C.12/1022	Operating Expenses			(11,520)	(61,190)
06017	AWARE grant	C.12/1022	Operating Revenue		11,520		(49,670)
57BU	Bridgetown Railway Station	C.09/1122	Capital Expenses			(50,000)	(99,670)
Res 125	Building Maintenance Reserve	C.09/1122	Reserve Transfer		50,000		(49,670)
04ZF	Community groups & event banners	C.11/1122	Operating Expenses			(2,000)	(51,670)
46163	Community groups & event banners - fees & charges	C.11/1122	Operating Revenue		1,000		(50,670)
02BU	Bridgetown Civic Centre	C.16/1122a	Capital Expenses		361,245		310,575
32433	Public hall grants	C.16/1122a	Operating Revenue			(401,494)	(90,919)
Res 126	Strategic Projects Reserve	C.16/1122a	Reserve Transfer		40,000		(50,919)
ZB06	Verge maintenance built up areas	C.12/1222	Operating Expenses			(15,059)	(65,978)
ZB02	Footpath maintenance built up areas	C.12/1222	Operating Expenses		7,500		(58,478)
ZA07	Line marking built up areas	C.12/1222	Operating Expenses		7,559		(50,919)

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 3: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
PL09	Road Grader	C.12/1222	Capital Expenses			(127,500)	(178,419)
PL20	Mono Roller (Towed)	C.12/1222	Capital Expenses		15,000		(163,419)
PL21	Excavator	C.12/1222	Capital Expenses		120,000		(43,419)
40045	Sale of road plant	C.12/1222	Capital Revenue		5,000		(38,419)
Res 102	Plant Reserve	C.12/1222	Reserve Transfer			(12,500)	(50,919)
66MA	Kangaroo Gully BFB building maintenance	C.09/0123	Operating Expenses			(1,886)	(52,805)
75MA	B&P Hammence BFB building maintenance	C.09/0123	Operating Expenses		1,286		(51,519)
78MA	Maranup BFB building maintenance	C.09/0123	Operating Expenses		200		(51,319)
79MA	Sunnyside BFB building maintenance	C.09/0123	Operating Expenses		200		(51,119)
82MA	Winnejup BFB building maintenance	C.09/0123	Operating Expenses		200		(50,919)
62MA	Hester BFB building maintenance	C.11/0223	Operating Expenses			(1,618)	(52,537)
06162	DFES minor plant & equipment	C.11/0223	Operating Expenses		1,618		(50,919)
RC58	Hester street asphalt overlay	C.11/0223	Capital Expenses			(2,894)	(53,813)
RC38	Roe street asphalt overlay	C.11/0223	Capital Expenses		2,894		(50,919)
Various	Budget Review Changes to Operating Revenue	C.11/0323	Operating Revenue		383,702		332,783
Various	Budget Review Changes to Operating Expenses	C.11/0323	Operating Expenses		47,204		379,987
Various	Budget Review Changes to Capital Revenue	C.11/0323	Capital Revenue		27,142		407,129
Various	Budget Review Changes to Capital Expenses	C.11/0323	Capital Expenses			(130,211)	276,918
Various	Budget Review Changes to Reserve Transfers	C.11/0323	Reserve Transfer			(254,476)	22,442
Various	Increase in Opening Funds as at 1 July 2020	C.11/0323	Opening Surplus(Deficit)			(22,442)	0
Various	Adjustment to loss and profit on sale of assets and	C.11/0323	Non Cash Item	(23,630)			0
Reserve	Transfer of Budget review surplus	C.11/0323	Reserve Transfer				0
Res 126	Greenbushes CBD Car Park	SpC.02/0223a	Reserve Transfer		49,864		49,864
CP05	Greenbushes CBD Car Park	SpC.02/0223a	Capital Expenses			(57,624)	(7,760)
41413	Greenbushes CBD Car Park Contribution	SpC.02/0223a	Operating Revenue		7,760		0
22IN	Greenbushes Youth Precinct	SpC.02/0323	Capital Expenses			(33,105)	(33,105)
34453	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue		160,000		126,895

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 3: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
34423	Greenbushes Youth Precinct Contribution	SpC.02/0323	Operating Revenue			(125,000)	1,895
FP05	Nelson Street Footpath	SpC.03/0323	Capital Expenses		80,000		81,895
RC63	Blechynden Street Asphalt Overlay	SpC.03/0323	Capital Expenses			(80,000)	1,895
02YB	Refuse Recycling	C.08/0423	Operating Expenses			(10,000)	(8,105)
25503	Sanitation General User Pay Charges	C.08/0423	Operating Revenue		10,000		1,895
22IN	Greenbushes Youth Precinct	C.08/0423	Capital Expenses			(35,000)	(33,105)
Res 126	Greenbushes Youth Precinct	C.08/0423	Reserve Transfer		35,000		1,895
Res 103	Land & Building Reserve	C.05/0523	Reserve Transfer		67,500		69,395
Loan 120	Visitor Centre Loan	C.05/0523	Loan Reimbursements			(300,000)	(230,605)
59BU	Visitor Centre Building Renewals	C.05/0523	Capital Expenses		232,500		1,895
GS69	West Blackwood Terrace	C.12/0523	Capital Expenses			(4,266)	(2,371)
GS70	Greenfields Road	C.12/0523	Capital Expenses			(8,693)	(11,064)
RC55	Hester Cascades Road	C.12/0523	Capital Expenses		12,959		1,895
25102	SW Regional Waste Strategy	C.12/0523	Operating Expenses			(4,097)	(2,202)
Res 107	Sanitation Reserve	C.12/0523	Reserve Transfer		4,097		1,895
24IN	Bridgetown Sportsground Cricket Training Nets	C.15/0523	Capital Expenses			(25,000)	(23,105)
34453	Other Recreation & Sport Contributions	C.15/0523	Operating Revenue		25,000		1,895
							1,895
				<b>(23,630)</b>	<b>2,023,099</b>	<b>(2,021,204)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
<b>(a) Cash Deposits</b>								
Municipal Bank Account	Nil	655,585				655,585	Westpac	At Call
Municipal Funds On Call	3.80%	307,464				307,464	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			8,418		8,418	Westpac	At Call
Cash On Hand	Nil	3,850				3,850	N/A	On Hand
<b>Term Deposits</b>								
<b>(b) Municipal Funds</b>								
Municipal Funds	4.30%	512,534				512,534	NAB	13-Jun-23
Municipal Funds	4.35%	509,389				509,389	NAB	03-Jul-23
Municipal Funds	4.35%	509,040				509,040	NAB	03-Jul-23
Municipal Funds	4.36%	504,978				504,978	NAB	11-Jul-23
Municipal Funds	4.36%	509,227				509,227	NAB	11-Jul-23
Municipal Funds	4.35%	509,289				509,289	NAB	12-Jul-23
Municipal Funds	4.35%	509,381				509,381	NAB	25-Jul-23
Municipal Funds	4.35%	507,505				507,505	NAB	26-Jul-23
Municipal Funds	4.54%	507,650				507,650	NAB	09-Aug-23
Municipal Funds	4.55%	511,944				511,944	NAB	14-Aug-23
Municipal Funds	4.70%	516,585				516,585	NAB	28-Aug-23
Reserve Funds	4.35%		3,505,017			3,505,017	NAB	26-Jun-23
<b>Total</b>		<b>6,574,421</b>	<b>3,505,017</b>	<b>9,373</b>	<b>0</b>	<b>10,088,811</b>		



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 5: CASH BACKED RESERVE**

2022-23										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	<b>Restricted by Legislation</b>									
106	Subdivision Reserve	215,835	10,456	5,669	10,000				236,291	221,504
121	Car Park Reserve	971	45	26	0			1,016	996	
201	Unspent Grants & Loans Reserve	422,635	0	0	0		(403,180)	(186,180)	19,455	236,455
	<b>Restricted by Council</b>		0							
101	Leave Reserve	186,519	8,643	4,899	0				195,162	191,418
102	Plant Reserve	741,712	9,083	15,728	324,000		(880,500)	(322,500)	194,295	434,941
103	Land and Building Reserve	687,174	17,303	15,197	0		(387,500)	(120,000)	316,977	582,371
104	Bush Fire Reserve	38,458	2,236	1,126	10,000	10,000			50,694	49,584
105	Maintenance and Renewal of Mine Heavy Haulage Roads Reserve	5,383	3,657	1,014	75,000	75,000			84,040	81,397
107	Sanitation Reserve	210,598	4,699	3,499	66,000		(181,453)	(117,290)	99,844	96,807
109	Recreation Centre Floor and Solar Reserve	225,005	10,882	6,026	10,000	10,000			245,887	241,031
112	Refuse Site Post Closure Reserve	239,240	10,587	6,229	5,000	5,000	(16,000)		238,827	250,468
113	Drainage Reserve	67,968	3,387	1,902	10,000	10,000	(4,766)	(4,766)	76,589	75,104
114	Community Bus Reserve	66,642	3,315	1,809	5,000	5,000			74,957	73,450
115	SBS & Communications Tower Reserve	29,250	1,764	873	20,000	20,000	(10,997)	(10,997)	40,017	39,126
118	Playground Equipment Reserve	44,750	2,119	1,175	1,000				47,869	45,925
119	Swimming Pool Reserve	4,536	0	11	0		(4,536)	(4,547)	(1)	0
125	Building Maintenance Reserve	224,804	5,859	3,897	9,697		(110,000)	(110,000)	130,360	118,700
126	Strategic Projects Reserve	293,633	9,131	6,342	52,471	10,000	(202,404)	(62,540)	152,831	247,436
127	Matched Grants Reserve	65,085	3,244	1,826	10,000	10,000	(4,978)		73,351	76,911
128	Aged Care Infrastructure Reserve	57,371	2,658	1,507	0				60,029	58,878
129	Equipment Reserve	6,155	285	162	0				6,440	6,316
130	Assets and GRV Valuation Reserve	97,446	3,030	2,839	24,000	24,000	(56,700)		67,776	124,285

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 5: CASH BACKED RESERVE**

<b>2022-23</b>										
<b>Res No.</b>	<b>Name</b>	<b>Opening Balance</b>	<b>Amended Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Amended Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Amended Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Amended Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
131	Bridgetown Leisure Centre Reserve	32,878	1,296	864	0		(5,000)		29,174	33,742
132	Trails Reserve	36,853	685	735	5,000	5,000	(27,500)	(25,000)	15,038	17,588
133	Light Fleet Vehicle Reserve	214,027	5,114	5,269	101,000		(206,718)	(30,328)	113,423	188,968
135	Blackspot Reserve	1,460	522	155	10,000	10,000			11,982	11,615
136	Project Management Reserve	0	0	0	165,000				165,000	0
		<b>4,216,387</b>	<b>120,000</b>	<b>88,777</b>	<b>913,168</b>	<b>194,000</b>	<b>(2,502,232)</b>	<b>(994,148)</b>	<b>2,747,323</b>	<b>3,505,017</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 6: RECEIVABLES**

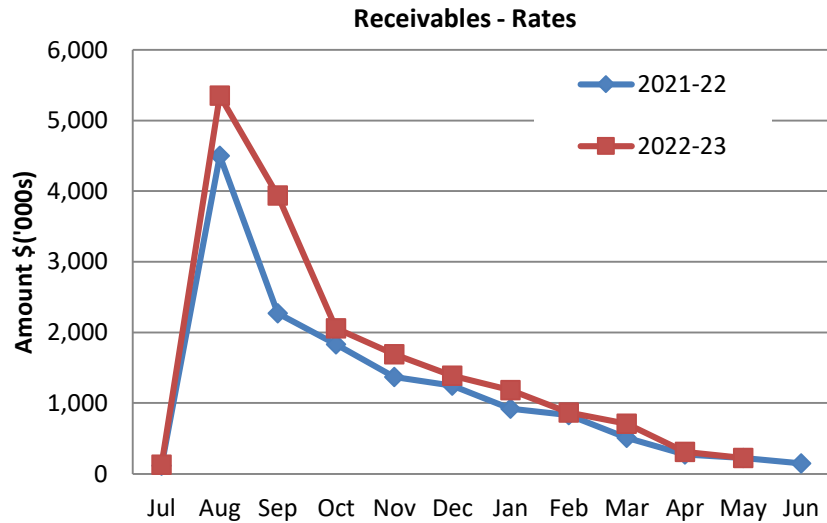
**Receivables - Rates**

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

	YTD 31 May 2023	30 June 2022
	\$	\$
Opening Arrears Previous Years	147,038	136,951
Levied this year	5,346,837	4,849,560
Less Collections to date	(5,270,189)	(4,839,473)
<b>Equals Current Outstanding</b>	<b>223,686</b>	<b>147,038</b>
<b>Net Rates Collectable</b>	<b>223,686</b>	<b>147,038</b>
% Collected	95.93%	97.05%

**Net Rates Collectable**

% Collected



**Receivables - Sundry Debtors**

Receivables - Sundry Debtors

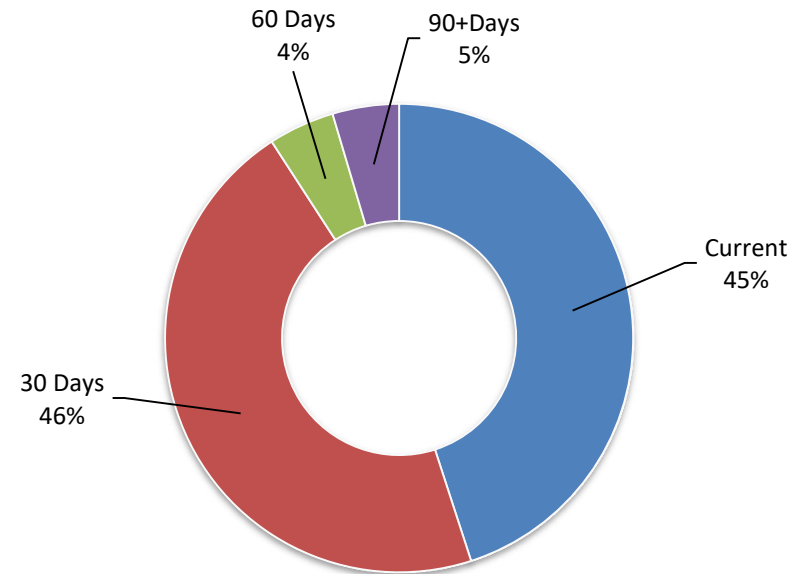
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	14,839	15,096	1,503	1,514

**Total Sundry Debtor Receivables Outstanding**

**32,952**

Amounts shown above include GST (where applicable)

**Receivables - Sundry Debtors**



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 7: CAPITAL DISPOSALS**

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
				P3020 2018 Mitsubishi Outlander (Pool car)	5,000	9,930	4,930
				P3055 2018 Subaru Liberty (DCS)	5,985	21,818	15,833
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	15,000	13,390	(1,610)
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0
				P2082 2006 CAT Tracked Loader (Waste Site)	62,000	70,000	8,000
				P3010 2018 Nissan Xtrail (MDS)	14,500	8,970	(5,530)
				P2022 2013 Isuzu FXZ 13T Tipper	0	0	0
				P2111 2013 Tennant Footpath Sweeper	8,000	2,000	(6,000)
				P2076 2000 JCB Robot Skid Steer Loader	12,200	5,000	(7,200)
				P3065 2018 Ford Everest (DCID)	16,434	30,909	14,475
				P2045 2018 Nissan Navara (Works Coordinator)	16,700	14,685	(2,015)
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	11,500	10,220	(1,280)
				P2270 2018 Mitsubishi Triton (Parks Crew)	11,600	10,220	(1,380)
15,934	40,000	24,066	24,066	P4050 2007 Toyota Landcruiser (Bushfire Brigade)	70,000	70,000	0
80,000	105,000	25,000	0	P2006 2008 Caterpillar Grader	80,000	105,000	25,000
<b>95,934</b>	<b>145,000</b>	<b>49,066</b>	<b>24,066</b>		<b>335,119</b>	<b>378,342</b>	<b>43,223</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings</b>						
<b>Governance</b>						
Shire Administration Building	07BU	90,487	50,074	52,262	2,188	Works continuing
<b>Law, Order and Public Safety</b>						
Greenbushes Bushfire Brigade	09BN	251,300	0	1,312	1,312	Preliminary planning
Wandillup Bushfire Brigade	10BN	278,600	0	1,147	1,147	Preliminary planning
Kangaroo Gully Bushfire Station	12BN	3,427	3,427	1,800	(1,627)	Works continuing
<b>Community Amenities</b>						
Waste Site Recycle Shed	62BU	123,974	4,632	4,632	(0)	
<b>Recreation and Culture</b>						
Bridgetown Civic Centre Revitalisation	02BU	1,228,586	217,542	252,083	34,541	Works continuing
Greenbushes Hall	20BU	220,000	0	0	0	
Greenbushes Office (Old Road board Office)	21BU	40,000	0	0	0	
Bridgetown Regional Library	60BU	10,000	10,000	5,704	(4,296)	Works continuing
Bridgetown Lesser Hall	61BU	25,203	3,703	4,623	920	
Bridgetown Leisure Centre	16BU	26,536	0	0	0	
Bridgetown Trotting Club	23BU	48,395	48,395	43,642	(4,753)	Works continuing
Greenbushes Golf Club	39BU	169,027	0	0	0	
Greenbushes Cricket Pavilion Toilets	54BU	9,145	9,144	8,545	(599)	Job completed, some savings made
Bridgetown Sports Ground Horse Stalls	56BU	4,978	0	0	0	
Bridgetown Railway Station Restoration	57BU	635,905	635,905	458,417	(177,488)	Works continuing
<b>Economic Services</b>						
Bridgetown Visitor Centre	59BU	132,500	7,985	7,985	0	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Land and Buildings (Continued)</b>						
<b>Transport</b>						
Shire Depot Rebuild	08BU	661,796	0	62	62	Preliminary planning
Greenbushes CBD Parking (Land)	CP05	64,240	10,570	10,570	0	
<b>Other Property and Services</b>						
Purchase of Land	1790040	21,000	21,000	4,776	(16,224)	Land purchases continuing
<b>Land and Buildings Total</b>		<b>4,045,099</b>	<b>1,022,377</b>	<b>857,560</b>	<b>(164,817)</b>	
<b>Roads</b>						
<b>Transport</b>						
Winnejump Road Regional Road Group 21/22	RR24	228,734	228,734	226,156	(2,578)	Job continuing
Winnejump Road Regional Road Group 22/23	RR21	375,000	374,996	199,310	(175,686)	Job continuing
Brockman Highway	RS03	1,488,242	1,488,241	1,488,870	629	Job completed
Kerbing	KB01	2,500	0	0	0	
Roe Street	RC38	45,213	45,213	44,713	(500)	Job completed, some savings made
Improvements Steere Street Intersections	RC52	22,500	22,500	0	(22,500)	Job not yet commenced
Emergency Works	RC53	30,000	26,982	0	(26,982)	Jobs not yet identified
Tweed Road	RC42	123,992	123,992	142	(123,850)	Job not yet commenced
Hester Cascades Road	RC55	65,527	0	0	0	
Hester Street	RC58	13,154	13,154	9,738	(3,416)	Job continuing
Henry Street	RC59	34,884	34,884	28,374	(6,510)	Job completed, some savings made
Pioneer Street	RC60	11,978	8,716	0	(8,716)	Job not yet commenced
Cleopatra Crescent	RC61	16,855	15,107	0	(15,107)	Job not yet commenced
Democrat Close	RC62	16,379	13,848	0	(13,848)	Job not yet commenced
Blechynden Street	RC63	80,000	0	0	0	
Hay Road	GS12	137	137	137	0	Job completed
Grange Road	GS34	119,593	119,593	120,303	710	Job completed
Polina Road	GS41	166,355	166,355	154,884	(11,471)	Job completed, some savings made

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Roads (Continued)</b>						
<b>Transport (Continued)</b>						
West Blackwood Terrace	GS69	36,320	36,320	36,320	0	Job completed
Greenfields Road	GS70	58,304	58,304	58,303	(1)	Job completed
<b>Roads Total</b>		<b>2,935,667</b>	<b>2,777,076</b>	<b>2,367,251</b>	<b>(409,825)</b>	
<b>Footpaths</b>						
<b>Transport</b>						
Nelson Street	FP05	610	610	0	(610)	
Footpaths Accessibility Access	FP28	5,000	5,000	0	(5,000)	Job not yet commenced
Allnutt Street	FP38	14,040	14,040	0	(14,040)	Job not yet commenced
<b>Footpaths Total</b>		<b>19,650</b>	<b>19,650</b>	<b>0</b>	<b>(19,650)</b>	
<b>Drainage</b>						
<b>Community Amenities</b>						
Nelson Street	DR16	3,635	3,635	12,842	9,207	Job completed
Telluride Street	DR18	30,410	30,410	14,032	(16,378)	Job continuing
Four Season Estate	DR24	11,364	11,364	0	(11,364)	Job not yet commenced
Dairy Lane	DR38	46,307	46,307	0	(46,307)	Purchase order raised
Connell Road	DR40	15,278	15,278	4,019	(11,259)	Job continuing
<b>Drainage Total</b>		<b>106,994</b>	<b>106,994</b>	<b>30,893</b>	<b>(76,101)</b>	
<b>Parks and Ovals</b>						
<b>Recreation and Culture</b>						
Four Seasons Estate POS Reserve	03IN	45,454	0	0	0	
Four Seasons Estate Stream Protection	04IN	18,182	0	0	0	
Memorial Park Lights to Cenotaph	08IU	6,890	6,890	6,890	0	Job complete
Bridgetown Youth Precinct Development	16IN	187,540	8,628	8,706	78	Job continuing

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b><i>Parks and Ovals (Continued)</i></b>						
<b>Recreation and Culture (Continued)</b>						
Blackwood River Park Foreshore Development	17IN	123,160	73,898	74,048	150	
Bridgetown Leisure Centre Wet Area	18IN	28,840	20,140	19,960	(180)	
Bridgetown Sportsground Stairway to Toilets	21IN	5,752	5,752	5,752	(0)	Job completed
Greenbushes Youth Precinct Development	22IN	518,105	0	0	0	
Bridgetown Sportsground Water Supply	23IN	20,000	16,963	16,962	(1)	
Bridgetown Sportsground Cricket Training Nets	24IN	130,780	35,951	35,952	1	
Somme Park Fitness Trail Equipment	05IU	5,617	5,617	0	(5,617)	Job not yet commenced
<b>Parks and Ovals Total</b>		<b>1,090,320</b>	<b>173,839</b>	<b>168,269</b>	<b>(5,570)</b>	
<b><i>Bridges</i></b>						
<b>Recreation and Culture</b>						
River Park Footbridge	15IU	12,500	12,500	12,000	(500)	Job complete, some savings made
<b>Transport</b>						
Old Bridgetown Road Bridge 0266A	BR05	1,750	1,750	1,750	0	Job complete
Brockman Highway Bridge 0266A	BR09	20,330	20,330	20,330	0	Job complete
Slades Road Bridge 3331A	BR23	219,000	146,000	146,000	0	Job complete
McKelvie Road Bridge 3705	BR26	8,400	8,400	8,400	0	Job complete
Greenbushes-Boyup Brook Road Bridge 3701	BR27	150,700	9,700	103,700	94,000	Job complete
<b>Bridges Total</b>		<b>412,680</b>	<b>198,680</b>	<b>292,180</b>	<b>93,500</b>	
<b><i>Infrastructure Other</i></b>						
<b>Law, Order and Public Safety</b>						
Bushfire Control Centre Fencing	18IU	2,020	2,020	2,020	0	Job completed, reimbursed by insurance



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Infrastructure Other (Continued)</b>						
<b>Community Amenities</b>						
Bridgetown Landfill Liquid Waste Facility	WA01	75,000	75,000	5,047	(69,953)	Purchase order raised
Waste Site Fencing	17IU	51,245	51,245	51,245	0	Job completed, reimbursed by insurance
<b>Recreation and Culture</b>						
Bridgetown Sportsground Fencing	07IU	31,470	31,470	31,470	0	Job completed, reimbursed by insurance
Bridgetown Tennis Club Bore	20IN	1,577	1,577	1,577	0	Completion of grant funded project
<b>Transport</b>						
Depot Fencing	16IU	44,215	44,215	44,276	61	Job completed, reimbursed by insurance
Greenbushes CBD Parking	CP05	604,180	76,470	76,469	(1)	
ACROD Parking Bay Hampton Street	CP06	19,562	19,562	0	(19,562)	Job not yet commenced
<b>Infrastructure Other Total</b>		<b>829,269</b>	<b>301,559</b>	<b>212,105</b>	<b>(89,454)</b>	
<b>Plant and Equipment</b>						
<b>Governance</b>						
Director Corporate Services vehicle	1055440	40,125	40,125	0	(40,125)	Purchase order raised
<b>Law, Order and Public Safety</b>						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	335,670	239,000	237,858	(1,142)	
CCTV Bridgetown Railway Station Carpark	1080340	10,000	10,000	0	(10,000)	Job not yet commenced
<b>Community Amenities</b>						
Tracked Loader	PL14	365,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	31,000	0	(31,000)	Vehicle changeover not yet commenced

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 8: CAPITAL ACQUISITIONS**

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<b>Plant and Equipment (Continued)</b>						
<b>Recreation and Culture</b>						
SBS FM Radio Tower Equipment	12014	11,777	11,777	12,097	320	Job complete
<b>Transport</b>						
Footpath Sweeper	PL06	160,000	0	0	0	
Road Grader	PL09	427,500	427,500	427,500	0	Job complete
Mono Roller (Towed)	PL20	0	0	0	0	
Excavator	PL21	0	0	0	0	
Skid Steer Loader	PL22	110,000	0	0	0	
Works and Services Fleet	1405040	191,330	191,330	0	(191,330)	Purchase order raised
Sundry Equipment	1403740	5,000	0	0	0	
<b>Plant and Equipment Total</b>		<b>1,692,402</b>	<b>950,732</b>	<b>677,456</b>	<b>(273,276)</b>	
<b>Furniture and Equipment</b>						
<b>Furniture and Equipment Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>11,132,081</b>	<b>5,550,907</b>	<b>4,605,713</b>	<b>(945,194)</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(a) Debenture Repayments

Particulars	Principal 1/07/2022	New Loans	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Community Amenities</b>									
Loan 114 Liquid & Inert Waste Sites	25,319			12,574	25,319	12,745	0	346	520
Loan 115 Landfill Cell Extension	40,965			10,118	20,317	30,847	20,648	330	578
Loan 116 Liquid Waste Facility	72,020			4,825	9,696	67,195	62,324	706	1,364
<b>Recreation and Culture</b>									
Loan 112 Bridgetown Swimming Pool	1,259,127			37,295	75,344	1,221,832	1,183,783	25,434	50,115
Loan 117 Youth Precinct Redevelopment	171,792			8,953	17,973	162,839	153,819	1,281	2,496
Loan 118 Bridgetown Civic Centre Revitalisation	111,506			5,811	11,666	105,695	99,840	832	1,620
Loan 119 Youth Precinct Redevelopment (Stage 2)	0		175,000		0		175,000		0
<b>Economic Services</b>									
Loan 120 Bridgetown Visitor Centre Building Renewal	0		0		0		0		0
	<b>1,680,729</b>	<b>0</b>	<b>175,000</b>	<b>79,576</b>	<b>160,315</b>	<b>1,601,153</b>	<b>1,695,414</b>	<b>28,929</b>	<b>56,693</b>

(b) New Debentures

Particulars	New Loan	New Loan	New Loan
	Term	Amended Budget	Actual
		\$	\$
<b>Recreation and Culture</b>			
Loan 119 Youth Precinct Redevelopment (Stage 2)	10 years	175,000	0
<b>Economic Services</b>			
Loan 120 Bridgetown Visitor Centre Building Renewal	10 years	0	0
		<b>175,000</b>	<b>0</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 9: INFORMATION ON BORROWINGS AND LEASES**

(c) Lease Liabilities

Particulars	Principal 1/07/2022	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
003 Gym Equipment	45,905			26,352	25,908	19,553	19,997	1027	1,083
<b>Other Property and Services</b>									
001 CESM Vehicle	1,441	5,101	0	5,121	1,441	1,421	0	94	1
002 Photocopies and printers	16,445			10,184	9,991	6,261	6,454	459	482
004 EHO Vehicle	13,578			4,800	5,238	8,778	8,340	42	45
005 2022 Toyota Hilux (CESM)	0		41,703		10,042	0	31,661		925
006 New Mitigation Vehicle	0		41,340		13,325	0	28,015		1,172
	<b>77,369</b>	<b>5,101</b>	<b>83,043</b>	<b>46,457</b>	<b>65,945</b>	<b>36,012</b>	<b>94,467</b>	<b>1,622</b>	<b>3,708</b>

(d) New Leases

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2023**

**Note 10: RATING INFORMATION**

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Shire GRV	0.096821	1,811	27,798,488	2,691,478	54,966	13,539	2,759,982	2,691,478	50,185	13,539	2,755,202
Mining GRV	0.188282	1	820,000	154,391			154,391	154,391			154,391
Shire Rural UV	0.005906	467	215,910,000	1,275,165	(3,513)	(1,895)	1,269,756	1,275,165		-680	1,274,485
Mining UV	0.070850	20	1,182,671	83,792	(99)		83,693	83,792			83,792
<b>Sub-Totals</b>		2,299	245,711,159	4,204,826	51,353	11,644	4,267,823	4,204,826	50,185	12,859	4,267,870
<b>Minimum Payment</b>	<b>Minimum \$</b>										
Shire GRV	1,048.00	667	3,652,945	699,016	21,862		720,878	699,016	15,000		714,016
Mining GRV	1,048.00	0	0	0			0	0			0
Shire Rural UV	1,299.00	272	41,143,420	353,328	(3,718)		349,610	353,328			353,328
Mining UV	387.00	19	31,951	7,353	1,173		8,526	7,353			7,353
<b>Sub-Totals</b>		958	44,828,316	1,059,697	19,317	0	1,079,014	1,059,697	15,000	0	1,074,697
Discounts/concessions							5,346,837				5,342,567
<b>Total amount raised from general rates</b>							5,346,837				5,342,567

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b>OPERATING SECTION</b>						
GENERAL PURPOSE FUNDING	6,044,651	132,236	6,216,597	137,236	6,201,666	122,947
GOVERNANCE	15,406	1,446,116	28,514	1,455,417	6,822	1,157,132
LAW, ORDER & PUB. SAFETY	1,296,868	1,415,616	1,439,041	1,380,749	829,237	1,123,990
HEALTH	12,000	131,168	16,000	126,168	16,889	102,048
EDUCATION & WELFARE	5,760	215,188	5,760	207,788	854	167,136
HOUSING	27,660	30,681	25,050	29,671	22,431	33,469
COMMUNITY AMENITIES	1,381,420	2,122,870	1,423,820	2,184,379	1,353,012	1,674,666
RECREATION & CULTURE	2,898,130	3,692,830	2,576,141	3,766,096	1,112,338	2,460,977
TRANSPORT	4,651,107	3,993,539	4,629,655	3,945,891	3,466,850	3,241,360
ECONOMIC SERVICES	138,070	746,317	168,751	731,167	150,500	516,740
OTHER PROPERTY & SERVICES	296,293	185,325	327,607	245,512	279,343	533,808
<b>SUB TOTAL - OPERATING</b>	<b>16,767,365</b>	<b>14,111,886</b>	<b>16,856,936</b>	<b>14,210,074</b>	<b>13,439,942</b>	<b>11,134,273</b>
<b>CAPITAL SECTION</b>						
GOVERNANCE	20,155	135,487	31,748	130,612	0	52,262
LAW, ORDER & PUB. SAFETY	19,590	652,687	89,590	886,017	40,000	244,138
COMMUNITY AMENITIES	78,970	728,555	78,970	753,213	0	91,816
RECREATION & CULTURE	0	3,747,625	0	3,565,419	0	998,429
TRANSPORT	157,485	5,741,035	178,034	5,643,320	105,000	3,206,308
ECONOMIC SERVICES	0	365,000	0	132,500	0	7,985
OTHER PROPERTY & SERVICES	0	21,000	0	21,000	0	4,776
<b>SUB TOTAL - CAPITAL</b>	<b>276,200</b>	<b>11,391,389</b>	<b>378,342</b>	<b>11,132,081</b>	<b>145,000</b>	<b>4,605,713</b>
<b>TOTAL</b>	<b>17,043,565</b>	<b>25,503,275</b>	<b>17,235,278</b>	<b>25,342,155</b>	<b>13,584,942</b>	<b>15,739,986</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>GENERAL PURPOSE FUNDING</u></b>						
<b>RATES</b>						
<b>OPERATING INCOME</b>						
1011910 General Rates	5,309,523		5,329,708		5,335,193	
1011810 Concessions	0		0		0	
1012010 Interest on Overdue Rates	18,000		16,000		17,181	
1012110 Back Rates Levied	1,000		12,859		11,644	
1012210 Reimbursements/Contributions	10,000		10,000		3,591	
1012310 Instalment Charges	20,790		23,874		23,958	
1012410 Instalment Plan Interest	8,000		8,000		8,543	
1012510 ESL Interest	900		900		836	
1012610 ESL Administration Fee	4,000		4,000		4,000	
1034010 Government Pension Interest	1,900		3,718		3,718	
1054830 Enquiry Fees	55,000		55,000		44,242	
<b>OPERATING EXPENDITURE</b>						
1011020 Administration & Finance Department		71,602		71,602		64,526
1011120 Administration & Finance Activity		9,730		9,730		8,841
1011420 Notice Printing & Distribution		7,000		7,000		6,837
1011520 Advertising & Promotion		1,420		1,420		1,112
1011620 Collection Costs		10,000		10,000		3,964
1012120 Written Off		100		100		58
1052220 Valuation Charges		17,000		22,000		22,564
1052420 Search Costs		100		100		0
1011220 BPOINT & BPAY Service		6,300		6,300		6,696
1011320 EFTPOS Service		6,500		6,500		6,347
<b>OPERATING SUB TOTAL</b>	<b>5,429,113</b>	<b>129,752</b>	<b>5,464,059</b>	<b>134,752</b>	<b>5,452,905</b>	<b>120,945</b>
<b>TOTAL RATES</b>	<b>5,429,113</b>	<b>129,752</b>	<b>5,464,059</b>	<b>134,752</b>	<b>5,452,905</b>	<b>120,945</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>GENERAL PURPOSE FUNDING</u></b>						
<b>OTHER GENERAL PURPOSE FUNDING</b>						
<b>OPERATING INCOME</b>						
1023010 Grants Commission - General Purpose	313,533		313,533		313,533	
1023510 Grants Commission - Local Road Funding	172,005		172,005		171,939	
1036010 General Revenue Interest	55,000		147,000		174,634	
1037010 Reserves Interest Received	75,000		120,000		88,655	
<b>OPERATING EXPENDITURE</b>						
1021120 Administration & Finance Department		1,984		1,984		2,001
1021420 Consultants		400		400		0
1591420 Interest Paid		100		100		0
<b>OPERATING SUB TOTAL</b>	<u>615,538</u>	<u>2,484</u>	<u>752,538</u>	<u>2,484</u>	<u>748,761</u>	<u>2,001</u>
<b>TOTAL OTHER GENERAL PURPOSE FUNDING</b>	<u>615,538</u>	<u>2,484</u>	<u>752,538</u>	<u>2,484</u>	<u>748,761</u>	<u>2,001</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>GOVERNANCE</u></b>						
<b>MEMBERS OF COUNCIL</b>						
<b>OPERATING EXPENDITURE</b>						
1040020 Depreciation Furniture & Equipment		1,712		1,712		1,571
1040060 Members Non-recurrent Projects		4,000		4,000		0
1040120 Development Services Department		2,839		2,839		2,507
1040220 Travel		16,437		16,437		15,152
1040320 Conference & Seminar Expenses		12,750		12,750		5,991
1040420 Election Expenses		20,955		20,955		15,144
1040620 Allowances		143,925		143,925		127,022
1041220 Citizenships & Public Relations		500		500		186
1041520 Insurance		8,728		8,728		8,728
1041620 Subscriptions		11,379		11,379		11,318
1042820 Other Related Costs		5,750		5,750		2,286
1042920 Administration & Finance Activity		75,662		75,662		73,395
1043020 Corporate Services Department		3,903		3,903		3,366
1043120 D & I Management Department		23,378		23,378		21,677
1043220 Community Services Department		2,652		2,652		2,694
1043320 Publications & Legislation		1,225		1,225		1,225
1043420 Training Programs		10,250		10,250		3,970
1043620 Chief Executive Office Department		65,780		65,780		60,985
1046720 Council Nomination Fees Refunded		800		800		240
1040920 Consultants		6,700		31,700		9,697
<b>OPERATING INCOME</b>						
1043930 Reimbursements	50		50		0	
1044030 Council Nomination Fees	800		800		0	
<b>OPERATING SUB TOTAL</b>	<b>850</b>	<b>419,325</b>	<b>850</b>	<b>444,325</b>	<b>0</b>	<b>367,155</b>
<b>TOTAL MEMBERS OF COUNCIL</b>	<b>850</b>	<b>419,325</b>	<b>850</b>	<b>444,325</b>	<b>0</b>	<b>367,155</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>GOVERNANCE</u></b>						
<b>OTHER GOVERNANCE</b>						
<b>OPERATING EXPENDITURE</b>						
1050020 Strategic Planning		82,250		82,250		71,567
1050120 Development Services Department		15,071		15,071		13,473
1050620 Loss on Sale of Assets		0		0		0
1055020 Corporate Services Department		277,312		270,312		244,144
1055320 Community Services Department		2,660		2,660		2,866
1055120 D & I Management Department		57,249		59,249		49,746
1055420 Insight Newsletter		96,365		96,365		35,083
1055520 Refreshments (GST Claimable)		17,388		19,388		10,630
1055920 Shire Website		15,174		15,174		14,569
1056120 Chief Executive Office Department		338,366		337,841		288,324
1056520 Refreshments (GST Not Claimable)		6,000		6,000		5,346
1056620 Minor Furniture & Equipment		14,476		14,476		11,051
1056820 Civic Receptions & Events		13,032		14,532		10,208
1057820 Administration & Finance Activity		4,830		4,830		1,917
1056320 Australia Day Donation		1,000		1,000		757
1050060 Non-recurrent Projects		85,618		71,944		30,296
<b>OPERATING INCOME</b>						
1055030 Photocopying	50		50		0	
1055130 Reimbursements	6,732		6,732		6,732	
1055230 Minor Income	59		59		0	
1055530 Profit on Sale of Assets	7,655		20,763		0	
1055730 Freedom of Information Income	60		60		90	
<b>OPERATING SUB TOTAL</b>	<b>14,556</b>	<b>1,026,791</b>	<b>27,664</b>	<b>1,011,092</b>	<b>6,822</b>	<b>789,978</b>
<b>CAPITAL EXPENDITURE</b>						
1055140 IT, Comms Equipment & Software		45,000		40,125		0
1055740 Building Renewals		90,487		90,487		52,262
<b>CAPITAL INCOME</b>						
1045150 Sale of Plant & Vehicles	20,155		31,748		0	
<b>CAPITAL SUB TOTAL</b>	<b>20,155</b>	<b>135,487</b>	<b>31,748</b>	<b>130,612</b>	<b>0</b>	<b>52,262</b>
<b>TOTAL OTHER GOVERNANCE</b>	<b>34,711</b>	<b>1,162,278</b>	<b>59,412</b>	<b>1,141,704</b>	<b>6,822</b>	<b>842,239</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>LAW, ORDER &amp; PUBLIC SAFETY</u></b>						
<b><i>FIRE PREVENTION</i></b>						
<b>OPERATING EXPENDITURE</b>						
1060020 Depreciation		173,124		173,124		170,453
1060060 DFES Non Recurrent Projects		34,633		34,633		19,245
1060160 Fire Prevention Non Recurrent Projects		339,251		310,884		189,290
1060320 Community Services Department		40,353		40,353		33,051
1060420 Plant Operation Cost Council		34,003		24,003		10,937
1060520 DFES Insurance		55,230		55,230		55,230
1060620 Bushfire Administration & Emergency		49,591		49,591		43,105
1060720 DFES Plant & Equipment Maintenance		8,402		8,402		5,030
1060820 DFES Other Goods & Services		15,090		20,090		13,647
1061120 Advertising & Printing		2,000		2,000		2,137
1061320 Shire Funded Fire Equipment		4,000		4,000		0
1061420 DFES Maintenance of Vehicles		111,464		111,464		130,962
1061520 Bush Fire Management Committee		800		800		194
1061620 DFES Minor Plant & Equipment		20,847		14,229		2,700
1061720 Fire Fighting Expenses		20,000		20,000		10,788
1061820 Loss on Sale of Asset		1,610		1,610		0
1062020 Hazard Reduction Works		51,364		51,364		41,334
1062520 Fire Brigades General Assistance		3,001		3,001		1,937
1063520 Community Emergency Services Manager		138,231		138,231		121,046
1063620 Other Brigade Expenditure		2,000		2,000		0
1064120 DFES Bushfire Brigades Building Op.		14,964		14,964		12,002
1064220 DFES Bushfire Brigades Building Maint.		11,000		12,618		8,807
1064320 DFES Protective Clothing		30,900		30,900		31,236
1064720 Emergency Services Coordinator		17,411		18,911		16,865
1064820 Administration & Finance Activity		61,060		59,060		48,000
1064920 Bridgetown Bushfire HQ Build Maint.		4,206		4,206		4,696
1065020 Bridgetown Bushfire HQ Build Op.		20,123		20,123		19,746
1065120 Council Bushfire Brigades Building Maint.		840		840		179
1065220 Council Bushfire Brigades Building Op.		102		102		102
<b>OPERATING INCOME</b>						
1063730 Other Grants & Contributions	114,089		108,419		74,218	
1063930 Hazard Reduction Fees & Charges	4,000		4,000		1,517	
1064030 Fines & Penalties	5,500		8,359		9,115	
1064430 Profit on sale of asset	0		0		24,066	
1064530 Brigade Reimbursements/Grants	7,000		7,000		0	
1064730 DFES Levy Grant	267,897		267,897		259,614	
1060070 DFES Levy Grants Non-recurrent	548,333		548,333		19,245	
1060170 Fire Prevention Grants Non-recurrent	294,422		437,406		370,831	
<b>OPERATING SUB TOTAL</b>	<b>1,241,241</b>	<b>1,265,600</b>	<b>1,381,414</b>	<b>1,226,733</b>	<b>758,606</b>	<b>992,718</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>LAW, ORDER &amp; PUBLIC SAFETY</u></b>						
<b><i>FIRE PREVENTION</i></b>						
<b>CAPITAL EXPENDITURE</b>						
1065540 Fire Equipment - Brigades		5,000		5,000		0
1065940 Purchase of Plant & Vehicles		96,670		335,670		237,858
1066140 Buildings New/Upgrades		533,327		533,327		4,259
1065640 Fire Prevention Infrastructure renewals		7,690		2,020		2,020
<b>CAPITAL INCOME</b>						
1067950 Sale of Plant & Vehicles	19,590		89,590		40,000	
<b>CAPITAL SUB TOTAL</b>	<u>19,590</u>	<u>642,687</u>	<u>89,590</u>	<u>876,017</u>	<u>40,000</u>	<u>244,138</u>
<b>TOTAL FIRE PREVENTION</b>	<u>1,260,831</u>	<u>1,908,287</u>	<u>1,471,004</u>	<u>2,102,750</u>	<u>798,606</u>	<u>1,236,856</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>LAW, ORDER &amp; PUBLIC SAFETY</u></b>						
<b>ANIMAL CONTROL</b>						
<b>OPERATING EXPENDITURE</b>						
1070220 Community Services Department		75,057		75,057		54,695
1070420 Animal Control Administration		0		0		0
1070720 Impounding Costs		5,000		7,000		3,630
1070820 Animal License Tags/Renewals		1,000		1,000		871
1072820 Other Expenses		2,000		3,000		2,404
1070060 Non-recurrent Projects		1,651		1,651		95
<b>OPERATING INCOME</b>						
1074030 Fines & Penalties	8,000		10,000		11,798	
1074230 Dog Registration Fees	18,000		18,000		19,941	
1074330 Other Fees & Charges	200		200		155	
1074430 Impounded Stock	50		50		59	
1074630 Cat Registration Fees	2,500		2,500		3,847	
1074730 Grants, Contributions & Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>28,750</u>	<u>84,708</u>	<u>30,750</u>	<u>87,708</u>	<u>35,800</u>	<u>61,696</u>
<b>TOTAL ANIMAL CONTROL</b>	<u>28,750</u>	<u>84,708</u>	<u>30,750</u>	<u>87,708</u>	<u>35,800</u>	<u>61,696</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>LAW, ORDER &amp; PUBLIC SAFETY</u></b>						
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>						
<b>OPERATING EXPENDITURE</b>						
1080020 Depreciation		11,259		11,259		10,546
1080060 SES Non-recurrent Projects		2,437		2,437		15,073
1080120 Community Safety & Crime Prevention		1,283		1,283		84
1080220 Community Services Department		26,139		26,139		22,493
1080420 Loss on sale of asset		0		0		0
1080820 Bridgetown SES Assistance		13,542		13,542		11,603
1080920 Bridgetown SES Building Maintenance		1,510		1,510		1,182
1081020 Bridgetown SES Building Operation		6,588		6,588		6,239
1081420 Impounding Vehicles		1,000		1,000		409
1081620 Fines & Enforcement Registry Fees		1,550		2,550		1,946
<b>OPERATING INCOME</b>						
1080070 SES Non-recurrent Grants	2,437		2,437		15,073	
1080530 Charges for Impounded Vehicles	750		750		0	
1080730 SES Operating Grant	21,640		21,640		18,927	
1080930 Fees & Charges	50		50		0	
1081030 Fines & Enforcement Reimbursement	2,000		2,000		831	
<b>OPERATING SUB TOTAL</b>	<b>26,877</b>	<b>65,308</b>	<b>26,877</b>	<b>66,308</b>	<b>34,831</b>	<b>69,576</b>
<b>CAPITAL EXPENDITURE</b>						
1080340 Equipment		10,000		10,000		0
<b>CAPITAL INCOME</b>						
1080150 Sale of Plant	0		0		0	0
<b>CAPITAL SUB TOTAL</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>	<b>26,877</b>	<b>75,308</b>	<b>26,877</b>	<b>76,308</b>	<b>34,831</b>	<b>69,576</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<b><u>HEALTH</u></b>	\$	\$	\$	\$	\$	\$
<b>MATERNAL &amp; INFANT HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
1110220 Maternal & Infant Health Service Agree.		3,500		3,500		0
<b>OPERATING SUB TOTAL</b>	0	3,500	0	3,500	0	0
<b>TOTAL MATERNAL &amp; INFANT HEALTH</b>	0	3,500	0	3,500	0	0

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>HEALTH</u></b>						
<b>PREVENTATIVE SERVICES - INSPECT/ADMIN</b>						
<b>OPERATING EXPENDITURE</b>						
1140120 Development Services Department		109,980		104,980		88,850
1140320 Executive Support - D & I Management		4,139		4,139		3,927
1140620 Other Minor Costs		2,000		2,000		657
<b>OPERATING INCOME</b>						
1144830 Health Act Licenses (GST Free)	12,000		16,000		16,889	
1144130 Health Act Charges (Inc GST)	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>12,000</u>	<u>116,119</u>	<u>16,000</u>	<u>111,119</u>	<u>16,889</u>	<u>93,434</u>
<b>TOTAL PREV. SERVICES - INSPECTION/ADMIN</b>	<u>12,000</u>	<u>116,119</u>	<u>16,000</u>	<u>111,119</u>	<u>16,889</u>	<u>93,434</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>HEALTH</u></b>						
<b>PREVENTATIVE SERVICES - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
1160220 Development Services Department		10,049		10,049		7,348
1160520 Analytical Expenses		1,500		1,500		1,266
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>11,549</u>	<u>0</u>	<u>11,549</u>	<u>0</u>	<u>8,614</u>
<b>TOTAL PREVENTATIVE SERVICES - OTHER</b>	<u>0</u>	<u>11,549</u>	<u>0</u>	<u>11,549</u>	<u>0</u>	<u>8,614</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>EDUCATION &amp; WELFARE</u></b>						
<b><i>OTHER EDUCATION</i></b>						
<b>OPERATING EXPENDITURE</b>						
1057420 Bridgetown CRC - Building Maintenance		4,178		4,178		1,851
1057520 Bridgetown CRC - Building Operation		20,229		20,229		18,697
1100720 School Awards & Certificates		365		365		100
1101320 Administration & Finance Activity		424		424		168
<b>OPERATING INCOME</b>						
1100030 Fees & Charges/Reimbursements	760		760		854	
<b>OPERATING SUB TOTAL</b>	<u>760</u>	<u>25,196</u>	<u>760</u>	<u>25,196</u>	<u>854</u>	<u>20,816</u>
<b>TOTAL OTHER EDUCATION</b>	<u>760</u>	<u>25,196</u>	<u>760</u>	<u>25,196</u>	<u>854</u>	<u>20,816</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>EDUCATION &amp; WELFARE</u></b>						
<b>CARE OF FAMILIES &amp; CHILDREN</b>						
<b>OPERATING EXPENDITURE</b>						
1180220 Bridgetown Family & Community Centre		8,000		8,000		8,000
1180520 Community Planning Develop Projects		89,325		87,325		78,110
1180820 Service Agreements		10,000		10,000		10,000
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>107,325</u>	<u>0</u>	<u>105,325</u>	<u>0</u>	<u>96,110</u>
<b>TOTAL CARE OF FAMILIES &amp; CHILDREN</b>	<u>0</u>	<u>107,325</u>	<u>0</u>	<u>105,325</u>	<u>0</u>	<u>96,110</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>EDUCATION &amp; WELFARE</u></b>						
<b><i>AGED &amp; DISABLED - OTHER</i></b>						
<b>OPERATING EXPENDITURE</b>						
1190420 Disability Services		23,805		19,805		15,755
1190620 Seniors Programmes		24,477		24,477		11,726
<b>OPERATING INCOME</b>						
1194330 Other Recurrent Grants	5,000		5,000		0	
<b>OPERATING SUB TOTAL</b>	<u>5,000</u>	<u>48,282</u>	<u>5,000</u>	<u>44,282</u>	<u>0</u>	<u>27,481</u>
<b>TOTAL AGED &amp; DISABLED OTHER</b>	<u>5,000</u>	<u>48,282</u>	<u>5,000</u>	<u>44,282</u>	<u>0</u>	<u>27,481</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023		
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	
	\$	\$	\$	\$	\$	\$	
<b><u>EDUCATION &amp; WELFARE</u></b>							
<b>OTHER WELFARE</b>							
<b>OPERATING EXPENDITURE</b>							
1220060 Youth Non-recurrent Projects		10,000		10,000		4,979	
1220120 Community Services Department		23,805		19,805		15,151	
1221220 Community Grants & Service Agreements		580		580		0	
1221320 Greenbushes CRC Satellite Services		0		2,600		2,600	
<b>OPERATING SUB TOTAL</b>		<u>0</u>	<u>34,385</u>	<u>0</u>	<u>32,985</u>	<u>0</u>	<u>22,730</u>
<b>TOTAL OTHER WELFARE</b>		<u>0</u>	<u>34,385</u>	<u>0</u>	<u>32,985</u>	<u>0</u>	<u>22,730</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>HOUSING</u></b>						
<b>OTHER HOUSING</b>						
<b>OPERATING EXPENDITURE</b>						
1240060 Non Recurrent Projects		2,500		2,500		2,500
1240220 Building Maintenance		16,578		18,078		6,444
1240120 Building Operation		27,024		24,514		24,276
1241220 Administration & Finance Activity		627		627		249
1242020 Less Staff Housing Costs Recovered		(16,048)		(16,048)		0
<b>OPERATING INCOME</b>						
1240530 Rent - 144 Hampton Street	11,310		8,700		7,540	
1240630 Rent - 146 Hampton Street	15,080		15,080		13,920	
1240830 Rent - 31 Gifford Road	0		0		0	
1244030 Staff Housing Reimbursements	1,270		1,270		971	
<b>OPERATING SUB TOTAL</b>	<u>27,660</u>	<u>30,681</u>	<u>25,050</u>	<u>29,671</u>	<u>22,431</u>	<u>33,469</u>
<b>TOTAL OTHER HOUSING</b>	<u>27,660</u>	<u>30,681</u>	<u>25,050</u>	<u>29,671</u>	<u>22,431</u>	<u>33,469</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>SANITATION - GENERAL REFUSE</b>						
<b>OPERATING EXPENDITURE</b>						
1250020 Depreciation		49,810		49,810		45,659
1250120 Non Recurrent Projects		0		0		0
1250220 Refuse Collection		222,785		227,437		197,249
1250320 Bridgetown Refuse Site Management		431,263		436,263		365,964
1250720 Bridgetown Refuse Building Maintenance		1,939		1,939		1,248
1250820 Bridgetown Refuse Building Operation		5,830		5,830		5,103
1250620 G'bushes Transfer Station Management		23,470		23,470		15,781
1250420 Refuse Recycling		115,279		125,279		90,201
1250920 Recycling Collection		140,960		140,960		129,960
1251020 South West Regional Waste Strategy		4,080		15,497		12,156
1251320 Bridgetown Landfill Site Loans		3,333		3,333		1,830
1251420 Purchase of Recycle Bins		6,000		6,000		4,245
1251720 Staff Housing Costs		646		646		0
1251720 Doubtful & Bad Debts		0		0		187
1250060 Non-recurrent Projects		122,700		121,260		23,073
<b>OPERATING INCOME</b>						
1254130 Refuse Collection Charges	157,248		158,248		157,994	
1254230 Multiple Services Collection Charges	64,260		65,424		65,414	
1255030 User Pay Charges	50,000		70,000		65,595	
1254330 Landfill Site Maintenance Rate	611,303		612,444		613,151	
1254530 Landfill Site Maintenance Concessions	(11,220)		(9,724)		(14,224)	
1255130 Recycling Subsidies & Royalties	102,000		90,000		50,265	
1254930 Kerbside Recycling Charges	147,704		148,859		148,694	
1255330 Site Facility Rental	5,020		5,020		4,452	
1255230 Profit on Sale of Asset	8,000		8,000		0	
1255530 Insurance Reimbursement & Recoveries	150,561		175,219		175,219	
<b>OPERATING SUB TOTAL</b>	<b>1,284,876</b>	<b>1,128,095</b>	<b>1,323,490</b>	<b>1,157,724</b>	<b>1,266,560</b>	<b>892,656</b>
<b>CAPITAL EXPENDITURE</b>						
1250140 Waste Building Renewals		98,456		123,974		4,632
1250340 Fencing		52,105		51,245		51,245
1255040 Waste Facilities Infrastructure		75,000		75,000		5,047
1255340 Sanitation Plant Purchases		365,000		365,000		0
<b>CAPITAL INCOME</b>						
1255050 Sale of Plant and Vehicles	70,000		70,000		0	
<b>CAPITAL SUB TOTAL</b>	<b>70,000</b>	<b>590,561</b>	<b>70,000</b>	<b>615,219</b>	<b>0</b>	<b>60,924</b>
<b>TOTAL SANITATION - GENERAL REFUSE</b>	<b>1,354,876</b>	<b>1,718,656</b>	<b>1,393,490</b>	<b>1,772,943</b>	<b>1,266,560</b>	<b>953,580</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>SANITATION - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
1260320 Refuse Collection From Streets		59,724		59,724		37,950
1260620 Litter Control		2,436		2,436		1,835
<b>OPERATING INCOME</b>						
1264030 Litter Fines	100		100		0	
<b>OPERATING SUB TOTAL</b>	<u>100</u>	<u>62,160</u>	<u>100</u>	<u>62,160</u>	<u>0</u>	<u>39,784</u>
<b>TOTAL SANITATION - OTHER</b>	<u>100</u>	<u>62,160</u>	<u>100</u>	<u>62,160</u>	<u>0</u>	<u>39,784</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>SEWERAGE</b>						
<b>OPERATING EXPENDITURE</b>						
1270020 Liquid Waste Pit Depreciation		15,121		15,121		13,861
1270220 Septic Tank Inspections		18,960		18,960		14,056
1270060 Non-recurrent projects		0		6,480		6,479
1260820 Waste Facilities		4,478		4,978		6,539
<b>OPERATING INCOME</b>						
1274230 Septic Tank Inspection Fees	4,800		4,800		4,720	
1274430 Septic Tank Application Fees	5,280		5,280		5,428	
1274330 Waste Disposal Fees	6,500		6,500		7,785	
<b>OPERATING SUB TOTAL</b>	<u>16,580</u>	<u>38,559</u>	<u>16,580</u>	<u>45,539</u>	<u>17,933</u>	<u>40,935</u>
<b>TOTAL SEWERAGE</b>	<u>16,580</u>	<u>38,559</u>	<u>16,580</u>	<u>45,539</u>	<u>17,933</u>	<u>40,935</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>URBAN STORM WATER DRAINAGE</b>						
<b>OPERATING EXPENDITURE</b>						
1390420 Drainage Maintenance		108,593		106,593		75,731
1390820 Drainage Depreciation		92,804		92,804		85,766
1391820 Administration & Finance Activity		4,770		4,770		1,893
<b>OPERATING INCOME</b>						
1280030 Drainage Grants & Contributions	11,364		11,364		0	
<b>OPERATING SUB TOTAL</b>	<u>11,364</u>	<u>206,167</u>	<u>11,364</u>	<u>204,167</u>	<u>0</u>	<u>163,390</u>
<b>CAPITAL EXPENDITURE</b>						
1280040 Drainage Construction		106,994		106,994		30,893
<b>CAPITAL SUB TOTAL</b>	<u>0</u>	<u>106,994</u>	<u>0</u>	<u>106,994</u>	<u>0</u>	<u>30,893</u>
<b>TOTAL URBAN STORM WATER DRAINAGE</b>	<u>11,364</u>	<u>313,161</u>	<u>11,364</u>	<u>311,161</u>	<u>0</u>	<u>194,283</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>PROTECTION OF ENVIRONMENT</b>						
<b>OPERATING EXPENDITURE</b>						
1290520 Blackwood NRM Project		45,508		45,508		45,507
1290620 Development Services Department		8,957		8,957		9,955
1290820 Chief Executive Office Department		2,856		2,856		2,710
1290060 Non-recurrent Projects		10,000		10,000		0
<b>OPERATING INCOME</b>						
1290830 Other Revenue	0		0		0	
<b>OPERATING SUB TOTAL</b>	0	67,321	0	67,321	0	58,172
<b>TOTAL PROTECTION OF ENVIRONMENT</b>	0	67,321	0	67,321	0	58,172

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>TOWN PLANNING/REGIONAL DEVELOPMENT</b>						
<b>OPERATING EXPENDITURE</b>						
1300120 Development Services Department		194,163		194,163		154,338
1300420 Rural Street Numbering		4,376		4,376		3,205
1300520 Executive Support - D & I Management		35,746		35,746		32,134
1300720 Urban Street Numbering		4,176		4,176		3,205
1300820 Other Costs		3,500		3,500		1,641
1300920 Chief Executive Office Department		4,284		4,284		4,060
1301020 LPS 6 - P & E Department		14,553		44,553		35,986
1301220 LPS 6 - Advertising & Consultants		47,006		47,006		1,170
1301920 LPS 6 - CEO Department		2,856		2,856		2,687
1302320 Planning Application Assessment		22,898		22,898		19,013
1302920 Loss on Sale of Asset		5,530		5,530		0
1303020 Road Rationalisation & Land Transfer		12,452		12,452		0
<b>OPERATING INCOME</b>						
1304230 Town Planning Scheme Amendments	0		5,286		5,286	
1304330 Town Planning Application Fees	40,000		40,000		39,080	
1304530 Sub Division Clearance Charges	500		500		759	
1304630 Profit on Sale of Asset	0		0		0	
1304830 Other Planning Fees & Charges	500		500		67	
<b>OPERATING SUB TOTAL</b>	<b>41,000</b>	<b>351,540</b>	<b>46,286</b>	<b>381,540</b>	<b>45,191</b>	<b>257,438</b>
<b>CAPITAL EXPENDITURE</b>						
1305640 Plant Purchases		31,000		31,000		0
<b>CAPITAL INCOME</b>						
1306650 Sale of Asset	8,970		8,970		0	
<b>CAPITAL SUB TOTAL</b>	<b>8,970</b>	<b>31,000</b>	<b>8,970</b>	<b>31,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL TOWN PLANNING/REGIONAL DEVELOP.</b>	<b>49,970</b>	<b>382,540</b>	<b>55,256</b>	<b>412,540</b>	<b>45,191</b>	<b>257,438</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>COMMUNITY AMENITIES</u></b>						
<b>OTHER COMMUNITY AMENITIES</b>						
<b>OPERATING EXPENDITURE</b>						
1310020 Cemeteries - P&G Grounds Maint.		40,939		37,939		30,913
1310120 Cemeteries - CEO Department		15,269		15,269		11,563
1310220 Cemeteries - Grave Digging		4,500		4,500		2,480
1310420 Cemeteries - Building Maint.		2,578		2,578		317
1310520 Public Conveniences - Building Maint.		24,382		24,282		19,271
1310920 Cemetery & Memorial Plaques		4,750		4,750		2,745
1311020 Cemeteries - Building Ops		6,716		6,716		5,546
1311220 Public Conveniences - Building Ops		136,202		136,202		127,630
1312120 Building Operations		357		357		349
1312320 Administration & Finance Activity		1,556		1,556		618
1312920 Community Bus		28,829		28,829		19,778
1313120 Other Building Maint.		2,950		2,950		1,082
<b>OPERATING INCOME</b>						
1310930 Cemetery & Memorial Plaques	5,000		5,000		3,042	
1314030 Cemetery Fees & Charges (GST Free)	1,500		2,500		2,297	
1314130 Cemetery Fees & Charges (Inc GST)	15,000		15,000		12,765	
1314530 Community Bus Fees & Charges	6,000		3,500		5,223	
<b>OPERATING SUB TOTAL</b>	<u>27,500</u>	<u>269,028</u>	<u>26,000</u>	<u>265,928</u>	<u>23,328</u>	<u>222,290</u>
<b>TOTAL OTHER COMMUNITY AMENITIES</b>	<u>27,500</u>	<u>269,028</u>	<u>26,000</u>	<u>265,928</u>	<u>23,328</u>	<u>222,290</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b>PUBLIC HALLS - CIVIC CENTRES</b>						
<b>OPERATING EXPENDITURE</b>						
1320020 Depreciation		337		337		309
1320060 Non Recurrent Projects		5,500		5,500		5,938
1320120 Building Maintenance		18,619		22,619		32,447
1320220 Building Operations		124,892		124,892		107,445
1320720 Loan Repayments		2,380		2,380		1,216
1320820 Minor Furniture & Equipment		5,000		5,000		2,108
<b>OPERATING INCOME</b>						
1324130 Civic Centre Hire Charges	1,500		1,500		1,372	
1324230 Greenbushes Hall Hire Charges	2,500		2,500		3,478	
1324730 Yornup Hall Fees & Charges	9		9		9	
1324330 Civic Centre Grants/Contributions	962,345		560,851		234,759	
<b>OPERATING SUB TOTAL</b>	<b>966,354</b>	<b>156,728</b>	<b>564,860</b>	<b>160,728</b>	<b>239,618</b>	<b>149,463</b>
<b>CAPITAL EXPENDITURE</b>						
1322040 Building Renewals		1,853,534		1,513,789		256,706
<b>CAPITAL SUB TOTAL</b>		<b>1,853,534</b>		<b>1,513,789</b>		<b>256,706</b>
<b>TOTAL PUBLIC HALLS - CIVIC CENTRES</b>	<b>966,354</b>	<b>2,010,262</b>	<b>564,860</b>	<b>1,674,517</b>	<b>239,618</b>	<b>406,169</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b>SWIMMING AREAS &amp; BEACHES</b>						
<b>OPERATING EXPENDITURE</b>						
1331120 Greenbushes Pool Building Maintenance		5,199		6,199		7,425
1331220 Greenbushes Pool Building Operation		10,539		10,539		8,844
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>15,738</u>	<u>0</u>	<u>16,738</u>	<u>0</u>	<u>16,269</u>
<b>CAPITAL EXPENDITURE</b>						
1335340 Public Conveniences Building Renewals		0		0		0
<b>CAPITAL SUB TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SWIMMING AREAS &amp; BEACHES</b>	<u>0</u>	<u>15,738</u>	<u>0</u>	<u>16,738</u>	<u>0</u>	<u>16,269</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b><u>OTHER RECREATION &amp; SPORT</u></b>						
<b>OPERATING EXPENDITURE</b>						
1340020 Pool Infrastructure Depreciation		59,555	59,555		54,592	
1340220 Strategic Plan		0	0		0	
1340320 Administration Salaries & Costs		148,007	143,392		153,268	
1340420 Bridgetown Facilities Building Operations		62,654	61,154		56,786	
1340520 Leisure Centre Building Maintenance		51,458	53,458		44,655	
1340620 Greenbushes Facilities Building Maint.		11,325	11,325		6,123	
1340720 Greenbushes Facilities Build. Operations		34,581	34,581		31,957	
1340820 Leisure Centre Grounds Maintenance		37,099	39,099		42,035	
1340920 Other Recreation & Sport Loans		3,667	3,667		1,873	
1341020 Parks & Gardens Grounds Maintenance		575,510	554,110		386,834	
1341620 Walk Trails, Trails & Paths		46,010	42,010		15,892	
1342020 Leisure Centre Building Operation		339,170	343,170		318,606	
1342420 Bridgetown Facilities Build. Maintenance		16,591	15,091		11,130	
1343120 Gym Equipment Lease		26,362	26,362		24,229	
1343920 Loss on sale of assets		0	0		0	
1344720 Facility Signage		5,000	5,000		0	
1344820 Depreciation - Parks & Ovals		150,203	179,721		164,744	
1345520 Leisure Centre - Programs		9,400	9,400		3,738	
1345720 Leisure Centre - Vending & Kiosk		22,500	22,500		20,395	
1345820 Leisure Centre - Admin & Finance Activity		62,895	62,895		46,875	
1346020 Leisure Centre - Other Costs		5,175	5,175		5,170	
1346120 Leisure Centre - Minor Equipment		31,668	31,668		26,829	
1347120 P&G Minor Building & Structures Maint.		31,920	30,920		10,225	
1348320 Leisure Centre Mgt.- Community Services		13,278	13,278		12,291	
1346620 Community Grants		5,750	5,750		750	
1349220 Community Gardens Building Operation		6,568	6,568		5,620	
1349320 Community Gardens Building Maint.		1,889	1,889		400	
1348920 Service Agreements		2,722	2,722		1,040	
1349120 Recreation Officers		54,587	89,907		84,917	
1349520 Administration & Finance Activity		23,403	18,403		9,288	
1349720 Swimming Pool Chemicals		12,100	12,100		11,240	
1342920 Aquatic Co-ordinators & Lifeguards		96,927	122,927		123,736	
1349820 Health & Fitness Program Staff		13,154	35,154		31,960	
1349920 Leisure Centre Loans		58,799	58,799		29,739	
1340060 Leisure Centre Non-recurrent Projects		4,500	4,500		1,773	
1340160 P&G Non-recurrent Projects		100,940	100,940		0	
1340260 Rec Facilities Non-recurrent Projects		289,992	289,992		111,425	
<b>OPERATING INCOME</b>						
1343830 Utilities Reimbursements	10,400		10,400		8,522	
1344130 Bridgetown Sporting Clubs Rental Charge	3,310		3,310		3,385	
1344630 Property & Reserves Hire Fees	2,000		3,203		3,203	
1345730 Leisure Centre - Gymnasium Income	73,000		85,000		83,716	
1345930 Leisure Centre - Rental Of Rooms	50,000		57,500		53,404	
1344830 Leisure Centre - Vending (GST Free)	2,000		2,000		1,615	



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b><u>OTHER RECREATION &amp; SPORT</u></b>						
<b>OPERATING INCOME (CONTINUED)</b>						
1346030 Leisure Centre - Vending	27,250		27,250		25,275	
1340130 Rose Street Lease	3,850		3,850		3,208	
1343530 Leisure Centre - Pool Entrance	86,500		77,000		80,182	
1343630 Leisure Centre - Learn to Swim Programs	2,000		2,000		0	
1344030 Leisure Centre - Term Programs	15,000		23,500		23,096	
1344230 Grants	618,799		493,799		73,807	
1344530 Contributions & Reimbursements	213,462		397,264		224,921	
1346330 Sale of 24hr Gym Fobs	3,750		4,750		7,780	
1346630 Leisure Centre - Grants & Contributions	0		0		0	
1346830 Donations (GST Free)	1,000		1,000		5	
1344430 Profit on Sale of Asset	0		0		0	
<b>OPERATING SUB TOTAL</b>	<b>1,112,321</b>	<b>2,415,359</b>	<b>1,191,826</b>	<b>2,497,182</b>	<b>592,120</b>	<b>1,850,133</b>
<b>CAPITAL EXPENDITURE</b>						
1345140 Building Renewals		258,081		258,081		52,188
1345440 P & G Infrastructure Renewals		42,897		43,977		38,360
1348740 Infrastructure Bridges Renewals		12,500		12,500		12,000
1349140 Infrastructure Other		984,708		1,079,390		162,957
<b>CAPITAL SUB TOTAL</b>		<b>1,298,186</b>		<b>1,393,948</b>		<b>265,504</b>
<b>TOTAL OTHER RECREATION AND SPORT</b>	<b>1,112,321</b>	<b>3,713,545</b>	<b>1,191,826</b>	<b>3,891,130</b>	<b>592,120</b>	<b>2,115,637</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b>TELEVISION &amp; RADIO RE-BROADCASTS</b>						
<b>OPERATING EXPENDITURE</b>						
1120320 SBS TV Tower Building Operation		4,360		4,360		2,967
1120220 SBS TV Tower Building Maintenance		1,056		1,056		360
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>5,416</u>	<u>0</u>	<u>5,416</u>	<u>0</u>	<u>3,326</u>
<b>CAPITAL EXPENDITURE</b>						
1120140 SBS FM Radio tower equipment		0		11,777		12,097
<b>CAPITAL SUB TOTAL</b>		<u>0</u>		<u>11,777</u>		<u>12,097</u>
<b>TOTAL TELEVISION &amp; RADIO BROADCASTS</b>	<u>0</u>	<u>5,416</u>	<u>0</u>	<u>17,193</u>	<u>0</u>	<u>15,424</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b>LIBRARIES</b>						
<b>OPERATING EXPENDITURE</b>						
1360060 Library Non-recurrent projects		6,009		6,009		5,966
1360120 Management & Services		13,278		13,278		12,290
1360220 Administration & Finance Activity		48,350		48,350		40,584
1360320 Salaries & Staff Costs		135,531		135,531		122,988
1360420 Minor Items & Supplies		3,250		3,250		3,196
1360620 Subscriptions		2,100		2,100		1,287
1360720 Book Acquisitions		500		500		474
1360820 Furniture & Equipment Depreciation		7,334		7,334		4,399
1361020 Book Exchange Expenses		2,230		2,230		955
1361120 Insurance		2,344		2,344		2,341
1361320 Lost & Damaged Books		350		350		0
1361420 Loss on Sale of Asset		0		0		0
1361720 Library Consortia Admin Support		1,650		1,650		1,480
1361920 Building Operation		124,653		124,653		113,462
1362020 Building Maintenance		30,446		30,446		23,029
1362220 Grounds Maintenance		21,909		21,909		14,796
1362320 Vending Costs		2,398		2,398		1,519
1362420 Library Programs & Activities		2,400		2,400		182
1362520 Computer Licences		5,775		5,775		5,421
<b>OPERATING INCOME</b>						
1054430 Photocopying Charges	2,000		2,000		2,119	
1363330 Coffee Machine Sales	2,500		2,500		1,686	
1363430 Book Sales	1,000		1,000		832	
1363730 Book Club Income	2,000		2,000		20	
1363830 Other Minor Revenue	2,150		2,150		37	
1364130 Lost & Damaged Books Reimbursements	250		250		52	
1360070 Library Non-recurrent Grants	1,009		1,009		1,009	
<b>OPERATING SUB TOTAL</b>	<b>10,909</b>	<b>410,507</b>	<b>10,909</b>	<b>410,507</b>	<b>5,755</b>	<b>354,368</b>
<b>CAPITAL EXPENDITURE</b>						
1365540 Library Renewals		10,000		10,000		5,704
<b>CAPITAL SUB TOTAL</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>5,704</b>
<b>TOTAL LIBRARIES</b>	<b>10,909</b>	<b>420,507</b>	<b>10,909</b>	<b>420,507</b>	<b>5,755</b>	<b>360,072</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b>HERITAGE</b>						
<b>OPERATING EXPENDITURE</b>						
1350420 Building Maintenance		10,456		10,456		3,545
1350520 Building Operations		29,214		29,214		26,864
1351820 Community Grants & Service Agreements		3,637		3,637		3,637
1352820 Municipal Heritage Precinct & Inventory		6,758		6,758		5,232
1350060 Heritage Non-recurrent Projects		536,555		536,555		4,865
<b>OPERATING INCOME</b>						
1353430 Yornup School Fees & Charges/Reimb.	953		953		788	
1353730 Greenbushes Court House Hire Charges	610		610		0	
1353630 Heritage Building Grants	805,483		805,483		272,463	
<b>OPERATING SUB TOTAL</b>	<b>807,046</b>	<b>586,620</b>	<b>807,046</b>	<b>586,620</b>	<b>273,251</b>	<b>44,144</b>
<b>CAPITAL EXPENDITURE</b>						
1350040 Heritage Building Renewals		585,905		635,905		458,417
<b>CAPITAL SUB TOTAL</b>	<b>0</b>	<b>585,905</b>	<b>0</b>	<b>635,905</b>	<b>0</b>	<b>458,417</b>
<b>TOTAL HERITAGE</b>	<b>807,046</b>	<b>1,172,525</b>	<b>807,046</b>	<b>1,222,525</b>	<b>273,251</b>	<b>502,561</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>RECREATION &amp; CULTURE</u></b>						
<b><u>OTHER CULTURE</u></b>						
<b>OPERATING EXPENDITURE</b>						
1370820 Arts & Culture - Community Service Dept.		23,805		19,805		15,271
1371020 Arts & Culture Programs		2,100		2,100		0
1371120 Art Acquisitions		1,000		1,000		0
1372120 Community Grants		10,193		10,193		9,313
1372320 Summer Evening Films Festival		8,833		8,833		6,206
1370060 Non-recurrent Projects		56,531		46,974		12,483
<b>OPERATING INCOME</b>						
1373930 Fees & Charges	1,500		1,500		1,594	
<b>OPERATING SUB TOTAL</b>	<u>1,500</u>	<u>102,462</u>	<u>1,500</u>	<u>88,905</u>	<u>1,594</u>	<u>43,274</u>
<b>TOTAL OTHER CULTURE</b>	<u>1,500</u>	<u>102,462</u>	<u>1,500</u>	<u>88,905</u>	<u>1,594</u>	<u>43,274</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>TRANSPORT</u></b>						
<b>STREETS ROAD CONSTRUCTION</b>						
<b>CAPITAL EXPENDITURE</b>						
1380140 Winnejup Rd - Regional Road Group		603,734		603,734		425,466
1380840 Kerbing		5,000		2,500		0
1381040 Gravel Sheeting Capital		435,703		380,709		369,948
1381440 Depot Buildings Renewals		658,620		661,796		62
1385040 Regional Road Safety Program		1,585,731		1,488,242		1,488,870
1386040 Footpath Construction		99,650		19,650		0
1386840 Depot Infrastructure renewals		51,628		44,215		44,276
1386940 Road Construction/Recon Council Funded		367,211		460,482		82,967
1387740 Bridge Construction Works		400,000		400,180		280,180
<b>CAPITAL INCOME</b>						
1380430 Regional Road Safety Grant	1,384,365		1,384,365		1,384,365	
1380630 Streets & Roads Contributions	735,313		729,777		729,777	
1381530 Blackspot Funding Grant	0		0		0	
1381630 Roads to Recovery Grant	711,418		711,418		423,289	
1381730 LRCIP Grants	357,106		321,671		241,671	
1395430 Bridge Grants	120,000		120,000		0	
1395530 RRG & Main Roads Grants	402,489		402,489		283,644	
<b>CAPITAL SUB TOTAL</b>	<u>3,710,691</u>	<u>4,207,277</u>	<u>3,669,720</u>	<u>4,061,508</u>	<u>3,062,746</u>	<u>2,691,769</u>
<b>TOTAL STREETS ROAD CONSTRUCTION</b>	<u>3,710,691</u>	<u>4,207,277</u>	<u>3,669,720</u>	<u>4,061,508</u>	<u>3,062,746</u>	<u>2,691,769</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>TRANSPORT</u></b>						
<b>STREETS ROAD MAINTENANCE</b>						
<b>OPERATING EXPENDITURE</b>						
1390020 Depreciation - Roads		1,963,964		1,970,539		1,806,327
1390060 Non-recurrent Projects		95,162		96,888		31,052
1391020 Depreciation - Bridges		186,555		186,555		170,684
1391120 Depreciation - Footpaths		63,570		63,570		56,755
1391220 Depreciation - Other Infrastructure		26,417		26,417		24,774
1391720 Staff Housing Costs		15,402		15,402		0
1391920 Administration & Finance Activity		161,819		133,583		64,219
1392020 Gravel Pits		11,000		11,000		4,320
1390520 Crossover Contributions		9,494		8,494		7,072
1390320 Bridgetown Depot Building Maintenance		3,425		8,925		9,999
1393020 Bridgetown Depot Building Operation		20,551		23,551		21,282
1390120 Road Maintenance		823,141		811,582		697,937
1390220 Verge Maintenance		401,803		381,289		221,308
1392220 Loss on Sale of Assets		21,015		17,875		0
1390720 General Bridge Maintenance		94,181		94,181		73,001
1394420 Signs - Private Directional		500		500		0
1394020 Design & Preliminary Planning		55,063		55,063		30,253
1394920 Bushfire Recovery Works		0		0		0
1395020 School Bus Route Inspections		2,247		2,247		1,738
1393820 Two Way Radio Tower		1,220		1,220		1,211
<b>OPERATING INCOME</b>						
1394230 Insurance Reimbursement & Recoveries	95,162		99,441		99,441	
1394330 Fees & Charges/Private Signs	750		750		0	
1394530 Profit on Sale of Assets	36,000		39,475		25,000	
1394830 Temporary Heavy Haulage Permit Fees	5,000		5,000		4,727	
1395230 Regional Road Direct Grant	186,172		190,177		190,177	
1395930 Road Closure Plan Approval Fees	2,000		2,000		3,233	
1398230 Contributions to Road Upgrades	10,000		10,000		0	
1398430 Engineering Supervision Fees	0		0		0	
<b>OPERATING SUB TOTAL</b>	<b>335,084</b>	<b>3,956,529</b>	<b>346,843</b>	<b>3,908,881</b>	<b>322,578</b>	<b>3,221,932</b>
<b>TOTAL STREETS ROAD MAINTENANCE</b>	<b>335,084</b>	<b>3,956,529</b>	<b>346,843</b>	<b>3,908,881</b>	<b>322,578</b>	<b>3,221,932</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>TRANSPORT</u></b>						
<b>ROAD PLANT PURCHASES</b>						
<b>CAPITAL EXPENDITURE</b>						
1400040 Road Plant Purchases		705,000		697,500		427,500
1403740 Sundry Equipment Items		5,000		5,000		0
1405040 Plant Works & Services Fleet		193,400		191,330		0
<b>CAPITAL INCOME</b>						
1400450 Sale of Road Plant	107,000		112,000		105,000	
1401450 Sale of Fleet	50,485		66,034		0	
<b>CAPITAL SUB TOTAL</b>	<u>157,485</u>	<u>903,400</u>	<u>178,034</u>	<u>893,830</u>	<u>105,000</u>	<u>427,500</u>
<b>TOTAL ROAD PLANT PURCHASES</b>	<u>157,485</u>	<u>903,400</u>	<u>178,034</u>	<u>893,830</u>	<u>105,000</u>	<u>427,500</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>TRANSPORT</u></b>						
<b>PARKING FACILITIES</b>						
<b>OPERATING EXPENDITURE</b>						
1410520 Parking Control - Community Serv. Dept		7,430	7,430			5,598
1410720 Car Park Lighting		5,000	5,000			0
1411520 Parking Signs & Marking Bays		2,685	2,685			1,250
1410060 Non-recurrent Projects		5,500	5,500			1,170
<b>OPERATING INCOME</b>						
1414030 Fines & Penalties	50		50		0	
1414130 Car Park Contributions	605,282		613,042		81,525	
<b>OPERATING SUB TOTAL</b>	<u>605,332</u>	<u>20,615</u>	<u>613,092</u>	<u>20,615</u>	<u>81,525</u>	<u>8,017</u>
<b>CAPITAL EXPENDITURE</b>						
1410040 Car Parks Infrastructure		630,358	687,982			87,039
<b>CAPITAL SUB TOTAL</b>	<u>0</u>	<u>630,358</u>	<u>0</u>	<u>687,982</u>	<u>81,525</u>	<u>95,056</u>
<b>TOTAL PARKING FACILITIES</b>	<u>605,332</u>	<u>20,615</u>	<u>613,092</u>	<u>20,615</u>	<u>81,525</u>	<u>8,017</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>TRANSPORT</u></b>						
<b>TRAFFIC CONTROL</b>						
<b>OPERATING EXPENDITURE</b>						
1395820 Road Wise Committee		15,395		15,395		10,411
<b>OPERATING INCOME</b>						
1424530 Road Wise Grants/Contributions	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>15,395</u>	<u>0</u>	<u>15,395</u>	<u>0</u>	<u>10,411</u>
<b>TOTAL TRAFFIC CONTROL</b>	<u>0</u>	<u>15,395</u>	<u>0</u>	<u>15,395</u>	<u>0</u>	<u>10,411</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
<b><u>TRANSPORT</u></b>	\$	\$	\$	\$	\$	\$
<b>AERODROMES</b>						
<b>OPERATING EXPENDITURE</b>						
1430120 Aerodromes Manjimup Airfield		1,000		1,000		1,000
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>
<b>TOTAL AERODROMES</b>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>ECONOMIC SERVICES</u></b>						
<b>TOURISM &amp; AREA PROMOTION</b>						
<b>OPERATING EXPENDITURE</b>						
1460060 Non-recurrent Projects		48,494		45,794		37,804
1460120 Community Services Department		20,125		18,125		12,713
1460520 Information Bays Grounds Maintenance		29,591		29,591		32,590
1460820 Visitor Centre Building Maintenance		9,804		9,804		4,462
1460920 Service Agreements & Community Grants		25,440		25,440		19,173
1461120 Trail Booklets		0		4,750		4,750
1461220 Events & Festivals		1,500		3,500		416
1461420 Visitor Centre Building Operation		68,086		66,686		59,252
1461520 Bridgetown Septage Dump Point		2,000		4,000		3,275
1462120 Christmas Street Party		1,575		2,575		2,428
1462220 Btwn. Rotary Club - Blackwood Marathon		5,000		5,000		5,000
1462320 VC Administration & Finance Activity		25,018		25,018		16,298
1462420 Visitor Centre Salaries & Staff Costs		167,111		140,111		118,313
1462520 Visitor Centre Stock		5,000		5,000		5,374
1462620 Visitor Centre Marketing		2,750		2,750		195
1463220 Visitor Centre Minor Furniture & Equip.		5,000		5,000		70
1463420 Community Services Department		0		0		0
1463620 Administration & Finance Activity		748		748		297
<b>OPERATING INCOME</b>						
1460030 Visitor Centre Counter Sales	6,250		6,250		5,519	
1460130 Visitor Centre Counter Sales (GST Free)	250		250		28	
1460330 Visitor Centre Accom. Commissions	9,500		9,500		6,274	
1460530 Visitor Centre Bus Tickets Commissions	1,000		1,000		830	
1460630 Visitor Centre Various Other Commissions	500		500		410	
1460730 Visitor Centre Display Fees	500		500		73	
1460930 Visitor Centre Jigsaw Gallery	7,000		8,000		8,712	
1461030 Visitor Centre Memberships	5,455		3,636		3,636	
1460830 Visitor Centre Room Rental	3,473		3,473		3,473	
1461230 Sale of Trails Booklets	0		500		180	
1461630 Community Group & Event Banners	0		1,000		0	
<b>OPERATING SUB TOTAL</b>	<b>33,928</b>	<b>417,242</b>	<b>34,609</b>	<b>393,892</b>	<b>29,135</b>	<b>322,409</b>
<b>CAPITAL EXPENDITURE</b>						
1460340 Building renewals		365,000		132,500		7,985
1460540 Tourism Infrastructure Other Upgrades		0		0		0
<b>CAPITAL SUB TOTAL</b>	<b>0</b>	<b>365,000</b>	<b>0</b>	<b>132,500</b>	<b>0</b>	<b>7,985</b>
<b>TOTAL TOURISM &amp; AREA PROMOTION</b>	<b>33,928</b>	<b>782,242</b>	<b>34,609</b>	<b>526,392</b>	<b>29,135</b>	<b>330,395</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>ECONOMIC SERVICES</u></b>						
<b>BUILDING CONTROL</b>						
<b>OPERATING EXPENDITURE</b>						
1470120 Management Costs		168,289		153,489		105,050
1470620 Contractors & Professional Services		4,500		4,500		0
1472920 Other Costs		1,100		1,100		1,071
1470220 Executive Support - D & I Management		6,882		6,882		6,284
<b>OPERATING INCOME</b>						
1474130 Building Licences	45,000		45,000		38,793	
1474330 BRB & BCITF Commissions	1,000		1,000		1,029	
1474230 Fees & Charges (Inc GST)	2,500		2,500		2,956	
1474530 Fees & Charges (GST Free)	2,572		2,572		2,572	
<b>OPERATING SUB TOTAL</b>	<u>51,072</u>	<u>180,771</u>	<u>51,072</u>	<u>165,971</u>	<u>45,350</u>	<u>112,405</u>
<b>TOTAL BUILDING CONTROL</b>	<u>51,072</u>	<u>180,771</u>	<u>51,072</u>	<u>165,971</u>	<u>45,350</u>	<u>112,405</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>ECONOMIC SERVICES</u></b>						
<b><u>ECONOMIC DEVELOPMENT</u></b>						
<b>OPERATING EXPENDITURE</b>						
1480020 Community Services Department		59,400		51,400		43,419
1480120 CEO Department Costs		0		0		0
1481120 WBEA Project Funds		14,827		14,827		14,402
1481220 Electric Vehicle Charging Station		1,316		2,316		263
1480060 Non-recurrent Projects		39,500		39,500		0
<b>OPERATING INCOME</b>						
1480030 Various Reimbursements	320		320		1,950	
1480070 Non-recurrent Projects/Grants	25,000		25,000		0	
<b>OPERATING SUB TOTAL</b>	<u>25,320</u>	<u>115,043</u>	<u>25,320</u>	<u>108,043</u>	<u>1,950</u>	<u>58,084</u>
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<u>25,320</u>	<u>115,043</u>	<u>25,320</u>	<u>108,043</u>	<u>1,950</u>	<u>58,084</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>ECONOMIC SERVICES</u></b>						
<b>OTHER ECONOMIC SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
1500420 Water Supply Stand Pipes		33,261		63,261		23,842
<b>OPERATING INCOME</b>						
1500130 Sale of Water from Stand Pipes	27,750		57,750		74,066	
<b>OPERATING SUB-TOTAL</b>	<u>27,750</u>	<u>33,261</u>	<u>57,750</u>	<u>63,261</u>	<u>74,066</u>	<u>23,842</u>
<b>TOTAL OTHER ECONOMIC SERVICES</b>	<u>27,750</u>	<u>33,261</u>	<u>57,750</u>	<u>63,261</u>	<u>74,066</u>	<u>23,842</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>PRIVATE WORKS</b>						
<b>OPERATING EXPENDITURE</b>						
1510320 Expenses		1,000		1,000		2,011
1510420 In-house Costs		90,796		90,796		86,511
<b>OPERATING INCOME</b>						
1513030 Fees & Charges	1,300		2,614		2,614	
1513130 Motor Vehicle Licensing Commission	78,150		78,150		62,634	
1054630 Sale of License Plates	340		340		194	
<b>OPERATING SUB TOTAL</b>	<u>79,790</u>	<u>91,796</u>	<u>81,104</u>	<u>91,796</u>	<u>65,441</u>	<u>88,522</u>
<b>TOTAL PRIVATE WORKS</b>	<u>79,790</u>	<u>91,796</u>	<u>81,104</u>	<u>91,796</u>	<u>65,441</u>	<u>88,522</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b><u>DEVELOPMENT &amp; INFRASTRUCTURE</u></b>						
<b>OPERATING EXPENDITURE</b>						
1600220 Other Employee Costs		26,562		25,562		21,980
1600320 Superannuation		44,539		47,539		43,313
1600520 Materials & Contracts		5,722		5,722		4,789
1600620 Utility Charges		764		764		1,358
1600720 Vehicle Costs		18,708		18,708		17,468
1601020 In-house Services		98,258		98,258		83,975
1601620 Conferences		10,177		10,177		1,906
1601720 Training		7,085		7,085		2,394
1602420 Toolbox Meetings		2,120		2,120		2,038
1602620 Annual Leave		34,874		34,874		41,013
1600920 Public Holidays		18,673		18,673		16,949
1601420 Sick Leave		9,569		9,569		8,775
1601820 Long Service Leave		9,962		9,962		8,893
1601920 Staff Meetings		13,388		13,388		12,247
1602220 Assist State Government Departments		3,102		3,102		2,711
1602020 D & I Management Less Recovered		(303,503)		(305,503)		(270,899)
<b>OPERATING INCOME</b>						
1600930 Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	0	0	0	0	0	(1,088)
<b>TOTAL WORKS &amp; SERVICES MANAGEMENT</b>	0	0	0	0	0	(1,088)

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>WASTE ACTIVITY UNIT</b>						
<b>OPERATING EXPENDITURE</b>						
1610220 Other Employee Costs		5,665		5,665		4,861
1610320 Superannuation		17,741		17,741		14,981
1610520 Materials & Contracts		1,650		1,650		1,402
1610620 Utility Charges		382		382		350
1611020 In-house Services		34,623		34,623		26,981
1611520 Annual Leave		8,800		8,800		8,851
1611620 Public Holidays		1,732		1,732		2,736
1611720 Sick Leave		2,200		2,200		2,375
1612220 Long Service Leave		3,206		3,206		0
1611820 Training & Conferences		1,677		1,677		0
1610920 Supervision & Administration		84,578		84,578		80,867
1612020 Waste Activity Less Recovered		(162,254)		(162,254)		(132,537)
<b>OPERATING SUB TOTAL</b>		<u>0</u>		<u>0</u>		<u>10,869</u>
<b>TOTAL WASTE ACTIVITY UNIT</b>		<u>0</u>		<u>0</u>		<u>10,869</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>WORKS ACTIVITY UNIT</b>						
<b>OPERATING EXPENDITURE</b>						
1630020 D & I Management Staff Meetings		0		0		0
1630120 Supervision Costs		123,724		98,724		78,915
1630220 Other Employee Costs		50,026		48,354		45,743
1630320 Superannuation		130,728		116,728		99,766
1630420 On-call Allowance		8,320		8,320		7,680
1630520 Materials & Contracts		15,488		15,488		14,609
1630620 Utility Charges		2,983		2,983		2,473
1630720 Light Fleet Vehicle Costs		60,682		60,682		45,641
1631020 In-house Services		189,152		161,652		142,690
1631120 Annual Leave		96,271		96,271		94,063
1631220 Public Holidays		60,842		53,842		40,760
1631320 Sick Leave		33,099		44,099		40,479
1631520 Training & Conferences		23,359		27,359		21,320
1631620 General Duties		5,858		5,858		3,680
1631920 Toolbox Meetings		7,157		7,157		6,247
1631420 Long Service Leave		29,469		29,469		22,524
1630920 Supervision & Administration		191,145		191,145		178,153
1632120 Depot Maintenance		7,105		7,105		3,132
1632020 Works Activity Less Recovered		(1,035,408)		(975,236)		(799,224)
<b>OPERATING INCOME</b>						
1630030 Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,653</u>
<b>TOTAL WORKS ACTIVITY UNIT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,653</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b><u>FLEET ACTIVITY UNIT</u></b>						
<b>OPERATING EXPENDITURE</b>						
1640220 Other Employee Costs		2,868		2,868		2,918
1640320 Superannuation		7,584		6,584		4,751
1640520 Materials & Contracts		5,785		5,785		4,470
1640620 Utility Charges		554		554		504
1640720 Vehicle Costs		8,795		8,795		8,807
1641020 In-house Services		26,285		26,285		19,651
1641320 Annual Leave		6,441		6,441		6,605
1641420 Public Holidays		3,679		3,679		1,475
1641520 Sick Leave		1,371		1,371		702
1641620 Long Service Leave		1,782		1,782		0
1641720 Training & Conferences		867		867		2,686
1641820 General Duties		21,640		16,640		12,863
1641920 Toolbox Meetings		433		433		449
1640920 Supervision & Administration		9,856		9,856		8,423
1642120 Workshop Maintenance		5,425		5,425		1,436
1642020 Fleet Less Recovered		(103,365)		(97,365)		(63,619)
<b>OPERATING SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,122</b>
<b>TOTAL FLEET ACTIVITY UNIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,122</b>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>PLANT OPERATION COSTS</b>						
<b>OPERATING EXPENDITURE</b>						
1540020 Depreciation - Plant & Equipment		264,249		224,249		200,070
1540120 Fuel & Oil		232,000		220,000		187,672
1540220 Tyres & Batteries		35,000		35,000		45,652
1540320 Parts & External Repairs		185,000		260,000		298,547
1540520 Insurance		54,861		54,861		54,223
1540720 Wear Parts		7,400		7,400		6,596
1541020 Vehicle Registration		15,727		15,727		16,043
1541220 Operator Repairs		13,282		13,282		14,144
1541320 Fleet Maintenance		136,315		124,315		90,462
1541420 Minor Equipment & Tools		9,000		9,000		8,407
1541520 Vehicle Lease		32,994		32,994		10,094
1542920 Plant Operations Costs Recovered		(985,828)		(968,641)		(713,718)
<b>OPERATING INCOME</b>						
1544030 Reimbursements	27,000		27,000		23,122	
<b>OPERATING SUB TOTAL</b>	<u>27,000</u>	<u>0</u>	<u>27,000</u>	<u>28,187</u>	<u>23,122</u>	<u>218,192</u>
<b>TOTAL PLANT ACTIVITY UNIT</b>	<u>27,000</u>	<u>0</u>	<u>27,000</u>	<u>28,187</u>	<u>23,122</u>	<u>218,192</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>MATERIALS</b>						
<b>OPERATING EXPENDITURE</b>						
1555200 Materials Purchased		50,000		50,000		53,443
1555500 Less Materials Allocated		(50,000)		(50,000)		(52,932)
1562520 Fuel & Oil Purchased		232,000		232,000		129,346
1562620 Less Fuel & Oil Allocated		(232,000)		(232,000)		(132,875)
<b>OPERATING SUB TOTAL</b>		<u>0</u>		<u>0</u>		<u>(3,018)</u>
<b>TOTAL MATERIALS</b>		<u>0</u>		<u>0</u>		<u>(3,018)</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>SALARIES &amp; WAGES</b>						
<b>OPERATING EXPENDITURE</b>						
1560120 Gross Wages & Salaries		4,993,774		4,882,474		4,272,228
1563020 Workers Compensation		20,000		50,000		56,503
1562020 Less Wage & Salaries Allocated		(4,993,774)		(4,882,474)		(4,272,228)
1563220 Default Wages Account		0		0		0
<b>OPERATING INCOME</b>						
1563930 Reimbursements - Workers Compensatio	20,000		50,000		54,790	
<b>OPERATING SUB TOTAL</b>	<u>20,000</u>	<u>20,000</u>	<u>50,000</u>	<u>50,000</u>	<u>54,790</u>	<u>56,503</u>
<b>TOTAL SALARIES &amp; WAGES</b>	<u>20,000</u>	<u>20,000</u>	<u>50,000</u>	<u>50,000</u>	<u>54,790</u>	<u>56,503</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>COIRPORATE SERVICES DEPARTMENT</b>						
<b>OPERATING EXPENDITURE</b>						
1050220 Consultants		1,000		1,000		0
1050320 Superannuation		109,338		102,838		86,108
1051520 Workers Compensation Insurance		23,405		21,669		21,669
1051720 Motor Vehicle Costs		16,270		16,270		13,392
1051820 Conference Expenses		11,645		11,645		4,818
1052120 Other Employee Costs		5,034		5,034		2,023
1052720 Staff Training		19,266		19,266		14,216
1054120 Insurance		10,363		10,363		10,364
1054720 Annual Leave		74,104		74,104		61,012
1057220 Public Holidays		38,754		38,754		33,493
1050420 Sick Leave		17,116		17,116		19,353
1050820 Long Service Leave		21,194		21,194		32,790
1051620 In-house Costs		131,907		111,907		104,227
1056020 Corporate Services Less Recovered		(479,396)		(451,160)		(377,659)
<b>OPERATING INCOME</b>						
1050130 Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,806</u>
<b>TOTAL ADMIN &amp; FINANCE DEPARTMENT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,806</u>



**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b><u>BUILDING ASSETS DEPARTMENT</u></b>						
<b>OPERATING EXPENDITURE</b>						
1740020 Annual Leave		30,160		30,160		27,591
1740120 Public Holidays		14,814		14,814		15,179
1740220 Sick Leave		7,092		12,092		11,594
1740320 Long Service Leave		8,572		8,572		5,181
1740420 Superannuation		42,279		42,279		37,254
1740520 Workers Compensation Insurance		10,223		10,223		9,405
1740620 Motor Vehicle Costs		18,843		18,843		15,381
1740720 Other Employee Costs		3,789		3,789		3,005
1740820 Staff training		6,610		6,610		117
1740920 Supervision & Admin Building Maint.		86,148		76,148		68,881
1741020 Supervision & Admin Building Operations		42,128		38,128		34,124
1741120 Materials & Contracts		3,000		5,000		4,220
1741220 Insurance		4,334		4,334		4,332
1741320 In-house Costs		95,209		95,209		74,253
1741520 Building Asset Dept. Less Recovered		(373,201)		(366,201)		(358,241)
<b>OPERATING SUB TOTAL</b>		<u>0</u>		<u>0</u>		<u>(47,725)</u>
<b>TOTAL BUILDING ASSETS DEPARTMENT</b>		<u>0</u>		<u>0</u>		<u>(47,725)</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>CHIEF EXECUTIVE OFFICE</b>						
<b>OPERATING EXPENDITURE</b>						
1750020 Annual Leave		49,417		45,417		29,642
1751620 Public Holidays		24,645		20,645		18,120
1751720 Sick Leave		10,268		15,268		14,641
1751020 Long Service Leave		13,349		13,349		49,693
1750120 Superannuation		68,601		64,601		54,872
1750220 Workers Compensation Insurance		15,529		14,529		14,592
1750320 Motor Vehicle Costs		36,319		33,319		29,657
1750420 Other Employee Costs		2,932		2,932		1,761
1750620 Staff Training		7,487		7,487		3,926
1750720 Development Salary Sacrifice		10,154		10,154		3,765
1750820 Conference Expenses		14,002		14,002		5,577
1750920 Consultants		15,000		15,000		5,235
1751120 Audit Fees		32,800		34,800		31,800
1751220 Advertising		15,000		15,000		13,721
1751320 Legal Expenses		25,000		25,000		18,492
1751420 Other Expenses		1,500		1,500		879
1753420 Insurance		4,892		4,892		4,892
1752120 In-house Costs		141,895		137,895		122,149
1752020 CEO Department Less Recovered		(488,790)		(475,790)		(365,851)
<b>OPERATING INCOME</b>						
1750030 Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	0	0	0	0	0	57,562
<b>TOTAL CHIEF EXECUTIVE OFFICER</b>	0	0	0	0	0	57,562

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>ADMINISTRATION &amp; FINANCE ACTIVITY</b>						
<b>OPERATING EXPENDITURE</b>						
1760120 Payroll		56,199		46,199		38,144
1760220 Creditors		83,234		70,234		58,306
1760320 Information Technology Support & Costs		211,842		211,842		197,195
1760420 Accounting		298,345		292,345		246,536
1760520 Bridgetown Admin Office Building Maint.		23,513		26,513		38,118
1760620 Bridgetown Admin Office Building Op.		174,615		174,615		167,773
1760720 Telephone, Mail & Reception		87,449		87,449		78,882
1760820 Office Supplies & Equipment		30,606		30,606		26,599
1760920 Occupational Health & Safety Committee		73,811		75,511		55,981
1761020 Records Management Costs		124,486		122,961		101,023
1761120 Motor Vehicle Licensing		90,796		90,796		86,511
1761320 Assets Management & Fair Value		202,098		168,862		80,203
1761620 Human Resources		113,978		75,978		59,758
1761720 Records Storage Facility Building Op.		1,772		1,772		1,384
1761820 Records Storage Facility Building Maint.		601		601		114
1762020 Recovered from Programs		(1,573,345)		(1,476,284)		(1,236,528)
<b>OPERATING INCOME</b>						
1760030 Reimbursements & Charges	8,050		8,050		280	
<b>OPERATING SUB TOTAL</b>	<u>8,050</u>	<u>0</u>	<u>8,050</u>	<u>0</u>	<u>280</u>	<u>0</u>
<b>TOTAL ADMINISTRATION &amp; FINANCE ACTIVITY</b>	<u>8,050</u>	<u>0</u>	<u>8,050</u>	<u>0</u>	<u>280</u>	<u>0</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>DEVELOPMENT SERVICES DEPARTMENT</b>						
<b>OPERATING EXPENDITURE</b>						
1770020 Annual Leave		37,384		37,384		34,908
1770120 Superannuation		49,051		44,051		38,415
1770220 Workers Compensation Insurance		11,528		10,528		10,598
1770320 Motor Vehicle Costs		37,129		37,129		30,579
1770420 Other Staff Costs		2,796		2,796		1,056
1770620 Staff Training		6,942		6,942		3,444
1770720 Supervision		11,853		11,853		10,547
1770820 Conference Expenses		8,902		8,902		894
1771020 Public Holidays		19,090		19,090		12,893
1771120 Sick Leave		7,954		7,954		12,957
1771220 Long Service Leave		10,341		10,341		0
1771520 Shared Environmental Health Officer		44,124		44,124		35,163
1772120 In-house Costs		143,427		129,627		121,432
1772920 Insurance		6,271		6,271		6,271
1772020 DS Department Less Recovered		(352,668)		(332,868)		(279,504)
<b>OPERATING INCOME</b>						
1770030 Reimbursements	46,330		46,330		23,792	
<b>OPERATING SUB TOTAL</b>	<u>46,330</u>	<u>44,124</u>	<u>46,330</u>	<u>44,124</u>	<u>23,792</u>	<u>39,653</u>
<b>TOTAL PLANNING &amp; ENVIRONMENT DEPART.</b>	<u>46,330</u>	<u>44,124</u>	<u>46,330</u>	<u>44,124</u>	<u>23,792</u>	<u>39,653</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>COMMUNITY SERVICES DEPARTMENT</b>						
<b>OPERATING EXPENDITURE</b>						
1780020 Annual Leave		14,281		12,281		9,722
1780420 Public Holidays		7,293		7,293		6,635
1780620 Sick Leave		4,770		4,770		13,099
1780720 Long Service Leave		3,950		3,950		0
1780120 Superannuation		18,045		16,045		14,384
1780220 Workers Compensation Insurance		4,725		4,725		4,043
1780320 Motor Vehicle Costs		0		0		0
1780920 Other Staff Costs		932		932		1,076
1780520 Staff Training		2,496		2,496		220
1780820 Conference Expenses		2,692		2,692		0
1783020 Insurance		2,317		2,317		2,319
1782120 In-house Costs		48,940		48,940		41,119
1782020 Less Recovered from Programs		(110,441)		(106,441)		(79,263)
<b>OPERATING INCOME</b>						
1780030 Reimbursements	0		0		7,950	
<b>OPERATING SUB TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,950</u>	<u>13,354</u>
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,950</u>	<u>13,354</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
PROGRAM SUMMARY**

	2022-23 BUDGET		2022-23 AMENDED BUDGET		ACTUAL TO 31 May 2023	
	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND
	\$	\$	\$	\$	\$	\$
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>						
<b>UNCLASSIFIED</b>						
<b>OPERATING EXPENDITURE</b>						
1790320 Donations - Hire Charges & Fees		3,500		3,500		135
1790420 Donations - Approved by CEO		1,805		1,805		1,874
1790820 Sale of Land General Expenses		4,000		6,000		4,785
1052820 Sundry Expenses		100		100		7
1790220 General Insurance Claims		20,000		20,000		4,588
<b>OPERATING INCOME</b>						
1790130 Insurance Claims Reimbursed	115,123		115,123		103,967	
1790330 Other Reimbursements	0		0		0	
<b>OPERATING SUB TOTAL</b>	<u>115,123</u>	<u>29,405</u>	<u>115,123</u>	<u>31,405</u>	<u>103,967</u>	<u>11,388</u>
<b>CAPITAL EXPENDITURE</b>						
1790040 Purchase of Land		21,000		21,000		4,776
<b>CAPITAL SUB TOTAL</b>	<u>0</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0</u>	<u>4,776</u>
<b>TOTAL UNCLASSIFIED</b>	<u>115,123</u>	<u>50,405</u>	<u>115,123</u>	<u>52,405</u>	<u>103,967</u>	<u>16,164</u>

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
<b><u>MUNICIPAL FUND</u></b>				
<b>DIRECT DEBITS</b>				
DD16689.1	01/05/2023	WESTNET PTY LTD	HOSTING EMAIL PROTECTION FOR PERIOD 31/03/2023 - 31/03/2024	119.00
DD16694.1	02/05/2023	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE FOR MAY	75.90
DD16698.1	03/05/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,390.74
DD16698.2	03/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	647.83
DD16698.3	03/05/2023	CARE SUPER	PAYROLL DEDUCTIONS	370.69
DD16698.4	03/05/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.68
DD16698.5	03/05/2023	MLC MASTERKEY SUPER	SUPERANNUATION CONTRIBUTIONS	48.65
DD16698.6	03/05/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	50.81
DD16698.7	03/05/2023	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16698.8	03/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	452.55
DD16698.9	03/05/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	239.85
DD16698.10	03/05/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16698.11	03/05/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	323.08
DD16698.12	03/05/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	770.63
DD16698.13	03/05/2023	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	519.45
DD16698.14	03/05/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	411.01
DD16698.15	03/05/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	887.67
DD16698.16	03/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,576.40
DD16698.17	03/05/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	195.13
DD16698.18	03/05/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	364.50
DD16698.19	03/05/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.77
DD16716.1	07/05/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF APRIL	4,876.22
DD16735.1	15/05/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER VEHICLE	484.22
DD16721.1	17/05/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,077.22
DD16721.2	17/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	647.83
DD16721.3	17/05/2023	CARE SUPER	PAYROLL DEDUCTIONS	370.69
DD16721.4	17/05/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.68
DD16721.5	17/05/2023	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
DD16721.6	17/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	452.55
DD16721.7	17/05/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	299.82
DD16721.8	17/05/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16721.9	17/05/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	323.08
DD16721.10	17/05/2023	GUILD SUPER	PAYROLL DEDUCTIONS	519.45
DD16721.11	17/05/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	306.42
DD16721.12	17/05/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	966.07
DD16721.13	17/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,612.76
DD16721.14	17/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	691.95
DD16721.15	17/05/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	198.61
DD16721.16	17/05/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	346.67
DD16721.17	17/05/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	354.65
DD16748.1	31/05/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,085.44
DD16748.2	31/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	647.83
DD16748.3	31/05/2023	CARE SUPER	PAYROLL DEDUCTIONS	370.69
DD16748.4	31/05/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.68
DD16748.5	31/05/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	66.32
DD16748.6	31/05/2023	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	744.62
DD16748.7	31/05/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	452.55
DD16748.8	31/05/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	209.87
DD16748.9	31/05/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	256.85
DD16748.10	31/05/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	323.08
DD16748.11	31/05/2023	GUILD SUPER	PAYROLL DEDUCTIONS	549.43
DD16748.12	31/05/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	304.83
DD16748.13	31/05/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	889.73
DD16748.14	31/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,654.98
DD16748.15	31/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	691.95
DD16748.16	31/05/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	195.13
DD16748.17	31/05/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	337.75
DD16748.18	31/05/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	330.45



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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
B/S	03/05/2023	WESTPAC BANK	MERCHANT FEES	478.99
B/S	03/05/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	937.83
B/S	03/05/2023	WESTPAC BANK	TOTAL WAGES FOR 20.04.2023 - 03.05.2023	136,930.78
B/S	17/05/2023	WESTPAC BANK	TOTAL WAGES FOR 04.05.2023 - 17.05.2023	142,784.10
B/S	31/05/2023	WESTPAC BANK	TOTAL WAGES FOR 18.05.2023 - 31.05.2023	134,877.11
B/S	12/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	MAY CONCEPT FORUM DINNER	68.00
B/S	18/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	BANK NOTE & COIN COUNTER / SCALE FOR CORPORATE SERVICES	416.34
B/S	19/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	2 X NIGHTS ACCOMMODATION FOR TRAINING ATTENDANCE	509.73
B/S	27/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	DINNER FOR COUNCIL MEETING	624.70
B/S	29/04/2023	WESTPAC CORPORATE CREDIT CARD CEO	2 X NIGHTS ACCOMMODATION FOR ATTENDANCE TO HEALTH CONFERENCE	552.16
B/S	01/05/2023	WESTPAC CORPORATE CREDIT CARD CEO	REFRESHMENTS FOR MEETING	10.10
B/S	02/05/2023	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	10.00
B/S	10/04/2023	WESTPAC CORPORATE CREDIT CARD DCS	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.10
B/S	02/05/2023	WESTPAC CORPORATE CREDIT CARD DCS	MONTHLY CARD FEE	10.00
<b>BPAY</b>				
01052023	01/05/2023	TELSTRA	TELEPHONE & INTERNET CHARGES	1,177.24
15052023	15/05/2023	TELSTRA	TELEPHONE & INTERNET CHARGES	2,243.15
30052023	30/05/2023	TELSTRA	TELEPHONE & INTERNET CHARGES	1,186.45
<b>ELECTRONIC PAYMENTS</b>				
EFT36819	11/05/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	388.41
EFT36820	11/05/2023	ADAM JENKINS TREE SERVICES	INSTALLATION OF HARMONY WEEK BANNERS AT TOWN ENTRANCE	330.00
EFT36821	11/05/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	INSPECTION OF DRIVE SHAFT FOR JOHN DEERE TRACTOR	633.01
EFT36822	11/05/2023	A & L PRINTERS	BUSINESS CARDS FOR STAFF AND COUNCILLORS	785.00
EFT36823	11/05/2023	ASHDAN WA PTY LTD	SUPPLY GRAVEL FOR WINNEJUP ROAD WORKS	10,634.70
EFT36824	11/05/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF APRIL	292.37
EFT36825	11/05/2023	AUS INSTITUTE OF MANAGEMENT WA	EMPLOYEE ATTENDANCE TO 'THINK ON YOUR FEET' TRAINING COURSE	1,592.00
EFT36826	11/05/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR APRIL	1,914.00
EFT36827	11/05/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT & FCC FOR APRIL	447.53
EFT36828	11/05/2023	BLACKWOOD RURAL SERVICES	CAMLOCK SEALS FOR WATER TANKER	4.80
EFT36829	11/05/2023	BLACKWOODS	SAFETY GLASSES FOR WORKS CREW PPE	13.51

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36830	11/05/2023	BLACKWOOD FRESH	REFRESHMENTS FOR COUNCIL MEETING	96.85
EFT36831	11/05/2023	BLACKWOOD PROPERTY MAINTENANCE	HIGH PRESSURE CLEANING OF PUBLIC TOILETS, CHANGEROOMS & GATEHOUSE	780.00
EFT36832	11/05/2023	BLUE ROSE QUILTING	SEWING OF UNIFORM BADGES ON BFB PPE	20.00
EFT36833	11/05/2023	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN RAILWAY STATION CONSERVATION & RENEWAL PROJECT	48,067.12
EFT36834	11/05/2023	BRIDGETOWN MEDICAL CENTRE	3 X PRE-EMPLOYMENT MEDICAL ASSESSMENTS	405.00
EFT36835	11/05/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION	284.80
EFT36836	11/05/2023	BRIDGETOWN BULLDOZING PTY LTD	CONSTRUCT FIRE CONTAINMENT LINE AT KANGAROO GULLY FIRE INCIDENT	1,100.00
EFT36837	11/05/2023	BRIDGETOWN HISTORICAL SOCIETY INC.	BRIDGETOWN HISTORY WALK TOUR FOR 3 X VC STAFF FOR FAMILIARISATION	45.00
EFT36838	11/05/2023	BRIDGETOWN MITRE 10 & RETRAVISION	2 X MAKITA POWER TOOL 18V BATTERIES & VARIOUS MINOR ITEMS	891.70
EFT36839	11/05/2023	BRIDGETOWN PAINT SALES	18 X CANS OF LINEMARKING PAINT	234.00
EFT36840	11/05/2023	BRIDGETOWN TYRES	TYRE REPAIR FOR FORD RANGER & REPLACEMENT WIRING FOR TRAILER LIGHT	65.00
EFT36841	11/05/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT36842	11/05/2023	JOANNE MAREE BUTLER	REIMBURSEMENT OF FLU VACCINATION FOR STAFF MEMBER	29.95
EFT36843	11/05/2023	CASTLEDINE GREGORY	PROVIDE SPECIALIST LEGAL ADVICE ON MINING REGULATIONS & APPROVALS	6,547.20
EFT36844	11/05/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT	9,313.67
EFT36845	11/05/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR APRIL	30,290.62
EFT36846	11/05/2023	CLEAR TO WORK PTY LTD	10 X PRE-PAID NATIONAL POLICE CLEARANCE CHECKS	400.50
EFT36847	11/05/2023	CLOVERS GENERAL STORE	GROCERIES FOR KANGAROO GULLY & YORNUP INCIDENTS	105.00
EFT36848	11/05/2023	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF MAY	519.77
EFT36849	11/05/2023	CWA BRIDGETOWN	CATERING FOR THE BLESSING OF THE ROADS EVENT	960.00
EFT36850	11/05/2023	D & J COMMUNICATIONS	INSTALL TWO-WAY RADIO INTO NEW GRADER & REPAIR ROAD ROLLER RADIO	803.00
EFT36851	11/05/2023	DATA#3	MONTHLY CHARGE FOR OFFICE 365 BUSINESS LICENSES FOR APRIL	1,808.62
EFT36852	11/05/2023	DAVMECH	HIRE OF SEMI TRUCK & DRIVER, TRAXCAVATOR SERVICE & TRUCK REPAIR	14,858.65
EFT36853	11/05/2023	DOMESTIC MAINTENANCE SW	LAY CONCRETE PAD TO CLEANERS DUCT AT TROTTERING CLUB ABLUTION BLOCK	680.00
EFT36854	11/05/2023	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR APRIL	164.90
EFT36855	11/05/2023	FRESHWATER IRRIGATION	INSPECT AND REPAIR BRIDGETOWN SPORTSGROUND PUMP	77.00
EFT36856	11/05/2023	GARVS AUTO ELECTRICS PTY LTD	SUPPLY & INSTALL CEL FI GO'S INTO BFB VEHICLES & REPAIRS TO LOADER	5,893.00
EFT36857	11/05/2023	GE & CJ GIBLETT	MANUFACTURE BRACKET FOR FIRE PREVENTION SIGNAGE	250.00
EFT36858	11/05/2023	GREENBUSHES RSL	HALL HIRE BOND REFUND	200.00
EFT36859	11/05/2023	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES FOR APRIL	2,453.00

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36860	11/05/2023	HYWOOD SIGNS	UPDATE COUNCILLOR HONOUR BOARD	205.00
EFT36861	11/05/2023	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE FOR MAY	130.90
EFT36862	11/05/2023	JOHNSON'S FOOD SERVICES	FROZEN FOODS & SNACKS FOR THE BLC CAFE	461.98
EFT36863	11/05/2023	KEYBROOK UTILITY SERVICES	VACUUM & CLEAN UP OF ASBESTOS FROM CIVIC CENTRE MAIN HALL	1,650.00
EFT36864	11/05/2023	KJF SW FLOORCOVERING SERVICE	REMOVE GRAFFITI FROM CONCRETE PATH AT BRIDGETOWN SKATE PARK	1,650.00
EFT36865	11/05/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	151.02
EFT36866	11/05/2023	ESTHER MATTHEWS	REIMBURSEMENT OF CATERING EXPENSES FOR COUNCIL MEETINGS	128.70
EFT36867	11/05/2023	ROBERT MCCANCE	REIMBURSEMENT FOR FUEL PURCHASE FOR GREENBUSHES BFB	231.00
EFT36868	11/05/2023	JAMES HENRY KNIPE MILLER	REIMBURSEMENT OF LICENSING FEES FOR BFB PERSONNEL	146.50
EFT36869	11/05/2023	NJ MECHANICAL	REPAIR FUEL FILTER HOUSING FOR MARANUP BFB FIRE TRUCK	810.15
EFT36870	11/05/2023	P.A. DOUST & CO.	SUPPLY & DELIVER SAND TO COVER CRICKET PITCH FOR FOOTBALL SEASON	550.00
EFT36871	11/05/2023	PARADIGM CLEANING SERVICES	CLEAN ALL INTERNAL & EXTERNAL WINDOWS & SOLAR PANELS AT LIBRARY	7,182.36
EFT36872	11/05/2023	REDWOOD HILLS	SUPPLY GRAVEL FOR BLACKWOOD TCE WEST RESHEETING	3,654.64
EFT36873	11/05/2023	REPCO	VARIOUS MINOR PARTS	227.49
EFT36874	11/05/2023	ROTARY CLUB OF BRIDGETOWN	22/23 SERVICE AGREEMENT FOR ROTARY TOUR OF THE BLACKWOOD	720.00
EFT36875	11/05/2023	RUBY MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT36876	11/05/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR APRIL	585.02
EFT36877	11/05/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	412.50
EFT36878	11/05/2023	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR MARCH & APRIL	352.00
EFT36879	11/05/2023	SHIRE OF HARVEY	SOUTHWEST REGIONAL WASTE CONTRACT CONSULTANCY SERVICES - STAGE 3	7,394.19
EFT36880	11/05/2023	SIGMA POOL & SPA SUPPLIES	CHEMICALS FOR SWIMMING POOL	91.30
EFT36881	11/05/2023	SOUTHERN LOCK AND SECURITY	VARIOUS KEYS & LOCKS KEYED TO SHIRE RESTRICTED SYSTEMS	120.45
EFT36882	11/05/2023	SOUWEST GLASS SERVICE	REPAIRS TO BROKEN WINDOWS AT YORNUP SCHOOL	616.00
EFT36883	11/05/2023	SPENCER SIGNS	2 X '24HR FREE RV CAMPING' SIGNS FOR BRIDGETOWN RV REST STOP	203.50
EFT36884	11/05/2023	STANS MANJIMUP FARM MACHINERY	FUEL TANK NOZZLE FOR ISUZU TRUCK	222.85
EFT36885	11/05/2023	STEWART & HEATON CLOTHING CO	NAME BADGE FOR DFES PPE	4.99
EFT36886	11/05/2023	SYNERGY	ELECTRICITY CHARGES	1,172.43
EFT36887	11/05/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	363.90
EFT36888	11/05/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	26.33
EFT36889	11/05/2023	T-QUIP	PARTS FOR TORO ZERO TURN MOWER DECK	6.30

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36890	11/05/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	12,243.82
EFT36891	11/05/2023	WATTLESEED BARN CAFE & FLORIST	MORNING TEA FOR WBAC CLIMATE CHANGE IMPLEMENTATION MEETING	126.00
EFT36892	11/05/2023	WESTRAC PTY LTD	PARTS & REPAIRS TO BACKHOE LOADER & TRACK LOADER	743.97
EFT36893	11/05/2023	WALGA	2 X ATTENDEES TO 'DELEGATIONS & AUTHORISATIONS ESSENTIALS' TRAINING	649.00
EFT36894	11/05/2023	SIDNEY WHITING	REFRESHMENTS PROVIDED FOR SOUTH WEST WALGA MEETING	400.00
EFT36895	11/05/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES AND VARIOUS OFFICE STATIONERY & SUPPLIES	2,638.39
EFT36896	11/05/2023	WIN TELEVISION WA PTY LTD	BROADCASTING OF BLC ADVERTISEMENT ON WIN TELEVISION CHANNEL	407.00
EFT36897	22/05/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR APRIL 2023	88,759.00
EFT36903	25/05/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT COLLECTION CHARGES	110.00
EFT36904	25/05/2023	APV VALUERS AND ASSET MANAGEMENT	LAND & BUILDING FAIR VALUATION AS AT 30/06/2023 - PART PAYMENT	2,120.25
EFT36905	25/05/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	2,904.00
EFT36906	25/05/2023	BELIA ENGINEERING	TRANSPORT OF E-WASTE FOR RECYCLING IN PERTH	660.00
EFT36907	25/05/2023	BLACKWOOD HEAVY TILT	TRANSPORT MACHINERY BETWEEN MITIGATION SITES & RETURN TO PERTH	8,235.00
EFT36908	25/05/2023	BOOKEASY AUSTRALIA PTY LTD	2022/23 MONTHLY BOOKEASY COMMISSIONS FOR APRIL	220.00
EFT36909	25/05/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36910	25/05/2023	BRC BUILDING SOLUTIONS PTY LTD	BRIDGETOWN CIVIC CENTRE HALL CONSERVATION & ADAPTATION PROJECT	89,398.19
EFT36911	25/05/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT36912	25/05/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION	236.78
EFT36913	25/05/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR ITEMS	353.75
EFT36914	25/05/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR APRIL & STATIONERY FOR SES	1,832.07
EFT36915	25/05/2023	BRIDGETOWN TYRES	3 X HEAVY FLEET TYRES, 2 X LIGHT FLEET TYRES & 1 X DUAL CAR BATTERY	2,260.00
EFT36916	25/05/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36917	25/05/2023	BUNBURY TRUCK SALES & SERVICE	SERVICE & REPAIRS FOR COMMUNITY BUS AND GARBAGE TRUCK	2,850.45
EFT36918	25/05/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,038.33
EFT36919	25/05/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR APRIL 2023	821.56
EFT36920	25/05/2023	COMBINED TEAM SERVICES	REGISTRATION FOR 5 X DAY HEALTH & SAFETY REPRESENTATIVE TRAINING	1,083.00
EFT36921	25/05/2023	DATA#3	WINDOWS SERVER 2022 LICENCE & CLIENT ACCESS LICENSES	16,409.35
EFT36922	25/05/2023	DAVMECH	SERVICE OF VOLVO LOADER & SUPPLY & FIT 2 X ISOLATORS TO TIP TRUCKS	5,310.59
EFT36923	25/05/2023	DMIRS	BSL'S COLLECTED FOR APRIL 2023	1,288.70
EFT36924	25/05/2023	DOMESTIC MAINTENANCE SW	REPAIR & OILING OF TIMBER STRUCTURES AT PIONEER PARK	1,925.16

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36925	25/05/2023	DORMAKABA AUSTRALIA PTY LTD	SCHEDULED SERVICE OF AUTOMATIC DOORS AT BLC & LIBRARY	605.00
EFT36926	25/05/2023	GABRIEL EVANS	REIMBURSEMENT FOR FUEL	30.03
EFT36927	25/05/2023	FRESHWATER IRRIGATION	REPLACE RETIC CONTROLLER & PEST CONTROL AT SKATE PARK	520.09
EFT36928	25/05/2023	GARVS AUTO ELECTRICS PTY LTD	SUPPLY & INSTALL CELL FI GO'S INTO 10 X BFB VEHICLES	14,382.00
EFT36929	25/05/2023	GE & CJ GIBLETT	HAZARD REDUCTION COMPLIANCE WORK FOR PRIVATE PROPERTY	330.00
EFT36930	25/05/2023	GRAFFITI GONE WA	GRAFFITI REMOVAL SERVICE & SUPPLIES FOR SKATE PARK & SURROUNDS	3,506.25
EFT36931	25/05/2023	GREENBUSHES ROADHOUSE	FUEL FOR GREENBUSHES BFB	486.32
EFT36932	25/05/2023	GROW GREENBUSHES INCORPORATED	BAND & GROCERIES FOR GREENBUSHES AUSTRALIA DAY BREAKFAST 2023	766.75
EFT36933	25/05/2023	LEIGH GUTHRIDGE	REIMBURSEMENT FOR FUEL, POLICE CLEARANCE & REFRESHMENTS	204.05
EFT36934	25/05/2023	H C JONES & CO	REPLACE VALVES AT SPORTSGROUND TOILETS & REPAIR HAMPTON ST TOILET	2,545.20
EFT36935	25/05/2023	IEQUIP	MACHINE HIRE FOR BUSHFIRE MITIGATION	860.42
EFT36936	25/05/2023	ILLION TENDERLINK	TENDER ADVERTISING FOR CONSTRUCTION OF GREENBUSHES BF STATION	181.50
EFT36937	25/05/2023	INDEPENDENT WINDSCREENS	REPLACEMENT WINDSCREEN FOR MITSUBISHI TRITON	660.00
EFT36938	25/05/2023	ITR PACIFIC PTY LTD	REPLACEMENT PARTS FOR JOHN DEERE GRADER	281.89
EFT36939	25/05/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR BLC CHLORINE GAS CYLINDER - APRIL	168.63
EFT36940	25/05/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	1,106.39
EFT36941	25/05/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,398.38
EFT36942	25/05/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,487.35
EFT36943	25/05/2023	MANJIMUP ECONOMY AUTO PARTS	MINOR PARTS	27.90
EFT36944	25/05/2023	MARKETFORCE	SHIRE ADVERTISING FOR APRIL	583.81
EFT36945	25/05/2023	MOORE AUSTRALIA	REGISTRATION TO ANNUAL FINANCIAL REPORTING WORKSHOP	2,090.00
EFT36946	25/05/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,367.91
EFT36947	25/05/2023	KIARA SHAREE MUELLNER	RATES REFUND	75.33
EFT36948	25/05/2023	NJ MECHANICAL	140,000KM SERVICE FOR TOYOTA LANDCRUISER	497.37
EFT36949	25/05/2023	OFFICEWORKS LTD	IPHONE 11, 2 X PRESENTATION REMOTES & 4 X KEYBOARD & MOUSE COMBOS	1,226.90
EFT36950	25/05/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,013.83
EFT36951	25/05/2023	QUALITY SHOP	PRINTING OF 10 X DUPLICATE JOB SAFETY ENVIRONMENT ANALYSIS BOOKS	425.00
EFT36952	25/05/2023	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	163.53
EFT36953	25/05/2023	RAC	ANNUAL ROADSIDE ASSISTANCE COVER FOR COMMUNITY BUS & POOL CAR	416.00
EFT36954	25/05/2023	REPCO	VARIOUS MINOR PARTS	228.80

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36955	25/05/2023	RICHFEEDS AND RURAL SUPPLIERS	STAFF PPE, TRAILER RAMP AND VARIOUS POLY PIPES & FITTINGS	798.55
EFT36956	25/05/2023	RIVERHILL MECHANICAL/EARTHMOVING	TRUCK AND OPERATOR HIRE FOR WINNEJUP RD WORKS	5,197.50
EFT36957	25/05/2023	RUBY MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT36958	25/05/2023	SANDS FRIDGE LINES	FREIGHT CHARGES	59.29
EFT36959	25/05/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC FOR APRIL	126.50
EFT36960	25/05/2023	SHADEWEST SAILS	SEASONAL SHADE SAIL REMOVAL FOR SHIRE PARKS & FACILITIES	1,620.00
EFT36961	25/05/2023	STEPHEN & MICHELLE SHARPE	SHIRE CONTRIBUTION TOWARDS CROSSOVER CONSTRUCTION	420.75
EFT36962	25/05/2023	SPRINT EXPRESS	FREIGHT CHARGES	39.60
EFT36963	25/05/2023	SYNERGY	ELECTRICITY CHARGES	14,764.37
EFT36964	25/05/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	31.37
EFT36965	25/05/2023	THE RIGHT STUFF FOR LANDHOLDERS	REPAIR SPORTSGROUND TRACTOR IRRIGATOR NOZZLE & MINOR ITEMS	425.27
EFT36966	25/05/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY & DEPOT FOR MAY	290.40
EFT36967	25/05/2023	TRAFFIC FORCE	TRAFFIC CONTROL FOR WINNEJUP ROAD RECONSTRUCTION WORKS	12,756.74
EFT36968	25/05/2023	T & V FENCING	REMOVAL, SUPPLY & INSTALLATION OF POSTS FOR CRICKET PRACTICE NETS	6,284.30
EFT36969	25/05/2023	VESTONE CAPITAL PTY LIMITED	QUARTERLY RENTAL OF BLC GYM EQUIPMENT	7,422.49
EFT36970	25/05/2023	VICTORIA BAKER PHOTOGRAPHY	PHOTOGRAPH PUBLIC ARTWORKS FOR ART TRAIL BOOKLET & SHIRE USE	2,358.40
EFT36971	25/05/2023	WATTLESEED BARN CAFE & FLORIST	WREATH FOR ANZAC DAY 2023	85.00
EFT36972	25/05/2023	WESTBOOKS	PURCHASE OF BOOKS FOR LIBRARY STOCK	49.49
EFT36973	25/05/2023	WINC AUSTRALIA PTY LTD	A3 TRIMMER, A3 LAMINATOR, CLEANING SUPPLIES & VARIOUS STATIONERY	1,791.37
EFT36974	30/05/2023	BCITF	BCITF LEVIES COLLECTED FOR APRIL 2023	275.25
<b>DIRECT DEBITS - LICENSING</b>				
27655	01/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/05/2023	2,728.00
27656	02/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/05/2023	7,355.80
27657	03/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/05/2023	5,290.85
27658	04/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/05/2023	2,415.85
27659	05/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/05/2023	4,606.85
27660	08/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/05/2023	8,018.50
27661	09/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/05/2023	4,676.45
27662	10/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/05/2023	3,591.70
27663	11/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/05/2023	1,066.30

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
27664	12/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/05/2023	9,840.55
27665	15/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/05/2023	2,679.55
27666	16/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/05/2023	4,127.95
27667	17/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/05/2023	3,424.35
27668	18/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/05/2023	2,534.85
27669	19/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/05/2023	6,411.95
27670	22/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/05/2023	3,741.95
27671	23/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/05/2023	3,339.60
27672	24/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/05/2023	4,586.85
27673	25/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/05/2023	7,830.35
27674	26/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/05/2023	4,703.80
27675	29/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/05/2023	5,200.40
27676	30/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/05/2023	4,674.00
27677	31/05/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/05/2023	2,697.00
<b>CHEQUES</b>				
300250	25/05/2023	JEANETTE SHEMINANT	RATES REFUND	701.01
300251	25/05/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S COLLECTED FOR APRIL 2023	95.00
300252	30/05/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BCITF LEVIES COLLECTED FOR APRIL 2023	24.75
				<b>1,122,104.33</b>
<b>CHEQUES - VISITOR CENTRE TRUST</b>				
200043	02/05/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS FOR MARCH 2023	708.71
200044	24/05/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS FOR APRIL 2023	448.58
<b>ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST</b>				
EFT36815	02/05/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR MARCH 2023	71.25
EFT36816	02/05/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR MARCH 2023	22.50
EFT36817	02/05/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR MARCH 2023	552.46
EFT36818	02/05/2023	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION FOR MARCH 2023	21.45
EFT36898	24/05/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR APRIL 2023	75.00
EFT36899	24/05/2023	PAUL GURMAN	ACCOMMODATION REFUND LESS CANCELLATION FEE	128.00
EFT36900	24/05/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR APRIL 2023	22.50

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

<b>Cheque/ Voucher No.</b>	<b>Date of Payment</b>	<b>Payee</b>	<b>Payment Description</b>	<b>Payment Amount \$</b>
EFT36901	24/05/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR APRIL 2023	533.28
EFT36902	24/05/2023	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION FOR APRIL 2023	59.40
V300224	09/05/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF APRIL 2023	<u>2,101.84</u>
				<u><b>4,744.97</b></u>

This schedule of accounts paid for the Municipal Fund totalling \$1,122,104.33 and for the Trust Fund totalling \$4,744.97 which was submitted to each member of the Council on 29th June 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/05/2023 is \$533,741.47



.....  
CHIEF EXECUTIVE OFFICER

29th June 2023



**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**BUDGET MANAGEMENT REPORT - MAY 2023**

In accordance with Council Policy 'FM 13 - Budget Management' the following budget adjustments are recommended.

**Determined by the CEO and Subsequently Reported to Council**

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

Budget overspends can be approved by the CEO at general ledger or job level for any amount subject to receipt of additional revenue directly linked to the expenditure item.

General Ledger Account	General Ledger Account Description	General Ledger Current Budget	Job Number	Job Description	Expenditure or Income Type	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Variation Explanation
1080060	Bridgetown SES Assistance - Non-Recurrent Projects	\$2,737			Materials & Contracts	\$2,437	\$12,636	\$15,073	DFES approved expenditure for the purchase of a new generator for the SES building.
1080070	SES Non- Recurrent Grants	-\$2,437			Operating Grants - State Government	-\$2,437	-\$12,636	-\$15,073	Additional grant funding to be received from DFES to fund SES generator.
1346020	Bridgetown Leisure Centre Other Costs	\$3,675			Materials & Contracts	\$3,675	\$1,585	\$5,260	Purchase of 24 hour gym access fobs.
1346330	Sale of FOB's for 24 Hour Gym Access	-\$4,750			Fees & Charges	-\$4,750	-\$1,585	-\$6,335	Increased income for sale of 24 hour gym access fobs.
1390220	Verge Maintenance	\$94,959	ZB06	Verge Maintenance Built Up Areas	Materials & Contracts	\$70,059	\$10,974	\$81,033	Funding required for urgent powerline tree pruning as per notices received from Western Power and other high priority tree pruning under power lines as identified by Shire officers.
1390220	Verge Maintenance	\$94,959	ZB02	Footpath Maintenance Built Up Areas	Materials & Contracts	\$7,500	-\$7,500	\$0	No further works are scheduled for footpath maintenance.
1390220	Verge Maintenance	\$94,959	ZB07	Verge Maintenance Outside Sealed	Materials & Contracts	\$8,000	-\$950	\$7,050	Full budget allocation will not be expended this financial year.
1390220	Verge Maintenance	\$94,959	ZB08	Verge Maintenance Outside Unsealed	Materials & Contracts	\$3,200	-\$824	\$2,376	Full budget allocation will not be expended this financial year.
1390420	Drainage Maintenance	\$3,000	ZC00	Routine Drainage Maintenance Built Up Areas	Materials & Contracts	\$1,000	-\$1,000	\$0	No further material and contract expenses are required this financial year.
1390420	Drainage Maintenance	\$3,000	ZC01	Routine Drainage Maintenance Outside	Materials & Contracts	\$1,500	-\$700	\$800	Full budget allocation will not be expended this financial year.
					<b>Totals</b>	<b>\$91,259</b>	<b>\$0</b>	<b>\$91,259</b>	

**SHIRE OF BRIDGETOWN-GREENBUSHES  
 BUDGET MANAGEMENT REPORT - MAY 2023**

**Authorised by the Shire President**

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

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

**SHIRE OF BRIDGETOWN-GREENBUSHES**  
**BUDGET MANAGEMENT REPORT - MAY 2023**

**Council Budget Amendments**

Expenditure above the current budget and outside the parameters set in policy FM 13 - Budget Management, or any expenditure at all for an additional purpose, requires a variation to the budget to be decided by the Council before funds are committed.

General Ledger Account	General Ledger Account Description	General Ledger Current Budget	Job Number	Job Description	Expenditure or Income Type	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Amendment Request Explanation
1540220	Plant Operation - Tyres and Batteries	\$35,000			Materials & Contracts	\$35,000	\$10,700	\$45,700	Replacement tyres for fire fighting vehicles identified as part of annual servicing.
1540320	Plant Operation - Parts and External Repairs	\$260,000			Materials & Contracts	\$260,000	\$61,230	\$321,230	Additional repairs to fire fighting vehicles identified as part of annual servicing (\$33,650). Additional repairs required to other Council vehicles greater than estimated (\$27,580).
1060720	DFES Equipment Maintenance	\$8,402			Materials & Contracts	\$8,402	-\$2,750	\$5,652	Adjustment between DFES funded expenditure accounts as provided for in the ESL grant funding MOU.
1061620	DFES Minor Plant and Equipment	\$14,229			Materials & Contracts	\$14,229	-\$11,500	\$2,729	Adjustment between DFES funded expenditure accounts as provided for in the ESL grant funding MOU.
1060820	DFES Other Goods and Services	\$20,090			Materials & Contracts	\$20,090	-\$5,150	\$14,940	Adjustment between DFES funded expenditure accounts as provided for in the ESL grant funding MOU.
1064220	DFES Bushfire Brigades Building Maintenance	\$12,618			Materials & Contracts	\$12,618	-\$3,250	\$9,368	Adjustment between DFES funded expenditure accounts as provided for in the ESL grant funding MOU.
1064730	DFES ESL Grant	-\$267,897			Operating Grants - State Government	-\$267,897	-\$21,700	-\$289,597	Additional grant revenue to be received to cover 2022/23 ESL overspend.
1403740	Sundry Equipment Items (>\$5,000)	\$5,000			Materials & Contracts	\$5,000	\$20,000	\$25,000	Renewal works of truck mounted water tank. Original purchase order raised for less than invoice total.
					<b>Totals</b>	<b>\$87,442</b>	<b>\$47,580</b>	<b>\$135,022</b>	

## F 25 – Sustainability Reserve Funding Policy

---

### 1 Objectives

The objective of this Policy is to outline means of funding of the Councils sustainability reserve, through a combination of an annual funding allocation to be considered in the annual budget, and the estimation of cost savings that might be generated by projects and initiatives funded by the reserve which can be reinvested back into the reserve.

### 2 Scope

The Council established a sustainability reserve in March 2023. The purpose of this reserve is.

“To provide environmental benefits to Council and the community, combat rising costs of energy and reduce the carbon footprint of corporate operations with energy-efficiency initiatives, implement water-wise and waste-reduction initiatives, and create future cost savings to be reinvested into the delivery of new sustainability projects”.

The policy includes commitments to consider the inclusion of funds in the Councils annual budgets for transfer to the sustainability reserve.

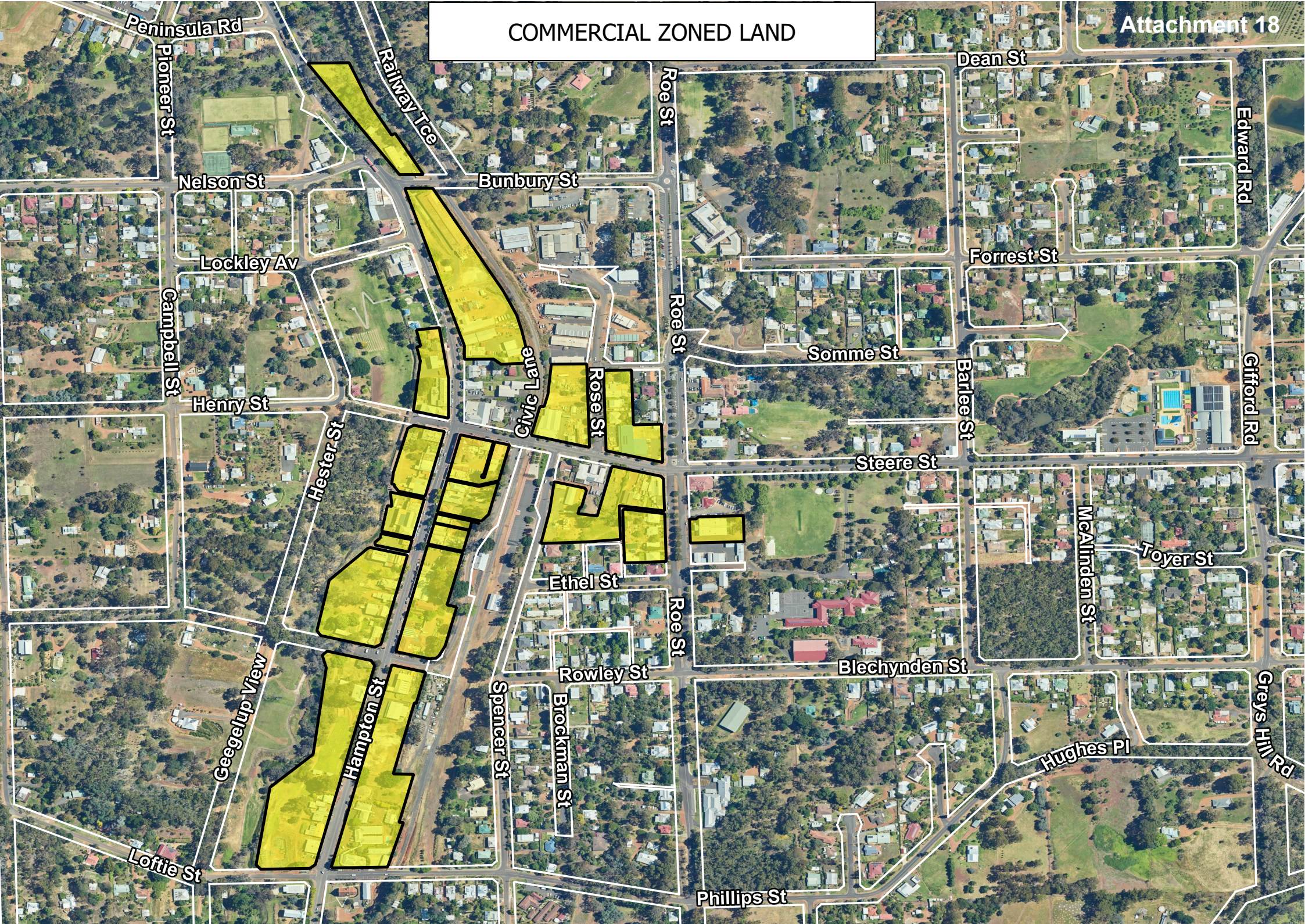
The adoption of the annual budget is a decision that must be made by the Council on a year-by-year basis, having regard to the applicable circumstances at that time. Consequently, the Council cannot adopt a Policy that binds future decision making on the budget, however it can express an intent with regards to future budget decisions. This Policy must be read in that context.

### 3 Policy

The Council will,

- 3.1 Include an amount of \$10,000 per year for transfer to the sustainability reserve for consideration in the draft annual budget. This figure will be reviewed annually by the CEO, having regard to the Local Government Cost Index.
- 3.2 Include estimated cost savings generated by projects and initiatives funded by the sustainability reserve in the draft budget for transfer to the reserve. This will be done by the savings being included in the draft budget for transfer to the reserve from the 1st year following the completion of the project in question for a period of 10 years thereafter.
- 3.3 Savings estimates will be reviewed annually by the CEO, having regard to the Local Government Cost Index, and may be refined as necessary where actual savings made may become more apparent over time.
- 3.4 Council may also transfer funds to the Sustainability Reserve (as it might with any other reserve) at the time of annual budget preparation and / or as part of the midyear budget review if surplus funds are identified.

COMMERCIAL ZONED LAND





Our Ref: 23.04\_491

3<sup>rd</sup> April 2023

Shire of Bridgetown-Greenbushes	
File No:	A44862
Document No:	IPC 231202
04 APR 2023	
Officer	DAO
Copy	

Shire of Bridgetown-Greenbushes  
Att: Chief Executive Office  
PO Box 271  
Bridgetown WA 6255

Dear Mr. Clynych,

WACAP Treefarms Pty Ltd has leased land from a landowner within your Shire to grow a crop of eucalyptus.

We are now seeking Development Approval for an area on Lot 3676 and have attached the following updated documents in relation to this application:

1. Plantation Development and Management Plan
2. WAPRES Fire Protection Management Plan
3. An Operations Map for the area subject to the Development Application
4. WAPRES Fire Suppression Resources Summary.

The establishment of 76ha on Lot 3677 was originally granted approval by the Shire of Bridgetown-Greenbushes on 7<sup>th</sup> January 2009.

Condition 10 of the Schedule of Conditions stated:

*The plantation is approved for two rotations, other than area 1.01 which will only be for a single rotation. Any additional rotations or modifications to the approved plan will required (sic) a separate planning approval.*

We now are seeking Development Approval for another rotation of trees on area 1.01.

The original application for this Development Approval went through a lengthy process, including:

- January 2009 – Approval was granted by the Shire of Bridgetown-Greenbushes.
- January 2009 - a third party referred the decision to the Environmental Protection Authority (EPA) and the EPA requested further information from WAPRES to make a determination on whether to assess the proposal, and if so, the level of assessment.
- March 2009, the EPA advised that they would not be assessing the proposal.



- Late March 2009, WAPRES was advised that an appeal about this decision had been lodged with the Office of the Appeals Convenor.
- April 2009 - WAPRES submitted a response to the appeal in and met on site with a staff member from the Office of the Appeals Convenor.
- July 2009 - received advice that the appeal was dismissed.

The letter submitted to the Shire, dated 12<sup>th</sup> March 2023, highlights several issues that were also raised as part of the original Development Application process back in May 2008, relating to:

1. Water Supply
2. Perceived fire risk.

## WATER SUPPLY

Any development that is likely to occur on Lot 3676 has the potential to impact on the downstream flow of water.

The primary impact of plantations on water resources is that plantations transpire more water than pastures and other land covers. The amount of transpiration will be dependent on:

- Soil types
- Area of plantings
- Age of the plantation
- Stocking rate
- Climatic factors such as annual rainfall and seasonality of rainfall
- Management practices employed e.g. Thinning, weed control
- Site Characteristics e.g. Topography
- Catchment area
- Types of vegetation, crops or pastures included in the catchment.

As part of a response to the EPA as part of the original Development Application, WAPRES commissioned Strategen (a trading name of Strategen Environmental Consultants Pty Ltd) to produce a document titled, Water Impact Assessment of Bluegum Plantation Project Nelson Location 3676 and the purpose and scope of the document was to:

*Identify whether or not the proposal will affect groundwater or surface water quality and quantity of the surrounding area, in particular, the minor ephemeral stream within Nelson Location 3676 and the associated wetland in the Northern end of the property and its run off into the Maranup Brook.*

Three points that were highlighted in this report were:

1. A change in land use from pasture to tree farms at Location 3676 will result in an estimated 2% reduction in annual flow in the upper Maranup Brook sub-catchment.
2. Spring flows are likely to continue to be rainfall dependent irrespective of whether the plantation is established.
3. This report highlighted that the Maranup Brook was a seasonal stream and had peak flows occurring in the high rainfall months of June, July and August.



Therefore, it can be seen that the proposed planting of the treefarm could potentially have a minimal effect on the water flow from Lot 3676.

Continuing climate change may have also impacted on water availability in general.

There are several reports produced by the Department of Water, that suggest that streamflow is generally declining with the drying climate and the drying trend is likely to continue.

To highlight this point about a drying climate, statistical data from the Bureau of Meteorology for the long-term rainfall average for the Greenbushes Station (Station Number 005992) from 1893-2021 indicates that the long-term average for the period 1893-2021 is 923mm.

For the period, 2009 when the plantation was established, to the most current records suggests that this average reduced to 740.9mm, a significant reduction in rainfall and potential run off.

09		24.3	8.8	0.9	112.6	202.3	154.8	121.1	159.5	11.9	57.2	2.2	87
10	1.1	0.3	13.9	42.3	74.9	46.4	115.4	61.9	31.4	23.1	45.4	15.6	47
11	80.2	1.6	1.1	122.1	81.1	103.4	179.4	134.2	100.7	50.0	44.2	30.1	92
12	41.2	16.5	0.1	36.7	69.8	158.6	50.3			31.4			40
13	4.2	15.0	30.9	19.8	168.0	88.3	138.1	169.3	224.0	37.4	36.8	5.2	93
14	2.0	0.4	22.2	10.8	158.4	92.6	194.9	150.6	74.4	25.4	22.8	3.8	75
15	0.2	4.0	32.7	76.3	63.6	72.6	127.2	89.6	58.5	32.6	3.1	6.4	56
16	149.4	10.3	65.6	88.4	121.1	103.9	129.9	135.5	83.5	57.8	8.1	19.2	97
17	1.6		26.6	1.6	104.7		188.8	192.4	79.2	62.8	9.2	43.8	71
18	24.2	0.8	13.2	57.6	76.6	135.6	149.0	170.2	67.0	34.8	12.8	15.6	75
19	7.4	3.4	38.8	35.8	29.4	138.2	82.0	92.6	58.7	45.6	16.0	3.4	55
20	11.3	2.4	31.0	33.6	119.5	159.7	103.0	76.6	113.6	48.2	69.6	1.0	76
21	5.8	65.6	28.0	76.4	147.2	105.3	169.3	145.4	80.0	109.4			93

(Source: [www.bom.wa.gov.au](http://www.bom.wa.gov.au))

9632.3mm over this period at an average of 740.9mm.

**FIRE**

Fire is a natural risk within the rural environment and WAPRES employs a number of strategies to help lessen this risk.





Control measures that are also put in place relating to fire, can include, but not limited to:

- Plantation establishment in accordance with the 2022/2023 Firebreak and Fuel Hazard Reduction Notice issued by the Shire of Bridgetown Greenbushes requiring the first row of trees must be a minimum of 15 metres from all public roads and a 10-metre firebreak shall be constructed along the internal boundaries of the plantation.
- WAPRES to maintain a 24-hour Fireline during the summer months.
- WAPRES to have suitable firefighting equipment to send to a fire event and suitably trained staff.
- WAPRES to maintain water points on the property for firefighting purposes.
- WAPRES and contractors are subject to any harvest and vehicle movement bans imposed by the Shire of Bridgetown-Greenbushes.

A document issued by DFES, Guidelines for Plantation Fire Protection 2011, and endorsed by the WA Planning Commission, recommends that hazard separation zones between the plantation and an existing or approved habitable building must be a minimum of 100 metres, unless the building has been constructed to an appropriate higher standard. In this case, the closest house is approx. 300 metres to the north of the proposed plantation and therefore well outside the prescribed hazard separation zone.

WAPRES are also comply with the Code of Practice for Plantations in Western Australia (2014), a document which specifies matters relating to both Fire Prevention and Bushfire Suppression, that outline what is considered to be industry standard.

The neighbour states that they do not have a suitable fire escape route in the case of a fire approaching from Lot 3676. This was raised in the original application in 2008, and it was identified that another escape route existed on the northern boundary of the Forest Conservation Area directly to Brockman Highway, instead of travelling southwards to McDonald Road.

WAPRES are more than happy to meet and discuss any matter in relation to this Development Application if required.

Regards,

Grant Johnson  
Estate Manager  
WAPRES



# PLANTATION MANAGEMENT PLAN

For

# Rowan-Robinson 2023

## REPLANT OR COPPICE MANAGEMENT

Store inside front cover of Plantation Working File

<b>Landowner:</b>	Gilbert & Marilyn Rowan-Robinson
<b>Address:</b>	Unit 3, 97-101 Ocean Drive Bunbury WA 6230 Phone: 0457 001 996
<b>Plantation Owner:</b>	WACAP Treefarms Pty Ltd PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503
<b>Manager:</b>	WAPRES PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503
<b>Plantation Name:</b>	<b>Rowan-Robinson 2023</b>
<b>Lease Expiration Date:</b>	2035
<b>Title Description:</b>	Part Lot 3676 on DP 135595
<b>Main Access:</b>	Brockman Highway/Wetherley Rd
<b>Local Authority:</b>	Shire of Bridgetown-Greenbushes
<b>Bushfire Brigade:</b>	Maranup
<b>Rainfall:</b>	900 mm
<b>Site Description:</b>	Gently undulating hills from upper slope to drainage lines in the mid slope with some seasonally wet flat areas
<b>Soil Types:</b>	Loamy sands over medium clays
<b>Catchment Area:</b>	Water shed zones in the lower areas of the property, which leads into the Maranup Brook and onto the Blackwood River
<b>Buildings:</b>	No buildings within or near the leased area
<b>Powerlines:</b>	NIL
<b>Utilities:</b>	NIL
<b>Plantable Area:</b>	6.4ha
<b>Species to be Managed:</b>	<i>E. globulus</i>
<b>Compartment Size:</b>	Average less than 30 hectares.

All operations must be carried out in accordance with WAPRES Operations Manuals and the WAPRES-9000: Environmental Care Manual, which have been developed to comply with the FIFWA, Code of Practice for Timber Plantations in Western Australia: Second Edition 2014, the Australian Forestry Standard (AS4708), ISO14001 and the SCS Interim Standard for Natural Forest and Plantation Forest Management Certification in Australia Under the Forest Stewardship Council.

**Farm Visit Policy:** The Farm Visit Policy for this plantation is –  
The landowner does not have a Farm Visit Policy.

**High Conservation Values (HCV):** There is no HCV within or adjacent to the plantation area.

**Special Management** There are no SMZ's within the plantation area.

**Other factors that have been considered in managing environmental, cultural and landscape values are: (delete any already covered in HCV or SMZ's)**

**Declared Weeds:** There are no declared/noxious weeds present within the plantation area.

**Disease:** There are no notifiable diseases present within the plantation area.

**Flora and Fauna:** There are no rare, endangered or vulnerable flora or fauna species requiring special management within the plantation area.

**Soil:** There is a low risk of soil erosion by water on some of the undulating areas of the farm. This risk will be managed by establishing and maintaining erosion barrier drains on the firebreaks as required, to slow water flow and divert water off firebreaks and roads.

**Water:** There are no streams or water bodies requiring special management practices within or adjacent to the plantation area.  
WAPRES employs a Health, Safety & Environmental Supervisor, who works with the Operational Foresters to identify a representative sample of the most sensitive waterways on plantations being established each year. A formal water monitoring program (for chemical contamination and turbidity) is then implemented on these waterways, to assist in evaluating and improving plantation management practices.

**Cultural:** There are no registered cultural sites within the plantation area requiring special management.

**Landscape:** There are no special landscape values that will be adversely affected by development of this plantation.

## PLANTATION ESTABLISHMENT INFORMATION

All operations must be carried out in accordance with WAPRES Operations Manuals and the WAPRES-9000: Environmental Care Manual, which have been developed to comply with the FIFWA, Code of Practice for Timber Plantations in Western Australia: Second Edition 2014, the Australian Forestry Standard (AS4708), ISO14001 and the SCS Interim Standard for Natural Forest and Plantation Forest Management Certification in Australia Under the Forest Stewardship Council.

- Shire Conditions:** Special conditions imposed by the Local Government Authority for plantation establishment and maintenance are contained in Appendix 3 (Nominate special condition if relevant)
- Operations Plan:** A Rowan-Robinson Plantation Operations Plan is included as Appendix 2.
- Firebreak widths:** 10m/15m external boundary  
10m internal compartment boundaries  
15m either side of power lines
- Remnant vegetation:** There is no requirement to remove any remnant native vegetation. As the plantation has already been through a rotation, all planted areas are defined and internal roads are already in place and capable of sustaining a harvesting operation.

### Plantation Management Plan – Coppice Establishment and second Rotation Establishment



**P2/P3 ESTABLISHMENT - See Operations Plan for establishment year  
and silvicultural status of each stand.**

#### SITE PREPARATION AND PLANTING DETAILS

Operation	Specification	Likely time of operation
Coppice Control	Coppice will be boom sprayed/hand sprayed with Glyphosate, Metsulfuron, Pulse and ammonium sulphate when average height is 1m - 2m.	When coppice reaches desired height.
Clearing/Cleanup	Bluegum slash to be raked into windrows prior to burning.	April
Burning	Bluegum slash windrows	Restricted burning period (March/April)
Pre-mounding treatment	Pre-Mound Fertiliser/Lime Application: Apply lime, phosphate or trace elements as recommended by soil analysis, either broadcast or applied into rip-lines.	April/May
Cultivation/Mounding	5m spacing between rows, knife rip to depth of 60cm along existing stump rows.	April/May
Grass and weed control (strip/broad spray)	Strip spray 2m width over cultivated rows or broadspray, with Glyphosate and Simazine (plus Metsulfuron and Sulfometuron Methyl as required), at recommended label rates for the target weeds.	June
Planting	1100 stems/ha 5m x 1.8m) – planted by hand.	June/July

Fertiliser	Hand application into ground beside seedlings, type and rate to be determined from soil analysis (most likely Agras at 100g/seedling or similar).	August/Sept
Insect control (Spring beetles, chrysomelid beetles and grass hoppers)	<u>Spring beetles</u> Hand injection into soil under seedlings with Clothianidin at 1.25ml/seedling	As required (Aug/Sept)
	<u>Grasshoppers</u> Spray with Alpha-cypermethrin or Green Guard (Bio-insecticide) at recommended label rates.	As required (Nov – Feb)
Overspray	Strip spray mounds with selective herbicides (Haloxfop for grasses, or Clorpyralid for broadleaves) at recommended label rates for the target weeds.	As required in Spring following planting
Vermin Control (Rabbits and 28 Parrots)	<u>Rabbits</u> Rabbits may be deterred from damaging new seedlings by applying blood and bone to seedlings immediately after planting. Rabbits may be culled by baiting with Pindone oat bait, or shooting.	As required
	<u>28 Parrots</u> If parrots become a problem, a shooting program will be implemented using professional shooters under an appropriate DBCA licence.	As required

## Rowan-Robinson C2 2023

See Operations Plan for establishment year and silvicultural status of each stand.

### COPPICE STOCKING SURVEY

Once the majority of viable stumps have coppiced and the coppice has reached a size where it is easily observed, a coppice stocking survey will be carried out (between six and twelve months after harvesting). An initial assessment will be done from the ground by driving all firebreaks and access ways to identify any obvious stocking issues, and then a formal stocking survey may be carried out using a plot based survey method, either in the field or by using drone imagery.

Two different stocking classifications may be identified within the plantation. These are adequately stocked or failed. Minimum sizes and boundaries of each management area will be set by the **Forester in charge**, and will be dependent on many considerations (reason for coppice failure, issues for re-establishment etc). 600 – 900 viable stumps per hectare is generally considered an adequate stocking level for coppice plantations.

Adequately stocked areas will be grown as Unmanaged Coppice, and failed areas may be replanted with seedlings or left understocked/fallow.

Exact location and size of each management area will not be known until the stocking survey has been carried out. The Operations Plan will then be amended to show any areas of failed coppice (i.e. as replanted or fallow).

Management requirements for the different stocking categories are as follows –

#### ADEQUATELY STOCKED – UNMANAGED COPPICE

**Harvest slash:** Bluegum slash from the previous harvest operation will be left in-situ to mulch back into the soil, and provide pasture suppression for the first twelve to eighteen months.

**No Coppice Reduction:** All stems are left growing on the stumps but may self-prune as the plantation grows.

### PLANTATION MAINTENANCE AND HARVESTING INFORMATION

All operations must be carried out in accordance with WAPRES Operations Manuals and the WAPRES-9000: Environmental Care Manual, which have been developed to comply with the FIFWA, Code of Practice for Timber Plantations in Western Australia: Second Edition 2014, the Australian Forestry Standard (AS4708) ISO14001 and the SCS Interim Standard for Natural Forest and Plantation Forest Management Certification in Australia Under the Forest Stewardship Council.

**Shire Conditions:** Special conditions imposed by the Local Government Authority for plantation establishment and maintenance are contained in Appendix 3 (Nominate special condition if relevant)

**Plantation Signage:** The plantation entrance may have signage erected showing the plantation name. A WAPRES sign displaying the 24 hour “Fireline” phone number (08) 9777 2022 will be erected at every main entrance to the plantation for referral in case of fire, along with a red tube with a fire map enclosed.

**Compartment and Water Point Signage:** Compartment number signs (corresponding to the plantation map) will be erected at strategic points, to assist in navigation through the plantation. Water point signs will be erected at strategic points, to assist in navigation to reliable water points.

**Firebreaks:** Grading of firebreaks may be carried out as required to maintain good access. Erosion barrier drains will be installed where required to prevent water erosion of firebreaks.

Herbicide application to remove flammable pastures will be carried out in spring of each year, typically using Glyphosate and Sulfometuron Methyl, at recommended label rates for the target weeds.

**Survival counts:** An intensive formal survey will be conducted in the autumn following planting to determine the final stocking rate of planted stands, and to identify any areas that may require replanting to achieve the desired stocking levels.

**Second Year Weed Control:** Second year weed control will be conducted over fully replanted areas in Winter or Spring of the year following planting to remove pastures that would otherwise compete with the plantation trees, typically using Glyphosate and Sulfometuron Methyl at recommended label rates for the target weeds.

**Replanting:** Replanting of new seedlings may be required following second year weed control, in replanted areas that have not achieved the minimum stocking level.

**Grazing:** Sheep or cattle grazing will only be permitted with written agreement from the **forester in charge**, and not before trees are large enough to withstand any possible damage by stock.

**Nutrition:** A Forest Health Survey will be carried out in autumn of the year following planting and again in the following year if required. The objectives will be to determine the health and nutrient level of the plantation and to identify any areas that may not be growing to their potential, by both visual observation and the analysis of foliar samples collected throughout the plantation.

Follow-up fertilising may typically be done one or two times after the initial establishment fertilising, and may consist of Agravas, Super, Potash, or Urea applied at 100kg/ha to 400kg/ha. Foliar application of micro nutrients (Copper, Zinc, and Manganese) may also be required in the early years of growth.

**Insect Control:** Activity and damage levels will be monitored (most likely pest Eucalypt Weevil in Spring/Summer of years two to five, and Alpha-Cypermethrin may be applied to affected areas by ground based boom spray or misting unit, or Clothianidin may be applied into the soil using a coulter wheel applicator, at recommended label rates, if required.

Boom spray or misting application will only be carried out under a Spray Management Plan that would be prepared and followed in consultation with landowners and neighbours, taking into account pest activity, weather conditions, and suitable buffers to sensitive areas both within and surrounding the plantation.

Coulter wheel application will only be carried out after consultation with landowners, and taking into account pest activity, weather conditions, and suitable buffers to sensitive areas both within and surrounding the plantation.

A scientific process for identifying insect population thresholds at which chemical control may be required has been developed in conjunction with the Australian CRC Sustainable Production Forestry, and the WA Plantation Forestry Integrated Pest Management Group.

**Parrot control (28's):** If Australian Ringneck Parrots (28's) begin causing an unacceptably high level of damage to the plantation, a shooting program will be implemented using professional shooters as permitted under the Wildlife Conservation Act 1950.

**Inventory:** An inventory of wood volume will be conducted at age 4.5, 7.5 years, and at pre-harvest as required.

**Inspections:** Formal plantation inspections will be carried out approximately as per the following table:

Plantation Age	Inspection Frequency
0 – 6 months	1 per month



6 months – 5 years	1 every 6 months
5 years - harvest	1 every 12 months

**Harvesting and Log Transport:**

The objectives of these inspections are to provide accurate surveillance, in order to schedule maintenance works, monitor plantation health and fulfil client obligations. Harvesting will be carried out at a nominal age 10 for the production of woodchips.

The actual harvesting system may not be decided until one or two years prior to the harvesting commencing, at which time a separate Harvesting Plan will be developed. However it is most likely that the trees will be mechanically harvested and then processed into logs either at the stump or at the compartment edges, prior to being loaded onto trucks and transported to a chipmill in the Bunbury area. All State and Local Government legislation regarding fire protection, environmental protection, impacts on neighbours and road transport will be adhered to during harvesting. Internal plantation access for harvesting will be upgraded as required in the year prior to harvesting, and may include clearing of additional truck access through the plantation, installation of culverts, gravelling of firebreaks etc. Harvest access will be by McDonald Rd onto the Brockman Hwy. Extra Mass haulage permits may be required, and the Shire of Bridgetown-Greenbushes and Main Roads WA will be consulted during the planning process, in order to identify the actual haul route and set any conditions that may be required (such as road maintenance, school bus curfews etc).

**Second/Third Rotation:**

The plantation may be grown on for another rotation by either coppice management or replanting with new seedlings as required, if re-leased by WAPRES.

**PROPERTY INFORMATION**

<b>Landowner:</b>	Gilbert & Marilyn Rowan-Robinson
<b>Address:</b>	Unit 3, 97-101 Ocean Drive Bunbury WA 6230 Phone: 0457 001 996
<b>Plantation Owner:</b>	WACAP Treefarms Pty Ltd PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503
<b>Manager:</b>	WAPRES PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503
<b>Plantation Name:</b>	<b>Rowan-Robinson 2023 Coppice/Replant Management</b>
<b>Species:</b>	<b><i>E. globulus</i></b>
<b>Plantable Area:</b>	6.4 hectares (Compartment 1.01 on attached Operations Plan)
<b>Stocking rate:</b>	<b>Coppice</b> - 1,200 – 1,800 stems per hectare at (5m) row spacing (varying coppice survival rate following first rotation harvesting).  <b>Planting</b> -1100 stems per hectare
<b>Title Description:</b>	Lot 3676
<b>Main Access:</b>	<b>Brockman Highway &amp; Wetherley Rd</b>
<b>Local Authority:</b>	Shire of Bridgetown-Greenbushes
<b>Bushfire Brigade:</b>	Maranup
<b>Buildings:</b>	No buildings within or near the leased area
<b>Powerlines:</b>	NIL
<b>Utilities:</b>	<b>NIL</b>
<b>Rainfall:</b>	900 mm
<b>Site Description:</b>	Gently undulating hills from upper slope to drainage lines in the mid slope with some seasonally wet flat areas
<b>Previous land use:</b>	First rotation bluegum plantation.

## **FIRE PROTECTION MEASURES**

### **Fire Detection**

Rowan-Robinson Plantation is located within the Maranup Ford farming community and Maranup Bushfire Brigade area. Fire surveillance will be by the landowners, neighbours, and the DPaW fire detection systems, as for the surrounding farming area.

### **Fire Contact Numbers**

<b>Phone Number</b>	<b>Contact</b>	<b>Operating Hours</b>
<b>000</b>	Any emergency, including fire	24 hours
<b>9761 1555</b>	Shire of Bridgetown-Greenbushes	Working hours only
<b>1300 657 209</b>	DFES Emergency information	24 hours
<b>9777 2022</b>	WAPRES "Fireline"	24 hours (fire season only)
<b>9791 0700</b>	WAPRES Bunbury Office	Working hours only

WAPRES maintains a 24 hour "Fireline" during the fire season and has staff on standby on weekends and during extreme fire weather, to assist brigades in fire control on or adjoining any WAPRES plantations.

### **Callout Procedure (phone numbers listed above)**

1. Call Bridgetown-Greenbushes Shire Office during working hours, or 000, and give emergency details and location – Rowan-Robinson Plantation fire, Wetherley Rd, size of fire.
2. Call WAPRES on Fireline number at any time during the fire season, or Regional Office during working hours, and give emergency details and location – Rowan-Robinson Plantation fire, Wetherley Rd, size of fire.

### **Potential Ignition Sources**

1. General activities on Brockman Hwy.
2. Lightning.
3. Fires starting on neighbouring farms.
4. Plantation operations.

### **Minimising Ignition Risk Within the Plantation**

1. All staff/contractors accessing the plantation will be subject to harvesting and vehicle movement bans as imposed by the local authority.
2. WAPRES staff and contractors use almost exclusively diesel fuelled vehicles for field operations.
3. Any burning operations (mainly bluegum harvest slash in windrows/broadcast across the site) will be conducted either during the restricted burning period under a permit, or during the open burning season, with adequate personnel and equipment present.
4. A 15 metre non-planted buffer will be retained either side of powerlines, and a 6 metre fuel free buffer will be maintained under power lines during the summer months.
5. A 50m non-planted buffer will be maintained between farm sheds/homesteads and the plantation.
6. A total weed spray will be carried out in planted areas in the winter following establishment, to reduce pasture fuel levels until the plantation reaches canopy closure and shades out further heavy pasture growth.
7. Harvesting contractors are required to have suitable fire fighting equipment onsite during restricted and prohibited burning periods, and will also be subject to harvesting and vehicle movement bans as imposed by the local authority.
8. On average there will be less vehicle movements on the plantation during its 10 year life than for general agricultural activities on the same area.

### **Plantation Access**

1. The main entrance to the plantation are off Brockman Hwy and Wetherley Rd.
2. Firebreaks around the plantation boundary and either side of the power line will be maintained 10-15 metres wide, and internal compartment boundaries will be maintained 10 metres wide.
3. The average compartment size is less than 30 hectares.
4. Pruning of edge trees will be carried out if required to maintain the full firebreak width.
5. During the summer months there will not be any dead-end firebreaks, and access will be suitable for two wheel drive vehicles.

6. Compartment number signs (corresponding to the plantation map) will be erected at every major entrance and compartment corner, to assist in navigation through the plantation.
7. Water point direction signs will be erected at strategic points throughout the plantation, to assist in navigation to water points.
8. A WAPRES sign displaying the 24 hour "Fireline" phone number will be erected at every entrance to the plantation, for referral in case of fire.

#### **Water Points**

1. 1 water point will be maintained in the plantation, which is a Dam.
2. The water points will be set up with adequate room for fire truck access, and will be accessible within a 20 minute turnaround from anywhere within the plantation.
3. In case of emergency water, it would also be available from Rowan-Robinsons property which is north east of the plantation.

#### **Initial Fire Attack**

1. The initial attack method will be determined by the Brigade member/DPaW Officer in charge of the fire, and will be dependant on the fire size and location, fuel, fire intensity, weather conditions and forecast, assets at risk, and available resources.
2. Attack may be either a direct attack using machinery and/or water, or indirect attack using either back burning or waiting for the fire to burn out to firebreaks and extinguishing hopovers as they occur. It may also be a combination of the two methods.

#### **Resource Availability**

1. Bushfire Brigades (as in the 2023 Regional Directory)  
The Maranup Brigade is located on Maranup Ford Rd, and has a 2.4 fire unit.  
The next nearest Brigade is Greenbushes, which is located 1 Collin Street, and has a 3.4 fire unit.
2. DPaW  
The nearest DPaW office is in Manjimup, and the next closest are in Kirup.
3. WAPRES  
See Appendix 1 for a list of WAPRES staff and fire appliances available for fire control operations.

## Appendix 1

### FIRE SUPPRESSION RESOURCES SUMMARY - WAPRES

#### Bunbury

Manpower	6	Staff		
Equipment	1	Heavy duty unit (4.4)	4 x 4	4,000 litres
	1	Heavy duty unit (3.4)	4 x 4	3,000 litres
	1	Fast attack unit (FA)	4 x 4	700 litres

#### Manjimup

Manpower	3	Staff		
Equipment	1	Fast attack unit (FA)	4 x 4	600 litres

#### Collie

Manpower	2	Western Forest Management (Contractor)		
Equipment	2	Fast attack unit (FA)	4 x 4	450 litres

**Appendix 2 (delete if not applicable, ensure reference to appendix 2 is also deleted)**

**PLANTATION OPERATIONS PLAN**

## Appendix 3

### SHIRE CONDITIONS

Special conditions imposed by the Local Government Authority for plantation establishment and maintenance

*Nominate special condition if relevant*

# ROWAN-ROBINSON PLANTATION OPERATIONS PLAN

WAPRES LOCATION ID: P0807  
LAND ID: NELSON 1376

**WAPRES**  
TOTAL PROPERTY AREA : 97.1 ha  
CONTACT : Gilbert & Marilyn Rowan-Robinson  
PHONE NUMBER : 08 3761 1052  
MAIN ACCESS : Greenbushes  
McDonnells Rd

### MAP LEGEND

	House		Gravel
	Shed		Limestone
	Stock Yards		Sand
	Water Tank		Shale
	Loading Ramp		No Access
	Access		Powerline
	Water Point		Steep
	Index Contour		RESEARCH TRIAL
	Contour		Active
	Watercourse		Terminated
	Cadastre		
	State Forest		
	Gas		
	Water		

### MANAGEMENT LEGEND

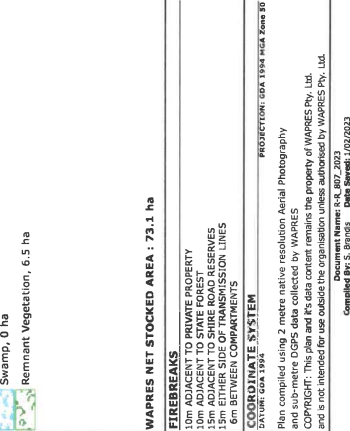
	No Entry: High Conservation Value Area
	Heritage Area: Including Aboriginal Heritage Areas (Permitting for no soil disturbance)
	Emergency Assembly Point
	Plantation Boundary
	E. globulus, WACAP, 2009 P1, 6.7 ha
	Non Plant, 10.5 ha
	Dam, 0.2 ha
	Firebreak, 6.1 ha
	Swamp, 0 ha
	Remnant Vegetation, 6.5 ha

**WAPRES NET STOCKED AREA : 73.1 ha**

**FIREBREAKS**  
10m ADJACENT TO PRIVATE PROPERTY  
15m ADJACENT TO SHIRE ROAD RESERVES  
15m EITHER SIDE OF TRANSMISSION LINES  
6m BETWEEN COMPARTMENTS

**COORDINATE SYSTEM**  
GDA 1984  
PROJECTION: GDA 1984 UTM Zone 56

Plan compiled using 2 metre native resolution Aerial Photography  
Copyright © 2023  
COPYRIGHT: This plan and its contents remain the property of WAPRES Pty. Ltd. and is not intended for use outside the organisation unless authorised by WAPRES Pty. Ltd.  
Compiled By: S. Brindis Date Saved: 1/02/2023



0 1:2,500 100 Metres

**A3**





**ROWAN-ROBINSON PLANTATION OPERATIONS PLAN**

LOCATION ID: P0807

LAND ID: NELSON 1376



**WAPRES**

**TOTAL PROPERTY AREA** : 874.1 ha  
**CONTACT** : Gilbert & Marilyn Rowan-Robinson  
**PHONE NUMBER** : 08 3741 1062  
**ADDRESS** : 10000 Main Street, Perth, Western Australia 6005  
**MAP ACCESS** : Protonet, ArcGIS, etc.

**MAP LEGEND**

- |               |                |
|---------------|----------------|
| House         | GR Gravel      |
| Shed          | LS Limestone   |
| Stock Yards   | Local Sealed   |
| Water Tank    | Local Unsealed |
| Loading Ramp  | Track          |
| Access        | LV Powerline   |
| Water Point   | HV Powerline   |
| Index Contour | U/G Power      |
| Contour       | Telephone      |
| Watercourse   | Optic Fibre    |
| Cadastral     | Gas            |
| State Forest  | Water          |

**MANAGEMENT LEGEND**

- |  |
|--|
| No Camp: High Conservation Value Area                                      |
| Hedge Area: Intensively Managed Hedge Area (Noted for no seal disturbance) |

- |                                     |
|-------------------------------------|
| Emergency Assembly Point            |
| Plantation Boundary                 |
| E. globulus, WACAP, 2009 P1, 6.7 ha |
| Non Plant, 10.5 ha                  |
| Dam, 0.2 ha                         |
| Firebreak, 6.1 ha                   |
| Sewer, 0 ha                         |
| Remnant Vegetation, 6.5 ha          |

WAPRES NET STOCKED AREA : 73.1 ha

**STEREBANDS**

- 10m ADJACENT TO PRIVATE PROPERTY
- 10m ADJACENT TO STATE FOREST
- 15m ADJACENT TO STATE ROAD RESERVES
- 15m ADJACENT TO STATE ROAD RESERVES
- 5m BETWEEN COMPARTMENTS

**COORDINATE SYSTEM**

PERFORMANCE LEVEL 1000 METRE PLANNING DATUM 1984

Plan compiled using 2 metre resolution Aerial Photography and sub-metre DGPS data collected by WAPRES

Copyright: This plan and the data contained herein are the property of WAPRES Pty. Ltd.

Use of this plan is restricted to the use authorized by WAPRES Pty. Ltd.

Document Number: WAPRES-OP-001-2009

Created: 13/01/2009

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

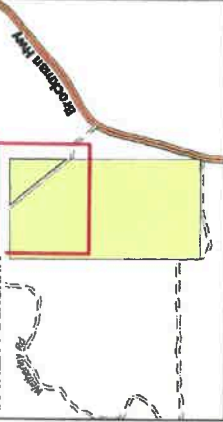
Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.

Created by: WAPRES Pty. Ltd.



**LOCALITY DIAGRAM**



Council rejected the adoption of a similar policy in 2004. That policy was presented to Council after a member of the public expressed a view that the taking of photographs may offend some people due to their religious, ethnic or cultural beliefs.

Statutory Environment – Nil

Policy Implications – If adopted by Council, this Policy will be included in the Members Section of the Policy Manual. As the Policy concerns the Council there is no requirement to seek public comment.

Budget Implications – Nil

Strategic Plan Implications – Nil

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – the proposed policy would recognise that not all persons share the same beliefs.

Ecological Equity – Not applicable

Cultural Equity – same as for “Social Equity”

Risk Management – Not applicable

Continuous Improvement – Not applicable

Voting Requirements – Simple Majority

Due to Cr Moyes not being in attendance the Motion was not able to be moved and therefore lapsed

With the consent of the majority of members present Item C.8/1208 and C.10/1208 were brought forward so as not to keep members of the gallery waiting.

6.41pm E Denniss vacated the meeting  
6.45pm E Denniss returned to the meeting

<b>ITEM NO.</b>	C.8/1208	<b>FILE REF.</b>	A44862
<b>SUBJECT</b>	Proposed Afforestation – 69.7ha Eucalyptus globulus (Bluegum) and 6.3ha Eucalyptus smithii (Gully Ash) Plantation		
<b>PROPONENT</b>	WAPRES on behalf of G and M Rowan-Robinson		
<b>LOCATION</b>	Location 3676 MacDonald Road, Maranup		

<b>OFFICER</b>	Manager Planning
<b>DATE OF REPORT</b>	8 December 2008

Attachment 5 -	Locality Plan
Attachment 6 -	Revised Site Plan
Attachment 7 -	Revised WAPRES Application
Attachment 8 -	Submitters' Letter
Attachment 9 -	WAPRES Letter
Attachment 10 -	State Government Agency Responses
Attachment 11 -	Revised Catchment Assessment Plan

*OFFICER RECOMMENDATION: That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the revised proposal for Afforestation – 69.7 ha Eucalyptus globulus (Bluegum) and 6.3 ha Eucalyptus smithii (Gully Ash) Plantation on Location 3676 MacDonald Road, Maranup as per Attachments 2 and 3, subject to the following conditions:*

- 1. Planting to be in accordance with the submitted plan, unless specifically otherwise stated by the following conditions.*
- 2. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.*
- 3. That where evidence of noxious weeds exists, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.*
- 4. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.*
- 5. Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.*
- 6. Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.*
- 7. Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.*

8. All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.
9. The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
10. The plantation is approved for two rotations only. Any additional rotations or modifications to the approved plan will required a separate planning approval.
11. A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.
12. Submission and implementation of a Stormwater Management Plan for the north-eastern cell on planting only, in accordance with the Department of Water (DoW) guidelines, prior to the commencement of planting. The Plan should address measures to address soil erosion, stormwater run off and sedimentation control, to protect any local waterways, to the satisfaction of the Shire of Bridgetown-Greenbushes.
13. Submission and implementation of a Revegetation Plan for creation of a 30 metre wide native vegetation buffer around the perimeter of the swamp adjacent to the northern boundary, to the satisfaction of the Shire of Bridgetown-Greenbushes. In this regard, a plan is to be submitted for Shire approval and implemented, using local indigenous species only, prior to the commencement of plantation species planting.
14. Provision and maintenance of a refuelling/storage station, within an earth bund to contain any potential spillage, in a location as far as practicable from sensitive watercourses, to the satisfaction of the Shire of Bridgetown-Greenbushes.

Advice Note: In relation to Condition 2 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.

Advice Note: In addition to Condition 4, an acceptable alternative to the dams would be the installation of strategic fire fighting water tank in a central location adjoining a constructed firebreak, prior to commencement of planting. The tank is to have a minimum capacity of 20,000 Litres and to be constructed of 'Zincalume' or 'Colorbond' materials with the location to be approved prior to construction. The tank is to be filled with water and thereafter maintained and fitted with a 2.5 inch female camlock coupling.

Advice Note: In relation to Condition 6, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.

Advice Note: In relation to Condition 13, the 10 metre wide perimeter firebreak is to be located between the plantation and the buffer area.

Advice Note: The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

Advice Note: As recommended by the Department of Agriculture and Food WA, the planting of tree species as an alternative to *Eucalyptus globulus* (Bluegum) trees should be considered.

Advice Note: The applicant is to liaise directly with the Department of Environment and Conservation to ensure seedlings/wildlings do not establish in the adjoining Dalgarp National Park and Forest Conservation Area.

### Summary

An application has previously been received to establish 38.5 hectares of Eucalyptus globulus (Bluegum) and Eucalyptus smithii (Gully Ash) on Location 3676 MacDonald Road, Maranup. A revised plan has now been submitted increasing the overall planting area for the site to 76 hectares, with planting excluded in the north-eastern portion of the property. Council at its meeting on 28 July 2008 resolved to defer consideration of the application, pending further technical and expert information related to potential adverse risks from the proposal. Following receipt of written responses from four relevant State Government agencies, additional deferment by Council, and liaison between the landowner and the objector, the revised proposal has been presented to Council for determination.

Following the resolution of Council in November 2008 to defer the matter, the Manager Planning has met with both parties separately to assist negotiations for the potential sale and transfer of portions of the subject land. These negotiations have stalled however they have led the applicant to lodge a revised application reducing the planting area in the north-east catchment by approximately 6.1 hectares, but increasing the overall size of the plantation.

Noting the concerns raised by the objector, comments from State Government agencies and details provided by applicant, it is recommended that Council grant planning approval for the revised proposed plantation, with additional conditions imposed addressing fire management, soil erosion control and water catchment protection.

### Background

An application was originally received to establish 38.5 hectares of Eucalyptus globulus (Bluegum) and Eucalyptus smithii (Gully Ash) on Location 3676 MacDonald Road, Maranup. A revised plan was then subsequently submitted reducing the planting area to 35.7 hectares. A new revised plan has now been submitted increasing the planting area to 76 hectares for the planting of 69.7 hectares of Bluegum trees and 6.3 hectares of Gully Ash trees, including the planting of 1.9 hectares of Bluegum for the landowner. Planting to the north-east of the MacDonald Road reserve and westwards of the spring have been excluded from the revised proposal.

The lot is zoned 'Rural 2 – General Agriculture' under Town Planning Scheme No. 4 (TPS4) and has an approximate area of 97.1426 hectares. Afforestation is listed as an 'AA' discretionary use within this zone. In accordance with the then Shire's 'Public Consultation-Formal Matters Policy' the original proposal was referred only to the adjoining landowners of Location 3677. One submission was received objecting to the proposal on a number of grounds including legal access, soil erosion and sediment, fire risk and management, water supply and quality, native vegetation and other potential hazards as a result of the proposed plantation.

A report was presented to Council at its meeting of 28 July 2008 recommending approval subject to conditions however Council resolved the following:

*"C.13/0708 That consideration of Item C.13/0708 be deferred to the August Council meeting to allow Officers to provide further technical and expert information related to the risk of Soil Erosion and Sediment, Fire Risk and Management, and*

*Water Supply and Quality, that would assure Council no adverse impact will occur to the related elements on the neighbouring property as a result of the proposed afforestation.”*

The proposal was forwarded to the following State Government agencies for a period with a response requested by 1 September 2008, seeking their comments on the application and issues raised by Council and the objectors:

- Department of Agriculture and Food Western Australia (DAFWA)
- Department of Environment and Conservation (DEC)
- Department of Water (DoW)
- Fire and Emergency Services Authority of Western Australia (FESA)

As responses had not been received by early September 2008, a report was presented to Council at its meeting of 28 August 2008 recommending additional deferment and Council resolved the following:

*“C.12/0808 That Council defers consideration of the proposed afforestation application on Location 3676 MacDonald Road, Maranup, to the September Council meeting, to allow Officers to seek technical and expert information from relevant government agencies, in relation to the risk of soil.”*

Although a written response was requested from these agencies by 1 September 2008, responses had only been received from DAFWA and FESA. Comments from the DEC and DoW were still outstanding and a subsequent report was presented to Council at its meeting of 25 September 2008 with a recommendation for additional deferment and Council resolved the following:

*“C.14/0908 That Council defers consideration of the proposed Afforestation application on Location 3676 MacDonald Road, Maranup, to the October Council meeting, to allow Officers to seek technical and expert information from relevant government agencies, in relation to the risk of Soil Erosion and Sediment, Fire Risk and Management and Water Supply and Quality issues.”*

A response was then received from DoW and a report prepared for the October 2008 meeting of Council addressing the responses from DAFWA, FESA and DoW. At the time of completing the October 2008 agenda, a response had yet to be provided by the DEC but was finally received on 24 October 2008 and presented to Council as a late attachment.

Also following completion of the October 2008 agenda, at the request of the objector, contact was also made with Dr Paul Raper of the Department of Agriculture and Food Western Australia (DAFWA) on Tuesday 28 October 2008. Written comment was received on Wednesday 29 October 2008, and also presented to Council as a late attachment. The submission specifically addressed hydrological issues related to the proposal, and recommended that the proposed plantation will likely significantly reduce the groundwater discharge into the spring.

Importantly the original comments from DAFWA received on 3 September 2008 were from the Commissioner Soil and Land Conservation, and no comments were made on hydrology. The Officer Recommendation in the report presented to the October 2008 meeting of Council was based on the information received at that time.

Given the content of the latest submission from DAFWA, Council at its meeting on 30 October 2008 supported the Shire Staff recommendation for deferment of the item and resolved:

*“C.11/1008 That Council defers Item C.11/1008 to the November Council meeting to allow Officers time to assess the late submissions from government agencies.”*

The Manager Planning met with Dr Paul Raper of DAFWA on Thursday 13 October 2008 to undertake an investigation of the property and to further consider hydrological issues related to the proposed plantation. An additional submission was then received from DAFWA on Tuesday 18 November 2008 (see Attachment 6). The late comments from the DEC and the two additional submissions from DAFWA have been considered in the remainder of the report.

A report was again presented to Council in November 2008 recommending support for the proposed plantation subject to standard and specific conditions including a minor reduction in the planting area in the north-eastern portion of the site by 2.7 hectares, however Council resolved the following:

*“C.15/1108 That the matter be deferred to a later meeting to allow the CEO to investigate and provide a report on the possibility of both parties seeking a amicable outcome to the proposal.”*

Since the last meeting of Council, the Manager Planning has met separately with the landowners and neighbours to assist their negotiations for potential sale and transfer of portions of the subject land. It is understood however that these negotiations have stalled indefinitely for a number of reasons. These discussions have also led the applicant to lodge a revised application reducing the planting area in the north-east catchment by approximately 6.1 hectares and increasing the overall planting to 76 hectares. The land use planning process does not recognise any private arrangements or negotiations and Council has a responsibility to make a decision on the proposal under the provisions of Town Planning Scheme No. 4, Shire planning policies and related State legislation and policies.

### **Revised Plantation Proposal**

The applicant has now lodged a revised plan for approval increasing the planting area to 76 hectares, consisting of 69.7 hectares of Bluegum trees and 6.3 hectares of Gully Ash trees, including the planting of 1.9 hectares of Bluegum for the landowner. Planting to the north-east of the MacDonald Road reserve (5.2 hectares) and westwards of the spring (0.9 hectares) have been excluded from the proposal.

The six compartments vary in size from 28.8 hectares to 1.0 hectares split by internal firebreaks. Firebreaks and compartment boundaries surround the proposed planting areas and three water points are nominated connected by the internal and perimeter firebreaks. Internal firebreaks between compartments will have a width of 8 metres and the perimeter firebreak on the external boundaries will have a width of 10 metres. The proposed planting is consistent with the Shire’s 2008/2009 Firebreak Notice and Plantation Applications Policy.

No vegetation is proposed to be removed in establishing this plantation as the plantable area is pasture land, except for stands of paddock trees to be retained. A small portion of the site in the north-eastern corner will be retained as cleared

pasture used for cattle grazing. The subject lot adjoins pasture land to the north and National and State Forests on other boundaries. The application proposes two rotations of the plantation by coppice cropping in accordance with the Policy provisions.

Although the applicant has nominated three water sources on the plan, the dams are feed by surface runoff, and a reliable water source for fire fighting purposes can not be guaranteed. Should approval be granted, it is recommended that in addition to the standard Policy conditions, that an advice note be included requiring the proponent to install a 20,000 Litre strategic fire fighting water tank as an alternative to the water points. It is also recommended that a copy of the fire control plan be installed at the entrance to the property.

The revised plan represents a significant variation in the plantable area compared to the original application. Whilst the revised plan has not been referred to the neighbour for comment, Council is encouraged to determine the application on its merits in compliance with the Plantation Applications Policy without further comment from the neighbour or State agencies.

### **Issues of Objection**

As stated above, the original proposal was referred to the adjoining landowners for a period of 21 days in May 2008. One submission was received from the landowners of adjoining Location 3677 objecting to the proposal on a number of grounds as discussed below.

In forming responses to the issues raised information has been sourced from the Shire of Manjimup Agroforestry and Tree Plantation Issues Paper July 2008, prepared in review of the Manjimup Shire's Local Planning Policy for plantations. Comments have also been drawn from the responses from FESA, DAFWA, DoW and DEC specifically in relation to this proposal.

Prior to lodging the new revised plan the applicant also lodged a letter to further address the issues raised by the submitter and Council and these comments have been noted in consideration of the issues below. Whilst subsequent letters from the landowners and objectors have also been provided directly to Councillors their content have not been included in this report.

### **Legal Right of Access**

*Objection:* Access to Location 3677 from Brockman Highway is west via MacDonald Road then northwards along a Department of Environment & Conservation firebreak adjoining the eastern boundary of Location 3676. Access to the western third of Location 3677 is only possible through the subject Location 3676, by meandering across the paddock, from the 'Main Access' point where MacDonald Road enters the property. The plantation appears likely to obstruct this access completely and therefore block our legal right of access. Due to the steep slopes of the property the proposed firebreak will not be suitable for access and the MacDonald Road reserve ends at an impassable swamp. The plantation road may permit access but is not shown on the plan, would not guarantee access to our gate and may not be suitable for two-wheel drive access.

*Staff Response:* MacDonald Road bisects the north-eastern corner of Location 3676 through to adjoining Location 3677 however the unconstructed road reserve passes



through a swamp area likely fed by a natural spring. Location 3677 is essentially land locked and the owners currently use a firebreak within the Forest Conservation Area to access the constructed section of MacDonald Road leading to Brockman Highway. The landowners only have legal right of access over the gazetted unconstructed road reserve of MacDonald Road, and not the private landholding of Location 3676.

The landowner of the subject lot has advised that for many years the neighbours of Location 3677 have been granted informal access to the western portion of their property along the northern perimeter of the subject lot, and this or an alternative arrangement would likely continue irrespective of the plantation proposal.

No planting of the MacDonald Road road reserve is proposed. A new internal firebreak along the ridgeline and another through the pasture area and around the swamp area would still provide useable access for the neighbours and continued access would be at the discretion of the landowner of Location 3676. The applicant raises no objection to the neighbour having access through the plantation either along perimeter or internal firebreaks or along the unmade road reserve.

As ownership of the subject lot may change and the so-called 'gentleman's agreement' cease, it is considered prudent that the landowner of Location 3677 make alternative arrangements for access directly across the creekline to the western portion of that property, without having to rely on access through the neighbouring property.

### **Soil Erosion and Sedimentation**

*Objection:* The steep slopes make parts of the two locations prone to erosion and this hazard will likely increase as a result of this plantation proposal. The road reserve runs at right angles to the natural contours, with a slope of approximately 1 in 6, and will maximise the velocity of runoff and the risk of erosion from the bare slope. The northern perimeter firebreak will also result in erosion and siltation of the creekline and dams on adjoining Location 3677. This sedimentation of the watercourse in turn adds to farming expenses and reduces the value of the dams. The resulting high volume of water flow downstream, in contrast to concerns regarding impacts on ground water supply, will possibly damage the dam walls. Common plantation practice is to rip the ground and plant trees in straight lines and the topography demands trees to be planted following the contours. Stormwater runoff from the property is only possible onto the adjoining private property of adjoining forest conservation area and neither is acceptable and probably illegal.

*Staff Response:* Upon inspection by Shire Staff soil erosion was not evident on the subject site, albeit as the land was fully covered in good winter pasture. The property has not been inspected by Staff during the dry summer period. Standard conditions of the Policy require protection of existing native vegetation around watercourses. Vegetation has already been planted around the swamp area by the landowner and is already well established, limiting the potential impacts of soil erosion and sedimentation on the watercourse. Plantations managed using best-practice can improve downstream water quality through effective drainage measures, reduced use of fertilizers and chemicals, reduced stormwater run-off and reduced impacts of wind erosion.

The applicant has acknowledged a low risk of soil erosion in the original application, and this risk would be managed by carefully aligning the planting mounds along the contours to slow surface water movement and establish erosion barrier drains on the firebreaks as required and distribute the runoff into the mounds. The applicant has requested that the firebreaks on steep slopes not be graded to mineral earth but maintained with grass cover to lessen the potential of erosion risk. This option is considered reasonable given the circumstances of the case and request by the applicant and additional wording is recommended as part of Condition 1.

DAFWA acknowledge that planting operations have the potential to cause excessive soil erosion due to mounding and interception of surface water, with firebreaks and access tracks similarly found to cause soil erosion if not carefully planned, and that a condition to deal with those operations may be necessary. DAFWA considers that the slope of the proposed plantation area of 16% is much less than what is regarded as safe maximum forestry operations and for retention of top soil. Dependent upon soil type, vegetative cover and rainfall intensity, there will be a risk of accelerated soil erosion during the establishment phases of the plantation if not carefully planned and the proposed planting on mounding 'on the contour' will be essential.

Grassed waterways and sediment traps could be incorporated into the development to manage runoff and sediments. Once canopy cover has developed, the risk of soil erosion will substantially diminish. An additional condition (Condition 12) has been included in the recommendation requiring the submission and implementation of a detailed Stormwater Management Plan to address soil erosion, stormwater and sedimentation control. DAFWA do acknowledge that replacement of pasture with plantation trees (once mature) will reduce run off.

Under the Soils and Landforms of the Manjimup Area study, produced by the former Department of Agriculture in 1992, the majority of the subject Location 3676 and the adjoining Location 3677 are identified as having 'Balingup' soils, with a smaller area containing 'Bevan' soils. Reference is also made to Wellington-Blackwood Land Resources Survey produced by the Department of Agriculture in 1996 that identifies land capability for the various soil types of the region.

Balingup soils are classified as well drained loamy soil, with good moisture and nutrient retention. Moderate slopes are prone to water erosion and steep slopes prone to landslips. The land is mostly good for grazing however there is a high risk of soil erosion if ground cover is not maintained. Broadscale cropping and horticulture is limited by potential risk of erosion and much land appears unsuitable for Bluegums due to insufficient soil depth. Bevan soils are classified as well drained gravel, with moderate to good moisture and nutrient retention. The land is identified as good grazing country, suitable for broadscale cropping, suitable for horticulture although water supply is limited and also good for commercial timber including Bluegums.

DAFWA suggest that the proposed Condition 6 (now proposed condition 7 under the recommendation submitted to this meeting) recommended as part of the original report to Council in July 2008 should be reinforced by reference to the relevant harvesting code of practice that should prescribe timing and weather conditions, buffers to waterways, access tracks, etc. The applicant has acknowledged compliance with the Code of Practice in the original application. An additional advice note has been included in the recommendation in relation to Condition 6 and

consideration given to the Code. DAFWA agree that Condition 6 as originally recommended should be adequate to meet Council's objective however a condition in relation to log landings and rehabilitation should be included. Although it is unlikely that any plantation tracks will need to cross a defined watercourse, additional wording has been included in the recommended condition of approval on this site.

### **Fire Risk and Management**

*Objection:* The proposed plantation will create a fire hazard in close proximity to the house on Location 3677. Bluegum trees produce long strips of peeling bark that can be carried a considerable distance by wind and cause spot fires in the nearby forests, whereas most native tree species do not have this affect. The access and response time in accessing the western portion of Location 3677 to fight a fire will be more difficult due to the proposed plantation and therefore it would be a disincentive to fight the fire. Our access route to Brockman Highway runs alongside and through the forest and trying to leave or enter the property during a severe fire would be more hazardous through a 'tunnel of trees'.

*Staff Response:* The house on adjoining Location 3677 is setback approximately 325 metres from the shared northern boundary of the subject lot. Under the Fire & Emergency Services Authority of Western Australia (FESA) Guidelines for Plantation Fire Protection 2001, a setback of 50 metres from plantations to existing structures is recommended. In addition, a further 50 metre reduced fuel area is recommended surrounding the structures on the adjoining property. As the revised plan now excludes planting in the north-eastern portion of the subject site, the dwelling on the neighbours' property is separated by 470 metres from any plantation trees and is considered an adequate buffer distance.

The FESA guidelines recommend a 15 metre wide firebreak along perimeter boundaries of a plantation or alternative location as agreed to by the Local Government. The plantation includes a 10 metre wide firebreak through the unplanted north-eastern portion of the site. In addition a 10 metre setback along portions of the eastern and northern boundaries of the property is proposed to serve as a firebreak, in accordance with the Shire Policy. The landowner of the subject lot has advised that the neighbours have an alternative escape route on the northern boundary of the Forest Conservation Area directly to Brockman Highway instead of travelling southwards to MacDonald Road, although this access is only useable during the dry summer months when the risk of fire is the highest.

Should Council wish to impose an additional firebreak setback along the eastern or northern boundary of the property to improve fire protection, then a 15 metre wide firebreak is suggested. Given the exclusion of planting in the north-eastern portion of the site, the potential fire risk has been substantially reduced.

The Shire's Community Emergency Services Manager agrees with comments in the Manjimup Issues Paper that plantations tend to burn in the first couple of years following planting and then have reduced fire intensity for a number of years if appropriately managed. Fire risk varies at different stages of the plantation growth. Plantation fires are generally not as intense as native forest fires. Overall the risks associated with tree crops are manageable, if appropriately designed with firebreaks,

setbacks, vehicle access, etc. Tree crops are required to be implemented and maintained in accordance with requirements of the Bush Fires Act and the Shire's annual Bush Fire Notice and most are designed and managed in accordance with the FESA Guidelines for Plantation Fire Protection discussed above.

The applicant has submitted a detailed Fire Management Plan (FMP) addressing critical management measures to reduce the risk of and action in the case of bush fire emergencies, as recommended in the FESA Guidelines. The FMP addresses firebreaks, access points, nomination onsite of three water points, and contributions toward district fire fighting equipment. The applicant comments that the proposed plantation has native forests on three boundaries and these areas could potentially be of more concern if a wild fire was approaching neighbouring properties. The native forest can also 'spot' hundreds of metres ahead of the fire front depending upon the ferocity of the fire and weather conditions.

The structures on adjoining Location 3677 are setback approximately 460 metres from the National forest to the north-west, 340 metres to the Forest Conservation Area to the south-east and 470 metres to the proposed plantation. The adjoining neighbour is at as much risk from bushfires burning the native bushland as from the proposed plantation and at least the applicant is responsible to actively address fire management and respond to bush fire emergencies affecting the plantation.

### **Water Supply and Quality**

*Objection:* Although water consumption of commercial plantations has varied research, evidence shows that plantation species draw significantly higher level of shallow groundwater than native trees and reduce the level of groundwater recharge by rainfall. For this reason the State government is investigating the need for water licences for commercial plantations however this proposal will probably pre-empt those licences. It is difficult to imagine that such a drawdown will not have a severe and accelerating impact upon the viability of the sheep farming enterprise on Location 3677.

It seems highly likely that the shallow groundwater is the exact reason why the plantation has been proposed for the steeper northern end of the property, rather than the flatter southern end where it would be far less likely to have adverse impacts on the adjoining property. The proposal will have a detrimental impact upon the wetlands along the creekline, water entering our dams and subsequently leaving them to join the Maranup Brook. Climate change it would appear has already had an impact with the creek drying up in the past two years.

It is not possible to demonstrate that the proposed plantation will definitely reduce the water supply to adjoining Lot 3677 and any adverse consequences, nor for the applicant to demonstrate the contrary. A compromise position is suggested for a 300-400 metre setback of the plantation from the shared boundary between Location 3676 and 3677, constituting the majority of the plantation area.

*Staff Response:* A swamp is located adjacent to the northern boundary of the subject lot and appears to be fed by a natural groundwater spring. This then flows along a natural creekline northwards through the adjoining property, eventually connecting with the Maranup Brook. The source of water for the spring may originate from deep underground or it may accumulate close to the surface and seep out at the nominated point.

The most recent comments from DAFWA indicate that the perennial spring is likely fed by groundwater discharge from upslope, with the catchment confined to the area between the two ridges. The presence of dolerite rock outcrops along the western ridgeline suggests that the spring exists because of shallow basement rock crossing the gully in which the spring sits. DAFWA acknowledge comments from both the landowner and the objector that the spring existed pre-clearing and concludes that the clearing of native vegetation caused an increase in recharge volume to the local groundwater system and expansion of the spring.

There seems to be a general acceptance that plantations intercept or prevent the flow of surface water across land and can significantly affect the amount of water that can be collected for intensive agriculture activities. This impact is difficult to quantify but also has not been adopted as a basis for opposing the establishment of Bluegum plantations. It is an important consideration that should be taken into account if established intensive agricultural operations within a priority agricultural area are potentially unable to continue due to reductions in available water. Importantly, intensive agriculture is generally classed as horticulture, viticulture or aquaculture. The objector operates a sheep farming enterprise on adjoining Location 3677 but this would not be regarded as intensive agriculture.

The applicant argues that the original proposed location of the plantation on Location 3676 was not chosen due to the perceived shallow groundwater. Rather the landowner chose this area as the soil type and topography made it less viable for cattle grazing and wishes to generate an income from this area. The applicant also contends that the land originally supported a dense stand of native trees and that the proposed plantation represents only a very small proportion of the overall catchment.

The Soil Commissioner from DAFWA agree that the neighbouring property may well be affected by the proposed plantation and as suggested in the Staff response to this objection presented to Council in July 2008, the replacement of shallow rooted pasture with deep rooted perennial vegetation with very high leaf area will inevitably reduce run off and groundwater recharge under the plantation area. The expected fall in the groundwater table beneath a plantation area will be largely confined to the foot print of the plantation and will not extend to any great distance away from it. DAFWA agree that the Staff advice given to Council in July 2008 regarding the 'right' of receive runoff from the neighbouring land is essentially correct and the proposed plantation is unlikely to have an effect on water quality unless the reduced runoff diminishes a dilution of an already saline stream flow. There is no anecdotal evidence that salinity is an issue in this area.

The Department of Water (Dow) is responsible for regulating surface water in licensed areas. In the past, the overall advice from State Government agencies concluded that tree crops assist to improve catchment management through controlling salinity and restoring water quality. For example, the level of fertilizers and chemical applied to tree crops are low in comparison with other crops, and nutrient run-off is therefore possibly lower than the existing grazing pasture. Water quality can be enhanced even further through the retention of riparian indigenous vegetation near watercourses or the replanting of indigenous vegetation near watercourses to create a buffer/filter.

In relation to water quantity, again DoW is responsible for ensuring that water quantity within watercourses and groundwater supplies is sustainable (economically,

socially and environmentally) and the key issue is the possible effect of tree crops reducing surface runoff to dams in horticultural areas. The Manjimup Issues Paper concluded that the former Department of Environment did not raise any objection relating to individual tree plantations or cumulative impacts of additional tree crops in the Shire of Manjimup. Advice was also provided to the Manjimup Shire that there is no landowner 'right' to receive water, from off-site, via non-defined watercourses. Even within defined watercourses, the Department of Environment advised that no guarantee can be given to the availability or quantity of water to landowners.

In their response to this application, the DoW confirmed that the Blueprint for Water Reform by the Federal Government's National Water Initiative is underway and will potentially seek to regulate large scale plantation forestry and that the DoW is developing a policy to address these plantations. Until this reform process is completed the DoW confirmed that it must operate under current legislation being the Rights in Water & Irrigation Act and the Country Area Water Supply Act. The land does not fall within a Public Drinking Water Supply Area or an area with clearing restrictions. Both Locations 3676 and 3677 contain a tributary of Maranup Brook, which is identified as an Aboriginal Site of Significance with cultural values.

As such the taking of water for commercial purposes cannot sensibly diminish stream flows or impact on the riparian rights of others, and groundwater extraction is subject to licensing. The proposed plantation does not seek to take surface water nor extract groundwater.

The DoW is not required to licence water use from tree crops or native vegetation where water is captured from overland flow. Water that is taken directly from on-stream dams or watercourses and is then used for commercial purposes does require a licence. The proposed plantation is therefore not subject to licensing nor the adjoining landowner for sheep farming as the land is not located within a designated catchment area.

A detailed hydrological analysis may confirm that the source of the spring is probably recharged by a combination of groundwater and surface runoff. Although it is considered likely that the plantation trees will have an impact on the surface runoff compared to the existing pasture, the impacts upon groundwater and water quantity into the spring are difficult to measure.

Council can through the Planning and Development Act 2005 and Town Planning Scheme No. 4, impose measures to provide the adjoining landowner with a level of security with regard to their current water quality and quantity. Consideration must be given to the WAPC Statement of Planning Policy 2.9 – Water Resources which supports and guides land use planning and assist protection, conservation, management and enhancement of the State's water resources.

Under this Policy buffer setbacks can be set based on a number of guiding principles but no quantitative formula has yet been developed to guarantee there will be no impacts upon water supply downstream. The proposed plantation plan includes a 20-25 metre buffer around the swamp, with an additional 10 metre firebreak separating the water from plantation trees and planting in the north-eastern portion of the lot and westwards of the spring has been excluded.

The DoW states its primary principle of protecting existing users and the applicant should demonstrate how the possible impact from the new land use is going to be

managed. The applicant seeks Council approval to have grassed firebreaks, will plant on mounds along the contours of the land, install stormwater controls and limit use of pesticides during unfavourable weather conditions.

DoW state that the Maranup Brook and the subject tributary must be protected from the impacts of the plantation and that the development adheres to the DoW Water Quality Protection Note – Vegetation Buffers to Sensitive Water Resources. The DoW does not support the proposed 10 metre firebreak buffer around the swamp, particularly where there is no supporting native vegetation and a 30 metre wide native vegetation buffer around the head of the watercourse swamp should be imposed. This native vegetation buffer should be planted to act as a filter for sediment movement and reduces runoff velocity, which in turn protects against erosion. This vegetation would provide a nutrient stripping function for fertilisers and assists protection from dust and spray drift during pesticide application.

The DoW recommends that the applicant prepares a hydrological assessment to determine the water impact of the proposal to address the concerns of Council and the other land owner. Furthermore, the swamp land on the northern boundary could be a wetland supporting important values and comments from the Department of Environment and Conservation (DEC) should be sought as the agency responsible for wetland protection. The DEC did not provide any comments in regard to this matter. In this regard it is recommended that a 30 metre native vegetation buffer be provided around the head of the swamp, with an additional 10 metre wide firebreak, separating the swamp by 40 metres from plantation trees.

The critical issue regarding water quantity requires further consideration by DEC and DoW through increased research including catchment modelling to determine possible future cumulative impacts of plantations. Plantation proposals need to be assessed against current locations within their sphere of influence and approved only where it can be demonstrated that there will be no negative impact on established intensive agricultural activities especially in areas of priority agricultural value.

DoW states that refuelling operations could be a source for contamination and should be located as far as possible from all water courses and within a bunded area. This is particularly important because of the topography of the site to protect against fuel spills and other contamination. As would be similarly applied to an extractive industry proposal, a designated bunded area for storage or refuelling should be nominated, to prevent contamination of the watercourse. An additional condition has therefore been included to address this issue.

DoW recommends that the plantation be located in the southern portion of the property for reasons of topography, access, fire safety and separation from the submitter's adjoining property and source of water. A single rotation of the plantation is suggested as an option by the DoW, or that the second rotation aligns with any new water protection guidelines, statutory water plans or water legislation. The report presented to Council in November 2008 recommended approval subject to a single rotation, essentially to enable monitoring of the impacts of the plantation on the subject spring. As the revised proposal now seeks to plant approximately 50% of critical north-eastern catchment, it is now recommended that approval be granted for two rotations.

Council recently considered two applications at its meeting of 24 April 2008 for re-establishment of Bluegum plantations in the Wandillup locality. An adjoining landowner raised concerns regarding the potential reduced flow of surface water into a nearby creek due to upstream plantations and that a buffer area on the lots should be imposed. Council resolved to grant approval to both of the applications (C.14/0408 and C.15/0408) subject to relevant conditions in accordance with the Plantations Applications Policy and did not impose any special conditions to address this issue.

The latest hydrological comments from DAFWA agree that Bluegums are known to be more profligate in their water use than endemic eucalypt species and the water consumption of a Bluegum plantation is likely to be greater than that of either the annual pasture or native vegetation that existed there prior to clearing for agriculture. DAFWA contend that under these conditions there is potential for the spring to cease flowing, either permanently or over the summer and autumn, should the whole catchment be planted. DAFWA indicate that CSIRO and DoW published research indicates that only where tree planting covers in excess of 70% of a surface catchment will groundwater levels be significantly reduced, and this impact is most pronounced on local-scale aquifers.

The catchment for the spring extends approximately 450 metres upslope to the MacDonald Road entrance to the property and that the whole of the catchment was proposed to be planted in the original application, excluding firebreaks and the MacDonald Road road reserve. Based on basic calculations the catchment has an approximate area of 15.7 hectares, excluding the current area of the swamp (see Attachment 11).

The original proposal sought to plant 12.5 hectares of trees in the catchment area. The revised proposal seeks to plant 7.1 hectares of Bluegums in Area A, and exclude plantation trees in Area B (5.94 ha) and part of Area C (0.2 ha). Within Area A, approximately 1.3 hectares of remnant vegetation is to be retained and has been included in the total planting area for the purposes of calculating vegetation coverage. Approximately 0.8 hectares of the catchment area is to remain unplanted along the road reserve.

Based on the DAFWA advice, groundwater levels will be significantly reduced where plantations cover in excess of 70% of the surface catchment. Application of this principle would translate to a required reduction in the planting area in the north-eastern portion of the lot by approximately 2.7 hectares as recommended to Council in November 2008. The revised plan however provides for the 8.3 hectares of plantation and native vegetation within the catchment area, representing 52% of vegetation cover. This catchment area importantly excludes the area of the swamp (estimated to be 1.8 hectares) and if included the planted area would represent only 45% of the catchment area.

Importantly, the application currently complies with the Plantations Applications Policy and any further reduction in planting area or additional conditions for revegetation around the swamp and stormwater management plan may be subject to appeal. The revised plan and recommended conditions are considered to be practical solutions given the issues, agency advice and statutory framework.

## **Native Vegetation**



*Objection:* Plantation trees such as Bluegum do flower and produce seeds and can disperse via a variety of means, germinating nearby private land and native forests. Commercial plantation trees have the potential therefore to become escapee weeds and are highly undesirable for obvious reasons. The subject site adjoins the Dalgarp National Park and a small forest conservation area but they are not currently managed effectively to prevent the spread of escaped plantation trees.

In accordance with Department of Environment and Conservation guidelines for separation of seed trees, a 100 metre buffer should be applied between the plantation and the boundaries of the subject lot to limit the weed invasion of plantation trees. The plantation manager should also be responsible for ongoing weed control in nearby forest and conservation areas for a number of years following plantation harvest.

*Staff Response:* Plantation tree species are known to escape plantation crops with these 'wildings' germinating on nearby pasture land, road reserves or within native forest areas. The proposed 10 metre firebreak around the perimeter of the site represents the necessary setback required under Council's Plantation Applications Policy, and no additional setback has been deemed necessary under the Policy to prevent the escape of plantation species. The management of adjoining National or State forests to limit germination success of wildings should be addressed between the applicant and the Department of Environment and Conservation (DEC) and is not regarded as a valid planning issue.

The DEC suggests that the proponent should provide a commitment to ensure that seedlings/wildings do not establish in the adjoining National Park and State Forest areas. The applicant in their latest correspondence has acknowledged that the DEC is the responsible agency for the management of native forests however an additional advice note has been included in the recommendation.

The DEC also recommended that the creeklines within the property should be protected by the use of buffers and appropriate management practices, addressing the use of chemicals and appropriate fire activity. Condition 13 of the recommended approval requires the establishment of a 30 metre native revegetation buffer around the perimeter of the swamp, and Condition 5 also requires protection of vegetation in close proximity to watercourses. The exclusion of planting in the north-east of the site will reduce the potential for wildings escaping the property in the Forest Conservation Area or along with the creekline. The DEC confirm that a clearing permit is required to clear any remnant vegetation on the property however the application seeks to retain all existing remnant vegetation and a clearing permit would not therefore be required.

### **Additional Potential Hazards**

*Objection:* The proposed plantation will require the use of residual herbicides and will likely be washed into the wet area on the northern boundary of the subject lot, and into downstream dams and the Maranup Brook. These herbicides could also drift into Location 3677 and damage the established wildlife corridor and pasture. Should approval be granted measures such as a bond should be imposed to prevent damage to the adjoining property.

Plantations risk creating a mono-culture and encourage pests that could attack native forest or the tree crop itself. The plantation manager is unlikely to take

effective measures to reduce the impact on adjoining forests and will likely use pesticides onsite to rescue the potential value of the tree crop. This would create 'collateral damage' on the forest conservation areas and on affected parts of adjoining Location 3677, and Council should prohibit the use of pesticides. The likely drift of aerial spraying in the future will impact revegetation areas and pasture on Location 3677 and adjoining forests. The plantation manager is also likely to shoot or poison large native fauna such as kangaroos and wallabies should they damage the crop trees and this practice is unacceptable.

*Staff Response:* The applicant acknowledges that careful management is needed as there is a minor annual stream that originates within the plantation area (ie. swamp) and a 6 metre pastured buffer either side of the watercourse will be maintained. Herbicides and fertilisers will not be applied within this buffer (other than spraying of firebreaks to within no less than 1 metre of the watercourse), or adjacent to the watercourse when the stream is flowing strongly or heavy rain is imminent. Pesticides will not be applied within 30 metres of a watercourse at any time.

The applicant has also advised that an Environmental Systems Coordinator is employed to identify a representative sample of the most sensitive waterways on plantations being established each year and that a formal water monitoring program (for chemical contamination and turbidity) is then implemented, to assist evaluation and improved plantation management practices. In addition, perennial weeds such as kikuyu and dock weed will be targeted with herbicides, insects such as spring beetles and grasshoppers targeted with pesticides, and vermin such as rabbits and 28 parrots will be targeted respectively with baits or shooting as required.

The applicant contends that their plantation contractors are very responsible using chemicals and only use chemicals registered for plantation use or permitted by the National Registration Authority. The use of both herbicides and insecticides minimises with the age of the trees and mainly used in the first two years of planting. The applicant's contractors follow the management practices listed below in relation to application of chemicals:

- All spraying contractors to be licensed through the Department of Health
- Notifying adjoining neighbours of any spraying operations that are to be carried out
- Complying with any State laws in relation to the application of chemicals
- Complying with the Code of Practice for Timber Plantations in Western Australia
- Chemical application is via ground based machines but the right to use aerial spraying as a management tool for controlling severe events

The risk posed by chemicals applied on tree crops is low provided that landowners/operators adopt best practice. As a comparison, tree crops have very low usage compared to vineyards whereas vineyards do not require planning approval. Most Bluegum plantations only use one insecticide for the first four years and tend not to spray after five years because of poor cost benefit. In relation to aerial overspray, sprays generally break down quickly, however the evidence of off-site impacts is very difficult to measure.

Although the DEC acknowledge that chemical use in close proximity to creeklines should be appropriately managed, the control, management and use of pesticides, insecticide, herbicides, fertilisers, poisons, is the responsibility of the Department of Agriculture and Food Western Australia (DAFWA) and the Health Department of WA. DAFWA acknowledge that the applicant is permitted to use any agricultural chemical

consistent with its registration label and a code of practice has been developed to minimise fallout between neighbouring land owners over this issue.

The shooting of native fauna is the responsibility of the DEC however the applicant has confirmed that kangaroos and wallabies cause no damage to plantation trees and do not therefore need to be managed.

Existing legislation, other than the Planning and Development Act 2005 and Town Planning Scheme No. 4, specifically and more effectively addresses the use of chemicals and pest management and the planning system is not considered the appropriate mechanism to address the appropriateness of these activities. These issues though are triggered by the proposed land use and consideration is needed on the appropriateness of the activity in light of the issues raised by the submitter.

### **Conclusion**

The revised proposed plantation seeks to take advantage of existing cleared pasture land and change the use of the land from grazing to timber cropping, both acceptable forms of agricultural. Existing native paddock trees are to be retained and existing watercourses are to be protected.

The detailed consideration of this proposal has addressed a range of issues, centred essentially on natural resource management and any potential impacts on surrounding land and natural assets such as forests and waterways. Consideration has been given to the importance of the natural spring at the northern boundary of the property and advice sought from relevant government agencies.

Based on this advice strict conditions of approval have been recommended including a revegetation buffer around the spring, a required stormwater management plan, a nominated refuelling area, but more importantly the applicant has attempted to address the concerns of the neighbour by excluding 6.1 hectares of planting in the north-eastern corner of the site.

The recommendation presented to Council 2008 differs from the new recommendation insofar as approval for the 76 hectare plantation is supported without a reduction in planting in the north-eastern corner of the site and two rotations instead of only one are supported.

Noting the concerns of the objector and given the details provided by applicant in the revised proposal, it is recommended that Council grant planning approval for the proposed plantation, with additional conditions imposed addressing fire management, soil erosion and water catchment protection.

### Statutory Environment

Clause 4.3.2 of Town Planning Scheme No. 4 states:

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

*Council’s Policies will therefore be to:*

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

Clause 7.6.4 of Town Planning Scheme No. 4 states:

*“A Town Planning Scheme Policy shall not bind the Council in respect of any application for Planning Approval but the Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.”*

#### Relevant Legislation

- Planning and Development Act 2005
- State Administrative Tribunal Act 2004
- Rights in Water and Irrigation Act 1914
- Environmental Protection Act 1986
- Aerial Spraying Control Act 1966
- Agricultural produce (Chemical Residues) Act 1983
- Tree Plantations Agreements Act (1983)
- Health Act 1911
- Soil and Land Conservation Act 1945
- Bush Fires Act 1954
- Forest Products Act 2000

#### Policy Implications

- Shire of Bridgetown-Greenbushes Plantation Applications Policy
- Shire of Bridgetown-Greenbushes Natural Environment Strategy
- Shire of Shire of Bridgetown-Greenbushes Local Planning Policy - Managing the Natural Environment
- WAPC Warren-Blackwood Rural Strategy
- WAPC Warren-Blackwood Regional Strategy
- WAPC Statement of Planning Policy 2.5 - Agriculture and Rural Land Use Planning
- WAPC Statement of Planning Policy 3.9 – Water Resources
- WAPC Farm Forest Policy
- WAPC/FESA Guidelines for Plantation Fire Protection Policy

#### Strategic Plan Implications

The Environment Strategy seeks *“To preserve and enhance the unique natural and built environment of the Shire.”* Task 5 (Priority 4 rating) requires the Shire to *“have regard to the potential impact on the natural environment in Council’s decision-making processes.”*

### Budget Implications

Should Council resolve to determine the application by way of refusal or impose recommended additional conditions and the applicant seeks review through the State Administrative Tribunal, legal costs would be incurred in defence of such decision.

As the proposed planting area has increased from 38.7 hectares to 76 hectares, an additional application fee of \$140.62 is required, in accordance with the 2008/2009 Budget – Schedule of Fees. This fee has been calculated at 0.29% of the estimated cost of the developed at a ratio of \$1300 per hectare of planted area, in accordance with fees under the Planning and Development (Local Government Planning Fees) Regulations 2000, recently increased on 10 October 2008.

### Delegated Authority

Nil. Council approval is required as an objection has been received and Shire Officers do not have delegated authority to approve the application.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

### Ecological Equity

The proposed plantation has the potential to impact upon water quality and quantity of the spring located at the northern boundary of the property, and likewise downstream flow. Climate change and a falling rainfall may have a cumulative impact on water resources and survivability of plantation trees. The planting of non-native plantation trees has the potential to create a mono-culture on the property and a risk of wildlings establishing on adjoining private land and forest areas. The recommended conditions requiring stormwater management and revegetation buffer planting will limit potential impacts of the plantation proposal.

Cultural Equity – Not applicable

Risk Management – Not applicable

### Continuous Improvement

Consultation with State government agencies and further consideration of natural resource management issues has allowed for detailed consideration of current Shire policies and assessment criteria, which may lead to a formal review of the Shire's Plantation Applications Policy for future applications.

Voting Requirements – Simple Majority

### **Moved** Cr DeVaney, Seconded Cr Moscarda

1. That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the revised proposal for Afforestation – 69.7 ha Eucalyptus globulus (Bluegum) and 6.3 ha Eucalyptus smithii (Gully Ash) Plantation on Location 3676 MacDonald

Road, Maranup as per Attachments 2 and 3, subject to the following conditions:

- i. Planting to be in accordance with the submitted plan, unless specifically otherwise stated by the following conditions.
- ii. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.
- iii. That where evidence of noxious weeds exists, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.
- iv. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.
- v. Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.
- vi. Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.
- vii. Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.
- viii. All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.
- ix. The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
- x. The plantation is approved for two rotations only. Any additional rotations or modifications to the approved plan will required a separate planning approval.
- xi. A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.
- xii. Submission and implementation of a Stormwater Management Plan for the north-eastern cell on planting only, in accordance with the Department of Water (DoW) guidelines, prior to the commencement of planting. The Plan should address measures to address soil erosion, stormwater run off and

- sedimentation control, to protect any local waterways, to the satisfaction of the Shire of Bridgetown-Greenbushes.
- xiii. Submission and implementation of a Revegetation Plan for creation of a 30 metre wide native vegetation buffer around the perimeter of the swamp adjacent to the northern boundary, to the satisfaction of the Shire of Bridgetown-Greenbushes. In this regard, a plan is to be submitted for Shire approval and implemented, using local indigenous species only, prior to the commencement of plantation species planting.
- xiv. Provision and maintenance of a refuelling/storage station, within an earth bund to contain any potential spillage, in a location as far as practicable from sensitive watercourses, to the satisfaction of the Shire of Bridgetown-Greenbushes.

Advice Note: In relation to Condition 2 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.

Advice Note: In addition to Condition 4, an acceptable alternative to the dams would be the installation of strategic fire fighting water tank in a central location adjoining a constructed firebreak, prior to commencement of planting. The tank is to have a minimum capacity of 20,000 Litres and to be constructed of 'Zincalume' or 'Colorbond' materials with the location to be approved prior to construction. The tank is to be filled with water and thereafter maintained and fitted with a 2.5 inch female camlock coupling.

Advice Note: In relation to Condition 6, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.

Advice Note: In relation to Condition 13, the 10 metre wide perimeter firebreak is to be located between the plantation and the buffer area.

Advice Note: The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.

Advice Note: As recommended by the Department of Agriculture and Food WA, the planting of tree species as an alternative to Eucalyptus globulus (Bluegum) trees should be considered.

Advice Note: The applicant is to liaise directly with the Department of Environment and Conservation to ensure seedlings/wildlings do not establish in the adjoining Dalgarp National Park and Forest Conservation Area.

2. That Area 1.01 on the WAPRES Plantation Operations Base Plan to be left unplanted.

**Amendment** Moved Cr Pratico, Seconded Cr Korver  
That conditions 12, 13 and 14 be excised from the motion.

**Carried 7/0**

**The Amended Motion becomes the Substantive Motion, the Motion was Put**

Moved Cr DeVaney, Seconded Cr Moscarda

1. That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the revised proposal for Afforestation – 69.7 ha Eucalyptus globulus (Bluegum) and 6.3 ha Eucalyptus smithii (Gully Ash) Plantation on Location 3676 MacDonald Road, Maranup as per Attachments 2 and 3, subject to the following conditions:
  - i. Planting to be in accordance with the submitted plan, unless specifically otherwise stated by the following conditions.
  - ii. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.
  - iii. That where evidence of noxious weeds exists, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.
  - iv. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.
  - v. Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.
  - vi. Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.
  - vii. Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.
  - viii. All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.
  - ix. The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.
  - x. The plantation is approved for two rotations only. Any additional rotations or modifications to the approved plan will required a separate planning approval.



- xi. A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.

Advice Note: In relation to Condition 2 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.

Advice Note: In addition to Condition 4, an acceptable alternative to the dams would be the installation of strategic fire fighting water tank in a central location adjoining a constructed firebreak, prior to commencement of planting. The tank is to have a minimum capacity of 20,000 Litres and to be constructed of 'Zincalume' or 'Colorbond' materials with the location to be approved prior to construction. The tank is to be filled with water and thereafter maintained and fitted with a 2.5 inch female camlock coupling.

Advice Note: In relation to Condition 6, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.

Advice Note: As recommended by the Department of Agriculture and Food WA, the planting of tree species as an alternative to Eucalyptus globulus (Bluegum) trees should be considered.

Advice Note: The applicant is to liaise directly with the Department of Environment and Conservation to ensure seedlings/wildlings do not establish in the adjoining Dalgarp National Park and Forest Conservation Area.

2. That Area 1.01 on the WAPRES Plantation Operations Base Plan to be left unplanted.

**Lost 2/5**

*Crs Moore, Pratico, Korver, Hodson and Southwell voted against the Motion*

**Council Decision Moved Cr Hodson, Seconded Cr Pratico**

**C.8/1208 That Council note the submissions received from the adjoining landowner and State Government agencies, and grant Planning Approval for the revised proposal for Afforestation – 69.7 ha Eucalyptus globulus (Bluegum) and 6.3 ha Eucalyptus smithii (Gully Ash) Plantation on Location 3676 MacDonald Road, Maranup as per Attachments 2 and 3, subject to the following conditions:**

- 1. Planting to be in accordance with the submitted plan, unless specifically otherwise stated by the following conditions.**
- 2. Compliance with the Shire of Bridgetown-Greenbushes Firebreak Order excepting that the fire break in the north east corner and adjacent to the northern boundary of the plantation may be planted with pasture and thereafter maintained, to the satisfaction of the Shire of Bridgetown-Greenbushes.**
- 3. That where evidence of noxious weeds exists, a spraying program is to be conducted prior to planting. Spraying procedures are to be conducted in accordance with the Code of Practice for Timber Plantations in Western Australia.**
- 4. All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the**

*plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network.*

5. *Intact native vegetation within 20 metres of a permanent stream, swamp, or body of permanent water, and within ten metres of a temporary stream or drainage line should be retained to prevent sediment movement into water bodies.*
6. *Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that water quality values are not compromised. Water quality should be protected by careful planning and control of the location and timing of machine operations during the site preparation and harvesting with the aim of minimising both disturbance of the water course itself and the chance of soil being transported into the water course.*
7. *Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impact on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment. Log landings and rehabilitation of the watercourse with native species must be addressed to the satisfaction of the Shire of Bridgetown-Greenbushes.*
8. *All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points, plantation exits and any no through roads.*
9. *The Shire is to be notified in writing of future harvesting at least 3 months prior to harvesting commencing to enable the inspection of roads prior to harvesting.*
10. *The plantation is approved for two rotations, other than area 1.01 which will only be for a single rotation. Any additional rotations or modifications to the approved plan will required a separate planning approval.*
11. *A copy of the fire control plan, including details showing water source(s) and firebreaks, is to be installed at the entrance to the property.*

**Advice Note:** *In relation to Condition 2 the applicant is advised that the Shire of Bridgetown-Greenbushes Firebreak Order is subject to annual review and as such it should not be assumed that the standards contained therein will remain constant during the duration of the planting. All plantings are to comply with the Shire's Firebreak Order irrespective of detail shown on the approved plan.*

**Advice Note:** *In addition to Condition 4, an acceptable alternative to the dams would be the installation of strategic fire fighting water tank in a central location adjoining a constructed firebreak, prior to commencement of planting. The tank is to have a minimum capacity of 20,000 Litres and to be constructed of 'Zincalume' or 'Colorbond' materials with the location to be approved prior to construction. The tank is to be filled with water and thereafter maintained and fitted with a 2.5 inch female camlock coupling.*

**Advice Note:** *In relation to Condition 6, consideration should be given to the "Code of Practice for Timber Plantations in Western Australia" in addressing management of the plantation.*

**Advice Note:** *The applicant is advised that pursuant to the Local Government Act, the Shire will seek to recover the cost to repair excessive wear or specific damage to the local road network caused during harvesting.*

**Advice Note:** *As recommended by the Department of Agriculture and Food WA, the planting of tree species as an alternative to Eucalyptus globulus (Bluegum) trees should be considered.*

**Advice Note:** *The applicant is to liaise directly with the Department of Environment and Conservation to ensure seedlings/wildlings do not establish in the adjoining Dalgarpur National Park and Forest Conservation Area.*

**Carried 7/0**

7.21pm T Clynch vacated the meeting

7.22pm T Clynch returned to the meeting

<b>ITEM NO.</b>	C.10/1208	<b>FILE REF.</b>	R40977, R20760
<b>SUBJECT</b>	Proposed Change of Vesting of Reserve 40977 to Archery Range		
<b>PROPONENT</b>	Shire of Bridgetown-Greenbushes		
<b>LOCATION</b>	Reserve 40977, Location 13314 Rifle Range Road, Wandillup		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	9 December 2008		

- Attachment 17 - Locality Plan/Aerial Photograph of Reserve 40977
- Attachment 18- Letter of Request
- Attachment 19 - Schedule of Submissions
- Attachment 20 - Submissions
- Attachment 21- Locality Plan/Aerial Photograph of Reserves 20760 & 33972
- Attachment 22 - Photographs of Boyanup Field Archery Range

**OFFICER RECOMMENDATION:** *That Council:*

1. *Notes the issues raised by submitters and Staff responses in the Schedule of Submissions as per Attachment 19 and resolves to not support the change in vesting from 'Gymkhana Grounds' to 'Archery Range' of Reserve 40977, Location 13314 Rifle Range Road, Wandillup, given the topographical constraints of the site, proximity to Rifle Range Road and the potential safety risk to recreational visitors.*
2. *Request the CEO to report back to Council by June 2009 on the potential recreational uses or otherwise of Reserve 40977, with an emphasis given to conserving the environmental assets of the land.*
3. *Request the CEO to report back to Council by February 2009 on the potential options for access through Reserve 40977 for the landowners of Location 11852.*
4. *Council generally supports the change of vesting from 'Gravel and Sand' to 'Recreation and Camping – Archery Range' for Reserve 20760, Lot 11849*

Chief Executive Officer and Shire Councillors

Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown WA 6255

17<sup>th</sup> May 2023

Re: Plantation proposal by WAPRES/Rowan-Robinsons on Nelson Loc. 3676: second rotation

Dear Mr Clynych and Councillors,

We have this year provided two objections to this proposal, and numerous others in 2008 when the proposal first appeared. The first two should now be available to Councillors. They are lengthy and we understand that Councillors are busy. The following is therefore a summary, mostly consisting of assertions without evidence. The evidence to support those assertions is provided in the longer statements. I urge Councillors to read them carefully and to contact me for any clarification or additional evidence. This might seem a small matter to you, but it is very important to us.

In 1977 we bought an over-cleared, over-grazed and over-priced partly-fenced paddock. It was close to native forest and it had fresh running water flowing in substantial quantities from a spring on its southern boundary to a small slightly leaky dam at the northern end of our farm and on into Maranup Brook. Even in late March after a dry summer, that dam was overflowing. On that basis, we bought the land. Over 40 years, we made it our home. An additional dam was built near the spring. Water continued to flow year-round. We used a small proportion for our farming and household uses, making no apparent impact on the quantity of water flowing into the Maranup Brook.

In 2008, WAPRES and Rowan-Robinsons (the proponents) proposed to plant 38 hectares of high-density mainly blue gum plantation on the northern half of Location 3676, adjoining our southern boundary. Some 17 hectares of this is the catchment for the spring that provided our water. We objected strongly on the grounds that this was very likely to dry up our water supply. We provided scientific and anecdotal evidence that this would happen. Two government departments provided confirmation and proposed conditions and advice to Council.

In due course, Council approved a plantation of 76 hectares, covering most of Loc. 3676 – twice the area originally proposed – and allowing two rotations of plantations on most of that area. On the 17 ha catchment of great concern to us, the proponents agreed to leave about half unplanted. Initially only one-third (about 5.2 ha) was left unplanted. Council put a condition on the remainder of that catchment that only one rotation would be permitted, so that the impact of the plantation could be assessed before any second rotation was approved. This took place in 2008. Council largely ignored the scientific evidence, the authoritative predictions of the consequences, and the advice from government agencies.

The plantation went in. In addition, the owners of Loc. 3676 planted most of the 5.2 ha portion that was to be left unplanted, putting in dense eucalypt plantation and tagasaste, in apparent contravention of the undertaking given to Council.

The effects on our water supply were exactly as predicted - destruction. Our dams, once filled to capacity and overflowing year-round, now barely fill in the case of the southern and more important one, and in both cases are essentially well-built dry holes in the ground by the onset of summer,

when they would of course be useful. We have had to spend a lot of money, do a lot of work, and suffer a lot of anxiety over 14 years. It would all have been unnecessary without the plantation, which of course had no benefit for us.

Now the proponents are back, seeking a second rotation. The covering letter from WAPRES seeks to persuade you, the Councillors, that the plantation has not caused the destruction of our water supply. Their approach is much like that of the tobacco industry, denying or misusing evidence and seeking always to cast doubt, to persuade that some highly unlikely alternative just might be true. They provide statements which are true, but which are frequently irrelevant or misleading or both. They quote a report that **they** commissioned in 2009, a mere **desktop** study (two reasons to question the value of the report) and, based on weak statements of possibility, WAPRES reach a feeble and illogical conclusion. They provide numbers, some of which are somewhat accurate if largely irrelevant and useless, but then gravely misinterpret them, trying to make it appear that declining rainfall due to climate change is actually responsible for the destruction of our water supply. WAPRES try to make you believe the rainfall decline has been **28 times** worse than it has been in reality. This is simply so implausible as to verge on outright dishonesty. The possibility exists, of course, that this is all, rather than an attempt to mislead, due to incompetence, which is in evidence in some parts of the two proposals they have put up this year.

If it isn't the plantation using all the water, the smart money would be on the tooth fairy! In my longer 2023 submissions, I provide accurate numbers, interpreted with mathematical honesty, to show that the WAPRES claims are entirely unjustified. The **fire hazard** should also be explored.

These matters are explained in detail in our longer submissions, particularly the one dated 13<sup>th</sup> April 2023. Once again, I beg Councillors to read them carefully and to contact me for any additional explanation. I would welcome site visits so you can see for yourself what has been inflicted on us.

**Please reject the application for the second rotation.**

**Please also enforce the 2008 undertaking to leave the rest of the 17 ha catchment unplanted.** This must of necessity include killing the coppicing stumps and self-sown blue gums left from harvesting the plantation, because otherwise the damage to us will simply continue while the proponents continue to reap the rewards. Even with this action, I believe it is likely that our water supply will take several years to recover, because the water table supplying the spring has been so heavily depleted. The quality of the water might also be reduced (becoming more saline than originally) for some years.

I believe we have suffered enough harm while others profited. I resent their attempts to cover up what they have done so they can continue to cause harm here and elsewhere. The blue gum industry knows a nasty fact about itself that it doesn't want you to know and it certainly doesn't want people to talk about because then their behaviour might be curtailed: high-density blue gum plantations use very large quantities of water, far more than the native forests of this area, and they have severely detrimental impacts on ground water and on stream flow.

Council now has the opportunity to redress the things that were done to us in 2008 and over the ensuing 14 years. I hope the opportunity will be taken up.

Chief Executive Officer and Shire Councillors

Shire of Bridgetown-Greenbushes

PO Box 271

Bridgetown WA 6255

12<sup>th</sup> March 2023

Dear Mr Clynych and Councillors,

We have recently received from you an invitation to comment on a proposed second rotation of a eucalypt plantation on part of Nelson Location 3676 Brockman Hwy, Maranup. We own the property Nelson Location 3677, which adjoins the north side of the proposed plantation.

We request that Council reject the application.

### **BACKGROUND**

We purchased our 100 acre farm in the late 1970s as a largely bare paddock unfenced on the northern boundary. There was a small leaky dam, fed via a long very wet area extending from a swampy area on our southern boundary. Despite the leakiness of the soil that forms the bottom of the dam, it overflowed year-round and drained into Maranup Brook. Water testing in the early or mid-1980s showed the water to be very low salinity, well within drinking water requirements for human consumption. There were no buildings or internal fences. That permanent fresh water supply, coupled with the proximity to what is now Dalgarpur National Park and the small amount of native vegetation that remained, was the principal reason that we bought the land.

In 1981 we moved to this Shire, renting a house until we were able to complete our own house. We moved here in 1984. Since that time, we have built a shearing shed and two other sheds, internal fencing and a dam close to our southern boundary and bred up a flock of merino superfine wool sheep. It is a small operation by many standards but our wool has achieved among the highest prices at a number of auctions over the years. Our land has been our home and the centre of our lives for forty years. That southern dam for many years, until the plantation dried it up and rendered it useless, provided all our domestic and agricultural needs except for drinking water for humans, which we collected from the roof of our house. Since the plantation was established, we have been forced to make significant and expensive changes in order to retain our farm and way of life.

### **THE ORIGINAL PLANTATION PROPOSAL**

**The information in this section applied to the original plantation proposal. It remains equally valid and important in relation to the current proposal.**

In May 2008 we were notified by the Shire Council of a proposal by the owners of Location 3676, G & M Rowan-Robinson (referred to hereafter as “the proponents”) to plant a mixed eucalypt plantation adjacent to our farm. We objected to the proposal on a number of grounds and particularly to a small part of the proposal, the section closest to our property, in a letter to Council dated 19<sup>th</sup> June 2008. Our concerns covered a range of matters including the potential for soil

erosion; the increased fire risk caused to us by having a plantation within about 300 metres of our house; the increased risk of spot fires resulting from the bark-shedding habit of bluegums; the difficulty of access for firefighting; the significant reduction in safety if we wished to evacuate due to fire; the likelihood of exotic trees becoming established in the adjacent national park; and the possibility of spray drift resulting from potential application in the plantation area of herbicides and pesticides.

Our primary objection, however, was based on the almost certain impact that the plantation would have on our water source. There was at that time already a very clear understanding of the effect of plantations of even relatively low stem density on ground water recharge. A paper produced by the WA Government noted that at the Gngangara Mound there was no recharge at all. We noted the experience of a local tree grower, Mr David Jenkins, of tree planting producing significant changes in stream flows and of having completely dried up a spring. We referred to local anecdotal evidence of recent bluegum plantations producing the same impacts.

Over the next six months or so, we continued to oppose the small part of the plantation proposal which we feared would affect us adversely. Council itself received advice (dated 27 August 2008) from the WA Commissioner of Soil and Land Conservation that, "Water supply on the neighbouring property may well be affected by the proposed plantation". An email from Carol Anderson of the WA Department of Water (DoW) (dated 6 October 2008) made numerous important suggestions and recommendations, including:

(a) pointing out that Council could "provide downstream users ... with a level of security with regard to their current water quality and quantity";

(b) "The question should be asked of the applicant – how is their impacts, or possible impacts, from the new land use going to be managed."

(c) "If the hydrology of the site is not known and this information is not provided as part of the application, a hydrological assessment should be undertaken, particularly when an application has not been supported by water impact information. The onus lies with the applicant to provide sufficient information and advice, with supporting data (best information available) to support their application and to address Council and other land owners concerns."

(d) "The DoW's primary principle is protection of existing users. It is difficult to account for future use, however existing uses can be managed. Protection for existing users is that the proponent will need to make good any negative impact on existing users."

Council chose to ignore those suggestions, but we believe those matters should be revisited. For example, it is possible that some legislative changes foreshadowed in the email have now occurred. The short time available to us to comment on the current proposal has not allowed us to investigate these and other matters. In the years since, there has been a very clear negative impact on the existing users and there has been no attempt whatever by the proponents to "make good" those impacts.

We referred the matter to the EPA to request an assessment, but this was rejected for a variety of reasons. The assessor who came to examine the site did, however, tell me in conversation that it was highly likely that the plantation would dry up the water.

Dr Paul Raper, a hydrologist in the WA Department of Agriculture and Food, provided comment on the proposal in question to Council in a letter dated 29 October 2008 in which he made the following highly significant points:

- (a) "The location of the spring, in a mid-slope position, and the fact that it flows all year round in most years strongly suggests that it is feed [sic] by groundwater discharge from upslope."
- (b) "... the topographic contours suggest that the catchment for any groundwater discharging at the spring is the area stretching south-east from the spring between two ridge lines that converge approximately 400 metres upslope." [NOTE: This is the area shown as 1.01 in the WAPRES map dated 4/12/2008 provided as part of the original plantation proposal, and some or all of the area described as Compartment 1.01 in the new proposal. The map provide by WAPRES for the current (2023) proposal is unclear, although there is obviously considerable overlap with the area of interest to us, and at the time of this writing clarification is being sought by Mr Leigh Guthridge on behalf of Council. The time limit on lodging an objection to the current proposal means we cannot wait for this clarification.]
- (c) "Research ... indicates that only where tree planting covers in excess of 70% of a surface catchment will groundwater levels be significantly reduced. Furthermore, this impact is most pronounced on local-scale aquifers (groundwater flow lengths of several kilometres or less). In this instance, it appears that the catchment for the spring in question extends for only 400 to 500 metres upslope and that the whole of the catchment is to be planted. Therefore groundwater levels under the plantation will fall significantly and discharge is likely to be affected."
- (d) "Blue gums are known to be more profligate in their summer and autumn water use than endemic eucalypts. ... The water consumption of a blue gum plantation therefore is likely to be greater than that of either the annual pasture they are replacing or the native vegetation that existed there prior to clearing for agriculture. Under these conditions it is reasonable to expect that groundwater discharge via the spring in question will be significantly reduced as a consequence of the proposed plantation. There is a real possibility that groundwater discharge could cease entirely."

In addition to the above, the late Mr J.L. Frith, at the time a farmer, strong advocate of farm forestry and a former agricultural scientist, as well as the late Mr Neil Giblett, a locally-born spray contractor with a very wide knowledge of the local area, spoke to Council on our behalf to confirm those expectations based on extensive local observations. We tried negotiation, we even tried to purchase the part of Location 3676 which is the catchment in question, we tried to have part or all of the relevant catchment excluded from approval.

### **COUNCIL'S DECISION**

A prolonged period of argument and counter-argument followed, much of it behind the scenes, some in writing, and some in Council's public presentation times. I wish to acknowledge here the assistance of Councillors DeVaney, Moscarda, Moyes and (the late) Gerry Cartmel. In similar but less happy vein, we remember too the outright hostility of Councillors Southwell and Pratico in particular and to a lesser degree of at least two other Councillors. Our assessment of their behaviour, and a suggestion that three Councillors should abstain from voting on the matter due to a plausible



conflict of interest, were set out in a letter to Council dated 4<sup>th</sup> November 2008. We never received a reply and certainly did not succeed in the abstention proposal.

The decision to approve the plantation was taken at the Council meeting of 23<sup>rd</sup> December 2008. At the conclusion of that meeting, we believed that we had achieved two small concessions from the proponents. The first of these was that only a single rotation was approved for Area 1.01, and that is the reason for the current application from WAPRES and the Rowan-Robinsons. The second concession was that only about half of Area 1.01 would be put under plantation. This impression was confirmed by an article which appeared in the Manjimup-Bridgetown Times dated January 14, 2009: "ALL seven Councillors ultimately voted to allow an increase in the size of the plantation, from 38.5ha to 76ha, but to restrict planting near the spring to one rotation and to reduce the area planted near the neighbours' catchment from 85% to 45%."

### **THE ON-GOING IMPACTS AND THEIR RELATION TO THE CURRENT PROPOSAL**

Our options were now exhausted and we could only hope that the limit of 45% planting of the catchment would prevent the complete destruction of the water supply to our dams. In 2009, the trees were planted on Location 3676, leaving unplanted most or all of the north-east corner of the location. This was as we expected

At some point within the next year or two (I lack a specific record of when this was), most of that unplanted area was in fact densely planted with a mix of non-native eucalypts and tagasaste. Grazing of cattle by the proponents resumed once the seedlings had grown enough to be safe and continues to this day, including right down to the area of the spring, an area once referred to by the proponents as "the swamp", although this is no longer a suitable description. I believe (but have no certain knowledge) that the trees in the area discussed in this paragraph are owned by the Rowan-Robinsons and not by WAPRES, and thus are not part of the plantation approval granted by Council. This means that they cannot be regarded as part of the approved first rotation and therefore cannot be the subject of an application for a second rotation.

As indicated above, the map provided by WAPRES in relation to the current application is unclear, and we do not have time to wait for the clarification being sought by Mr Guthridge on behalf of Council.

We prepared as best we could for the expected impact. At a cost of several thousand dollars, we engaged a competent earthmoving contractor, who reconstructed the walls of our dams and did as much as he could to improve the sealing of the bottom of the dams. The walls remain perfectly sound today, but some water continued to escape downwards. For the first few years, this was inconsequential since the dams continued to overflow year-round but this did not persist. The dams ceased to overflow in summer and autumn and this became progressively earlier. The refilling of the dams became progressively later. In due course, the dams both dried up completely, doing so earlier and earlier each year. The former "swamp" at our boundary with the plantation vanished – it is now possible to drive around on it. The long wetland between our two dams became highly seasonal and is now dry for almost the entire year. In 2022, the dam at the spring produced a trickle of a few litres for a day or two.

We installed a 90,000 litre water tank (another several thousand dollars), adding to our existing 225,000 litre tank, to collect all the water we could from buildings. We installed another pump, to link the expanded system together. We dug out (by hand) a very small and variable-flow but mostly reliable spring fed from a separate and very small catchment (several hundred metres from and uphill of the dams) and installed another tank to collect that water (more dollars). Fortunately, that water is of very low salinity, having been tested as better than Bridgetown's water supply in that regard. The combination has allowed us to continue living here and to water our sheep, although in some paddocks we are obliged to rely entirely on rainwater collected in our large tanks (also our domestic water supply!) for stock watering.

**The plantation and its consequences have left us in a continual state of water insecurity for much of the year, causing considerable and gradually increasing anxiety.**

During the long "debate" leading to the 2008 approval by Council, the proponents made two statements which are interesting in hindsight. Following our presentation to Council of the scientific evidence that the proposed plantation would severely impact our water supply, Mr Rowan-Robinson remarked, "That might be the science, but this is different." Sadly for us, it was indeed the science and it WAS NOT different at all. The impacts unfolded exactly as predicted.

Mrs Rowan-Robinson remarked, as part of our raising the environmental impacts of drying up an extensive wetland area, "We would never do anything to harm Mother Nature!" Sadly once again, this proved to be entirely untrue. Most of the wetland has vanished, causing the loss of what was once a flourishing and much-enjoyed population of banjo frogs, not only from our property but for some distance downstream as well. A population of red-eared firetail finches, I believe a somewhat threatened species, also vanished about ten years ago.

**OUR OBJECTIONS TO THE CURRENT PROPOSAL**

1. Our concerns re our (now former) water supply remain and have been confirmed.
2. Our concerns re our escape route from our property during a fire were never addressed by the proponents and still have not been. This is true also of the increased hazard posed to us and our property by the close proximity of the plantation and by machinery operations within that area. The drying out of our dams when they would be most useful has very severely limited our firefighting ability.
3. The current proposal states on page 3, in the section headed "Water", "There are no streams or water bodies requiring special management practices within or adjacent to the plantation area." This might be true in a strictly legal sense (but also might not be – it is only a bald assertion by WAPRES as far as we can see). However, before the plantation dried it up over the last 14 years, there certainly was a stream and associated wetland which were deserving of special management
4. The current proposal states on page 9, in the section headed "Water Points", "3. In case of emergency water would also be available from Neighbouring property north of plantation which is a dam." Apparently nobody has bothered to look over the fence at our dam. During the entire fire season and beyond, that dam contains no water whatever! It might be useful in August and September, with a bit of luck, but that is about all.

5. The proposal always was and remains financially unjust. We have borne all the impacts and costs. The proponents have enjoyed all the benefits. Although their initial proposal was for only 38.5 hectares of plantation, Council granted approval for 76 hectares and still no room could be found to protect us from harm. There has been a great deal of behaviour which we regard as thoroughly disgraceful over the course of this sorry episode. We hope it will not continue.

6. The map provided with the current application is confusing. It is unclear what piece of land is involved, its actual area, and whether there is in fact a first or second rotation involved. We have not, in the time available, been able to sort this out and are anticipating that Mr Guthridge will find it possible to do so. (See the section above headed "The on-going impacts ...", paragraph 2.)

7. The likely continued drying of the climate here is of particular concern given that we are now so heavily reliant on rainwater captured in tanks.

We will be happy to discuss the matter with Councillors and to conduct site inspections, including walking tours of the bottom of our once-productive dams.

Chief Executive Officer and Shire Councillors

Shire of Bridgetown-Greenbushes

PO Box 271

Bridgetown WA 6255

13<sup>th</sup> April 2023

Dear Mr Clynch and Councillors,

Opening remarks

In March 2023 we were invited to comment on a proposed second rotation of a eucalypt plantation on part of Nelson Location 3676 Brockman Hwy, Maranup. The application was dated 22<sup>nd</sup> February 2023. We own the property Nelson Location 3677, which adjoins the north side of the proposed plantation.

We provided a 6-page response (dated 12<sup>th</sup> March 2023) objecting to the proposal, setting out in some detail the history of the original (2008) proposal and our objections. That response pointed out a number of serious faults in the WAPRES proposal, including the fact that it appeared to apply to the wrong piece of land. WAPRES were, it seems, provided with a copy of our response, which seems somewhat inappropriate given that it was addressed to the CEO and Councillors and that the Councillors do not yet appear to have received a copy of our response. Be that as it may, WAPRES have now submitted a new proposal, dated 3<sup>rd</sup> April 2023.

We continue to object to the proposed second rotation of eucalypts on the portion of Location 3676, noting that at least this time the correct piece of land is shown on the map. We note also that the area proposed to be replanted has increased in size compared with the March 2023 version.

This objection should be read in the context of the 22<sup>nd</sup> February 2023 WAPRES application and our 12<sup>th</sup> March 2023 objection, both of which we firmly request should be provided to Councillors.

Parts One and Two below refer to the unusually lengthy covering letter from WAPRES; Part Three refers to the plantation proposal itself. Part 4 attempts to provide an overview.

### **Part One**

The WAPRES proposal sets out to undermine our water concerns on pages 2 and 3 of their document, under the heading "**WATER SUPPLY**". We object strenuously to the manner in which this is done, apparently designed to obscure the truth and to mislead Council.

**The first sentence/paragraph** is a thoroughly uninformative statement of the obvious, and ignores (presumably deliberately) the fact that the matter of concern here is that the original plantation represented a change of land use from annual pasture (low water use) to high density plantation with non-native eucalypts (mainly blue gums, *E. globulus*) known to be extremely heavy consumers of water. That change had highly predictable impacts, they were predicted very clearly in our submissions of 2008 and backed by authoritative statements and evidence, and they have come to pass. WAPRES and the land owners now wish to continue to inflict damage on us.

The second paragraph presents a series of dot points. Again, these are mainly a statement of the obvious, and couched in terms so vague as to make them mostly uninformative, many irrelevant to the particular circumstances of this application, and in some cases misleading. In the interests of brevity, I will not go into detail here but would be happy to do so if requested. As a summary, it should be noted that with only one exception, none of these factors so carefully provided by WAPRES will change from the first rotation to the proposed second rotation. Therefore, none of the detrimental impacts on us will change for the better. The one factor listed that might be expected to change is climate, and that is likely to increase the detrimental impacts.

A highly significant and presumably deliberate omission from the list of factors that affect transpiration is the species of tree that is planted – in this case, blue gums.

**The next two paragraphs** refer to a report commissioned by WAPRES from a consultant. The full report has not been provide to us nor apparently to Council, so we can only guess whether that report has been “cherry-picked” for the parts favourable to WAPRES. The terms of reference for the report, it should be noted, do not reference the possible impacts on the adjoining landholder, namely us! Obviously, WAPRES would not and do not want a report that might be inconvenient to their interests.

The WAPRES submission highlights three points, conveniently numbered 1-3.

Point 1 is wholly irrelevant to the particular issue of the detrimental impacts on us, specifically the destruction of the reliable year-round water supply which we used to enjoy and which was the primary factor in our purchase of our farm, the place we have made our home for 40 years. The claim is made that the plantation “will result in an estimated 2% reduction in annual flow in the upper Maranup Brook sub-catchment.” No map of this sub-catchment is provided; the area of the sub-catchment is not provided, the current land uses are not provided. A reasonable guess is the total area is at least several hundred hectares, in which case the major land use is native forest, which is known to be far less profligate in its water use and to release that water slowly over the annual cycle, thus maintaining stream flows more effectively than annual pasture and far more so than high-density blue gum plantations. From an environmental perspective, this 2% reduction in flow for Maranup Brook is welcome if scarcely surprising news. It is also UTTERLY IRRELEVANT to our more personal and selfish perspective. The plantation has resulted over about the last 13 years in the almost total elimination of spring flow into our southern dam and across our land, and the 100% reduction in flow over most of spring, summer and autumn. As mentioned elsewhere, there used to be a year-round flow of good quality water.

Point 2 is an exercise in obfuscation. Of course spring flows will continue to be rainfall dependent – the water from springs comes from rainfall! If it stops raining altogether, eventually the spring will stop flowing because there will be no ground water. It is hardly a useful insight. The amount of water coming from a spring is not perfectly correlated with rainfall – a spring does not release more water the instant a drop of rain falls. There is a time lag as the water moves through the soil, a lag dependent on a number of factors which in the interests of brevity I will mostly not go into now but will do so if requested. A very significant factor is the size of the catchment – the smaller the catchment, the more rapid the response is likely to be, in part because there is less ground water. The catchment in question here is quite small and before the blue gum plantation was established the rate of flow certainly varied on an annual cycle. However, it never once stopped altogether. That

is the critical point, and it is a point WAPRES does not want you to grasp. A report (dated 29 October 2008) provided to Council on this matter by Dr Paul Raper, a hydrologist in the WA Department of Agriculture and Food, stated, "It is reasonable to expect that groundwater discharge via the spring in question will be significantly reduced as a consequence of the proposed plantation. There is a real possibility that groundwater discharge could cease entirely." He was correct!

Point 3 is another exercise in uselessness, noting that, "Maranup Brook was a seasonal stream and had peak flows occurring in the high rainfall months of June, July and August." This is a true statement, but entirely irrelevant to this matter. For a start, I believe that **ALL** rivers in Western Australia are seasonal, with the sole exception of the Blackwood River, and that is true only downstream of Bridgetown. Not much of a revelation here, then! Secondly, our water supply did not come from Maranup Brook, it came from the spring on our southern boundary, uphill of the Brook proper. This spring flowed year-round, and the vast bulk of it flowed slowly and unhindered across our land and entered the Brook – we used only a very small portion of the available flow, but what we did use was very important to us.

At the top of page 3 of the WAPRES document, an extraordinary statement is made: "Therefore, it can be seen that the proposed planting of the treefarm could potentially have a minimal effect on the water flow from Lot 3676." [Incidentally, the term "treefarm" is WAPRES code for "blue gum plantation", in case anyone was wondering.] This is a piece of illogical reasoning of startling proportion. It is based on a wholly irrelevant statement (their point 1), a statement of the obvious which has been included purely to mislead the reader (their point 2), and another statement of the obvious which is entirely irrelevant to the actual situation.

The claim that the plantation "could potentially have a minimal effect" is not supported by their "arguments" and is an extremely weak statement anyway. They surely don't believe it themselves. The claim is flatly contradicted by Dr Raper's scientific expertise quoted above (and he provided further evidence and discussion which is quoted in our 12<sup>th</sup> March 2023 submission) as well as by local observations also discussed in that submission. It is also completely false, because we have watched for more than a decade as the plantation did precisely what was predicted. To expect a second round of the same performance to produce a different outcome is sheer unjustifiable stupidity.

The WAPRES document then raises the possibility that, "Continuing climate change may have also impacted on water availability in general." Here is another statement of the blindingly obvious, introducing another section intended to confuse the issue, the simple fact that the plantation has essentially destroyed our former entirely reliable water supply.

The WAPRES document notes that several reports have been produced by the Department of Water that "suggest that streamflow is generally declining with the drying climate and the drying trend is likely to continue." These reports are not referenced, but some of them almost certainly date back to the 1980s and possibly even to the 1970s. It is hardly news. The decline in rainfall in southern WA has been known since the 1970s. Our farm water supply nonetheless remained reliable year-round. We did not measure flow rates (this is not a simple thing to do and for many years was entirely unnecessary) and it is entirely possible that they declined in the period from 1984 to 2008 and even a couple of years beyond that as a result of declining rainfall. The significant point here, however, is that flow rates and volumes did NOT decline by an amount that made any discernible difference –

the wetlands remained wet, the dams continued to remain full and overflow year-round, good-quality water continued to flow from our dams into Maranup Brook year-round, despite our very modest extraction. Then the plantation went in, and it all began to change. It has continued to worsen every year, through wet years and dry years and close-to-average years.

In a clumsy attempt to look scientific and to blame climate change for that destruction, WAPRES then provide some data from the Bureau of Meteorology (BOM), taken from the Greenbushes Station which is some 15km from our home. This is perhaps the best they could find and I accept it as a reasonable **approximation** (but only that) of our situation. It would have been more useful if they had also looked at (and presented) data from Bridgetown and Nannup, which are at a comparable distance. I have not done so because it would be quite time-consuming and I do not have the resources available to WAPRES to do such a thing. I do, however, have rainfall records from our farm dating back to 1985 which show some differences: **see Tables 2 and 3 below**. It is important to recognise that rainfall can and does vary quite widely over quite short distances at times, but the variation over a few hundred metres is probably trivial. Across some 15 km, significant differences are almost guaranteed. Furthermore, Greenbushes is north and east of our home and thus rainfall might be expected to be lower on average. I have not had time to check those records.

WAPRES start by providing the long-term average rain for the period 1893-2021, a figure of 923mm. As an exercise in using numbers to mislead rather than inform, this is exemplary, although it might just be incompetence. It is an absurdly long and thus uninformative and potentially (in this case, most certainly) misleading period to choose, particularly when WAPRES noted in their previous sentence that drying of the climate has occurred and is likely to continue. They then contrast this figure with the average for 2009-2021, which WAPRES (not the Bureau of Meteorology, as far as I can tell) calculate to be 740.9mm. On the basis of their nonsense, they point out that this is “a significant reduction in rainfall and potential run off.” Again, in an approach they have used before and which I have pointed out, this is a true statement, insofar as 740mm of rain certainly is significantly less rain than 923mm and that rainfall does indeed sometimes result in runoff. It is also either intentionally misleading or mathematically incompetent, for reasons explained below. It also ignores the fact that runoff is not the real issue here: what matters to us and our water supply is percolation through the soil to the groundwater table and its subsequent emergence via one or more springs. This might not seem important to WAPRES, but it is important to us and I hope that Councillors will see the point.

WAPRES then provide what appears to be a clumsily-executed cut-and-paste table of BOM rainfall records for 2009-2021. Presenting the whole table of monthly totals is pointless, seemingly either mere laziness or an attempt to make their research look more thorough in an attempt to mislead, since the individual monthly figures are of little or no importance in the current context. The “casual” reader, one less vitally interested than we are, is quite likely to look at it and think something along the lines of, “Oh, there is a table of numbers, so they must know what they are talking about.” It would have been far more useful if WAPRES had merely presented the annual totals, but these are unfortunately not readable in their document. I have checked them from the BOM website and can provide them to anyone who wishes to pursue the matter. If time permits, I will provide such a table, but I have very little time available to write this response.

There is an additional problem with the table WAPRES present and with the conclusion they draw from it, which is addressed below.

It is very important, if regrettably lengthy, to explain why the figures WAPRES have chosen to present are so misleading as to approach dishonesty, although the possibility of incompetence must be considered to exist.

1. Over the period 1893-2021, rainfall across southern WA has varied considerably. Examination of the BOM records for Greenbushes (as quoted by WAPRES) makes this clear. Rather than presenting a huge table of data to Councillors, I looked for a proxy that would convey the general trends and settled on the number of years in 25- to 28-year blocks from 1893 to 2021 in which annual total rainfall was over 1,000mm:

**Table 1**

YEARS	Number of years in which annual total rainfall exceeded 1,000 mm	Percentage of such years
1893-1917	10 of 25 years	40%
1918-1942	14 of 25 years	56%
1943-1967	8 of 25 years	32%
1968-1992	5 of 25 years	20%
1993-2021	3 of 28 years	11%

It is clear that the periods 1893-1917 and even more so 1918-1942 were much wetter than is now the case. There has been a drying trend and it continues. This might seem to favour the claim by WAPRES that climate change has been a factor in the destruction of our water supply. In fact, it demonstrates that using the long-term average is entirely inappropriate. We are not discussing the behaviour of our water supply in 1893 or even 1967. Our southern dam was constructed in about 1983, in the period 1968-1992, when the drying trend was already clearly under way, and yet our water supply was, as already stated, permanent and reliable and it remained so for more than 20 years. Climate change is simply not the issue here and any contrary claim is fanciful or worse.

Our own rainfall records show that from 1985-1991 the average was 820.9mm and included one year of over 1,000mm. For contrast, the period 2007-2022 included one year of over 1,000mm and the average was 815.0mm, a decline of only 5.9 mm or 0.7%. This is a stark contrast with the decline of 19.7% that WAPRES would like you to believe, a figure some **28 times larger**. I have not had time to do a similar analysis of the BOM Greenbushes figures, much as I would like to.

It can be seen from both Tables 2 and 3 that rainfall varies considerably from year to year (an entirely obvious statement, of course). However, the flow of water into our dams and wetlands showed no **discernible** difference before the plantation and a progressive and severe decline after the plantation.



**Table 2**

Rainfall records, Nelson Loc. 3677 (the property adjoining the proposed plantation), 1985-1991

Year	Total annual rainfall
1985	746.0 mm
1986	642.4 mm
1987	607.8 mm
1988	1,005.3 mm
1989	806.3 mm
1990	982.0 mm
1991	954.3 mm

**Average: 820.9mm**

**Table 3**

Rainfall records, Nelson Loc. 3677, 2007-2022

Year	Total annual rainfall
2007	916.2 mm
2008	793.7 mm
2009	893.0 mm
2010	455.2 mm
2011	855.5 mm
2012	795.9 mm
2013	935.2 mm
2014	818.8 mm
2015	641.6 mm
2016	1052.2 mm
2017	808.0 mm
2018	838.4 mm
2019	674.0 mm
2020	895.8 mm
2021	951.3 mm
2022	715.8 mm

**Average: 815.0 mm**

2. The data presented by WAPRES in their table only start from the year when the plantation went in. It would have been useful if they had included a similar period before the plantation, thus allowing a proper comparison. As it stands, as noted previously, it is useless and tends to be misleading.

3. The WAPRES table has another flaw, unlikely to be noted by anyone less deeply and personally involved than we are. In the data for the years 2009, 2012, 2017 and 2021 there are blank cells, a total of 9 months out of 156 for which no data is available. An honest (mathematically sound) approach to calculating the average annual rainfall over this period would **EXCLUDE** those years from the calculation. To do otherwise is equivalent to a cricketer calculating their career average after leaving out the innings in which they made a duck! When the proper approach is taken, the

more believable average for Greenbushes becomes 745.9mm. This is only 5mm higher than their claimed figure but it is yet another place where inaccuracies and distortions work in their favour. It is very close to the actual decline in average rain shown by our figures, but as usual the figures WAPRES choose to present are distorted in a direction which favours the interests of WAPRES.

## **Part Two**

The WAPRES document then moves on in a section headed "**FIRE**". It begins with a statement of the obvious (seemingly their preferred method of operation), while ignoring the fact that plantations present a greater fire problem than some other plausible scenarios. They proceed to list their "control measures", most or all of which are required by law, regulation or terms of approval. I suppose it is useful to know they are aware of them, and we may presume that they comply with them.

In the next paragraph, they refer to a 2011 set of guidelines from DFES recommending a minimum separation of 100 metres between a plantation and a house, and state, "In this case, the closest house is approx. 300 metres to the north of the proposed plantation and therefore well outside the prescribed hazard separation zone."

Several points arise. 1. That house is our home and therefore a matter of quite considerable interest to us. To WAPRES, the only important point is that they comply with a guideline, beyond which they clearly see nothing of interest. The apparent fact that our home is "well outside" the zone is far from a reasonable level of safety, as reinforced by the next point.

2. As WAPRES have themselves pointed out in their application, the climate is drying and the trend is likely to continue. That trend, as everyone surely knows by now, makes fires more likely to start and more dangerous once they have. Coupled with the stronger winds that also seem to be accompanying the warming and drying climate, the amount and range of ember attack causing spot fires ahead of the main blaze is virtually certain to increase. To be satisfied with complying with a guideline issued 12 years ago seems rather complacent, indicative of a disregard for the mere humans who might suffer loss or death as a consequence. Lest WAPRES feel obliged to point it out to us, we have noticed that we live at about the same distance from native forest. We positioned our house at what at the time (1982) seemed a reasonable separation, but times change and 40-odd years later it seems less comfortable. The plantation does not constitute a NOVEL hazard in relation to fire, but it does present an ADDITIONAL hazard in the form of a great deal more flammable matter than a well-grazed annual pasture. Furthermore, accepting one risk of your own choosing does not require you quietly to accept greater risks imposed on you by other people for their own benefit.

3. As a result of their bark-shedding behaviour, blue gums present a substantially greater risk of spot fires over much greater distances than the native forest species. Karri is probably an exception, but apart from a few isolated specimens in the nearby Bridgetown Jarrah Park, karri does not grow in the forest close to our home.

In the final paragraph of any substance, WAPRES are kind enough to point out that we have two possible fire escape routes. Well, fancy that! All these years of living here and we had never noticed that we could turn left at our entrance gate! It might be of interest to note that those escape routes

begin at the same gate, very close to the corner of Location 3676 and specifically to the section of 3676 which we understood was to be left unplanted but much of which has in fact been densely planted with non-native eucalypts. I have a strong suspicion that that planting, currently being logged at least in part, might be going to be replanted in the same or an even denser fashion. The WAPRES comment is patronising, misleading and offensive.

### **Part Three**

In the Property Information on the first page, the rainfall is stated as 900mm. As the WAPRES covering letter is at pains to point out, they claim (incorrectly, in my view) that the current rainfall is more like 750mm, a figure they produce in order to deny the responsibility for destroying our former farm water supply. Curious. If the rainfall is still 900mm, how can WAPRES claim that it is the drying climate that has destroyed our former farm water supply? Our rainfall figures for the last 16 years give an average of 815.0 mm.

They also state that there are no buildings within or near the leased area. Perhaps when you work in an office in Manjimup, Bunbury or further afield, 300 metres seems perfectly safe. (The reasoning is perhaps, "It complies with the guidelines, so it MUST be fine.") From where we sit, "near" seems to have a different meaning. No doubt we are regarded as an irrelevant and peripheral minor nuisance. It is certainly how we have been made to feel.

On the next page is "Environmental and Cultural Management". Under the heading "Water" is the statement, "There are no streams or water bodies requiring special management practices within or adjacent to the plantation area." We point out with great sadness that there used to be such areas that were certainly deserving of management that did not wipe them out.

Several pages further on is their section headed "Fire Management Plan". The April 2023 proposal differs from the March 2023 proposal in a number of significant ways.

1. The section of Loc. 3676 proposed to be subject to a second rotation has been changed from an incorrect position to the correct one, as a result of our pointing out the error (if that is what it was).
- 2 The area to be planted has increased from 5.3 ha to 6.7 ha, presumably related to point 1 above.
3. The site description remains the same, oddly, describing it as having "some seasonally wet flat areas". Our observation is that the areas used to be mostly very wet almost all year, whereas they are now mostly entirely dry almost all year. This change has occurred progressively since the plantation went in, whereas there had been no significant change in the preceding 30-odd years of which we have knowledge.
4. In the sub-section headed "Water Points", it is stated that there will be one water point maintained in the plantation, which is a dam. It is pleasing to see that, as a result of our March 2023 submission, the dam on our property has been deleted as a water point. This is due to the fact that our dam contains no water whatever through most of the spring-summer-autumn period and WAPRES appear never to have looked over the fence to check this.

In both the 2008 and February 2023 proposals, there were two dams listed as water points in the plantation. One of these has seemingly disappeared. I wonder, and strongly suspect, that this is because it too no longer exists in the important sense of actually containing water when it might be useful. I speculate further that this situation has arisen as a result of the plantation doing the same there as it has done to our once-permanent water supply. Has the other dam, the one still claimed as a water point in the plantation, remained functional because its catchment is at least partly covered by native forest? Is it in fact still a functional water point?

**I am not in a position to check on these matters – it would presumably be regarded as trespass and pursued vigorously. However, I believe it is extremely important that somebody does check. The reliability of water points in a fire situation is critical. The best time to do so would be right now, before winter rains obscure the true situation.**

A further point of interest is that the dam on Rowan-Robinsons property north east of the plantation and adjoining our eastern boundary, and thus not impacted by the plantation, is still listed as a water point. I presume therefore that it still contains water at useful times of the year, the fire season being the obvious time of interest in this context. My observation indicates that the catchment for this dam is largely covered by native forest and to a lesser extent by pasture, both of which are far more moderate consumers of water than blue gum plantations. The continued existence of this dam as a useful water source demonstrates very clearly that climate change has had essentially nothing to do with the destruction of our water supply.

#### **Part 4**

In conclusion, it is quite obvious that the plantation has severely damaged our once-permanent water supply. It is equally obvious that WAPRES is making desperate and ridiculous efforts to obscure this fact. Climate change has not been responsible, as is shown clearly by relevant rainfall figures provided above. It is also extremely difficult to explain using rainfall decline why our dam and one dam on 3676 dried out, whereas one dam on 3676 and another on Rowan-Robinson's other block only a few hundred metres away have not. The rainfall decline has also been far less over the relevant timeframe than WAPRES have erroneously claimed.

When the 2008 proposal was approved, it was agreed by the proponents that half of the section of Loc. 3676 forming the catchment of the spring that provided our water supply would be left unplanted and that only one rotation was approved over the remainder. We believed that this might at least leave us with some water, even if a much reduced flow. A smaller quantity would have been acceptable, since the pre-plantation flow was greatly in excess of our needs. Sadly, we never got to find out, because Rowan-Robinsons planted out (with non-native eucalypts and some tagasaste) most of the area that was to be left. It appears that the planting of this area fell below the Shire's minimum requirement for it to be treated as a plantation, so it simply went unremarked. It was always a very uncertain proposition that our water supply might survive at some level, given the profligate water consumption of the blue gums that have now been harvested and which the proponents wish to replant, but we never got to test the proposition! In effect, the whole area was planted out and our water supply never stood a chance.

If the second rotation of the plantation is approved, this impact will continue and will quite conceivably worsen, with our dam not even filling in winter. The groundwater level beneath the

plantation will have been lowered very significantly by now. Figures provided to us by a prominent local tree grower of a trial established and monitored by the Department of Agriculture show that establishment of a blue gum plantation (replacing annual pasture) lowered the groundwater level from 3.5 metres below ground to 9.8 metres below ground level in only some 4.5 years. Even if the second rotation on Loc. 3676 is not approved, it will probably take several years (my estimate is 5-10 years) for that below-ground reservoir to refill. I suspect that there will also be a possibly temporary reduction in water quality, since the failure to fill and flow permanently will have allowed soluble salts to accumulate.

In turn, this impacts considerably on the value of our property. We are approaching a stage of life where retirement looms large, and our farm's sale value, indeed the possibility of attracting a buyer at all, have been substantially reduced. We have suffered financial damage already as a result of this plantation and it is likely that the future impacts will be even greater.

We believe we have been treated very badly by the proponents. They have sought to cloud the issue by misusing rainfall data. They have ignored contrary evidence based on sound science and proffered waffle in return. The 2008 Bridgetown-Greenbushes Council attempted to provide some assistance to us, an attempt which was directly undermined by the proponents.

It now falls to the current Council to redress at least some of the harm we have suffered, by refusing to permit the second rotation of the plantation which is being proposed. Will the Japanese Marubeni Group, its local branch WAPRES, and the large landholder win again, or is some level of equitable and decent behaviour still possible?

The proponents deny they have had an impact on us. They have sought to confuse matters with inaccurate and misleading claims to suggest that something other than their plantation has caused the impacts on us. They now wish to continue causing and probably worsening those impacts. This is painful and offensive.

It is the fact that they simply DO NOT CARE about their impacts on us which I find most offensive.

**From:** [Sally Clifton-Parks](#)  
**To:** [Leigh Guthridge](#)  
**Subject:** A44862/P004-2023 - Afforestation Application - L3676 Brockman Highway, Maranup  
**Date:** Tuesday, 16 May 2023 12:10:07 PM

---

16 May 2023

Our Reference: PA055822, DWERT1450~9

Your reference: *A44862/P004-2023*

To: Shire of Bridgetown-Greenbushes

From: Department of Water and Environmental Regulation

**RE: A44862/P004-2023 – Lot # 3676 Brockman Highway, Maranup (Afforestation Application)**

Thank you for providing the above referenced proposal for the Department of Water and Environmental Regulation (Department) to consider.

Based on a search of our record system there is no evidence of advice being provided to the Shire for the original application that was approved on 7<sup>th</sup> January 2009. Further it is noted that specific advice has been requested “relating to blue gum plantations, their impacts on ground water and surface water and any water rights of landowners”. It can be advised that:

- It is acknowledged that forests, including commercial plantations, intercept rainfall and use soil water and shallow and deep groundwater which otherwise might be discharged to rivers. Plantations may therefore affect the amount of water available for surface water users and the river environment.
- The subject property is located within a ‘non-proclaimed’ area for surface and ground water under the *Rights in Water and Irrigation Act 1914*, where the taking of water for purposes other than domestic and non-intensive stock watering purposes cannot, in the department’s determination, sensibly diminish stream flows or impact on the riparian rights of downstream users.
- An assessment of potential impacts would require catchment modelling, however given the plantation has been in operation since 2009 and the proposal is to continue this land use, there is not likely to be any change to the current water balance. Furthermore, noting the stream reach of approximately 100m and relatively small contributing catchment for area 1.01 (based on state-wide topographic contours), it is not likely that there would be a significant impact.
- While this is within a ‘non-proclaimed’ area, it is worth noting that in accordance with the *Rights in Water and Irrigation Act 1914*, the department cannot and does not license the water used by plantations and it is therefore currently considered an exempt use. Therefore, paragraph 3 of Section 3.1 in the [Plantation forestry and water management guidelines \(DoW 2009\)](#) is misleading.

Further to the above advice, the Department has identified that the proposal has the potential for impact on environment and/or water resource values and/or management. The issue and recommendation are provided below, and this matters should be addressed:

**Issue:** Protection of waterways

**Advice:** It is recommended that a development condition be applied to ensure that the waterway associated with area 1.01 is afforded protection in accordance with [Code of Practices for Timber Plantations in Western Australia \(FIFWA 2014\)](#)

**Discussion:**

Based on aerial imagery, during the initial establishment of the plantation no consideration was given to maintaining the waterways. It is important that waterways are afforded protection by providing a suitable separation distance from the plantation and its operations. This includes two components: a foreshore area, which comprises the land that adjoins or directly influences a waterway; and a buffer, which is the distance between the foreshore area and the proposed land use that is required to mitigate any risks from that land use.

The foreshore area should be determined on biophysical characteristics using the departments [Operation](#)

[Policy 4.3: Identifying and establishing waterway foreshore areas \(DoW 2012\)](#). While the buffer will be dependent upon the land used and risks that this may pose, as detailed in [Water Quality Protection Note 6: Vegetation Buffers to Sensitive Water Resources \(DoW 2006\)](#).

In relation to buffers the [Code of Practices for Timber Plantations in Western Australia \(FIFWA 2014\)](#), states the following:

- A buffer is a strip of land abutting a feature like a riparian zone for a watercourse (Glossary pg. vii).
- Non planted buffers should be at least 6m from the edge of the watercourse (page 26).
- Harvesting machinery should not enter the riparian zone or designated buffers (page 42).

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Yours sincerely

**Sally Clifton-Parks**

Senior NRM Officer

**Planning Advice - South West Region**

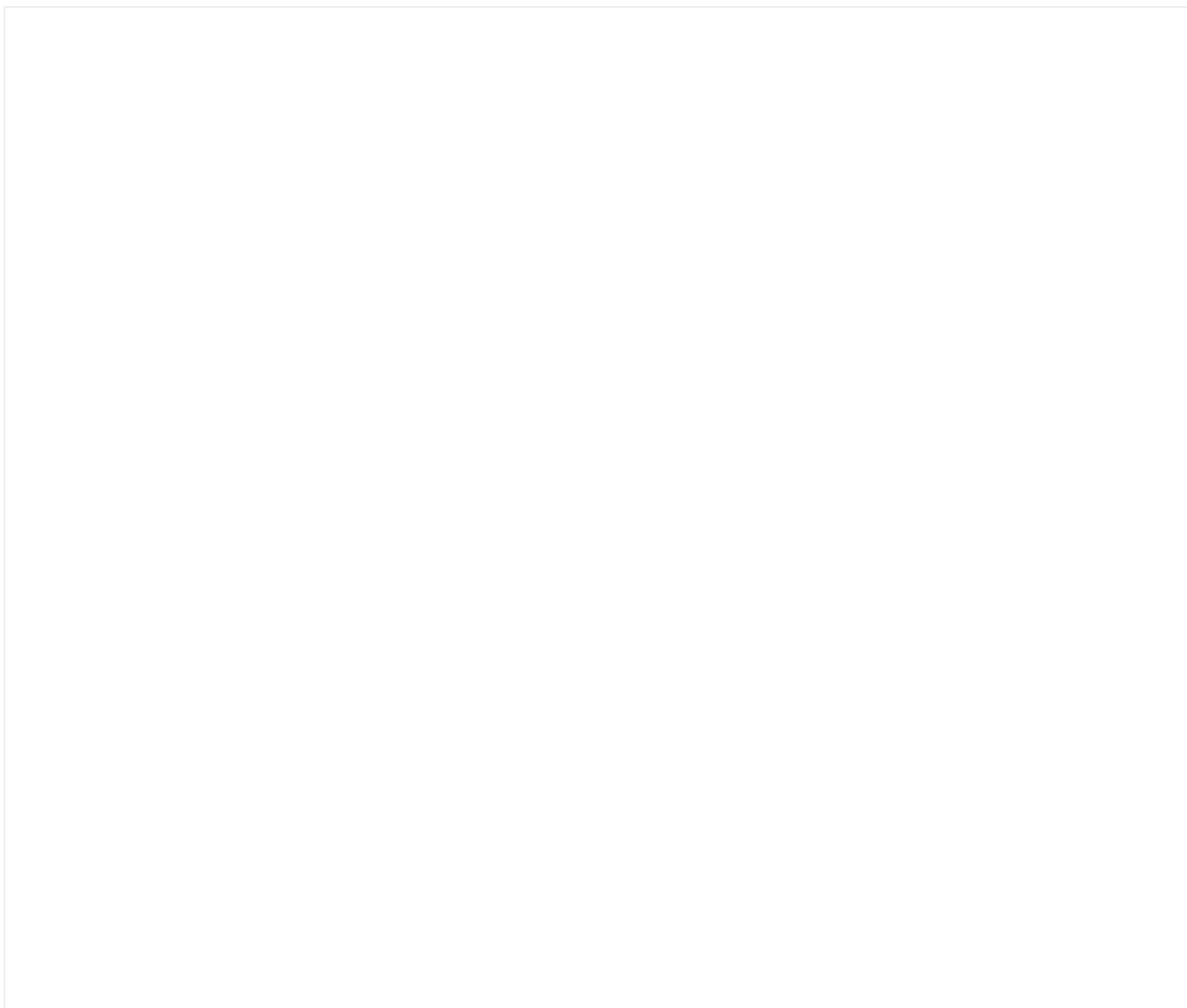
**Geographe Capes District | Department of Water and Environmental Regulation**

Unit 1B, 72 Duchess St, Busselton WA 6280

PO Box 269, Busselton WA 6280

P: 9781 0120

[www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) | Twitter: [@DWER\\_WA](https://twitter.com/DWER_WA)





**Bridgetown-Greenbushes Sustainability Advisory Committee**  
... keep it beautiful

**Sustainability and Climate Change -  
Advice and Recommendations to  
Bridgetown – Greenbushes Council  
2023 – 2025**



# Sustainability Advisory Committee - future work 2023 – 2025

## 1.0 Objectives and Priorities

The objectives and role of the *Bridgetown – Greenbushes Sustainability Advisory Committee (SAC)* are to provide advice to the Council on the sustainable natural environment, social and economic issues such as:

- Air Quality
- Biodiversity
- Land Degradation
- The Built Environment
- Water
- Waste Management
- Community Infrastructure
- Community Engagement

The SAC is to provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to:

- Reduce the impacts on the natural environment
- Reduce the impacts on the climate
- Initiate sustainable management of resources

In addition to the above, the SAC is to identify, for the consideration of Council, strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

## 2.0 SAC Work Agenda 2023 - 2025

Future SAC work will be determined by:

- The objectives and priorities of the Bridgetown-Greenbushes Corporate Business Plan 2021 – 2025;
- The Environmental Risk Assessment;
- Outcomes of the Shire-level qualitative climate change risk assessment (identifying aspects of our operations most at risk to the physical and transitional impacts of climate change);
- Future Climate Change Action Priorities based on outcomes of the more detailed *Subregional Climate Change Action Plan 2022 – 2032* (the Action Plan) and the Climate Risk Assessment Process (Risk Assessment Process) identified in the Action Plan. The Risk Assessment Process requires a risk assessment be conducted whereby outcomes will then be used to prioritise risks and inform the setting of future actions;
- Annual Monitoring of the implementation of the Action Plan used to identify key challenges and focus areas for the following years based on actions that are not on track for completion within their timeframe, and actions that have not resulted in the achievement of the intended outcomes;
- Evaluating our Subregional Climate Change Action Plan and identifying whether any areas require updates, or additional funding/focus in order for the outcomes to be achieved; and
- Other priorities identified by the Council during the period.

## 2.1 Bridgetown-Greenbushes Corporate Business Plan 2021 – 2025

There are twelve (12) relevant Actions identified in the Corporate Business Plan, with eight (8) actions that may benefit from SAC involvement (Table 1).

## 2.2 Environmental Risk Assessments

The Environmental Risk Assessment (ERA) document was developed by the SAC over a number of years, with the main purpose to assist the Shire in its planning to achieve the goal of a vibrant, safe community. The underlying cause of most of the risks to the Shire were related to climate change. Twelve (12) environmental risks were identified in the ERA with at least seven (7) having linkages to other related initiatives (Table 1).

## 2.3 WBAC Subregional Climate Change Action Plan

The WBAC Subregional Climate Change Action Plan has been drafted to support the WBAC Climate Change Policy Statement. Council endorsed these documents in August 2022.

There are forty-one (41) proposed Action Plans, as follows:

- 11 x Adaptation
- 9 x Mitigation
- 14 x Leadership & Advocacy
- 7 x Communications

It should be noted that not all the Action Plans are applicable to BGB Shire. However, for implementation to be effective, each Plan will need its own Implementation Plan identifying (to a greater or lesser degree) some aspects of the following:

- Responsibilities and accountabilities
- Milestones and timeframes
- Monitoring and Performance indicators
- Reviews and outcomes
- Stakeholders
- Communication Strategy

The SAC's advice and recommendations to the BGB Council arising from the Corporate Business Plan, Environmental Risk Assessments and WBAC Subregional Climate Change Action Plan, for the period 2023 – 2025, are identified in Table 1: Proposed Climate Change and Sustainability Actions. Only those actions considered suitable for implementation by the BGB Shire have been included.

It is recognised that not all actions will be able to be implemented by the Shire within the 2023 – 2025 timeframe, and they will therefore need to be prioritised in line with Council requirements and priorities.

## 2.4 SAC Priority Recommendations to Council

Table 1 provides a summary of SAC's main proposed priority recommendations to Council. It includes a summary of proposed Action Items and timeframes for progression by the SAC on behalf of the Council.

Table 2 provides a more in-depth summary of Proposed Climate Change and Sustainability Actions from which the recommendations in Table 1 were derived.

**Table 1: Summary of SAC’s main proposed priority recommendations**

(Note: SBG Corporate Business (SBGCBP) = *SBG Corporate Business Plan 2022 – 2026*; CCAP = Warren Blackwood Alliance of Councils *Subregional Climate Change Action Plan 2022 – 2032*).

Action Item	Reference (and related initiatives)	Timing
<p><b>Street Tree Plan</b></p> <ul style="list-style-type: none"> <li>• Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths.</li> <li>• Review and finalise draft Street Tree Strategy for submission to Council for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• SBGCBP 5.2.5, 7.3.1, 7.3.2, 7.4.2,</li> <li>• CCAP – Actions M7, M8</li> </ul>	2023
<p><b>Implementation of Waterwise Action Plan (WWAP)</b></p> <ul style="list-style-type: none"> <li>• Provide input to Action Plan where required.</li> <li>• WWAP to be applied across other areas of Shire activities where appropriate (eg Shire Depots).</li> </ul>	<ul style="list-style-type: none"> <li>• SBGCBP 5.2.5</li> </ul>	2023 - 2026
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a Stakeholder engagement process to obtain input from the wider community on climate change adaptation planning.</li> <li>• SAC to provide input to WBAC Stakeholder engagement process through CCIRG members.</li> </ul>	<ul style="list-style-type: none"> <li>• CCAP Action A8, C2</li> </ul>	2023 - 2025
<p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>• Shires to review eligibility criteria for community grants to include community climate change measures.</li> <li>• SAC to provide advice and recommendations to Shire on grants criteria and community eligibility for grants.</li> </ul>	<ul style="list-style-type: none"> <li>• CCAP Action A8</li> </ul>	2023
<p><b>Shire Policies and Regulations</b></p> <ul style="list-style-type: none"> <li>• Ensure Shire policies and regulations, including local planning and development regulations, incorporate climate change considerations and are consistent with State and Commonwealth Government adaptation and mitigation approaches.</li> <li>• Council/Shire to identify which policies and regulations are priorities for review by SAC.</li> <li>• SAC to provide support and assistance to Council in review of relevant Policies and Regulations relevant to Climate Change Actions and Sustainability aspects of proposed changes.</li> </ul>	<ul style="list-style-type: none"> <li>• CCAP Action L11</li> </ul>	2023 - Ongoing
<p><b>Climate Change Stakeholder Working Group</b></p> <ul style="list-style-type: none"> <li>• Establish a climate change stakeholder working group with key stakeholders and the community, to assist the WBAC in its deliberations.</li> </ul>	<ul style="list-style-type: none"> <li>• CCAP Action L14</li> </ul>	Ongoing

<ul style="list-style-type: none"> <li>• SAC to provide feedback to WBAC through Climate Change Action Plan Implementation Group (CCAPIRG).</li> </ul>		
<p><b>Promote environmental education and awareness</b></p> <ul style="list-style-type: none"> <li>• Undertake stakeholder engagement to inform the wider community on climate change adaptation and mitigation actions.</li> <li>• Where appropriate, SAC to assist in stakeholder engagement, eg through public meetings or provision of written information through regular Mailbag and newspaper articles etc.</li> <li>• Annual snapshot to be published on Shire website to show progress of WBAC CC outcomes to inform the community.</li> </ul>	<ul style="list-style-type: none"> <li>• SBG Corporate Plan 15.1.1 – Community Engagement Strategy.</li> <li>• CCAP Actions C2, C3, C6, C7</li> </ul>	2023+

**Table 2: Proposed Climate Change and Sustainability Actions**

(Note: SBG Corporate Business (SBGCBP) = *SBG Corporate Business Plan 2022 – 202*; 6CCAP = *Warren Blackwood Alliance of Councils Subregional Climate Change Action Plan 2022 – 2032*; CCAPIRG = *Climate Change Action Plan Implementation Group*)

H = High, M = Medium, L = Low

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
<b>SBG Corporate Business Plan Objective 2021 - 2031</b>					
5.1.1	Sustainability/Climate Actions Partner with South-West local governments to develop and implement a Sub-regional Climate Change Strategy.	<ul style="list-style-type: none"> <li>WBAC Sub-Regional Climate Change Strategy</li> </ul>	2023 – 2026	<p>Y</p> <ul style="list-style-type: none"> <li>Review of documents by SAC.</li> </ul>	H (not significant work)
5.2.1	Affordable and Clean Energy – Renewable Energy and new technologies – advocate for installation of a battery storage and battery hub in the Shire.	<ul style="list-style-type: none"> <li>Solar PV Implementation Plan</li> <li>Corporate Business Plan includes solar installations at the Leisure centre (23/24), with the Admin/Civic Centre following in 2025 and the remaining Shire owned buildings from 2026.</li> </ul>	2023 - 2026+	<p>Y</p> <ul style="list-style-type: none"> <li>Review outcomes of energy audits.</li> </ul>	L
5.2.5	Provide implementation of the Waterwise Action Plan (WWAP).	<ul style="list-style-type: none"> <li>WWAP endorsed by Council.</li> <li>Aquatic Centre has Action Plan</li> </ul>	2023 - 2026	<p>Y</p> <ul style="list-style-type: none"> <li>Provide input to WWAP where required.</li> </ul>	H
5.2.6	Partner with key stakeholders to improve awareness and adoption of sustainable behaviours (such as those related to water, energy, eco-housing, regenerative farming and electric vehicles).	<ul style="list-style-type: none"> <li>CCAP Actions C2, C3, C6, C7</li> </ul>	2023 - 2025	<p>Y</p> <ul style="list-style-type: none"> <li>SAC Community articles.</li> </ul>	M
6.1.1	Waste Management Partner with South-West Waste Group to evaluate and Develop Sustainable Regional Waste Management Solutions.	<ul style="list-style-type: none"> <li>CCAP – Action A1, Develop and implement a subregional Waste Strategy.</li> </ul>	2023+	<p>Y</p> <ul style="list-style-type: none"> <li>Review of documents by SAC and provide input to WBAC subregional Waste Strategy where required.</li> <li>SAC to provide advice and recommendations to Council on</li> </ul>	M

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
				subregional Waste Strategy where appropriate.	
7.3.1, 7.3.2	7.3.1 Provide a landscaping plan for Bridgetown town centre. 7.3.2 Provide a landscaping plan for Greenbushes town centre.	7.4.2 Street Tree Plan	2023-2025	Y <ul style="list-style-type: none"> <li>SAC to provide input to drafts of Landscaping Plans if required.</li> <li>Consider inclusion of Street Tree Plan once approved by Council.</li> </ul>	L
7.4.2	Provide a Street Tree Plan to protect existing trees and plant new or replacement trees to beautify the area and provide shade along footpaths.	<ul style="list-style-type: none"> <li>CCAP – Actions M7, M8.</li> <li>Existing SAC draft Street Tree Strategy</li> </ul>	2023 - 2024	Y <ul style="list-style-type: none"> <li>Review final draft SAC Street Tree Strategy for submission to Council.</li> <li>Finalise after Council review/ comment and place on Shire website.</li> <li>SAC Community Articles.</li> </ul>	H
15.1.1	Provide a Community Engagement Strategy to improve communications and consultation across all customer segments.	<p>Applicable to Climate Change Action Plan.</p> <ul style="list-style-type: none"> <li>Category L14 of CCAP – establish Climate Change Stakeholder Working Group.</li> <li>Category A11 of CCAP – Community Grants.</li> <li>Category C2 of CCAP - stakeholder engagement to inform the wider community on climate change adaptation and mitigation action</li> </ul>	2023 - 2026	Y <ul style="list-style-type: none"> <li>Shire President/CEO monthly updates in Bridgetown Star. SAC could provide feedback to President for inclusion.</li> </ul>	M
<b>Environmental Risk Assessments</b>					
Less rainfall	Encourage rainwater tank installation for garden watering; plant & conserve trees; discourage further planting of ‘thirsty crops’; encourage R&D of drought tolerant crops and pastures.	<ul style="list-style-type: none"> <li>Opportunities through Water Wise Action Plan</li> <li>Water Corporation Grants</li> </ul>	Ongoing	Y <ul style="list-style-type: none"> <li>SAC Community Articles</li> </ul>	L to M

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
				<ul style="list-style-type: none"> <li>Manage through Shire policies and approvals, lobby farming groups.</li> </ul>	
More intense storms	Encourage preparation for storms; regular maintenance of road culverts; Shire land management; appropriate riparian management.	<ul style="list-style-type: none"> <li>SBG Corporate Plan 7.4.2</li> <li>Landcare initiatives</li> </ul>	Ongoing	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SAC Community Articles</li> <li>Manage through Shire policies and approvals; regular road culvert maintenance; Shire and DFES websites providing advice to residents.</li> <li>Riparian management through BG Community Landcare and Blackwood Basin Group (BBG).</li> </ul>	L to M
Higher temperatures	Increase urban street trees [shade & cooling effects]; more heat resistant tarmac; encourage other organisations & community groups to act / promote action (hazard reduction, house designs, water use efficiency, shade, etc.	<ul style="list-style-type: none"> <li>SBG Corporate Plan 7.4.2.</li> <li>CCAP – Actions M7, M8.</li> <li>Existing SAC draft Tree Strategy.</li> <li>Water Wise Action Plan.</li> </ul>	2023 - Ongoing	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Review final draft SAC Street Tree Strategy for submission to Council for approval.</li> <li>'Value of trees' information to go with rates notices.</li> </ul>	H
Increased bushfires	Seek grants – employ hazard reduction teams; implement Byelaw requiring rows of fire-retarding trees be planted around each timber plantation; encourage residents to prepare for bushfire season.	<ul style="list-style-type: none"> <li>CCAP Actions M2, M3 - partner with DFES, DBCA and FPC on Bushfire mitigation.</li> <li>Ensure Shire bushfire management planning and actions considers future regional climate change impacts.</li> </ul>		<p style="text-align: center;">N</p> <ul style="list-style-type: none"> <li>Finalise draft Street Tree Strategy/Plan and include on Shire website.</li> <li>Manage through Shire policies and approvals, Shire and DFES websites providing fire hazard advice to residents.</li> </ul>	NA
Plant pollination lost	Promote 'bee friendly' Shire and set example [minimise chemical use, plant pollinator-friendly plants]; work through community organisations to encourage pollinator-friendly farms & gardens.	Nil	Ongoing	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SAC articles in Mailbag re pollinator friendly gardens, use of bee-friendly insecticides /pesticides.</li> </ul>	M

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
				<ul style="list-style-type: none"> <li>SAC to work through community organisations?</li> </ul>	
Pests/weeds increase	Shire take lead; update roadside weed mapping; develop & act on management plans for each weed and pest on Shire land; continue support for B-G Community Landcare Officer and BBI Inc.	Investigate use of a “steam weeder” similar to that used in Triabunna (Glamorgan - Spring Bay LGA, Tasmania). Advice received was that the weeder was not considered economical for use in general weed treatment.	Ongoing	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SAC review of Management Plans.</li> <li>Investigate use of a Steam Weeder.</li> </ul>	M
Food quality health	Loss of dietary essential minerals. Food produced organically helps maintain mineral intake; promote local outlets for fruit and vegetables grown locally using organic / regenerative agriculture techniques.	Nil		<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SAC articles in Mailbag – Climate Change, Food and Farming.</li> <li>Farming and Community Groups.</li> </ul>	M
Increased soil erosion	Set example of good management on Shire lands and road reserves; maintain culverts; work with neighbours bordering Shire -controlled land to develop mutually beneficial runoff & land management.	Related to “More intense storms”, above.		<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Potential SAC articles in Mailbag.</li> <li>Shire website providing advice to community.</li> <li>Riparian management through BG Community Landcare and BBG.</li> </ul>	L
Water quality decline	Encourage decline in agricultural chemical use; encourage tree planting particularly around dams and along watercourses; set example.	See also “More intense storms”.		<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Advice to Council on areas where actions may be appropriate, (in-line with existing Shire policies).</li> </ul>	M
More waste produced	Drive action through WALGA etc to have State and Federal Govts mandate controls over non-recyclable packaging. Encourage community organisations in their re-cycling and re-use activities.	<ul style="list-style-type: none"> <li>CCAP -Action A1 - Develop and implement a subregional waste strategy.</li> </ul>		<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Potential SAC articles in Mailbag.</li> <li>Address through State and Regional Local Government Waste Management Strategies.</li> </ul>	NA



Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
Species extinctions & loss of biodiversity	Reduce the agents of climate change; support WALGA in its climate initiatives to achieve a change in political thinking towards climate change reduction.	<ul style="list-style-type: none"> <li>Climate Change Strategy and Climate Change Action Plan(s).</li> <li>This is a generalised statement and must be addressed at a high policy and political level through National, State and Local Government environmental Policies, Strategies and legislation.</li> </ul>		<p>N</p> <ul style="list-style-type: none"> <li>Potential SAC articles in Mailbag.</li> </ul>	L
Loss of sense of place in the environment	Well considered Shire policies on climate change; community education on controlling perceived environmental threats (e.g. bushfire seasons). Community grants for projects that support the environment and that unique sense of place.	<ul style="list-style-type: none"> <li>This is a generalised statement and is addressed through other Shire and WBAC initiatives.</li> <li>Links to A11 below.</li> </ul>	Ongoing	<p>Y</p> <ul style="list-style-type: none"> <li>SAC involvement where appropriate, such as through SAC articles and Community Grants Program.</li> <li>Add recommendation to consider allocating a subset of Community Funding to Climate Change specific actions.</li> <li>Investigate potential funding to source this.</li> </ul>	M
<b>WBAC Climate Change Action Plan - Adaptation Actions</b>					
A1	Develop and implement a subregional waste strategy, including an assessment for localised industry hubs for priority recycled materials and green waste (GO/FOGO) and the development of a business case for value adding waste streams	SBG Corporate Plan 6.1.1 and 6.2.1.	2032	<p>Y</p> <ul style="list-style-type: none"> <li>Identified as short -term (2032) priority by WBAC.</li> <li>SAC to provide advice and recommendations to Council on subregional Waste Strategy where appropriate.</li> </ul>	L
A8	Develop and implement a Stakeholder engagement process to obtain input from the wider community on climate change adaptation planning.	Consider outcomes from Community Consultation on	2023 - 2025	<p>Y</p> <ul style="list-style-type: none"> <li>Requires consistency of approach across Shires.</li> </ul>	M

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
		Climate Change Strategy and Action Plan.		<ul style="list-style-type: none"> <li>SAC to provide input to WBAC Stakeholder engagement process through CCAPIRG members.</li> </ul>	
A11	Shires to review eligibility criteria for community grants to include community climate change measures.		2023	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Requires consistency of approach across Shires.</li> <li>SAC advice and recommendations to Shire on grants criteria and community eligibility for grants.</li> </ul>	M
M7	Investigate a subregional wide urban forest / street tree strategy to reduce heat island effects in regional towns.	<ul style="list-style-type: none"> <li>WBAC/Shires</li> <li>Relates to Street Plan Strategy under SBG Business Plan 7.4.2</li> </ul>	2022+	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Review draft of Tree Strategy when available prior to submission to Council.</li> </ul>	H
<b>WBAC Climate Change Action Plan - Leadership and Advocacy Actions</b>					
L2	Review the WBAC Subregional Growth Plan 2019 in light of the release of the State Climate Policy (2020) and amend actions accordingly.	WBAC	2023	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SBG Reference Group to provide input advice to Shire on Subregional Growth Plan.</li> </ul>	H
L3	Resource a dedicated WBAC officer to advance action items in the final Subregional Climate Change Action Plan.		2023	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SBG Reference Group to provide support to WBAC Officer where relevant.</li> </ul>	M
L4	Brief key stakeholder groups and relevant State Government agencies on the draft Subregional Climate Change Action Plan.		2024	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SBG Reference Group and SAC to provide support to WBAC Officer where appropriate.</li> </ul>	M
L11	Ensure Shire policies and regulations, including local planning and development regulations, incorporate climate change considerations and are consistent	Shire of Bridgetown – Greenbushes Town Planning Scheme No. 4 (TPS4).	2023 - Ongoing	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Council/Shire to identify which policies and regulations are priorities for review.</li> </ul>	M

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
	with State and Commonwealth Government adaptation and mitigation approaches.			<ul style="list-style-type: none"> <li>SAC to provide support and assistance to Council in review of relevant Policies and Regulations.</li> <li>SAC to review proposed changes to TPS4 and provide advice to Council on Climate Change Actions and Sustainability aspects of proposed changes.</li> </ul>	
L14	Establish a climate change stakeholder working group with key stakeholders and the community, to assist the WBAC in its deliberations.	WBAC CCAPIRG.	Completed	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>SAC members on WBAC CCAPIRG to report back to SAC.</li> <li>SAC to provide feedback to WBAC through CCAPIRG.</li> </ul>	H
<b>Climate Change Action Plan - Communications Actions</b>					
C2	Undertake stakeholder engagement to inform the wider community on climate change adaptation and mitigation actions.	<ul style="list-style-type: none"> <li>WBAC/Shires</li> <li>SBG Corporate Plan 15.1.1 – Community Engagement Strategy.</li> </ul>	2023+	<p style="text-align: center;">Y</p> <ul style="list-style-type: none"> <li>Regular Mailbag articles.</li> <li>Where appropriate, SAC to assist in stakeholder engagement, eg through public meetings or provision of written information through articles etc</li> <li>Annual snapshot to be published on Shire website to show progress of WBAC CC outcomes to inform the community. Will allow us to identify holes in our plans and re-review and would ensure our goals and achievements are auditable.</li> </ul>	H
C3	Support and promote environmental education and awareness in the subregion.	<ul style="list-style-type: none"> <li>WBAC Subregional Growth Plan.</li> <li>Related to C2 – stakeholder engagement.</li> </ul>	2023+	<ul style="list-style-type: none"> <li>As for C2, above.</li> </ul>	H

Reference	Action	Other related Initiatives	Timing (When)	SAC involvement (Yes/No) SAC Actions	SAC Priority (H, M, L)
C6	Engage with other Local Governments within the South-West region to share learnings and progress regional actions.	<ul style="list-style-type: none"> <li>WBAC/Shires</li> </ul>	2023+	<p>Y</p> <ul style="list-style-type: none"> <li>Shire Waste and Environmental Officer is actively engaged with other LGA's.</li> <li>SAC to assist the Shire in engagement within the South-West region (WBAC and other SW Shires) where required.</li> </ul>	M
C7	Engage with WALGA and other organisations to remain informed, and to contribute to, discussions on climate change management at the Local Government level.	<ul style="list-style-type: none"> <li>WBAC/Shires</li> <li>Cities Partnership Climate Change Program</li> </ul>	2023+	<p>Y</p> <ul style="list-style-type: none"> <li>Assist the CCAPIRG and Shire in engagement and contribution to discussions on climate change where required and where relevant.</li> </ul>	H

### 3.0 SAC - Strengths, Weaknesses Opportunities and Threats Analysis (SWOT Analysis)

The following table identifies the Strengths, Weaknesses, Opportunities, and Threats to the SAC to be able to deliver on its Objectives and Priorities (section 1.0).

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> <li>• Broad spectrum of Community representation from residents to business owners and Councillors.</li> <li>• Extensive knowledge of local environmental issues/concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited industry representation.</li> <li>• Limited knowledge and expertise in environmental matters.</li> <li>• Climate Change and Sustainability Actions may be “too ambitious” and there is likely to be insufficient funding or resources to commence or complete Actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential to Outsource work to external Consultants (funding permitting).</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funding to support work of SAC is unlikely given existing funding constraints.</li> <li>• The SAC may be unable to adequately advise and provide recommendations to Council in accordance with Objectives and Priorities.</li> </ul>

**Shire of Bridgetown-Greenbushes Outside  
Works Staff Enterprise Bargaining Agreement  
20230**

TITLE

This agreement shall be known as the Shire of Bridgetown-Greenbushes  
Outside Works Staff Enterprise Bargaining Agreement 2023~~0~~

**1. ARRANGEMENT**

- 1. ARRANGEMENT .....2
- 2. DEFINITIONS .....2
- 3. OPERATION OF AGREEMENT (INCIDENCE AND DURATION).....3
- 4. OBJECTIVES .....3
- 5. RATES OF PAY.....4
- 6. RELATIONSHIP TO AWARD AND OTHER AGREEMENTS .....5
- 7. TAKING OF ANNUAL LEAVE .....5
- 8. STAFF PERFORMANCE.....5
- 9. OVERTIME .....7
- 10. ANNUALISATION OF ALLOWANCES .....7
- 11. WEARING OF SHIRE UNIFORMS.....8
- 12. FLEXIBILITY & IMPROVEMENT PROVISIONS.....9
- 13. ROSTERED DAYS OFF ..... 10
- 14. CONSULTATIVE COMMITTEE ..... 10
- 15. SALARY SACRIFICE ..... 11
- 16. REDUNDANCY ..... 11
- 17. DISPUTE RESOLUTION PROCEDURE ..... 12
- 18. SIGNATURES OF THE PARTIES ..... 14

**2. DEFINITIONS**

2.1 For the purposes of this agreement the following terms shall mean:

2.1.1 "Award" means The Municipal Employees (Western Australia) ~~Interim~~ Award, 20~~2~~41.

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

2.1.3 "Council" means the Council of the Shire of Bridgetown-Greenbushes.

2.1.4 "Depot Based Outside Works Staff" will be the Leading Hands and General Hands employed on the construction and maintenance works crews based at the Shire Works Depot.

~~2.1.4~~ "Employee" is a person a member of the "Outside Works Staff" covered by this Agreement.

2.1.5

2.1.6 "Local Government" means the Shire of Bridgetown-Greenbushes.

2.1.7 "Outside Works Staff" means those people employed by the Shire of Bridgetown-Greenbushes at the Shire Works Depot, the Shire Refuse Site, cleaners and the Building Maintenance Officer, who are eligible to be members of the Union.

- 2.1.8 "Shire" means the Shire of Bridgetown Greenbushes.
- 2.1.9 "Shire Management" means the CEO and Senior Officers of the Shire.
- 2.1.10 "Union" means the Western Australian Municipal Road Boards, Parks and Racecourse Employees' Union of Workers, Perth including its officers and employees.
- ~~2.1.11 "WPI" means the Wage Price Index for the Perth Statistical Division published by the Australian Bureau of Statistics~~

### **3. OPERATION OF AGREEMENT (INCIDENCE AND DURATION)**

- 3.1 This agreement shall be binding upon the Shire of Bridgetown-Greenbushes, the Western Australian Municipal Road Boards, Parks and Racecourse Employees' Union of Workers, Perth including its officers and employees and those employees of the Shire who are eligible to be members of the Union.
- 3.2 This agreement shall come into force from 1 July 202~~03~~<sup>03</sup> and shall remain in force until 30 June 202~~63~~<sup>63</sup>.
- 3.3 This agreement covers all Outside Works Staff~~26 employees~~.

### **4. OBJECTIVES**

- 4.1 This agreement is to ensure that the Outside Works Staff are adequately rewarded and remain a loyal and cohesive work team.
- 4.2 The outcome of signing this agreement will be that together the Outside Works Staff and the Shire Management shall be focused on achieving the Shire's strategic and budgeted outcomes.
- 4.3 All parties to this agreement will strive to implement continuous improvement in, and quality of, work practices and in service delivery in accordance with any directions from the CEO (or through his nominated officer).
- 4.4 All parties will work together to achieve the best possible outcomes for the community, local government and the employees, given the financial constraints, limited resources and legislative compliance.
- 4.5 In consultation all parties are committed to the following principles in pursuing the above objectives and will work within the spirit of this Agreement:
- Benchmarking work area performance against industry standards or similar operations.
  - Enhancement of the Local Government's image.



- Maintain and enhance customer service levels for the provision of a high level of service to the community.
- Maintaining a safe and friendly work environment.
- Working with honesty, mutual respect and a professional attitude.
- Embracing technology.
- Training to further skills and personal development.

4.6 To achieve the above, the parties have agreed to:

- Sign the agreement;
- Use the established chain of command to communicate;
- Implement improvement changes as directed by the Shire Management;
- Actively support the Shire organization; and
- Support staff with the necessary training, machinery and equipment required to do their job efficiently.

## 5. RATES OF PAY

5.1 The base rates of pay are set out in Schedule A of this Agreement and are the rates applicable as at 30 June 2023~~30~~, one day prior to the commencement of this Agreement.

5.2 The base rates of pay set out in Schedule A of this agreement shall be increased as follows under the terms of this Agreement:

- 1 July 2023 – increase of 4.6%
- 1 July 2024 – increase of 4.6%
- 1 July 2025 – increase of 4.6%

~~5.2 in accordance with the Wage Price Index (WPI) for Western Australia to the end of December in each year with the resultant increases being applied from 1 July 2021 and then from 1 July 2022. Notwithstanding the specific Wage Price Index at the end of December the annual increase to the base rate of pay during the term of this Agreement shall not be greater than 5%. The WPI will be the statistic for “all sectors” as shown in the Australian Bureau of Statistics Publication 6345.0 – Wage Price Index, Australia. As an accommodation of the impact of the COVID-19 pandemic, there shall be no increase to base rates for the period 1 July 2020 to 30 June 2021.~~

## 6. RELATIONSHIP TO AWARD AND OTHER AGREEMENTS

- 6.1 This agreement shall be read and interpreted wholly in conjunction with the Award and where there is any inconsistency between this agreement and the Award, the agreement shall prevail to the extent of the inconsistency.
- 6.2 This Agreement replaces the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 20~~2016~~.

## 7. TAKING OF ~~ANNUAL~~ LEAVE

- 7.1 An annual leave roster shall be developed by staff and submitted to the CEO (or his nominated officer) for approval at the commencement of each financial year specifying when staff annual leave shall to be taken during the financial year.

7.2 Except for a skeleton crew, to be selected by the Works Supervisor, remaining on duty during the Christmas and New Year period, staff will be permitted to take annual leave (incorporating public holidays and rostered days off) in that period during the life of the Agreement. The exact dates of the annual leave will be determined in consultation between the parties and will have regard to workload, both current and proposed, and the need for staff to balance family/personal life with work commitments.

7.3 Notwithstanding clause 26.3 of the Municipal Employees (Western Australia) Award 2021 an employee covered by this Agreement is entitled to three (3) working days of bereavement leave. All other sub-clauses of clause 26 of the Municipal Employees (Western Australia) Award 2021 apply.

7.27.4 Where an employee is a member of the following emergency services entities and is called out to attend to an emergency the employee will be released to attend during ordinary working hours with no loss of entitlements:

- Bridgetown Volunteer Fire and Rescue
- St John Ambulance Bridgetown
- State Emergency Services Bridgetown
- Australian Red Cross Bridgetown
- Any bush fire brigade located within the Shire of Bridgetown-Greenbushes

## 8. STAFF PERFORMANCE

- 8.1 Improvements  
Outside Works Staff, with the assistance of their supervisor, shall develop, implement and use a work improvement system where written notification from any employee with regards to a suggested

workplace improvement should be given to their immediate supervisor ("Improvement Notice").

8.2 Best Practice

Outside Works Staff shall cooperate with all work practice changes with due regard to the purpose for implementing any change, and will use their best endeavours with any new procedure or item of equipment to give satisfactory level of commitment as determined by Shire Management. Any new item of equipment or work practice will be followed by a reporting or briefing session to see if task needs modification or replacement.

8.3 Remedial Works

Outside Works Staff shall identify to their supervisor any work tasks or jobs where any work has resulted in returning at a later time to carry out remedial work to correct such works to a proper standard. The parties acknowledge that this is a matter which needs to be addressed and investigated and procedures put in place to ensure remedial works do not continually occur.

8.4 Cost Savings

Outside Works Staff shall identify to their supervisor any aspect of their tasks where possible cost savings can be made by different work practice, machinery operation, use of contractors or not using contractors as the case may be.

8.5 Occupational Health and Safety

The local government views occupational health and safety as a core element of the employment relationship. It seeks to create a work environment in which every employee has confidence that work will be carried out in a safe manner. To achieve this goal the local government has established systems of work that seek to continually improve in the area of occupational health and safety.

Employees are to report for duty fit for work. Fit for work means that an employee is in a state (physical, mental and emotional) which enables the employee to perform assigned tasks competently and to establish standards set up by the local government, and in a manner which doesn't compromise or threaten the safety or health of themselves or others.

Employees must advise their supervisor (if unavailable the CEO or relevant Executive Manager) if they are prescribed any medication which may impact adversely on their fitness for work and/or ability to safely perform their role.

The local government reserves the right to implement drug and alcohol testing practices where the affected performance of an employee can impact upon the health and safety of the individual, colleagues or members of the public.

Staff shall report all issues relating to their own safety and the safety of others to their immediate supervisor or Safety Representative.

**8.6 Worker Risk**

All Outside Works Staff, once becoming aware of an unsafe situation or issue, shall not continue to work in an unsafe manner or operate an unsafe item of equipment. Any issue should be recorded and brought to the attention of the immediate supervisor who will investigate and report to Shire Management.

**8.7 Public Risk**

All Outside Works Staff shall, once identified, remove or temporarily mark any item of equipment, plant or machinery which they consider dangerous to the public or which may constitute a risk to the public or which may cause injury or loss of life to any person.

**8.8 Employee Conduct and Workplace Requirements**

Employees must:

- (a) Comply with the Shire's Code of Conduct.
- (b) Advise the Shire CEO immediately if there is a change in status of their driver's licence or any qualification or certification that is a requirement of the employee's role.

## **9. OVERTIME**

9.1 The parties acknowledge that overtime is worked and paid in accordance with the terms of the Award but the pay rate will be the annualised hourly rate as per Schedule A of this agreement, on an as-and-when-required basis. The Outside Works Staff agree that there shall not be any guaranteed minimum overtime.

9.2 Employees engaged on duties at the Shire Refuse Site shall continue to receive payment in accordance with Award Clause 17 – Extra Rates for Ordinary Hours for ordinary time worked on weekends and outside of the spread of ordinary hours based on the rates set out in Schedule A of this agreement.

## **10. ANNUALISATION OF ALLOWANCES**

10.1 The parties acknowledge that the following loadings and allowances have been annualised into the Rates of Wages set out in Schedule A of this agreement:

- 10.1.1 Industry Allowance
- 10.1.2 District Allowance
- 10.1.3 Payment of annual Driver's License
- ~~10.1.4 17.5% annual leave loading~~

10.2 Annual leave loading is not annualized and will be paid to the employee in arrears at the next pay following the taking of annual leave.

~~40.2~~10.3 The parties agree that all wages, loadings other payments and allowances (other than annual leave loading) paid to Outside Works Staff pursuant to this agreement have been annualised and shall be paid fortnightly in arrears.

## **11. WEARING OF SHIRE UNIFORMS**

- 11.1 All Outside Works Staff shall wear the uniform supplied by the Shire. The Shire supplied uniform shall have a permanent Shire logo and also the Shire shall ensure that employees can claim a tax deduction in relation to laundering of uniforms.
- 11.2 Standard issue of uniforms will be 4 items for those employed as Cleaners and 7 items for all other outside works staff per annum from the following:
  - 11.2.1 Shirts, either long or short sleeves with Shire logos;
  - 11.2.2 Trousers, either jeans or Yakka brand heavy duty trousers, and may include shorts to knee length;
  - 11.2.3 Sunhat;
  - 11.2.4 Jacket with Shire logo;
  - 11.2.5 Pair boots; and
  - 11.2.6 High visibility jumpers issued for winter only.
- 11.3 Shirts, trousers and hats shall be issued on 1 October in each year and the jackets and boots shall be issued on a one-for-one replacement basis, fair wear and tear accepted.
- 11.4 Provided further that replacements of any items issued as above shall be at the sole discretion of the CEO or his nominated representative. Replacement of items where fair wear and tear can be shown will not be unreasonably withheld.
- 11.5 Employees covered by this agreement shall wear sun hats at all times whilst working outside and exposed to direct sunlight, and shall regularly apply the Shire issued sunscreen to other parts of the body which are exposed to sunlight whilst at work. The word "regularly" as used above shall mean at the beginning of each workday and thereafter as recommended by the sunscreen manufacturer.

- 11.6 All employees covered by this agreement shall wear their uniform in a neat, tidy and clean state and maintain their uniform in good repair and condition.
- 11.7 All employees participating in the on-call roster and/or performing work after dusk will be supplied with a high visibility jacket or vest.

## 12. FLEXIBILITY & IMPROVEMENT PROVISIONS

### 12.1 Protective Clothing & Uniforms

The parties recognise that a suitable standard of dress reflects the image of the Shire and may be needed to provide adequate protection in the work environment. All personal protective clothing will be issued in respect to the relevant Occupational Safety and Health Act. The CEO (or nominated officer) may approve modifications where protective clothing or equipment needs to be customised or have individual ownership such as chainsaw chaps, or prescription eyewear.

### 12.2 After Hours Call Out Roster

Depot based outside works staff can volunteer -to be “on call” for the purposes of responding to emergency call-outs. A roster of two (2) designated staff per week will be maintained. An employee on call must be available to be contacted and be fit to immediately respond to a request to attend work. An employee on call will not be impaired by drugs or alcohol that would prevent the employee from driving or responding to the incident.

For fairness all depot based outside works staff will be given equal opportunity to nominate for the weekly call out roster.

The On Call allowance payable to such designated employees will be ~~\$21,4380~~ for each ~~week-day (7 days)~~ they are on call.

It should be noted that this period of ‘availability’ shall not constitute time worked for the purposes of this agreement or the Award, but is merely a process of ensuring the availability of employees for emergency call-outs. Any time worked in this capacity shall be either paid by authorised overtime or given as authorised Time Off In Lieu (TOIL) where agreed between the employee and the CEO (or his nominated officer).

One of the two designated staff on-call is authorized to take the designated call out vehicle home for the period on-call as this significantly improves mobilization times.

- 12.3 Flexibility in Working Hours  
Outside Works Staff agree to encouraging flexibility and multiskilling by making available adequate staff members as mutually agreed in each circumstance between the CEO (or his nominated officer) to enable weekend and after hours construction and maintenance programs to be achieved.
- 12.4 Purchase of Equipment  
The CEO (or his nominated officer) where appropriate, will agree to consult the staff most likely to be involved in the operation and maintenance of new plant and equipment prior to and during any decision being made to purchase new plant or equipment.
- 12.5 Payroll Deductions  
Payroll deductions shall be facilitated by the employer where they relate to an employees employment and shall include but not be limited to Professional Membership and Medical Insurance premiums.

### **13. ROSTERED DAYS OFF**

- 13.1 All employees covered by this agreement will continue to accrue time to enable them to have a maximum of one (1) whole day off per fortnight.
- 13.2 For the purposes of this agreement this day off shall be taken on a Monday but can be varied by mutual agreement between the parties.
- 13.3 Where the scheduled RDO is to occur on a public holiday then the following day shall be taken unless varied by mutual agreement between the parties.
- 13.4 By mutual agreement between the parties, a maximum of two RDOs may be accrued.
- 13.5 During the life of this agreement, by mutual agreement between the parties, the RDO system may be varied to allow the accrual of two RDO's per fortnight (to allow the working of a 4-day week).

### **14. CONSULTATIVE COMMITTEE**

- 14.1 The parties recognise the importance of establishing a mechanism to ensure that the measures in this agreement are reflected in practice.

- 14.2 There shall be a Consultative Committee consisting of up to three staff representatives, elected by the Outside Works Staff, and up to three Shire representatives, appointed by the CEO.
- 14.3 The Consultative Committee will examine and report on the specific items relating to the terms and conditions of this agreement with the objective of ensuring compliance with this agreement.
- 14.4 Any member who resigns from the Consultative Committee during the three year period will be replaced by the election process from the Outside Works Staff before the next meeting.
- 14.5 The Consultative Committee will also endeavour to foster communication between the parties. In addition, the Consultative Committee will provide timely advice to the CEO of the success (or otherwise) of the implementation of this agreement.
- 14.6 Unless determined otherwise by the CEO, meetings will be held at least once per annum. Meetings may be suspended with the agreement of both parties.

## **15. SALARY SACRIFICE**

- 15.1 The Shire agrees that staff will be able to structure their pay arrangement to take advantage of salary sacrificing where the employee can demonstrate to the CEO there is direct financial benefit to them in doing so and provided that the salary sacrifice arrangements are cost neutral to the Shire.
- 15.2 The employees are responsible for seeking their own financial advice in relation to the legality and tax implications of salary sacrificing.
- 15.3 The employee will be responsible for any future taxation liabilities arising out of the employee's decision to salary sacrifice.

## **16. REDUNDANCY**

- 16.1 Where Council makes a decision regarding potential redundancies relating to depot work services, relevant staff will receive as much notice of the proposal as practicable and will be notified as soon as practicable after the Council had made any such decision. This period will be not less than 5 weeks for all employees under 50 years of age and not less than 10 weeks for all employees over 50 years of age.
- 16.2 Any employee whose position is abolished and is not redeployed elsewhere in the organisation is eligible for redundancy under this clause. Any employee who is redeployed elsewhere in the



organization at a lower level will remain at the existing annualised rate of pay, as per clause 12, for a period not less than 12 months. To avoid any informal return to the previous duties of the employee, the duties must be clearly and concisely documented and adhered to.

- 16.3 The redundancy package would be 3 weeks for every completed year of service capped at 52 weeks, payment of 50% of accumulated sick leave and payment shall be based on the annualised rate of pay at the date of Council decision leading to redundancy.

## **17. DISPUTE RESOLUTION PROCEDURE**

- 17.1 The parties to this agreement agree and commit to the quickest and most efficient resolution of any dispute that may arise between the parties under this agreement.
- 17.2 The parties agree that normal work output shall continue whilst the procedures set out in this clause are being implemented in the resolution of any dispute.
- 17.3 These procedures will apply to the parties so that if a key employee is subject to a dispute, and other employees rely on this employee's presence, then the process for resolution shall be modified to allow normal work to proceed in the ordinary course of the day. The dispute will then be managed outside of ordinary working hours.
- 17.4 Employees approved by the CEO to be engaged in dispute resolution outside ordinary hours shall be paid at ordinary rates for the time spent in dispute resolution proceedings.
- 17.5 Where the matter is raised by an employee, or a group of employees, the following steps shall be observed:
  - 17.5.1 The employee(s) concerned shall discuss the matter with the immediate supervisor. If the matter cannot be resolved at this level the supervisor shall, within 3 working days, refer the matter to a more senior officer nominated by the Shire and the employee(s) shall be advised accordingly.
  - 17.5.2 The senior officer shall, if he/she is able, answer the matter raised within 3 working days of it being referred to him/her and, if he/she is not so able, refer the matter to the CEO for his attention, and the employee(s) shall be advised accordingly.
  - 17.5.3 The CEO shall, as soon as practicable after considering the matter, advise the employee(s) and the nominated employee representative. Provided that such advice shall be given within 7 working days of the matter being referred to the CEO.

- 17.5.4 Where the person chosen by the employee to act as the representative is employed by the Shire the employee selected shall suffer no loss of wages or other benefit arising from his or her presence and/or representation made at any stage of the dispute settlement procedure.
- 17.6 Should the matter remain in dispute after the above processes have been exhausted either party may refer the matter to the Western Australian Industrial Relations Commission for resolution.
- 17.7 Employees may elect to have an elder from a shared cultural background represent them on such occasions at no cost to the Shire.

## 18. SIGNATURES OF THE PARTIES

Signed for and on behalf of the Shire of Bridgetown-Greenbushes

.....  
Tim Clynch  
Chief Executive Officer

| Dated this ~~2<sup>nd</sup>~~ \_\_\_ day of ~~June~~ \_\_\_\_\_ 202~~30~~

Signed for and on behalf of the Western Australian Municipal Road Boards,  
Parks and Racecourse Employees' Union of Workers, Perth

| .....  
~~Andrew Johnson~~Name - Secretary:

| Dated this.....day of.....202~~30~~

## SCHEDULE A – WAGE RATES

2020 Rates of Pay at 30 June 2023

	Yearly	F/Nightly	Hourly
<u>Level 1</u>			
<u>15 Years</u>	<u>30164</u>	<u>1160.16</u>	<u>15.2652</u>
<u>Level 1</u>			
<u>16 Years</u>	<u>35648</u>	<u>1371.08</u>	<u>18.0405</u>
Level 1	<u>5302654843</u>	<u>2039.462109.35</u>	<u>26.835027.7546</u>
Level 2	<u>5746559435</u>	<u>2210.192285.96</u>	<u>29.081530.0784</u>
Level 3	<u>5981661866</u>	<u>2300.612379.46</u>	<u>30.271231.3087</u>
Level 4	<u>6149463602</u>	<u>2365.172446.23</u>	<u>31.120732.1872</u>
Level 5	<u>6460966824</u>	<u>2484.982570.15</u>	<u>32.697133.8178</u>
Level 6	<u>6820970547</u>	<u>2623.432713.34</u>	<u>34.518835.7018</u>

**SHIRE OF BRIDGETOWN-GREENBUSHES  
(ADMINISTRATION STAFF) EMPLOYEE  
COLLECTIVE AGREEMENT 20203**

## 1. Title

This agreement shall be known as the Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 202~~0~~<sup>3</sup>.

## 2. Arrangement

1. Title
2. Arrangement
3. Definitions
4. Objectives
5. Employee Commitments
6. Parties
7. Date & Period of Operation
8. Salary Increases
9. Dispute Settlement Procedure
10. Anti-discrimination
11. Signatories to Agreement

## 3. Definitions

- 3.1. **“The Act”** means the Workplace Relations Act 1996.
- 3.2. **“The Award”** means the Local Government Officers’ (Western Australia) ~~Interim~~ Award 20~~2~~<sup>1</sup>.
- 3.3. **“Local Government”** means the Shire of Bridgetown-Greenbushes
- 3.4. **“The Registrar”** means the Registrar of the Australian Industrial Relations Commission, Perth Registry

## 4. Objectives

- 4.1. To provide an agreed method of salary adjustments for the three years of the agreement.
- 4.2. To establish a culture of challenge, creativity and trust in the workplace.
- 4.3. To establish a relationship of open communication and job satisfaction.
- 4.4. To maintain optimum efficiency so as to support excellent wages and conditions of employment.
- 4.5. To work together to achieve the best possible outcomes for the community, local government and the employees, given the financial constraints, limited resources and legislative compliance.

4.6. In consultation all parties are committed to the following principles in pursuing the above objectives and will work within the spirit of this Agreement:

- Benchmarking work area performance against industry standards or similar operations.
- Enhancement of the Local Government's image.
- Maintain and enhance customer service levels for the provision of a high level of service to the community.
- Maintaining a safe and friendly work environment.
- Working with honesty, mutual respect and a professional attitude.
- Embracing technology.
- Training to further skills and personal development.

## 5. Employee Commitments

### 5.1 ~~Occupational Work~~ Health and Safety

The local government views occupational health and safety as a core element of the employment relationship. It seeks to create a work environment in which every employee has confidence that work will be carried out in a safe manner. To achieve this goal the local government has established systems of work that seek to continually improve in the area of occupational health and safety.

Employees are to report for duty fit for work. Fit for work means that an employee is in a state (physical, mental and emotional) which enables the employee to perform assigned tasks competently and to establish standards set up by the local government, and in a manner which doesn't compromise or threaten the safety or health of themselves or others.

Employees must advise their supervisor (if unavailable the CEO or relevant Executive Manager) if they are prescribed any medication which may impact adversely on their fitness for work and/or ability to safely perform their role.

The local government reserves the right to implement drug and alcohol testing practices where the affected performance of an employee can impact upon the health and safety of the individual, colleagues or members of the public.

### 5.2 Performance Management

Employees will be required to meet and maintain a satisfactory standard of performance in their position. The employee's supervisor or manager will, at the annual performance review, discuss with the employee their specific performance expectations. These performance expectations will be documented by the supervisor/manager in the performance review document. The supervisor/manager will provide the employee with regular feedback, either formally or informally, throughout the annual review period.

Employees will be required to:

- (a) Contribute to the setting of their performance expectations, goals, tasks and key result areas during their annual performance review.
- (b) Provide feedback to their supervisor/manager on barriers to the employee achieving their performance expectations, goals, tasks and key result areas.

### 5.3 Employee Conduct and Workplace Requirements

Employees must:

- (a) Comply with the Shire's Code of Conduct.
- (b) Advise the Shire CEO immediately if there is a change in status of their driver's licence or any qualification or certification that is a requirement of the employee's role.

## 6. Parties

- 6.1. Except as hereinafter provided, the parties to the agreement are the Shire of Bridgetown-Greenbushes ("the Shire") and all employees employed in the Shire's administration areas, the visitor centre the swimming pool and recreation centre who are covered by the Local Government Officers' (Western Australia) Award ~~20214999~~.
- 6.2. Provided that this agreement shall not apply to those senior officers and any other officers of the Shire whose terms and conditions of employment are governed by 'defined term' contracts of employment.

## 7. Date & Period of Operation

- 7.1. This agreement will come into force on 1 July 202~~03~~<sup>03</sup> and shall remain in force until 30 June 202~~36~~<sup>36</sup>. This Agreement replaces the Shire of Bridgetown-Greenbushes Administration Staff Employee Collective Agreement 20~~2019~~<sup>2019</sup>.
- 7.2. This agreement shall be read and interpreted wholly in conjunction with the Local Government Officers' (Western Australia) Award ~~20214999~~ and where there is any inconsistency between this agreement and the Award, this agreement shall prevail to the extent of the inconsistency.

## 8. Salary Increases

- 8.1. Subject to 8.2 below, employees shall be entitled to the following increases to their salaries:

~~1.1 The rates of pay for employees shall be increased in accordance with the Wage Price Index (WPI) for Western Australia to the end of December in each year with the resultant increases being applied from 1 July 2021 and then from 1 July 2022. Notwithstanding the specific Wage Price Index at the end of December the annual increase to the base rate of pay during the term~~



~~of this Agreement shall not be greater than 5%. The WPI will be the statistic for "all sectors" as shown in the Australian Bureau of Statistics Publication 6345.0 Wage Price Index, Australia. As an accommodation of the impact of the COVID-19 pandemic, there shall be no increase to base rates for the period of 1 July 2020 to 31 June 2024. The base rates of pay set out in Schedule A of this agreement shall be increased as follows under the terms of this Agreement:~~

- ~~➤ 1 July 2023 – increase of 4.6%~~
- ~~➤ 1 July 2024 – increase of 4.6%~~
- ~~➤ 1 July 2025 – increase of 4.6%.~~

8.2. Provided that the increases prescribed by this agreement are deemed to include and shall be paid in lieu of any Award salary increases resulting from the annual Fair Pay Tribunal decisions made during the life of this Agreement.

## **9. Rostered Days Off**

~~9.1 All full time employees covered by this agreement will continue to accrue time to enable them to have a maximum of one (1) whole day off per month.~~

~~9.2 A maximum of three RDOs may be accrued at any one time.~~

~~9.3 Notwithstanding sub-clause 9.1 an administrative procedure will set out the conditions and entitlements for the taking of RDOs.~~

Formatted: Font: 12 pt, Not Bold

Formatted: Tab stops: 2.25 cm, Left + Not at 1.75 cm

Formatted: Font: 12 pt, Not Bold

## **10. Bereavement Leave**

~~10.1 Notwithstanding clause 26 of the Local Government Officers (Western Australia) Award 2021 an employee covered by this Agreement is entitled to three (3) working days of bereavement leave. All other sub-clauses of clause 26 of the Award apply.~~

## **11. Emergency Services Leave**

~~11.1 Where an employee is a member of the following emergency services entities and is called out to attend to an emergency the employee will be released to attend during ordinary working hours with no loss of entitlements:~~

- ~~➤ Bridgetown Volunteer Fire and Rescue~~

- St John Ambulance Bridgetown
- State Emergency Services Bridgetown
- Australian Red Cross Bridgetown
- Any bush fire brigade located within the Shire of Bridgetown-Greenbushes

## **9-12. Christmas/New Year Shutdown**

12.1 Due to office and library closure over the Christmas and New Year period employees of those facilities will be required to take leave from no later than 24 December until no later than 2 January each year.

12.2 Where an employee of the office or library has insufficient accrued leave to take the leave described in sub-clause 12.1 they will be required to take unpaid leave. With the approval of their Director an employee may obtain approval to work during this period.

## **10-13. Dispute Settlement Procedure**

10-13.1. In relation to any matter that may be in dispute ('the matter') except matters relating to the actual or threatened termination of employment of the employee, the parties to the dispute will attempt to resolve the matter at the workplace level, including, but not limited to:

- a) the employee and his or her supervisor meeting and conferring on the matter; and
- b) if the matter is not resolved at such a meeting, the parties arranging further discussions involving more senior levels of management (as appropriate); and
- c) acknowledge the right of either party to appoint, in writing, another person to act on behalf of the party in relation to resolving the matter at the workplace level; and
- d) agree to allow either party to refer the matter to mediation or other alternative dispute resolution process to be conducted by a person agreed between the parties in dispute on the matter;
- e) agree that if either party refers the matter to alternative dispute resolution both parties will participate in the alternative dispute resolution in good faith; and acknowledge the right of either party to appoint in writing, another person to act on behalf of the party in relation to the alternative dispute resolution process.

10-2-13.2. Agree that during the time when the parties attempt to resolve the matter:

- a) the parties continue to work in accordance with their contract of employment unless the employee has a reasonable concern about an imminent risk to his or her health or safety; and
- b) subject to relevant provisions of any state or territory occupational health and safety law, unless the employee has a reasonable concern about an imminent risk to his or her health or safety, the employee must not unreasonably fail to comply with a direction by his or her employer to perform other available work, whether at the same workplace or another workplace, that is safe and appropriate for the employee to perform; and
- c) the parties must cooperate to ensure that the dispute resolution procedures are carried out as quickly as is reasonably possible.
- d) The parties to the dispute acknowledge that if we are unable to agree on the person to conduct the alternative dispute resolution process, either party can notify the Industrial Registrar. In this case, the Industrial Registrar will provide the parties with information about options resolving the dispute.

## **14. Anti-discrimination**

**14.1** The parties to this agreement agree that:

- a) it is their intention to achieve the principal object in paragraph 3(m) of the Workplace Relations Act 1996, which is to respect and value the diversity of the work force by helping to prevent and eliminate discrimination at their enterprise on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; and
- b) any dispute concerning these provisions and their operation will be progressed initially under the dispute resolution procedure in this agreement; and
- c) nothing in these provisions allows any treatment that would otherwise be prohibited by anti-discrimination provisions in applicable Commonwealth, state or territory legislation.

**14.2** Nothing in these provisions prohibits:

- a) any discriminatory conduct (or conduct having a discriminatory effect) that is based on the inherent requirements of a particular position; or
- b) any discriminatory conduct (or conduct having a discriminatory effect) if:
- c) the employee is a member of staff of an institution that is conducted in accordance with the doctrines, tenets, beliefs or teachings of a particular religion or creed; and
- d) the conduct was in good faith to avoid injury to the religious susceptibilities of that religion or creed.

**15. Signatories to Agreement**

Agreement signed this ~~4th~~ \_\_\_ day of ~~June~~ \_\_\_ 202~~30~~

Signed for and on behalf of the **Shire of Bridgetown-Greenbushes**

\_\_\_\_\_

Name: \_\_\_\_\_

Signed for and on behalf of the **employees**

\_\_\_\_\_

Name: \_\_\_\_\_

Witness

\_\_\_\_\_

Name: \_\_\_\_\_

**Schedule A  
Rates of Pay – as at 30 June 2023**

		<b>Yearly</b>	<b>F/Nightly</b>	<b>Hourly</b>	<b>Casual</b>
Level 1	16 years & under	35947	1382.58	18.1918	21.8302
	17 years	38160	1467.69	19.3117	23.1740
	18 years	41370	1591.15	20.9362	25.1234
	19 years	44594	1715.15	22.5678	27.0814
	20 years	47789	1838.04	24.1847	29.0216
	Adult	50116	1927.53	25.3622	30.4346
Level 2		52097	2003.73	26.3649	31.6379
		53295	2049.81	26.9712	32.3654
		55040	2116.93	27.8543	33.4252
		56810	2185.00	28.7500	34.5000
Level 3		58386	2245.62	29.5476	35.4571
		59400	2284.61	30.0607	36.0728
		60419	2323.81	30.5764	36.6917
		61443	2363.19	31.0946	37.3135
Level 4		63069	2425.73	31.9175	38.3010
		63760	2452.31	32.2672	38.7206
		64730	2489.62	32.7582	39.3098
		66202	2546.23	33.5030	40.2036
Level 5		68004	2615.54	34.4150	41.2980
		69044	2655.54	34.9413	41.9296
		69879	2687.66	35.3639	42.4367
		71269	2741.11	36.0672	43.2806
Level 6		72281	2780.04	36.5795	43.8954
		73971	2845.04	37.4347	44.9216
		75244	2894.00	38.0789	45.6947
		76720	2950.77	38.8259	46.5911
Level 7		78179	3006.89	39.5643	47.4772
		79815	3069.81	40.3922	48.4706
		81162	3121.62	41.0739	49.2887
		82131	3158.89	41.5643	49.8772

Level 8		83863	3225.50	42.4408	50.9290
		85211	3277.35	43.1230	51.7476
		86559	3329.20	43.8053	52.5664
		87908	3381.08	44.4879	53.3855
Level 9		90591	3484.27	45.8457	55.0148
		92141	3543.89	46.6301	55.9561
		93823	3608.58	47.4813	56.9776
		95565	3675.58	48.3629	58.0355